



Díli, 20 de Novembro de 2024

Publicação de ata de conferência prévia

Caros Consultores,

Tornamos, por este meio, pública a ata de conferência prévia referente ao processo de aprovisionamento para o projeto de **Supervisão de Construção do Novo Edifício do Instituto Nacional de Desenvolvimento de Mão-de-Obra (INDMO, I.P.) (RFP/135/INDMO.IP-2024)** que decorreu nas instalações da Comissão Nacional de Aprovisionamento no dia 20 de Novembro de 2024 pelas 10 horas.

Publication of Minutes of Pre-Proposal Conference

Dear Consultants,

We hereby publish the minutes of Pre-Proposal Conference regarding the procurement process for **Construction Supervision of the New Building of the National Workforce Development Institute (INDMO, I.P.) (RFP/135/INDMO.IP-2024)** which was held at National Procurement Commission's premises on the 20 November 2024 at 10:00 am.



Hermingardo Albano Soares
Diretor-Executivo da CNA



MINUTES OF PRE-PROPOSAL CONFERENCE

Date: 20 November 2024

1. The Pre-Proposal Conference was held at 10:00 hours local time on 20 November 2024 at the Conference Room of the National Procurement Commission (NPC) at Avenida de Balide, Dili Timor-Leste. This meeting was attended by representatives from the National Procurement Commission (NPC), Project Owner - Instituto Nacional de Desenvolvimento de Mão-de-Obra (INDMO, I.P) and prospective consultants.
 - a. Project identification: **RFP/135/INDMO, I.P-2024**
 - b. Project owner: **Instituto Nacional de Desenvolvimento de Mão-de-Obra (INDMO, I.P)**
 - c. Name of the project: **Construction Supervision of New Building of National Work Force Development Institute (INDMO, I.P).**
2. The meeting was followed a brief presentation on the Request for Proposal (RFP) Document by Ms. Odélia de J.M. Hau, Junior Procurement Officer of NPC. The presentation is attached as Appendix-1.
3. The questions and answers session of the pre-proposal conference took place immediately after the presentation. The questions and answer are enclosed in Appendix-2 (Clarification No.1)
4. The meeting was concluded at 10:45 am. Ms. Odélia Hau thanked all the participating bidders for their active participation in the pre-proposal conference.

Dili, 20 November 2024

By the Jury:

Position	Signature
President of Jury	
Jury Member-1	
Jury Member-2	
Jury Member-3	
Supplementary Jury Member	
Supplementary Jury Member	

Enclose:

Appendix 1 – Pre-Proposal Conference Presentation

Appendix 2 – Clarification No 1



**CONSTRUCTION SUPERVISION OF NEW BUILDING OF NATIONAL WORK
FORCE DEVELOPMENT INSTITUTE (INDMO, I.P)
RFP/135/INDMO, I.P-2024
CLARIFICATION NO. 1**

20 November 2024

No.	Queries	Responses
1.	Project duration is 12 months, the duration of Deputy Team Leader is 14 months, how about the payment for the Deputy Team Leader?	The Contract Duration is 12 months for Construction and 12 months for Defect Liability Period (DLP). Deputy Team Leader 2 person month are allocated of his input during DLP Period.
2.	What about the Facilities (example Office) is it provided by project owner or consultant?	For the Facilities, please read ToR (no.4-Facilities provided by the Government of TL and no.5-Facilities provided by the supervision consultant)
3	What about the payment for facilities is it including in the invoice or no?	Please read datasheet clause 16.1
4	What about the payment for the staff during Defect Liability Period?	Refer to Answer Question No.1
5	In the Personnel evaluation sheet for the key international key expert, the position no.6 and no. 8 are the same.	Please refer to Addendum No.1
6	For the Quality Surveyor Engineer /Contract Specialist it must have similar experience?	Please read ToR IX. Construction Supervision Input, no.2 – Personnel, a. Key Expert (International), no.8-Quantity Surveyor Engineer / Contract Specialists.
7	Please give us the List/ item for construction of the building or how many floor of the building?	There have 6 Building and only the main building have 2 floors, while all other building are single story.
8	Can the national citizen (Timor-Leste) be proposed to the position of International key expert?	Please refer to Datasheet-ITC 1(k) Definitions.


Hermingardo Albano Soares

Executive Director of National Procurement Commission (NPC)

Enclose:

Appendix 1 – Pre-Proposal Conference Presentation

Appendix 2 – Clarification No.1



CONSTRUCTION SUPERVISION OF NEW BUILDING OF NATIONAL WORK FORCE
DEVELOPMENT INSTITUTE (INDMO, I.P)

RFP/135/INDMO, I.P-2024

ADDENDUM No. 1

20 November 2024

This Addendum No. 1 is issued to amend following item in the RFP Document in accordance with ITC 13 (Section 2 – Instruction to Consultants and Data Sheet).

Item	Section / Clause / Page No.	As per original RFP Document	As per this Addendum # 1
1.	Section 2: Instruction to Consultant and Data Sheet – Appendix 2 – Personnel Evaluation Sheet	Appendix 2 – Personnel Evaluation Sheet Key Experts – International Key Experts, No. 8: <u>Mechanical, Electrical and Plumbing Engineer - International</u>	Appendix 2 – Personnel Evaluation Sheet Key Experts – International Key Experts, No. 8: <u>Quantity Surveyor/Contract Specialist - International</u>
2.	Section 2: Instruction to Consultant - Data Sheet - 29.2	ITC-Datasheet 29.2 Date of Commencement of Services Expected date for the commencement of the Services: Date: March 2025 at: <u>Dili Municipality</u>	ITC-Datasheet 29.2 Date of Commencement of Services Expected date for the commencement of the Services: Date: March 2025 at: <u>Liquiça Municipality</u>


Hermingardo Albano Soares
Executive Director of National Procurement Commission (NPC)



REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE
MINISTÉRIO DO PLANEAMENTO E INVESTIMENTO ESTRATÉGICO
COMISSÃO NACIONAL DE APROVISIONAMENTO
Avenida de Balide, Dili, Timor-Leste. Telephone No.: 3331101

PRE-PROPOSAL CONFERENCE

CONSTRUCTION SUPERVISION OF NEW BUILDING OF NATIONAL WORK
FORCE DEVELOPMENT INSTITUTE (INDMO, I.P)

RFP/135/INDMO, I.P-2024

20 NOVEMBER 2024, 10:00 AM

IMPORTANT POINTS

Clause	
ITC & Data sheet 2.1	<p data-bbox="272 1326 312 1653"><u>Method of Selection</u></p> <p data-bbox="400 349 496 1653">Name of the Employer: Instituto Nacional de Desenvolvimento de Mão-De-Obra (INDMO, I.P)</p> <p data-bbox="517 190 683 1653">Method of selection: QUALITY AND COST BASE SELECTION (QCBS). In accordance with the Applicable Law, the Employer shall open the financial proposals of only the Consultants whose proposals meet the minimum passing scores based on the result of the Technical Evaluation.</p>
ITC & Data sheet 2.2	<p data-bbox="715 1256 754 1653"><u>Submission of Proposals</u></p> <p data-bbox="839 477 879 1653">Financial Proposal to be submitted together with Technical Proposal: Yes</p> <p data-bbox="954 194 1038 1653">The name of the assignment is: Construction Supervision of New Building of National Work Force Development Institute (INDMO I.P) - RFP/135/INDMO, I.P-2024</p>
ITC & Data sheet 9.1	<p data-bbox="1070 1491 1110 1653"><u>Language</u></p> <p data-bbox="1193 607 1233 1653">This RFP has been issued in the <u>English and Portuguese</u> languages.</p> <p data-bbox="1315 315 1355 1653">Proposals shall be submitted in <u>English or Portuguese</u> languages (Only one Language).</p> <p data-bbox="1430 853 1469 1653">All correspondence shall be in the <u>English</u> language.</p>

IMPORTANT POINTS

Clause

ITC & Data Sheet 10.1

Documents Comprising the Proposal

The Proposal shall comprise the following:

For FULL TECHNICAL PROPOSAL (FTP):

1st Inner Envelope with the Technical Proposal:

- (1) Power of Attorney to sign the Proposal
- (2) Proof of Legal Status and Eligibility
- (3) TECH-1
- (4) TECH-2
- (5) TECH-3
- (6) TECH-4
- (7) TECH-5
- (8) TECH-6

AND

2nd Inner Envelope with the Financial Proposal (if applicable):

- (1) FIN-1
- (2) FIN-2
- (3) FIN-3
- (4) FIN-4

IMPORTANT POINTS

Clause	
ITC & Data Sheet 10.1 (Continue)	<p>Proof of legal status establish Consultant's legal capacity to enter into binding and enforceable contracts and shall be supported by the following or its equivalent as deemed acceptable by the Employer:</p> <ul style="list-style-type: none">• Certificate of incorporation• Partnerships duly organized• Universities, institutions, public sector organizations, and nongovernment organizations that are not legally incorporated shall provide other documentation that establishes their legal capacity to enter into binding and enforceable contracts with the Employer (such as charter, statute, etc.). <p>Please refer to CHECKLIST OF REQUIRED FORMS in Section 3.</p>
ITC & Data Sheet 12.1	<p><u>Proposal Validity</u></p>
ITC & Data Sheet 13.1	<p>Proposals must remain valid for 180 calendar days after the proposal submission deadline.</p> <p><u>Clarification of Request for Proposal</u></p> <p>Clarifications may be requested no later than 14 days prior to the submission deadline.</p> <p>The contact information for requesting clarifications is:</p> <p>National Procurement Commission</p> <p>Avenida de Balide, Partimonio Estado, Dili, Timor-Leste</p> <p>E-mail: ma@cna.gov.tl</p> <p>Cc: as@cna.gov.tl, ns@cna.gov.tl, ab@cna.gov.tl, vc@cna.gov.tl, om@cna.gov.tl, mm@cna.gov.tl.</p> <p>Phone No.: (+670) 3331101</p> <p>The website to Publish the clarification and addendum: www.cna.gov.tl, www.mof.gov.tl, www.dgmarket.com & www.devex.com</p>

IMPORTANT POINTS

Clause	
ITC & Data Sheet 14.1.3	<ul style="list-style-type: none">- Minimum time input of Key Experts (International): 36 person-months.- Minimum time input of non-Key Experts (National Staff): 53 person-months <p>For the evaluation and comparison of proposal only: if a proposal includes less than the required minimum time-input, the Employer will load the position that is short of the required minimum person-months.</p> <p>Proposals that quoted higher than the required minimum of time-input will not be adjusted.</p>
ITC & Data Sheet 14.1.4	<p><u>Only for QCBS with Maximum Budget</u></p> <p>Maximum budget for the assignment: USD 432,780.00 inclusive of all taxes, profits and other expenses.</p> <p><u>The Employer may disqualify the technical and financial proposal if an Evaluated Financial Proposal exceeds the maximum budget.</u></p>
ITC & Data Sheet 15.2	<p><u>Format of Technical Proposal</u></p> <p>The format of the Technical Proposal to be submitted is: Full Technical Proposal (FTP)</p> <p>Please refer to the Checklist of Required Forms in Section 3.</p> <p>Submission of the Technical Proposal in incorrect format may lead to the Proposal being deemed non-responsive to the RFP requirements.</p>
ITC & Data Sheet 16.3 and 25	<p><u>Taxes - Reference</u></p> <p>Information on the Consultant's tax obligations can be found at http://www.mof.gov.tl//</p>

IMPORTANT POINTS

Clause	
ITC & Data sheet 17.4	<p data-bbox="336 1205 373 1599">Submission of Proposals</p> <p data-bbox="397 1155 434 1599">The Consultant must submit:</p> <ul data-bbox="504 488 647 1599" style="list-style-type: none"><li data-bbox="504 488 544 1599">(a) Technical Proposal: one (1) original, two (2) copies and 1 soft copy.<li data-bbox="604 510 647 1599">(b) Financial Proposal: one (1) original, one (1) copy and 1 soft copy.
ITC & Data sheet 17.9	<p data-bbox="703 931 740 1599"><u>Deadline for the Submission of Proposals</u></p> <p data-bbox="804 584 841 1599">The Proposals must be received at the address below no later than:</p> <p data-bbox="911 1048 948 1599">The Proposal submission address is:</p> <p data-bbox="970 913 1007 1599">Name: National Procurement Commission</p> <p data-bbox="1029 898 1066 1599">Address: Rua de Balide, Patrimonio Estado</p> <p data-bbox="1088 1205 1125 1599">Date: 19 December 2024</p> <p data-bbox="1147 1122 1184 1599">Time: 15:00 hours Local time</p>

SCC – GCC 14.1

Expiration of Contract:

The time period shall be 12 months of construction and 12 months for Defects Liability Period (DLP)

GCC 42.1

The Employer shall pay to the Consultant (i) remuneration that shall be determined on the basis of time actually spent by each Expert in the performance of the Services after the date of commencing of Services or such other date as the Parties shall agree in writing; and (ii) other expenses, provisional sums and contingency that are actually and reasonably incurred by the Consultant in the performance of the Services.

GCC – SCC 45.1.(a)

The following provisions shall apply to the advance payment and the advance bank payment guarantee.

- (1) An advance payment of 10% in United State Dollars (USD) shall be made within Thirty (30) days after the effective Date. The advance payment will be set off by the Employer in equal installments against the statements for the first twelve (12) months of the Services until the advance payment has been fully set off.
- (2) The advance bank payment guarantee shall be in the amount and in the United State Dollars of the advance payment.

For advance payment bank guarantee. The issuing bank must be any commercial bank. In case the bank issuing the guarantee is located outside Timor-Leste, it shall have a correspondent bank located in Timor-Leste to make the guarantee enforceable.

GCC 45.1(b)

The consultant will submit the invoices to the employer no later than Fifteen (15) days after the end of the each calendar month of the services

GCC 45.1(c)

The Employer shall pay to the Consultant 's invoices within sixty (60) days after receipt by the employer of such itemized invoices with supporting documents

GCC – SCC 49

Dispute Resolution Location: Singapore

Additional Provision-
Quality Guarantee

The Employer will retain Five (5%) from each progress payment as Performance and Quality Guarantee for satisfactory Performance of the Contract.

Refer to Decree Law 22/2022-article 108

This construction supervision contract is time-based contract based on the selected consultant's offer price

Additional Provision
Warranty of Services

Refer to Decree Law 22/2022-article 135.

Additional Provision -
Performance Security

Refer to Decree Law 22/2022-article 107, 108.

The selected consultant will be required to submit a Performance Guarantee in the form of an unconditional and non-revocable bank guarantee. Bank Guarantee issued by an overseas bank shall have a corresponding bank in Timor-Leste.

Additional Provision –
Contract Amendments

Refer to Decree Law 22/2022-article 123

Thank You

Question & Answer



MINISTÉRIO DO PLANEAMENTO
E INVESTIMENTO ESTRATÉGICO

IX GOVERNO CONSTITUCIONAL



Comissão Nacional de Aprovisionamento

LETTER OF INVITATION	ANÚNCIO DE CONCURSO
<p>REF/135/INDMO, I.P-2024 Date: 7 November 2024</p>	<p>REF/135/INDMO, I.P-2024 Data: 7 de Novembro de 2024</p>
<p>1. The National Procurement Commission, as instructed by the Instituto Nacional de Desenvolvimento de Mão-De-Obra (INDMO, I.P.) Government of Timor-Leste, is inviting proposals from interested consulting firms to provide the following consulting services (hereinafter called "Services"):</p> <p>Construction Supervision of New Building of National Work Force Development Institute (INDMO I.P)</p> <p>Construction Supervision for New Building of National Labor Force Development Institute Project in Tibar-Liquiça include other complementary facilities, utilities and landscape as its integral and inseparable part. More details on the Services are provided in the Request for Proposal (RFP).</p> <p>2. Funding for these Services will be made from the Infrastructure Fund of the Government of the Democratic Republic of Timor-Leste.</p> <p>3. The Project is located in Tibar, Liquiça Municipality.</p> <p>4. Maximum budget for the assignment is USD 432,780.00 inclusive of all applicable taxes. The Employer will disqualify evaluated financial proposal exceeding maximum budget. Consultant shall be responsible for paying of all related taxes. Consultant shall provide justification in the financial proposal if abnormally low-financial proposal (does not reach 70% of the cost estimate).</p> <p>5. The construction Supervision comprises 36 person-months of International Key Experts and 53 persons-months of National Staff input over duration of 12 month of construction and 12 month of defect liability period. The Proposal Validity is 180 days after the submission of the Proposal.</p> <p>6. A firm will be selected under the Quality and Cost Base Selection (QCBS) Method with weights given to Technical & Financial Proposals are (80:20) and other selection criteria like, Experience of Firm, Experience of Experts and Approach and Methodology, Work Program and Personnel</p>	<p>1. A Comissão Nacional de Aprovisionamento (CNA), conforme instruída pelo Instituto Nacional de Desenvolvimento de Mão-de-Obra I.P. (INDMO, I.P.) do Governo de Timor-Leste, convida empresas de consultoria interessadas para a prestação dos seguintes serviços (doravante designados por "Serviços"):</p> <p>Supervisão de Construção do Novo Edifício do Instituto Nacional de Desenvolvimento de Mão-de-Obra (INDMO, I.P.)</p> <p>A supervisão de construção para o novo edifício em epígrafe, em Tibar – Liquiça, incluiu outras instalações complementares, utilidades e paisagismo como parte integrante e inseparável. Serão fornecidos mais detalhes sobre os Serviços nos documentos de concurso.</p> <p>2. Os Serviços serão financiados pelo Fundo das Infraestruturas do Governo da República Democrática de Timor-Leste.</p> <p>3. O projeto localiza-se no Município de Liquiça.</p> <p>4. O orçamento máximo para este projeto é de US\$ 432,780.00, incluindo todos os impostos aplicáveis. O Contratante poderá desqualificar as propostas financeiras avaliadas que excedam o orçamento. O Consultor será responsável pelo pagamento de todos os impostos relacionados. O consultor deverá apresentar uma justificação na proposta financeira caso o seu preço seja anormalmente baixo (se não atingir 70% da estimativa de custo).</p> <p>5. A Supervisão de construção compreende a contribuição de 36 pessoas-mês de peritos internacionais e 53 pessoas-mês de funcionários nacionais durante um período de 12 meses de construção e 12 meses de período de responsabilidade por defeitos.</p> <p>6. Será selecionada uma empresa nos termos do método de Seleção Baseado em Qualidade e Custo (QCBS), sendo os pesos atribuídos às propostas Técnica e Financeira 80:20 respetivamente, considerando-se ademais outros critérios de seleção nomeadamente experiência da empresa, experiência dos peritos, abordagem e metodologia, Programa de Trabalho e Cronograma de Pessoal descritos nos documentos de</p>



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<p>Schedule described in this RFP. The minimum technical score required to pass is: 75%. The Client shall award the contract to the Consultant with the highest combined score evaluated in accordance with the procedure specified under Section 2 & 3 of RFP, provided further that the Consultant is determined to be qualified to perform the Contract satisfactorily.</p> <p>7. The procurement shall be conducted as single stage-two envelope procedures, wherein the Technical and Financial Proposals shall be submitted together in separately-sealed envelopes.</p> <p>8. Interested Consulting firms may obtain further information from: National Procurement Commission Avenida de Balide, Património Estado, Díli, Timor-Leste Email: ma@cna.gov.tl Copy to: asa@cna.gov.tl, nsa@cna.gov.tl, aba@cna.gov.tl, vc@cna.gov.tl, om@cna.gov.tl, mma@cna.gov.tl</p> <p>9. Participation in this bidding process is open to all interested international and national Consultants. The attention of interested Consultants is drawn to the qualification requirements detailed in the RFP.</p> <p>10. The RFP including Proposal Submission Forms is available free-of-charge to any interested Consultants (Local or International Consulting Firms) by sending a written request by email after which a PDF copy of the RFP will be sent by email.</p> <p>11. A pre-proposal conference will be held at 10:00 hour's local time on 20 November 2024 at the same address specified above.</p> <p>12. The selected consultant will be required to submit a Performance Guarantee in the form of an unconditional and non-revocable bank guarantee. Bank Guarantee issued by an overseas bank shall have a corresponding bank in Timor-Leste.</p> <p>13. The proposals must be received in the Tender Box located at the same address specified above no later than 15:00 hour's local time on 19 December 2024</p> <p>14. Technical Proposal will be opened on 19 December 2024 after the closing time for the submission of the</p>	<p>concurso. A pontuação técnica mínima necessária para qualificação é: 75%. O Contratante deverá adjudicar o contrato ao Consultor com a pontuação global mais elevada, avaliada de acordo com o procedimento especificado nas Secções 2 e 3 do caderno de encargos, desde que o Consultor seja considerado como qualificado para a execução do Contrato de forma satisfatória.</p> <p>7. O concurso será realizado sob Fase Única - Procedimento de dois envelopes - sendo que as propostas Técnica e Financeira deverão ser apresentadas juntamente mas em envelopes separados e selados.</p> <p>8. As empresas de consultoria interessadas poderão obter informações adicionais com: Comissão Nacional de Aprovisionamento Avenida de Balide, Património do Estado, Díli, Timor-Leste E-mail: ma@cna.gov.tl CC: asa@cna.gov.tl, nsa@cna.gov.tl, aba@cna.gov.tl, vc@cna.gov.tl, om@cna.gov.tl, mma@cna.gov.tl</p> <p>9. A participação neste processo de concurso está aberta a todos os consultores internacionais e nacionais interessados. Chama-se atenção dos consultores interessados para os principais critérios de qualificação detalhados no Caderno de Encargos.</p> <p>10. As empresas interessadas (locais ou internacionais) poderão obter, gratuitamente, o Caderno de Encargos mediante o envio do respetivo pedido por email. Após a receção do referido email, a Comissão Nacional de Aprovisionamento (CNA) enviará cópias em PDF dos documentos solicitados (incluindo formulários para apresentação).</p> <p>11. Terá lugar uma conferência prévia pelas 10 horas (hora local), no dia 20 de Novembro de 2024, no endereço supracitado.</p> <p>12. O consultor adjudicatário deverá apresentar uma Caução de Execução sob a forma de garantia bancária incondicional e irrevogável. A Garantia Bancária emitida por banco estrangeiro deverá ter um banco correspondente em Timor-Leste..</p> <p>13. As propostas deverão ser recebidas na Caixa de Concurso localizada no mesmo endereço acima indicado, o mais tardar até às 15:00 horas (hora local) do dia 19 de Dezembro de 2024.</p> <p>14. As Propostas Técnicas serão abertas no endereço acima indicado a 19 de Dezembro de 2024 apos o término do</p>
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MINISTÉRIO DO PLANEAMENTO
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Comissão Nacional de Aproveitamento

proposals at the same address in the presence of consultants who wish to attend.

15. Any Proposal or its modification received by the Employer after the deadline shall be declared late and rejected, and promptly returned unopened.

prazo para a apresentação de propostas e na presença dos consultores que desejarem assistir.

15. Quaisquer propostas ou respetivas alterações recebidas pelo Contratante após o prazo determinado, serão declaradas tardias e rejeitadas, sendo imediatamente devolvidas sem serem abertas.


Hermingardo Albano Soares

Diretor-Executivo da Comissão Nacional de Aproveitamento