



Díli, 21 de Janeiro de 2025

**Publicação de ata de Conferência Prévia**

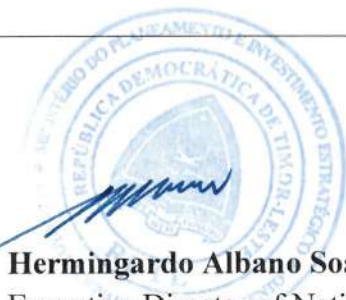
Exmos. Concorrentes,

Reportando-nos ao assunto em epígrafe, publicamos, por este meio, a ata de conferência prévia referente ao processo de aprovisionamento para o projeto **Serviços de Consultoria Supervisão de Obras de Novo Construção do Mercado Municipal em Ermera, Município de Ermera (RFP/181/MCI-2024)** que teve lugar nas instalações da Comissão Nacional de Aprovisionamento no dia 13 de Janeiro de 2025 às 15:00 horas.

**Publication of Minutes of Pre-Proposal Conference**

Dear Bidders,

We hereby publish the minutes of Pre-Proposal Conference regarding the procurement process for **Construction Supervision for New Construction of Municipal Market in Ermera, Municipality of Ermera (RFP/181/MCI-2024)** which was held at National Procurement Commission's premises on the 13 January 2025 at 15:00 local time.



**Hermingardo Albano Soares**

Executive Director of National Procurement Commission (NPC)

Diretor Executivo da Comissão Nacional de Aprovisionamento (CNA)

## Minutes of Pre-Proposal Conference

### **Construction Supervision for New Construction of Municipal Market in Ermera, Municipality of Ermera RFP/181/MCI-2024**

Date: 21 January 2025

**Venue:** Conference Room of the National Procurement Commission (NPC) at Rua Balide, Patrimonio do Estado, Dili - Timor-Leste.

1. The Pre-Proposal Conference for the Construction Supervision for New Construction of Municipal Market in Ermera, Municipality of Ermera held at 15:00 hours local time on 13 January 2025 at the Conference Room of the National Procurement Commission (NPC) at Rua de Balide, Patrimonio do Estado, Dili, Timor-Leste. This meeting was attended by the representatives from the National Procurement Commission (NPC) and Ministry of Commerce and Industry (MCI) and interested bidders in venue.
2. Mrs. Jumerlinda Freitas, Coordinator of Quality Control of NPC welcomed all the attendees of the meeting and gave a brief presentation on the key aspects of RFP Document.
3. The questions and answers session of the meeting then proceeded immediately. Questions were handled by the representatives from NPC and MCI. The Questions and Answers are attached as Clarification No. 1 and same clarification publish at designated websites.
4. At the end of the meeting, the NPC and MCI representatives thanked all the attendees for their active participation in the meeting.
5. The meeting was concluded at 16:00 hours local time.

Position	Signature
President of Jury	
Effective Jury Member-1	
Effective Jury Member-2	
Effective Jury Member-3	
Effective Jury Member-4	
Effective Jury Member-5	
Effective Jury Member-6	
Supplementary Jury Member-1	
Supplementary Jury Member-2	

**Attachment:**

- Clarification No. 1
- PowerPoint Presentation



**Construction Supervision for New Construction of Municipal Market  
in Ermera, Municipality of Ermera  
RFP/181/MCI-2024**

**CLARIFICATION No. 1**  
**21 January 2025**

No.	Question(s)	Response(s)
1.	What is the type of contract for this project?	The form of contract for this Consultancy Service is Lump sum.
2.	Can you explain the payment process for this construction supervision activities?	Kindly refer to Section 8 – Special Conditions of Contract, SCC 41.2.
3.	Can consultant that prepare DED (Detailed Engineering Design) participate in this tender construction supervision?	Please refer to ITC 3.3.1 and ITC 4.1 Section 2. Instructions to Consultants (ITC) RFP Document.
4.	Based on the TOR the education for quantity engineer / cost engineer is Bachelor's Degree in Architect, our question is can we change to Bachelor's Degree in Civil Engineering?	Kindly follow the requirement provided in the TOR
5.	Proposal Submission For the Consultant whose is not based in Dili/Timor Leste, would it be allowed to submit the proposal in the form of protected electronic file thru email or certain website/platform?	Kindly refer to Data Sheet ITC 17.1.  The Consultants “ <b>shall not</b> ” have the option of submitting their Proposals electronically.
6.	Qualification of Firm Is it mandatory to the Lead Firm or JV Consultants having at least 2 similar project experiences with a magnitude of each contract USD 400,000.00 in the last 7 years?	Kindly refer to Rating Definition: Appendix 1 - Summary Evaluation Sheet (SES); Appendix 2 - Personnel Evaluation Sheet as below;
7.	Allocation of Person Month of Consulting Services.  May the Consultant be allowed to change or modify such as: <ul style="list-style-type: none"><li>• Type of personnel positions and or person-month input allocation but still in the total person-months as defined.</li><li>• Team Leader will not be full-time on-site assignment, but will have periodical visit to the site as agreed</li><li>• Total person-months may be exceeded due to the personnel assignment arrangement, but still under the maximum project budget as defined</li></ul>	Personnel Position and Person-Months attached to the respective position is not changeable. Please follow the time inputs of personnel as per the requirement in the ToR.  The full-time presence of the Team Leader at site is required for the better control of the project.
8.	Refer to RFP Document Section 8: Condition of Contract and Contract Form – General Condition, Section 41.2  It is stated that the payment will be paid to the Consultant in accordance with the progress of works, work phases and deliverables	It is a Lump Sum contract. Please follow the payment schedule provided in SCC 41.2.



No.	Question(s)	Response(s)
	<p>It seems that payment of for the Construction Supervision Consultant will be depending to the Contractor's works progress, doesn't it?</p> <p>Question: Would it be possible to change the condition of Consultant's Invoicing and Payment which is not in accordance with the Contractor's work progress but Consultant will issue their invoicing in monthly basis, based on actual personnel assignment in project site?</p>	
9.	<p>Material Engineer qualification has been provided in the Section X (B) (Construction Supervision Input) but there is no person months allocated in Personnel table. Please advise.</p>	<p>The Material Engineer qualification is typo error. Please follow the requirements provided in personnel table.</p>



**Hermingardo Albano Soares**  
Executive Director of NPC



**REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE**  
**MINISTÉRIO DO PLANEAMENTO E INVESTIMENTO**  
**ESTRATÉGICO**  
**COMISSÃO NACIONAL DE APROVISIONAMENTO**



Comissão Nacional de Aproveitamento

# **Construction Supervision for New Construction of Municipal Market in Ermera, Municipality of Ermera**

13 January 2024, 15:00 Hours

**RFP/181/MCI-2024**

# IMPORTANT POINTS

CLAUSE	
ITC 2.1 (Data Sheet)	<p><b>Name of the Employer:</b> Ministry of Commerce and Industry (MCI) of Government of Timor-Leste</p> <p><b>Method of selection:</b> <u>Quality and Cost Base Selection (QCBS)</u> 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>
ELIGIBILITY	Participation in this proposal process is open to all interested international and national consultants.
ITC 9.1 (Data sheet)	<p><b>Language</b></p> <p>Proposals shall be submitted in <b><u>English or Portuguese</u></b> languages. (Only one Language)</p> <p>All correspondence shall be in the <b><u>English</u></b> language.</p>
ITC 14.1.4 (Data Sheet)	<p>Maximum budget for the assignment: <b>US\$ 512,260.00 (United States Dollars Five Hundred Twelve Thousand Two Hundred Sixty), inclusive of all taxes profits, duties and other expenses.</b></p> <p>The Employer may disqualify the technical and financial proposal if an Evaluated Financial Proposal exceeds the maximum budget.</p>

# IMPORTANT POINTS

## CLAUSE

ITC 12.1 (Data Sheet)

### **Proposal Validity**

Proposals must remain valid for **180 calendar days** after the proposal submission deadline.

ITC 13.1 (Data Sheet)

### **Clarification of Request for Proposal**

The contact information for requesting clarifications is:

Attention: Mr. Hermingardo Albano Soares, Executive Director - NPC

E-mail: [jfr@cna.gov.tl](mailto:jfr@cna.gov.tl)

cc: [\*as@cna.gov.tl\*](mailto:as@cna.gov.tl); [\*ns@cna.gov.tl\*](mailto:ns@cna.gov.tl); [\*rl@cna.gov.tl\*](mailto:rl@cna.gov.tl); [\*lh@cna.gov.tl\*](mailto:lh@cna.gov.tl); [\*ls@cna.gov.tl\*](mailto:ls@cna.gov.tl)

Phone No.: (+670) 333 1101

Clarifications may be requested no later than **28 January 2025**.

ITC 17.1. (Data Sheet)

### **Electronic Submission of Proposals**

The Consultants “**shall not**” have the option of submitting their Proposals electronically.

# IMPORTANT POINTS

## CLAUSE

ITC 17.7. and 17.9 (Data Sheet)

### **Deadline for the Submission of Proposals**

The Proposals must be received at the address below no later than:

The Proposal submission address is:

Attention: **Mr. Hermingardo Albano Soares, Executive Director - NPC**

Address: **National Procurement Commission, Avenida de Balide, Dili, Timor-Leste**

Telephone: **(+670) 3331101**

Date: **11 February 2025**

Time: **10:00 AM Local time**

ITC 19.1 (Data Sheet)

### **Opening of Technical Proposals**

*The time should be immediately after the time for the submission deadline*

ITC 17.4 (Data Sheet)

### **Submission of Proposals**

The Consultant must submit:

(a) **Technical Proposal:** one (1) original, two (2) copies and 1 soft copy.

(b) **Financial Proposal:** one (1) original, one (1) copy and 1 soft copy.



# IMPORTANT POINTS

CLAUSE	
ITC 14.1.3 (Data Sheet)	<p><b>Minimum time-input of International Key Experts' is: 45 person-months.</b></p> <p><b>Minimum time-input of National Key Experts' is: 49 person-months.</b></p>
ITC 16.2. (Data Sheet)	<p><b>Price Adjustment</b></p> <p>A price adjustment provision applies to remuneration rates: <b><u>No</u></b></p>
ITC 16.3 and 25 (Data Sheet)	<p><b>Taxes - Reference</b></p> <p>Information on the Consultant's tax obligations can be found at <a href="http://www.mof.gov.tl//">http://www.mof.gov.tl//</a></p> <p>The consultant shall pay local taxes without reimbursement by the Employer.</p> <p><b><u>Consultants should add all taxes, profits, duties and other expenses into their financial proposal.</u></b></p>
ITC 16.4	<p><b>Currency of Proposal</b></p> <p>The Financial Proposal shall be submitted in <b><u>United States Dollars (USD)</u></b> only.</p>

## IMPORTANT POINTS

### ITC & Data Sheet 10.1, 15.2

The format of the Technical Proposal to be submitted is: **Full Technical Proposal (FTP)**.

#### **For FULL TECHNICAL PROPOSAL (FTP):**

##### **1<sup>st</sup> Inner Envelope with the Technical Proposal:**

- (1) Power of Attorney to sign the Proposal
- (2) Proof of Legal Status and Eligibility\*
- (3) TECH-1 (including Statement of Undertaking if required under Data Sheet 10.2)
- (4) TECH-2
- (5) TECH-3
- (6) TECH-4
- (7) TECH-5
- (8) TECH-6

##### **2<sup>nd</sup> Inner Envelope with the Financial Proposal :**

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

\*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:

- Certificate of incorporation
- Partnerships duly organized
- Universities, institutions, public sector organizations, and non-government 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.).

Please refer to CHECKLIST OF REQUIRED FORMS in Section 3.

Submission of the Technical Proposal in incorrect format may lead to the Proposal being deemed non-responsive to the RFP requirements.

# IMPORTANT POINTS

## CLAUSE

<p>ITC 21.1 (Data Sheet)</p>	<p><b>Evaluation Criteria</b></p> <p>The evaluation criteria, sub-criteria, and point system are specified in the Summary and Personnel Evaluation Sheets that are attached to the <b>Data Sheet</b>.</p> <p><b>(APPENDIX 1 - SUMMARY EVALUATION SHEET)</b></p> <p><b>(APPENDIX 2 - PERSONNEL EVALUATION SHEET)</b></p> <p><b>The minimum technical score (St) required to pass is: 750 (maximum 1000 points)</b></p>
<p>ITC 26.1 (Data Sheet)</p>	<p><b><u>QCBS Only</u></b></p> <p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 1000.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as follows:</p> <p><math>Sf = 1000 \times Fm / F</math>, in which “Sf” is the financial score, “Fm” is the lowest ETP Evaluated Total Price (ETP), which is equal to the Adjusted Total Price (ATP) less the Non-competitive Component, i.e., provisional sums and contingency; and “F” is the ETP of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: <b>T = 80</b>, and <b>P = 20</b></p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following:</p> <p><math>S = St \times T\% + Sf \times P\%</math>.</p>

# IMPORTANT POINTS

APPENDIX 1 - SUMMARY EVALUATION SHEET (SES)		
EVALUATION CRITERIA		Max. Weight
<b>I. Qualification of the Firm</b>		<b>200</b>
1	The consultant has successfully completed at least 2 similar projects in consulting services with a magnitude of each contract <b>USD 400,000.00 in the last 7 years</b> (similar in scope as required in ToR) as Lead Firm or Joint Venture Partner. In case of JV, the magnitude is considered based on the value of the participation.	170
2	Experience in at least two (2) consultancy project in Timor-Leste or three (3) consultancy projects in South East Asia or 5 consultancy projects in Developing Countries.	30
<b>II. Approach and Methodology</b>		<b>300</b>
1	Understanding of Objectives	50
2	Quality of Methodology	90
3	Innovativeness/Comments to TOR	40
4	Work Program	60
5	Personnel Schedule	60
<b>III. Key Experts</b>		<b>500</b>
<b>International Experts</b>		
1	Team Leader (Project Management/ Civil Engineer)	200
2	Structural Engineer	130
3	Architect	100
4	Mechanical Electrical Plumbing Engineer	70
<b>National Experts</b>		
<b>Total</b>		<b>1,000</b>

## APPENDIX 2 - PERSONNEL EVALUATION SHEET

- General Qualifications (20%)
- Project Related Experience (75%)
- Experience in Timor-Leste or similar region (5)

# IMPORTANT POINTS

## CLAUSE

### ITC 16.1 (Data Sheet)

#### **Financial Proposal**

The sample list provided below is intended for guidance only. Items that are not applicable should be deleted; others may be added. If the Employer wants to set up maximum ceilings for unit rates of certain type of expenses, such ceilings should be indicated in the FIN forms:

- (1) a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services;
- (2) cost of travel by the most appropriate means of transport and the most direct practicable route;
- (3) cost of office accommodation, including overheads and back-stop support;
- (4) communications costs;
- (5) cost of purchase or rent or freight of any equipment required to be provided by the Consultants;
- (6) cost of reports production (including printing) and delivering to the Employer;
- (7) office support staff
- (8) insurance specific to the assignment (e.g., travel-related medical, professional liability, motor vehicle, third party, equipment, employer's liability, and workers compensation) unless such insurances are included in the overhead expenses.
- (9) other allowances where applicable

Provisional sums: NIL

Contingency: NIL

# IMPORTANT POINTS

## Clause: Conditions of Contract

### **GCC & SCC 14.1 (Expiration of Contract)**

The time period for the construction supervision service will last a total of **36 months** covering the **construction period of 24 months and Defect Liability Period of 12 months.**

### **GCC & SCC 39 (Taxes and Duties)**

The Employer warrants that the Employer will deduct all applicable taxes on behalf of the Consultant, the Sub-Consultants and the Experts, and any local indirect taxes and other local taxes, duties, fees, levies, and other impositions imposed, under the applicable law in the country.

### **GCC & SCC 40.1 (Currency of Payment)**

Any payment under this Contract shall be made in the **UNITED STATES DOLLARS.**

### **GCC & SCC 41.2.1 (Advance Payment)**

An advance payment of 15% in United State Dollars (USD) shall be made within 30 days after the receipt of an advance bank payment guarantee by the Employer.

### **Performance Security (Bond)**

5% of the Accepted Contract and valid for minimum 37 months.

# IMPORTANT POINTS

## CLAUSE 41.2 : The payment schedule:

The payment of this construction supervision activity will be scheduled as follows:

- a. The payment will be paid to the Construction Supervision Consultant upon discussion and approval by the Employer.
- b. The payment will be paid to the Construction Supervision Consultant in accordance with the progress of works, work phases and deliverables.

The progress of works with the timeframe of construction schedule and deliverables are breakdown as below:

Construction plan will be conducted in phases with duration of **twenty-four (24)** months.

The consultant must comply with the following deliverables requirements and submit the required report based on the required deliverables.

The Consultant must comply with terms and conditions stated in the contract as well as the implementation phases for the construction must be done carefully, and thoroughly to guarantee the quality of the outputs.

# IMPORTANT POINTS

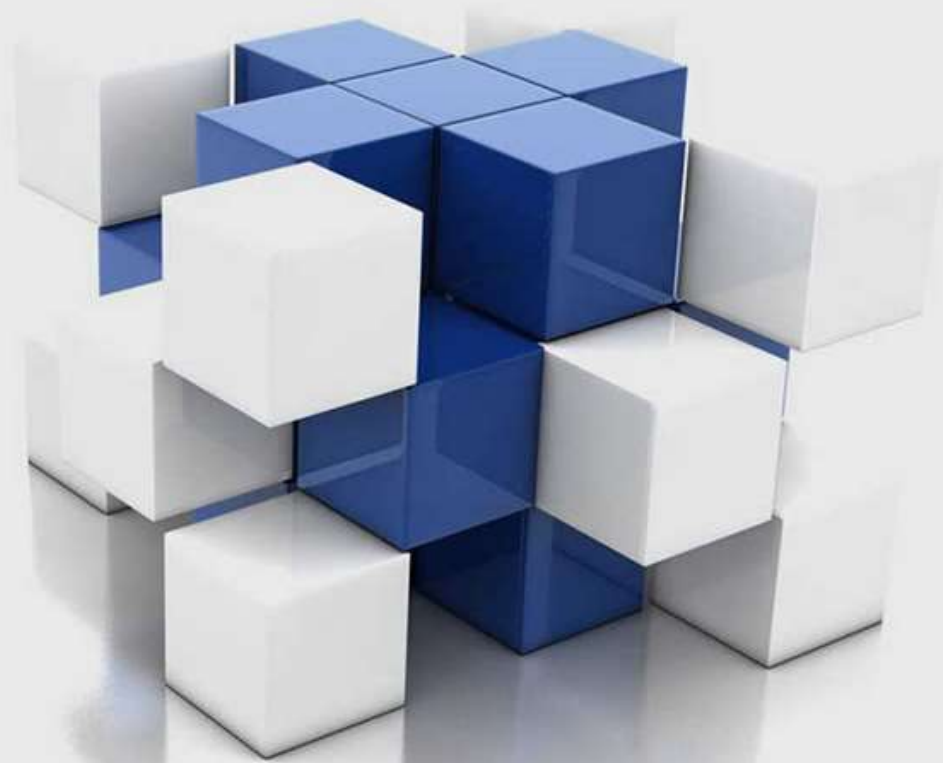
No	Construction Supervision and Defects Liability Period Payment Milestones	Percentage (%) of Payment
1	Preliminary Works	5% of the Contract Price
2	Cutting & Fill Works	
3	Building A (2 Unit) Clothes Stall, Woven Products	45% of the Contract Price
4	Building B (2 Unit) Fresh Vegetables	7% of the Contract Price
5	Building C (1 Unit) Rest Area/Meeting Point	
6	Building D (2 Unit) Restaurant	
7	Building E (1 Unit) Meat and Fish	8% of the Contract Price
8	Building F (2 Unit) Market Management & BNCTL Bank	
9	Building G (1 Unit) Police	
10	Building H (6 Unit) Toilet	
11	Building I (2 Unit) Security Post	8% of the Contract Price
12	Building J (1 Unit) Water Tower	
13	Building K (1 Unit) Genset House	
14	Building L (2 Unit) Gate/Main Entrance	
15	Building M Corridors Type 1, 2, 3, 4, & 5	
16	Fence N	6% of the Contract Price
17	Rubbish Bin	5% of the Contract Price
18	Drainage	
19	Parking Area & Roads, Landscape, Fountain	
20	General Electrical Works	
21	General Plumbing Works	5% of the Contract Price
22	End of Defects Liability Period	5% of Contract Price
<b>Total</b>		<b>100 % of the Contract Price</b>

For each of the payment request, the Consultant shall submit the claim with the progress report for each milestone for the approval of the Employer.

*[Note: Total sum of all instalments shall not exceed the Contract price set up in SCC 38.1.]*

The Employer will retain **Five (5%)** from each progress payment as Quality Guarantee for satisfactory Performance of the Contract. Retention Money (Quality Guarantee) will be returned after 3 months from finishing of Performance Security.





# THANK YOU

Question & Answer Session



MINISTÉRIO DO PLANEAMENTO  
E INVESTIMENTO ESTRATÉGICO

IX GOVERNO CONSTITUCIONAL



Comissão Nacional de Aproveitamento

LETTER OF INVITATION (LOI)

RFP/181/MCI-2024

Date: 30 December 2024

- In accordance with paragraph a) (1) article 43.º, article 44.º, (2) article 73.º from de Decree-Law no. 22/2022, May 11th, amended by the Decree-Law no. 14/2023, April 12th, the National Procurement Commission (NPC), as instructed by the Employer – Ministry of Commerce and Industry (MCI) - is inviting interesting consulting firms to provide the following consulting services (hereinafter called “Services”):  
**Construction Supervision for New Construction of Municipal Market in Ermera, Municipality of Ermera**  
More details on the Services are provided in the Request for Proposal (RFP).
- Funding for these Services will be made from “the Infrastructure Fund of the Government of the Democratic Republic of Timor-Leste”.
- The Project is located in Ermera Municipality.
- Maximum budget for the assignment is **US\$ 512,260.00 (Five Hundred, Twelve Thousand, Two Hundred and Sixty United States Dollars)** 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 Note, justifying an abnormally low financial proposal, when the price presented in the proposal is abnormally low, an abnormally low price is the price that does not reach 70% of the value of maximum budget.
- The estimated person-months for the assignment is 45 person-months of 4 International Key Experts and 49 person-months of 5 National Key Experts. The total contract duration is **24 months**. The Proposal Validity is 180 days after the submission of the Proposal.
- 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 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, provided further that the Consultant is determined to be qualified to perform the Contract satisfactorily.
- 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.
- Interested Consulting firms may obtain further information from:  
**National Procurement Commission**  
**Avenida de Balide, Património Estado, Dili, Timor-Leste**  
**E-mail: [jfr@cna.gov.tl](mailto:jfr@cna.gov.tl)**  
**cc: [as@cna.gov.tl](mailto:as@cna.gov.tl); [ns@cna.gov.tl](mailto:ns@cna.gov.tl); [rl@cna.gov.tl](mailto:rl@cna.gov.tl); [lh@cna.gov.tl](mailto:lh@cna.gov.tl); [ls@cna.gov.tl](mailto:ls@cna.gov.tl)**
- Participation in this selection 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;
- 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.
- A pre-proposal conference will be held at **15:00 hours** local time on **13 January 2025** at the same address specified above.
- The selected consultant will be required to submit a Performance Guarantee in the form of an unconditional and non-revocable bank

ANÚNCIO DE CONCURSO

RFP/181/MCI-2024

Data: 30 de Dezembro de 2024

- Nos termos da alínea a) do nº 1 do artigo 43.º, artigo 44.º, nº 2 do artigo 73.º do Decreto-Lei nº 22/2022 de 11 de Maio, alterado pelo Decreto-Lei nº 14/2023, de 12 de Abril, a Comissão Nacional de Aproveitamento (CNA), conforme instruída pela Entidade Adjudicante – Ministério do Comércio e Indústria (MCI) - convida empresas de consultoria interessadas a prestarem os seguintes serviços (doravante designados por “Serviços”):  
**Serviços de Consultoria Supervisão de Obras de Nova Construção do Mercado Municipal, Município Ermera**  
No Caderno de Encargos constam mais detalhes sobre os Serviços.
- Os Serviços serão financiados pelo Fundo das Infraestruturas do Governo de Timor-Leste.
- O projeto em questão localiza-se em Ermera.
- Orçamento máximo para o projeto: **\$512,260.00 (Quinhentos e doze mil e duzentos e sessenta dólares norte-americanos)**, incluindo todos os impostos aplicáveis. A Entidade Adjudicante desqualificará propostas financeiras avaliadas que excedam o orçamento máximo. O Consultor será responsável pelo pagamento de todos os impostos relacionados. O candidato deverá apresentar justificação - na proposta financeira - caso o preço proposto não atinja **70%** do orçamento estipulado (preço anormalmente baixo).
- Os Serviços compreendem a estimativa de 45 pessoas-mês de 4 peritos internacionais, e 49 pessoas-mês de 5 peritos nacionais e 12 sendo a duração total do contrato é de vinte e quatro (24) meses. A validade da proposta deverá ser de 180 dias após a apresentação da mesma.
- Será selecionada uma empresa sob o método de **Seleção Baseada em Qualidade e Custo (QCBS)**, com ponderações atribuídas às Propostas Técnica e Financeira de 80:20, [respetivamente], e considerando outros critérios de seleção tais como experiência da empresa, experiência dos peritos, abordagem e metodologia, programa de trabalho e distribuição do pessoal descritos no Caderno de Encargos. **A pontuação técnica mínima para qualificação é de 75%**. A Entidade Adjudicante adjudicará o contrato ao Consultor com a pontuação global mais elevada nos termos dos procedimentos especificados nas secções 2 e 3 desde que, além disso, o Consultor seja considerado como qualificado para a execução satisfatória do Contrato.
- O procedimento 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 devidamente selados.
- As empresas de consultoria interessadas poderão obter informações adicionais através da:  
**Comissão Nacional de Aproveitamento**  
**Avenida de Balide, Património do Estado, Dili, Timor-Leste**  
**E-mail: [jfr@cna.gov.tl](mailto:jfr@cna.gov.tl)**  
**cc: [as@cna.gov.tl](mailto:as@cna.gov.tl); [ns@cna.gov.tl](mailto:ns@cna.gov.tl); [rl@cna.gov.tl](mailto:rl@cna.gov.tl); [lh@cna.gov.tl](mailto:lh@cna.gov.tl); [ls@cna.gov.tl](mailto:ls@cna.gov.tl)**
- A participação no processo de seleção em epígrafe encontra-se aberta a todos os Consultores interessados, internacionais e nacionais. Chama-se a atenção dos Consultores interessados para os requisitos de qualificação detalhados nos documentos de concurso.
- O Caderno de Encargos (RFP), incluindo os formulários de apresentação de propostas, será disponibilizado gratuitamente a quaisquer Consultores interessados (empresas de consultoria nacionais ou internacionais) mediante solicitação por escrito enviada através de e-mail. Posto isto, será enviada, também através de email, uma cópia em PDF dos documentos solicitados.



MINISTÉRIO DO PLANEAMENTO  
E INVESTIMENTO ESTRATÉGICO

IX GOVERNO CONSTITUCIONAL



Comissão Nacional de Aproveitamento

- guarantee. Bank Guarantee issued by an overseas bank shall have a corresponding bank in TL.
13. The proposals must be received in the Tender Box located at the same address specified above no later than **10:00 hours** local time on **11 February 2025**;
  14. Technical Proposal will be opened on **11 February 2025 at 10:00 hours local time** after the closing time for the submission of the 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
11. Terá lugar uma conferência prévia às **15 horas locais** do dia **13 de Janeiro de 2025** no supracitado endereço.
  12. Será solicitada a apresentação de uma Caução de Execução por parte do Consultor selecionado, sob a forma de garantia bancária incondicional e irrevogável. A garantia bancária emitida por banco estrangeiro deverá ter um banco correspondente em TL.
  13. As propostas deverão ser recebidas na Caixa de Concurso do supracitado endereço até às **10 horas (hora local de Timor-Leste)** do dia **11 de Fevereiro de 2025**.
  14. As Propostas Técnicas serão abertas a **11 de Fevereiro de 2025, às 10 horas (hora local)**, após o término do prazo para a apresentação de propostas, no supracitado endereço, 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**  
Executive Director of National Procurement Commission