



**Consultancy Service for Auditing Services to Carry Out an Independent External Audit of
Projects Developed by the Direct and Indirect Administration of the State
RFQ/080/MOF-2024**

AMENDMENT No. 1
5 August 2024

This Amendment No. 1 has been issued in accordance with **ITC 13** of the Request for Quotation (RFQ).

Clause of Request for Quotation (RFP)	As in the original of Request for Quotation (RFQ)	Amended as in this Amendment No. 1
Section 2 - ITC: 14.1.2	Estimated input of International Key Experts' time-input: 40 person-months. Estimated input of National Key Experts' time-input: 4 person-month	Estimated input of International Key Experts' time-input: 40 person-months. Estimated input of National Key Experts' time-input: 6 person-month
Section 2 - ITC: 17.9	Deadline for the Submission of Proposals The Proposals must be received at the address below no later than: Date: 9 August 2024 Time: 15:00 hours local time	Deadline for the Submission of Proposals The Proposals must be received at the address below no later than: Date: 19 August 2024 Time: 15:00 hours local time


Hermingardo Albano Soares

Executive Director, National Procurement Commission (NPC)



Minutes of Pre-Proposal Conference

**Consultancy Service for Auditing Services to Carry Out an Independent External Audit of
Projects Developed by the Direct and Indirect Administration of the State
(RFQ/080/MOF-2024)**

Date: 5 August 2024

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

1. The Pre-proposal conference for the Consultancy Service for Auditing Services to Carry Out an Independent External Audit of Projects Developed by the Direct and Indirect Administration of the State was held at 15:00 hours local time on 1 August 2024 at the Conference Room of National Procurement Commission (NPC) at Rua de Balide, Património do Estado, Dili, Timor-Leste. This meeting was attended by the representatives from the National Procurement Commission (NPC), Ministry of Finance (MOF) and interested consultants in person and through online (Zoom meeting).
2. Ms. Graciete Ximenes, Junior Procurement Officer of NPC welcomed all the attendees of the meeting and gave a brief presentation on the key aspects of Request for Quotation (RFQ) Document.
3. The questions and answers portion of the meeting then proceeded immediately. Questions were handled by the representatives from NPC and MOF. The Questions and Answers are attached as Clarification No. 1 and same clarification published at designated websites.
4. At the end of the meeting, the NPC and MOF representatives thanked all the attendees for their active participation in the meeting.
5. The meeting was concluded at 16:30 am.


Hermingardo Albano Soares

Executive Director of National Procurement Commission (NPC)

Attachment:

- Clarification No.1
- PowerPoint Presentation



**Consultancy Service for Auditing Services to Carry Out an Independent External Audit
of Projects Developed by the Direct and Indirect Administration of the State
RFP/080/MOF-2024**

CLARIFICATION NO. 1

5 August 2024

No	Questions	Responses
1	What is the timeline of this project?	Please refer to SCC 14.1, the duration of this assignment is 6 months.
2	The deadline to submit the proposal is quite short? Is it possible to request the extension for more days?	The deadline for proposal submission is extended to 19 August 2024 at 15:00 hours local time. Kindly refer to Amendment No. 1.
3	Is the project expected the Consultant to fully mobilize the team full time in Timor-Leste during the course of assignment?	The Consultant is advised to allocate the time-input between home and fields of their Key Experts. However, the Consultant shall complete the assignment within 6 months.
4	It is stated in the ToR that “The audit, contracted by the Ministry of Finance, covers the financial situation and legality of the operations carried out by the Direct and Indirect Administration of the State from 2020 to 2023, focusing on the Activities/projects listed in Annex I.” We would like to confirm the auditing period is for 3 years (2020, 2021 & 2022) or 4 years (2020, 2021, 2022 & 2023)?	The accounting period to be audited is 4 years (2020, 2021, 2022 and 2023) in accordance with point 6 in the ToR.
5	We would like to confirm the input of National Expert is 4 or 6 months?	The time-input of national expert is 6 months. Kindly refer to Amendment No. 1.
6	We also would like to confirm that the maximum budget for the assignment is USD2,265,000.00 inclusive of all taxes & other expenses and exclusive of Provisional Sum amount of USD1,200,000.00.	Yes, the maximum budget for the assignment is USD2,265,000.00 inclusive of all taxes & other expenses and exclusive of Provisional Sum amount of USD1,200,000.00. The amount of Provisional Sum of USD1,200,000.00 is subject to additional works required by the Ministry of Finance.


Hermingardo Albano Soares
Executive Director of NPC



MINISTÉRIO DO PLANEAMENTO
E INVESTIMENTO ESTRATÉGICO

IX GOVERNO CONSTITUCIONAL



Comissão Nacional de Aprovisionamento

**Consultancy Service for Auditing Services to Carry Out an
Independent External Audit of Projects Developed by the
Direct and Indirect Administration of the State
RFQ/080/MOF-2024**

Pre-Quotation Conference: 1st August 2024, 15:00 hours Local Time

IMPORTANT POINTS

CLAUSE	
ITC 2.1 (Data Sheet)	<p>Name of the Employer: Ministry of Finance</p> <p>Method of selection: LEAST-COST SELECTION (LCS). In accordance with the applicable law, the Employer shall open the financial proposals of only the Consultants whose proposals meet the minimum qualifying scores based on the result of the Technical Evaluation conducted in accordance with ITC-22 .</p> <p>In case of LCS, the employer will select with lowest evaluated total price among the consultants that achieved the minimum passing technical score and invite the consultant to negotiate the contract.</p>
Eligibility	<p>Participation in this RFQ process is only extended to four (4) Consultants:</p> <ol style="list-style-type: none">1- PricewaterhouseCoopers (PwC) - Portugal2- KPMG - Australia3- Deloitte - Australia4- Ernst & Young - Portugal
Funding	<p>The Ministry of Finance of the Government of the Democratic Republic of Timor-Leste</p>
ITC 9.1 (Data sheet)	<p>Language</p> <p>This RFQ has been issued in the English or Portuguese language.</p> <p>Proposals shall be submitted in English or Portuguese language.</p> <p>All correspondence shall be in English language.</p>

IMPORTANT POINTS

CLAUSE

ITC 10.1 (Data Sheet)

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 (including Statement of Undertaking if required under Data Sheet 10.2 below)
- (4) TECH-2
- (5) TECH-3
- (6) TECH-4
- (7) TECH-5
- (8) TECH-6

AND

2nd 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 NGOs 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.

IMPORTANT POINTS

CLAUSE	
ITC 12.1 (Data Sheet)	<p>Proposal Validity</p> <p>Proposals must remain valid for 180 calendar days after the proposal submission deadline.</p>
ITC 13.1 (Data Sheet)	<p>Clarification of Request for Quotation</p> <p><u>Clarifications may be requested no later than 05 days prior to the submission deadline.</u></p> <p>The contact information for requesting clarifications is: E-mail: gx@cna.gov.tl cc: as@cna.gov.tl; ns@cna.gov.tl; lh@cna.gov.tl; ls@cna.gov.tl; Phone No.: (+670) 3331101</p> <p>The Website to publish the clarifications and amendment: www.cna.gov.tl, www.mof.gov.tl, www.dgmarket.com & www.devex.com</p>
ITC 14.1.2 (Data Sheet)	<p>Estimated input of International Key Experts' time-input: 40 person-months.</p> <p>Estimated input of National Key Experts' time-input: 6 person-months</p>

IMPORTANT POINTS

CLAUSE	
ITC 14.1.4 (Data Sheet)	<p>Maximum budget for the assignment: USD 3,465,000.00 (Three Million Four Hundred Sixty Five Thousand United States Dollars) inclusive of all taxes and Provisional Sum amount of USD 1,200,000.00.</p> <p>The Employer may disqualify the technical and financial proposal if an Evaluated Financial Proposal exceeds the maximum budget.</p>
ITC 15.2 (Data Sheet)	<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 Checklist of Required Forms in Section 3.</p> <p>Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.</p>

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: **US\$ 1,200,000.00**

Contingency: NIL

IMPORTANT POINTS

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

IMPORTANT POINTS

Clause

ITC 17.1. (Data Sheet)

Electronic Submission of Proposals

The submission can be done by mail or by hand.

The Consultants has the option of submitting their Proposals electronically through email.

E-mail: gx@cna.gov.tl

cc: as@cna.gov.tl; ns@cna.gov.tl; lh@cna.gov.tl; ls@cna.gov.tl

The Consultants has the option of submitting their Proposals through email. The consultant will submit the Technical Proposal and Financial Proposal (Password Protected) in non-editable PDF format through separate email. If the file size is more than 10 MB of Technical or Financial Proposal, the consultant will send through multiple emails with no attachment size is bigger than 10 MB.

NPC will request later password of the Financial Proposal from the consultants whose proposals are qualified based on the financial proposal opening.

ITC 17.4 (Data Sheet)

The Consultant must submit:

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

(b) **Financial Proposal:** one (1) original and 2 copies and 1 soft copy.

IMPORTANT POINTS

Clause

ITC 17.9 (Data Sheet)

Deadline for the Submission of Proposals

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

Date: 9 August 2024

Time: 15:00 hours local time

IMPORTANT POINTS

Clause

ITC 19.1 (Data Sheet)

An online option of the opening of the Technical Proposals is offered: YES

The opening of the Technical Proposals for the above mentioned project will be held virtually through the following link:

<https://us06web.zoom.us/j/8857159649?pwd=a3E0SFF1UUw3UFYvNGI5UHRETXR1Zz09>

Meeting ID: 885 715 9649

Passcode: 0xvmBr

The opening shall take place at:

Address: National Procurement Commission,

Avenida de Balide, Patrimonio Estado, Dili, Timor-Leste

Telephone: (+670) 333 1101

Date: 9 August 2024

Time: 15:00 hours local time

[The time should be immediately after the time for the submission deadline]

IMPORTANT POINTS

CLAUSE	
ITC 21.1 (Data Sheet)	<p>Evaluation Criteria</p> <p>The evaluation criteria, sub-criteria, and point system are specified in the Summary and Personnel Evaluation Sheets that are attached to the Data Sheet.</p> <p>The minimum technical score (St) required to pass is: 750 from a maximum of 1000 points</p>
ITC 22.1 (Data Sheet)	<p>Public Opening of Financial Proposals</p> <p>An online option of the opening of the Financial Proposals is offered: YES</p> <p>The opening of the Financial Proposals for the above mentioned project will be held virtually through the following link:</p> <p>https://us06web.zoom.us/j/8857159649?pwd=a3E0SFF1UUw3UFYvNGI5UHRETXR1Zz09</p> <p>Meeting ID: 885 715 9649</p> <p>Passcode: 0xvmBr</p> <p>NPC will request later password of the Financial Proposal from the consultants whose proposals are qualified based on the financial proposal opening.</p>

IMPORTANT POINTS

CLAUSE

ITC 23.1 (Data Sheet)

If the Proposal, which results lowest evaluated total price among the consultant that archived the minimum passing technical score and is determined to be substantially responsive to the Proposal Document, appears to be an unreasonably low-priced proposal (thirty 30% lower than estimate), the Employer may seek written explanations of the proposed price or costs from the Consultant, including a detailed analysis of its proposal prices by reference to the scope, proposed methodology, and/or schedule and allocation of risks and responsibilities. The explanations given and the detailed price analyses presented by the Consultant shall be consistent with the Technical Proposal submitted, and shall not change the prices or substance of the Proposal.

After examining the explanations given by the Consultant, the Employer may (a) accept the Proposal as was submitted, or (b) accept the Proposal, and required to submit the performance security at the expense of the Consultant to a level sufficient to protect the Employer against financial loss in the event of default of the successful Consultant under the contract, or (c) reject the Proposal if the evidence supplied does not comprehensively explain and justify the unreasonably low price or costs proposed, and make a similar determination for the next lowest evaluated total price consultant, if required. (d) reject the Proposal if the evidence supplied does not comprehensively explain and justify the unreasonably low price or costs proposed is 30% lower than the Engineer Estimate;

IMPORTANT POINTS (Lump-sum Contract)

Clause	
Conditions of Contract	<p>GCC & SCC 14.1-Contract Period Expiration of Contract: the time period is 6 months.</p> <p>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.</p> <p>GCC & SCC 40.1 (Currency of Payment) The currency of payment shall be the following: <u>UNITED STATES DOLLAR</u></p> <p>GCC & SCC 41.2 The payment schedule:</p> <ol style="list-style-type: none">a. The payment will be paid to the Consultant upon discussion and approval by the Employer.b. The payment will be paid to the Consultant in accordance with the deliverables. <p>The Project Milestones (Deliverables) is detailed and shown in SCC 41.2.</p> <p>The Employer will retain <u>Five (5%)</u> from each progress payment as Quality Guarantee for satisfactory Performance of the Contract. Retention Money (Quality Guarantee) will be returned after successful completion of the Contract.</p>

41.2

The payment schedule:

The payment will be scheduled as follows:

- a. The payment will be paid to the Consultant upon discussion and approval by the Employer.
- b. The payment will be paid to the Consultant in accordance with the deliverables.

The deliverables as shown below:

- The assignment plan will be conducted in phases with duration of **6 months**.
- The consultant must comply with the following deliverables requirements and submit the audit reports 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 service must be done carefully, and thoroughly to guarantee the quality of the outputs.

No	Project Milestones (Deliverables)	Percentage (%) of Payment									
1	<p>Submission of Audit Reports for the following projects and Implementing Institution:</p> <table border="1" data-bbox="504 783 1879 1082"><thead><tr><th data-bbox="504 783 1507 818">Processes / Activities / Projects</th><th data-bbox="1507 783 1879 818">Implementing Institution</th></tr></thead><tbody><tr><td data-bbox="504 818 1507 882">Implementation of the “Program Nasional Desenvolvimento Suco-PNDS”: Construction of “Uma Kbi’it La’ek-UKL”.</td><td data-bbox="1507 818 1879 1018" rowspan="3">Ministry of State Administration (MAE)</td></tr><tr><td data-bbox="504 882 1507 946">Implementation of the “Program Nasional Desenvolvimento Suco-PNDS-UKL+”: Zinc Roof Distribution</td></tr><tr><td data-bbox="504 946 1507 981">Implementation of the Municipal Integrated Development Program (PDIM)</td></tr><tr><td data-bbox="504 981 1507 1018">Implementation of the School Lunch Program, “merenda escolar”</td><td data-bbox="1507 1018 1879 1082" rowspan="2">Ministry of Social Solidarity and Inclusion (MSSI)</td></tr><tr><td data-bbox="504 1018 1507 1082">Operation of the Server of the Integrated Social Assistance Management System - SIGAS</td></tr></tbody></table>	Processes / Activities / Projects	Implementing Institution	Implementation of the “Program Nasional Desenvolvimento Suco-PNDS”: Construction of “Uma Kbi’it La’ek-UKL”.	Ministry of State Administration (MAE)	Implementation of the “Program Nasional Desenvolvimento Suco-PNDS-UKL+”: Zinc Roof Distribution	Implementation of the Municipal Integrated Development Program (PDIM)	Implementation of the School Lunch Program, “merenda escolar”	Ministry of Social Solidarity and Inclusion (MSSI)	Operation of the Server of the Integrated Social Assistance Management System - SIGAS	12% of the Contract Price exclusive of Provisional Sum
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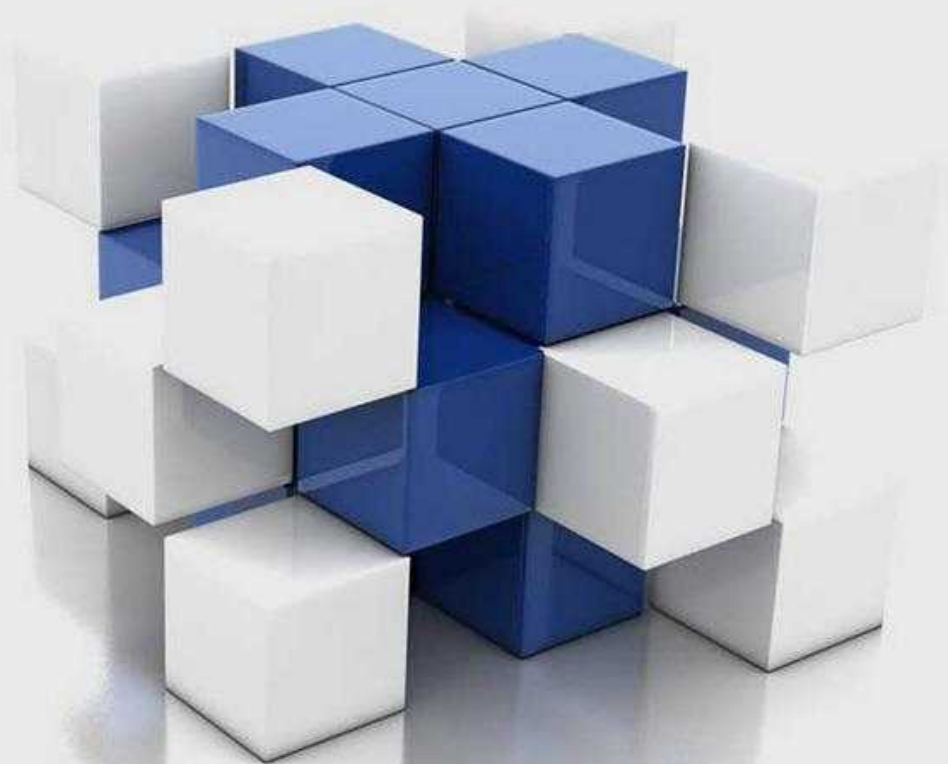
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	Prime Minister's Office																	
Process of execution of public subsidy in financial support to NGOs and Associations.	Secretary of State for the Environment (SEA)																	
	Secretary of State for Equality inclusion (SEI)																	
	Civil Society Support Service and Social Audit, IP																	
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7	Submission of Audit Reports for the following Implementing Institution:		16% of the Contract Price exclusive of Provisional Sum
	Processes / Activities / Projects	Implementing Institution	
	Worker recruitment process for Australia and South Korea.	The Secretary of State for Professional Training and Employment (SEFOPE)	
	Process Execution of the Lease Agreement of the Fulolo complex	Especial Administrative Region of Oecússi Ambeno (RAEOA)	
	Execution Process of the Infrastructure Fund: Project for the Construction of 4 (four) Bridges in RAEOA.		
	Process Implementation of the Infrastructure Fund: Noefefa-Oenuno Road, Tono-Oesilo Road Construction Project (Package 2)		
	Procurement Process		
	Acquisition Process and respective registration, Maintenance and Operation of the Twin Otter DH6-400-C-GVTU Aircraft		
Total		100 % of the Contract Price exclusive of Provisional Sum	
<p>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.</p> <p><i>[Note: Total sum of all instalments shall not exceed the Contract price set up in SCC 38.1.]</i></p> <p>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 successful completion of contract.</p>			

IMPORTANT POINTS (Lump-sum Contract)

Clause	
Conditions of Contract	<p>GCC & SCC 41.2.1 (Advance Payment)</p> <p>The following provisions shall apply to the advance payment and the advance bank payment guarantee:</p> <p>(1) 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. The advance payment will be set off by the Employer in equal portions against [list the payments against which the advance is offset].</p> <p>(2) The advance bank payment guarantee shall be in the amount and in the currency of the currency of the advance payment.</p> <p>(3) The bank guarantee will be released when the advance payment has been fully set off.</p> <p>In case the bank issuing the advance guarantee is located outside Timor-Leste, it shall have a correspondent bank located in the territory of Timor-Leste to make the guarantee enforceable.”</p> <p>GCC & SCC 42.1 (Interest rate on Delayed Payments)</p> <p>The interest rate is: TBD.</p> <p>GCC & SCC 45.1 (Dispute Resolution)</p> <p>The Location is: Singapore.</p> <p>Performance Security: Not Applicable</p>



THANK YOU

Question & Answer Session