



**Consulting Services for Construction Supervision of Irabere Irrigation Scheme**

**RFP/029/MAPPF-2024**

**AMENDMENT No. 1**

**17 July 2024**

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

<b>Clause of Request for Proposal (RFP)</b>	<b>As in the original of Request for Proposal (RFP)</b>	<b>Amended as in this Amendment No. 1</b>
Section 8 – GCC & SCC 42.1	<b>Interest rate on delayed payments</b> The interest rate is: <b>0.01%</b> daily interest rate.	<b>Interest rate on delayed payments</b> The interest rate is: <b>0.05%</b> daily interest rate.
Section 8 – GCC Quality Guarantee	5% from each payment in form of Retention Money  Retention Money (Quality Guarantee) will be returned after <b>3 months</b> from finishing of Performance Security	5% from each payment in form of Retention Money  Retention Money (Quality Guarantee) will be returned after <b>12 months</b> from finishing of Performance Security

  
**Hermingardo Albano Soares**

Executive Director of National Procurement Commission (NPC)



**Minutes of Pre-Proposal Conference**

**Construction Supervision of Irabere Irrigation Scheme  
(RFP/029/MAPPF-2024)**

Date: 11 July 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 **Construction Supervision of Irabere Irrigation Scheme** was held at 15:00 hours local time on 11 July 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) and Ministry of Agriculture, Livestock, Fisheries and Forest (MAPPF) and interested consultants.
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 Proposal (RFP) Document.
3. The questions and answers portion of the meeting then proceeded immediately. Questions were handled by the representatives from NPC and MAPPF. 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 MAPPF representatives thanked all the attendees for their active participation in the meeting.
5. The meeting was concluded at 16:00 hours local time.

  
**Hermingardo Albano Soares**

Executive Director of National Procurement Commission (NPC)

**Attachment:**

- Clarification No.1
- PowerPoint Presentation



**Construction Supervision Irabere Irrigation Scheme  
RFP/029/MAPPF-2024**

**Clarification No.1**

**17 June 2024**

S.N.	Questions	Responses
1.	Will the Clarification and Amendment be published in website or not?	The Clarification and Amendment be published at the following websites:  www.cna.gov.tl, www.mof.gov.tl, www2.dgmarket.com & www.devex.com
2.	Please note that the scores are not allocated for national experts in the APPENDIX 1 – SUMMARY EVALUATION SHEET (SES), please clarify whether we need to submit the CVs of national experts with the technical proposal.	The submission of CVs for national experts is not mandatory but preferable in this proposal due to their exclusion from the current technical evaluation.  The selected consultant should provide the CVs of national staff before contract negotiation.
3.	ITC Claus Reference of 16.3 and 25 of Data Sheet indicate that “Consultants should add all taxes, profits, duties and other expenses into their financial proposal and the consultant shall pay local taxes without reimbursement by the Employer” Kindly let us know the taxes will be taken to the evaluation or the Tax Estimates shall be discussed and finalized at the contract negotiations if the Contract is awarded.	The consultant should add taxes in their proposed rates. The evaluation of financial proposal will be done inclusive of taxes.  Refer to ITC 16 Please check the website <a href="http://www.mof.gov.tl/">http://www.mof.gov.tl/</a> for any tax obligation that consultants might add in to their financial proposal.
4.	Please note that 5% of the score of key experts are allocated for Experience in Timor-Leste or similar region in the APPENDIX 2 – PERSONNEL EVALUATION SHEET (PES), please clarify whether the experience in Sri Lanka will be considered under similar region?	The Employer considers countries within Timor-Leste or South East Asia or Developing Countries.
5.	Please Clarify that whether the defect liability maintenance is included in the scope of services of consultant, if so duration of defect liability period.	Please refer to GCC 14.1 – Special Conditions of Contract
6.	The RFP indicate that the Site Office will be provided thought civil works contract. Please Clarify whether vehicles for the consultant also will be provided through civil works contract if so, how many.	The office and one vehicle will be provided through Civil Works Contract.

S.N.	Questions	Responses
7.	Is it need to propose different key experts for these two irrigation projects.	<p>Certainly, it is essential to have distinct international and national experts for each position relevant to the application process. Given that there are two irrigation projects scheduled to occur simultaneously in different municipalities, consultants must propose separate key experts tailored to each of these projects.</p> <p>This approach ensures alignment with project-specific requirements, higher score and enhances the overall effectiveness of project implementation.</p>
8.	Section 7 of the Terms of Reference specifies that consultants are required to provide three units of motorcycles (150cc), including fuel and maintenance. Could you clarify whether these motorcycles are intended for National Experts? Additionally, what arrangements are in place regarding vehicles for International Experts?	<p>Please note that one vehicle (4x4) will be provided to the consultant through Civil Works Contract.</p> <p>The Consultant should arrange three units of motorcycles (150cc), including fuel and maintenance for its staff.</p>
9.	Due to the workload that consultant might face in the field and it may imply that the consultant has difficulties to organize Training Courses for MAF Irrigation Staffs. Therefore, how the project owner solve this issue.	The training course for MAF Irrigation Staff will not cover the entire supervision period. The schedule for the training course must be submitted by the selected consultant to the MAPPF for approval.
10.	What are scope materials for the training course?	The scope materials will be covering the irrigation scheme but also needed to submit it to MAF for approval.
11.	There is no Drafting position in National Experts so the supervisor 1 or supervisor 2 will do the job require?	The work will be covered by Irrigation Engineer (International expert) and national experts, if necessary.
12.	Can the contract engineer have the degree in quantity engineer?	Referring to Section 7. TOR the qualification for Contract Engineer shall hold a university degree in Civil Engineering.
13.	The consultants suggest to the project owner to add quantity engineer in National Experts.	It is not necessary to add the Quantity Engineer.
14.	Please note that the RFP indicate that the payment will be paid to the Construction Supervision Consultant in accordance with the progress of works, work phases and deliverables. Please note that our financial proposal is on the basis of Lump Sum for the construction supervision of 36 months and defect liability maintain of 12 months, in case the progress of work delayed beyond our	<p>No change.</p> <p>Please refer to the Payment Schedule provided in the GCC 41.2 (Special Conditions of Contract).</p>





MINISTÉRIO DO PLANEAMENTO  
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Comissão Nacional de Aprovisionamento

S.N.	Questions	Responses
	control; it should not affect our cash flow. So kindly change the payment condition as "Payment during the construction supervision phase shall be made as monthly interim payments on the satisfactory performance to the client"	
15.	Please clarify, In the event that the project overruns during the construction period due to circumstances beyond our control, shall we be compensated for the overrun period at the unit rates given in the Financial Proposal.	Please refer to the response above provided in the Clarification No.14.

  
**Hermingardo Albano Soares**  
Executive Director of National Procurement Commission



**REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE**  
**Ministério de Planeamento Investimento Estratégico**  
**COMISSÃO NACIONAL DE APROVISIONAMENTO**  
**Avenida de Balide, Dili, Timor-Leste. Telephone No.: 3331101**



Comissão Nacional de Aprovisionamento

# Construction Supervision of Irabere Irrigation Scheme

11 July 2024, 15:00 Hours

**RFP/029/MAPPF-2024**

# IMPORTANT POINTS

CLAUSE	
ITC 2.1 (Data Sheet)	<p><b>Name of the Employer:</b> Ministry of Agriculture, Livestock, Fisheries, and Forestry</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 <u>English or Portuguese</u> languages. (Only one Language)</p> <p>All correspondence shall be in the <u>English</u> 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
- (4) TECH-2
- (5) TECH-3
- (6) TECH-4
- (7) TECH-5
- (8) TECH-6

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

- (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.



# IMPORTANT POINTS

CLAUSE	
ITC 12.1 (Data Sheet)	<p><b>Proposal Validity</b></p> <p>Proposals must remain valid for <b><u>180 calendar days</u></b> after the proposal submission deadline.</p>
ITC 13.1 (Data Sheet)	<p><b>Clarification of Request for Proposal</b></p> <p><b><u>Clarifications may be requested no later than 10 days prior to the submission deadline.</u></b></p> <p>The contact information for requesting clarifications is: Attention: Mr. Hermingardo Albano Soares, Executive Director - NPC E-mail: <i>gx@cna.gov.tl</i> cc: <i>as@cna.gov.tl; ns@cna.gov.tl; rl@cna.gov.tl; lh@cna.gov.tl</i>; Phone No.: (+670) 3331101</p>

# IMPORTANT POINTS

CLAUSE	
ITC 14.1.3 (Data Sheet)	<p><b>Minimum time-input of International Key Experts' is: 66 person-months.</b></p> <p><b>Minimum time-input of Assistant Key Experts' is: 90 person-months.</b></p>
ITC 14.1.4 (Data Sheet)	<p><b>Only for QCBS with Maximum Budget</b></p> <p>Maximum budget for the assignment: <b><u>USD 887,200.00</u></b> (Eight Hundred, Eighty-Seven Thousand and Two Hundred United States Dollars) inclusive of all taxes, profits, duties and other expenses.</p> <p>The Employer may disqualify the technical and financial proposal if an <b><u>Evaluated Financial Proposal exceeds the maximum budget.</u></b></p>

# IMPORTANT POINTS

## CLAUSE

ITC 15.2 (Data Sheet)

### **Format of Technical Proposal**

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

Please refer to the 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

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	
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

Clause	
ITC 17.1. (Data Sheet)	<p><b>Electronic Submission of Proposals</b></p> <p>The Consultants <b><u>“shall not”</u></b> have the option of submitting their Proposals electronically.</p>
ITC 17.4 (Data Sheet)	<p><b>Submission of Proposals</b></p> <p>The Consultant must submit:</p> <p>(a) <b>Technical Proposal:</b> one (1) original, two (2) copies and 1 soft copy.</p> <p>(b) <b>Financial Proposal:</b> one (1) original, one (1) copy and 1 soft copy.</p>



# 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, Património Estado, Dili, Timor-Leste**

Telephone: **(+670) 3331101**

Date: **7 August 2024**

Time: **15:00 hours Local time**

# IMPORTANT POINTS

## Clause

ITC 19.1 (Data Sheet)

### **Opening of Technical Proposals**

An online option for the opening for the Technical Proposals is offered: **No**

The opening shall take place at:

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

Telephone: **(+670) 3331101**

Date: **7 August 2024** same as the submission deadline indicated in 17.7

Time: **15:00 hours Local time**

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

# IMPORTANT POINTS

CLAUSE	
ITC 20.2 (Data Sheet)	<p><b>Financial Proposal Evaluation</b></p> <p>The Employer will follow the International Standards and Guidelines</p>
ITC 21.1 (Data Sheet)	<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><u>Data Sheet</u></b>.</p> <p><b>(APPENDIX 1 - SUMMARY EVALUATION SHEET (SES))</b></p> <p><b>(APPENDIX 2 - PERSONNEL EVALUATION SHEET)</b></p> <p><b><u>The minimum technical score (St) required to pass is:</u> 750 (maximum 1000 points)</b></p>
ITC 22.1 (Data Sheet)	<p><b>Public Opening of Financial Proposals</b></p> <p>An online option of the opening of the Financial Proposals is offered: <b><u>No</u></b></p>

# IMPORTANT POINTS

## CLAUSE

ITC 21.1 (Data Sheet)

### QCBS Only

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 1000.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as follows:  
 $Sf = 1000 \times Fm / F$ , 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.

The weights given to the Technical (T) and Financial (P) Proposals are:

**T = 80, and P = 20**

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:

$S = St \times T\% + Sf \times P\%$ .

# 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 **42 months** covering the construction period of 30 months and Defect Liability Period of 12 months.

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

The Consultant, Sub-Consultants, and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the SCC 39.1 and 39.2.

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

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

#### **GCC & SCC 41.2 (Mode of Billing and Payment)**

The payments under this Contract shall be made in **Lump Sum** - 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.

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.

# IMPORTANT POINTS

## Clause

### Conditions of Contract

#### **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.

#### **GCC & SCC 42.1 ( Interest on Delayed Payments)**

The interest rate is: 0.01% daily interest rate.

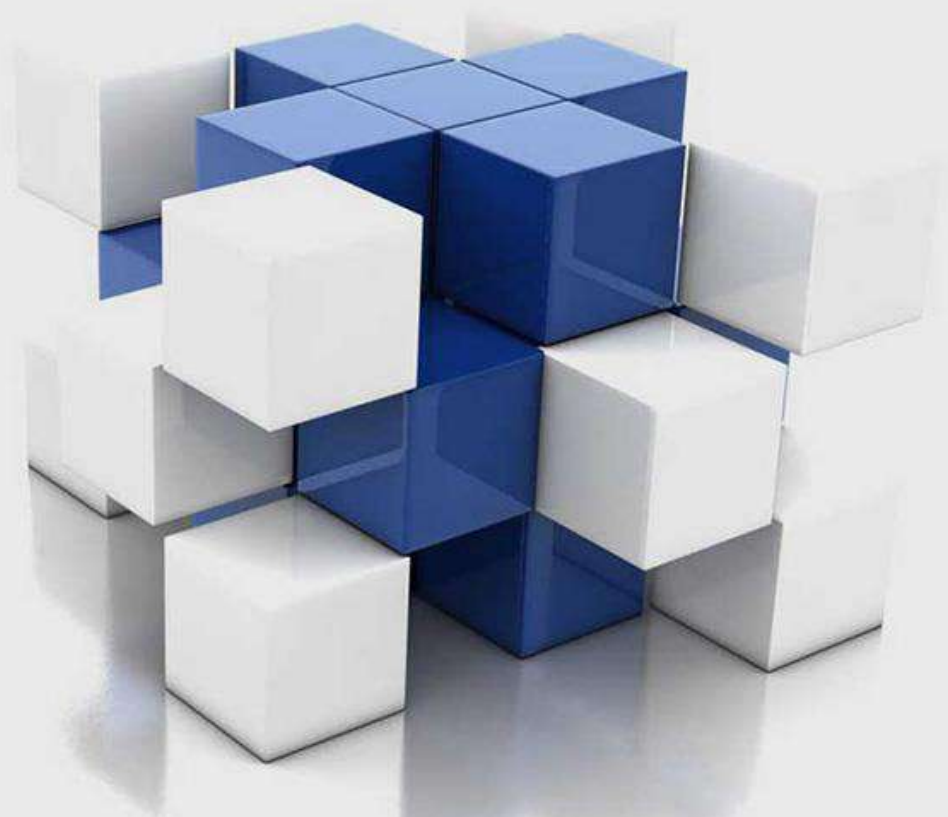
#### **GCC & SCC 45.1 (Dispute Resolution)**

Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication or arbitration in accordance with the provisions specified in the SCC 45.1.

#### **Performance Security**

5% of the Accepted Contract and valid for 43 months.





# THANK YOU

Question & Answer Session