



Minutes of Pre-Quotation Meeting

**Rehabilitation Project UPF Post Saburai, Bobonaro Municipality
(RFQ/090/MI-2024)**

Date: 23 August 2024

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

1. The Pre-quotation meeting for the Rehabilitation Project UPF Post Saburai, Bobonaro Municipality was held at 15:00 hours local time on 22 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 Interior (MI) and prospective bidders.
2. Mr. Ruben Araujo, 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 MI. 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 MI representatives thanked all the attendees for their active participation in the meeting.
5. The meeting was concluded at 15:30 hours.


Hermingardo Albano Soares

Executive Director of National Procurement Commission (NPC)

Attachment:

- Clarification No. 1
- PowerPoint Presentation



MINISTÉRIO DO PLANEAMENTO
E INVESTIMENTO ESTRATÉGICO

IX GOVERNO CONSTITUCIONAL



Comissão Nacional de Aprovisionamento

**Rehabilitation of U.P.F Existing Building at Saburai, Bobonaro Municipality
(RFQ/090/MI-2024)**

Clarification No.1
23 August 2024

S.N.	Questions/Queries	Answers/ Responses
1.	Are the rates and prices quoted shall include all duties, and taxes?	Kindly refer to point 13 (Price) of the Request for Quotations stated that "The rates and prices shall include all duties, taxes, and other levies payable by the Contractor under the Contract, as of the date 7 (seven) days prior to the deadline for submission of quotations".


x **Hermingardo Albano Soares**

Executive Director of National Procurement Commission (NPC)



REPÚBLICA DEMOCRÁTICA DE TIMOR LESTE
MINISTÉRIO DO INTERIOR IX GOVERNO CONSTITUCIONAL
COMISSÃO NACIONAL DE APROVISIONAMENTO

PRE-QUOTE CONFERENCE

22 August 2024, 15 00 PM Timor-Leste time



**REHABILITATION OF U.P.F EXISTING BUILDING AT SABURAI,
BOBONARO MUNICIPALITY
RFQ/090/MI-2024**

IMPORTANT POINTS

- The Employer intends to apply funds from the **Infrastructure Fund (IF)** of Government of the Democratic Republic of Timor-Leste for eligible payments under the contract Resulting from this RFQ.
- Participation in this Quotation process is only extended to three (3) contractors:
 - a) LEO BALU Unip. Lda;
 - b) ALJU, Unip. Lda;
 - c) CARLIANA XAVSOR Unip. Lda.
- The maximum budget is **US\$ 48,860.35** (inclusive of all applicable taxes and other expenses and profits). The Employer may disqualify evaluated price bids exceeding maximum budget.
- For clarification purposes only, the Employer's address is:
 Attention: **National Procurement Commission**
 Address: **Rua de Balide, Patrimonio de Estado, Dili, Timor-Leste**
 Tel.: **+67033-1101**
 Email: raraujo@cna.gov.tl
 cc: as@cna.gov.tl , ns@cna.gov.tl , lh@cna.gov.tl , gx@cna.gov.tl and rs@cna.gov.tl



IMPORTANT POINTS

- The deadline for Quotation submission is:

Date: **5 September 2024.**

Time: **15:00 hours local time**

Place: **National Procurement Commission, Rua De Balide, Patrimonio Estado, Dili, Timor-Leste**

Any Quotation received after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Contractor.

- The Bidder shall submit one original of the **Quotation**, and clearly marked "Original". In addition, you shall also submit one copy marked as "Copy". In case of any discrepancy between the Original and Copy, the Original shall prevail.



IMPORTANT POINTS

- The opening of the **Technical Quotation** shall take place at:

Date: **5 September 2024**

Time: **15:00 PM hours, local time**

Place: **National Procurement Commission, Rua De Balide, Patrimonio Estado, Dili, Timor-Leste**

- The Quotation validity period is: **120 days from the Quotation submission date.**
- The language of the Quotation is **English.**



IMPORTANT POINTS

▪ Price

The Contractor shall also fill in its rates and prices for all items of the works described in the attached Bill of Quantities. Items against which no rate or price is entered by the Contractor will not be paid for by the Employer when executed and shall be deemed covered by the rates for other items and prices in the Bill of Quantities.

The rates and prices shall include all duties, taxes, and other levies payable by the Contractor under the Contract, as of the date 7 (seven) days prior to the deadline for submission of quotations.

The currency of the Quotation and the currency of Payments shall be the **United States Dollars**.



IMPORTANT POINTS

▪ Technical Proposal

The Contractor shall furnish a technical proposal including a statement of work methods, equipment, personnel, construction schedule and any other relevant information, in sufficient detail to demonstrate the adequacy of its proposal to meet the work's requirements and the completion time.

The Contractor must demonstrate that its financial resources (i.e., Working Capital, latest Bank Statements and valid Bank line of Credit) meet or exceed the total requirement for the project with an amount of US\$17,000.00.

A minimum one similar contract that have been satisfactorily and substantially completed as a prime contractor or joint venture member within last seven (7) years, where the value of the Bidder's participation under each contract meets or exceeds US\$ 14,600.00.



IMPORTANT POINTS

▪ **Note:** Copy of the Certificate of Completion or Substantial Completion for the contracts submitted describing (i) work, (ii) quantities, (iii) amount of contract and (iv) period (contract start and end date) etc., is required as a proof of experience. English or Portuguese Translation shall prevail, if the original documents are not in the said languages.

▪ **Evaluation of Quotations**

The Employer shall determine the most substantially responsive Quotation and who has offered the lowest price quotation.



CONDITIONS OF CONTRACT

▪ The Intended Completion Date for the whole of the Works shall be **two (2) months**

• **The Defects Liability Period is: 180 days.**

• **The Performance Security amount is: Five Percent (5%) of the Accepted Contract Amount (CC-46)**



THANK YOU!



Comissão Nacional de Aproveitamento

COMISSÃO NACIONAL DE APROVISIONAMENTO

