PRE- BID MEETING

ENVIRONMENT IMPACT ASSESSMENT (EIA) STUDY FOR BETANO REFINERY PROJECT

05 August 2015

Instruction to Bidders

- Technical Proposal and Commercial Proposal shall be prepared and to be delivered separately on or before **19 August 2015 at 16:00pm**.
- The proposal must be sealed and directly submitted to COMPANY in One (1) Original and Two (2) copies with electronic native files on CD - Room to the address details below.

  TIMOR GAP, E.P
  Level 3, Timor Plaza, Rua Presidente Nicolau Lobato,
  Comoro, Dili, Timor-Leste
  Attention: Procurement Department
  Telephone Number: +670 3310953
  Fax Number: +670 3310952
- The submitted proposal to the COMPANY shall be irrevocable for a period of 3 months or until the bidding process in completing whichever is longer.
- Correspondence during the proposal period for commercial clarification and technical clarification, including interpretation and clarification on the ITB shall be addressed to procurement.dept@timorgap.com
- Deadline for submitting requests for clarifications/ questions is 5 (five) days before the deadline

Instruction to Bidders……Cont'd

- Proposal opening date **<u>19 August 2015 at 16:30pm</u>**
- The proposal must be prepared in **English and use currency of USD**
- Contract will be awarded to only 1 Contractor
- Advanced Payment upon signing of contract is allowed up to a maximum of 10% of Total Contract Price.
- The successful Bidder must deliver to TIMOR GAP, a Performance Security equal to 10% of contract amount after seven days from the notification of intend to award.
- The liquidated damages for delay shall be 0.3% of the price of the Contract per day of delay, up to a maximum of 5% of the final price of the Contract.
- The project is intended to complete in a 180 days period of time. The project will be started from 1st October until 31st March 2016.
- Bidders are mandatory required to abide all applicable law of Republic Democratic of Timor-Leste (RDTL) in connection to this project.

Evaluation Method

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1. Vendor Eligibility

All bids will be examined to be considered as eligible based on following criteria

- Provide an authentic copy of its valid Business Registration Certificate (at least 3 months). Bidder must legally authorized and hold consultant services license. Bid submitted in other form of license will result to the disqualification (ex. Supplier, construction, etc.)
- Provide an authentic tax certificate from authorized institution.

2. Technical Evaluation

- Technical evaluation will be conducted against pre-established criteria and weights as described in Part D.

(Only bids pass minimum passing score of 80 points out of 100 points will be considered for financial evaluation)

Evaluation Criteria Part D

NO	Technical Evaluation Criteria	Weight 100 % (A)	Ratings (0-100 Points) (B)	Score (A x B)
I	**Technical Competence & Expertise of the firm**	**20%**		
a)	Extent of bidder's specialized Knowledge experience and Skill in work of similar nature and/or relevant experiences in the region	8		
b)	Nominated to work to the specified standard's or has nominated acceptable Internationally recognized standards	6		
C)	Financial resources such as liquid assets, bank deposits, lines of credit or other financial means	6		

Evaluation Criteria Part D….Cont'd

NO	Technical Evaluation Criteria	Weight 100 % (A)	Ratings (0-100 Points) (B)	Score (A x B)
II	**Key Personnel**	**30 %**		
a)	Project Manager – Master or Bachelor Degree in Chemical Engineering or Environmental Engineering or related field with minimum 5- 7 years' work experience	8		
b)	Chemical Engineer/ Chemist – Bachelor degree in Chemical Engineering or Chemistry with minimum 3-5 years' experience with similar work experience	6		
C)	Hydrologist- Master or Bachelor degree in Hydrology, with minimum 3-5 years' experience in hydrologist or similar work experience	4		
d)	Ecologist / Zoologist – B.Sc. for Geoscience, with minimum 3-5 years' experience with similar work experience	4		
e)	Environmentalist- Master or Bachelor degree in Environmental Engineering, with minimum 3-5 years in Environmentalist or similar work experience	4		
f)	Quality Safety & Occupational Health Engineer- Bachelor degree with minimum 3-5 years' experience in Quality Safety & Occupational Health or similar work experience	4		

Evaluation Criteria Part D….Cont'd

NO	Technical Evaluation Criteria	Weight 100 % (A)	Ratings (0-100 Points) (B)	Score (A x B)
III	**Methodology & Execution Strategy**	**40 %**		
a)	Overall & Detailed Execution Plan	14		
b)	Work method statement encompasses the requirements of the investigations	14		
c)	Suitability and availability of the equipment nominated for the work	12		
IV	**Local Content or Local Participation**	**10%**		
a)	Bidder should provide their method and plan on local content or local participation issues	10		
	TOTAL	**100 %**		

Evaluation Method……Cont'd

3. Commercial Evaluation

Financial proposal score will be evaluated using following formula;

$$Score = \frac{Lowest\ Price}{Bidder\ Price} \text{X } 50$$

Evaluation Method……Cont'd

3. Commercial Evaluation

No	Bidders	Financial Proposal	Financial Score $= \frac{\textit{Lowest Price}}{\textit{Bidder Price}} \times 50$
1	Bidder A	$ 100,000.00	$= \frac{100,000.00}{100,000.00} \times 50 = 50.00$
2	Bidder B	$ 200,000.00	$= \frac{100,000.00}{200,000.00} \times 50 = 25.00$
3	Bidder C	$ 150,000.00	$= \frac{100,000.00}{150,000.00} \times 50 = 33.33$

Award Criteria

- An award criteria to be used in selecting the most responsive Proposal is the ***Highest Combined Scoring Method***, using 50%-50% distribution for Technical and Financial Proposals, where the minimum passing score of technical proposal is 80 points out of 100 points.

Award Criteria....Cont'd

Highest Combined Score

No	Bidders	Technical Score	Financial Score	Total Score	Rank
1	Bidder A	$= \frac{82}{100} \times 50$ $= 41.00$	50.00	91.00	Rank I
2	Bidder B	$= \frac{90}{100} \times 50$ $= 45.00$	25.00	70.00	Rank 3
3	Bidder C	$= \frac{85}{100} \times 50$ $= 42.50$	33.33	75.83	Rank 2

Content of Proposal

1. Signed Acknowledgement Letter/Confidentiality Agreement (Article 24)
2. Technical competence & expertise of the firm: Bidder's specialized knowledge, experience in work of a similar nature and experience on projects in the region. Availability of financial resources such as liquid assets, bank deposits, lines of credit or other financial means, to meet the project cash flow requirements. Project management control.
3. Execution strategy: Bidder shall describe the sequence of activities plan, realistic and efficient to the implementation of project. Equipment's and tools to be utilized for this project. Bidder is also require to propose timeline to complete the work. Bidder shall propose man-hours required for each discipline. Provide plan regarding commitment to safety for workers and environment protection.
4. Key Personnel

   CV's, Certificate/Diploma for Project Manager, Chemical Engineer, Hydrologist, Ecologist, Environmentalist
5. Local content or local participation

   Plan to procure services, equipment and consumables required from domestic sources.

Content of Proposal…….Cont'd

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Commercial Proposal

The commercial proposal shall contain the following items as a minimum.

I. Price must be a lump sump and inclusive all applicable tax include direct and indirect cost.

- Resident Company: 4%
- Non Resident Company: 10%

For further information of taxes, please visit Ministry of Finance Web at www.mof.gov.tl

II. Bidder must identify contract payment schedule on the proposal

III. Bidder must provide the breakdown price for man-hour rates, accommodations, transportation, etc.

Thank You

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