



REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE
GABINETE DO PRIMEIRO MINISTRO
COMISSAO NACIONAL DE APROVISIONAMENTO
Av Rua Dos Direitos Humanos, Dili, Timor-Leste

RFP/037/ MTC-MPMR-2013

Construction Supervision for the Upgrading of the Existing Suai Airport

CLARIFICATIONS-2

No.	Clause No. as per RFP	Queries	RESPONSE
1	Section 3 - Technical Proposal Standard Forms (Form Tech-6 CV)	Please re-affirm CV pages not to exceed 5 or 7	Maximum Number of Seven (7) pages for each expert.
2	Section 2 – ITC-Data sheet Item 4.3	Please re-affirm the Consultant must submit:-Financial Proposal: one (1) original and one (1) CD.Please also clarify if the CD for Financial should contain Microsoft Excel version or PDF version or both.	Consultant will submit One (1) Original + One (1) CD. You may submit either Excel or PDF Version in CD or both.
3		Please re-affirm by virtue that this RFP is under the QCBS method, form FIN-4 PROVIDED IN THE LIST OF FINANCIAL FORMS TO BE PROVIDED DOES NOT NEED TO BE FILLED AND SUBMITTED.	For this RFP, FORM FIN-4 is not required.
4		Please re-affirm that the pricing/costs of items listed under item 6 of Section X - Terms of Reference (Section 5 of RFP) shall be defined as Miscellaneous item and costed in addition to the items already specified as Miscellaneous under item 3.8(iii)d of the data sheet in Section 2 - Instructions to Consultants. Please re-affirm if this should form part of the Consultant Final Bid Price for tender submission.	Both Items Data sheet 3.8 (iii)d and item 6 of Section X-Terms of Reference (TOR) should be the part of consultant Financial Proposal.



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		<p>The Consultant should arrange work program minimum covers:</p> <ul style="list-style-type: none"> a) Work Schedule in detail b) Manning Schedule c) Allocation of experts and their discipline and expertise. The d) Construction supervision <p>Please re-affirm that Form Tech 8 Works Schedule should contain description of the activities as well as all items described in Item 1- Section XI of Section 5, TOR</p>	<p>Please read the TOR and RFP.</p>
5		<p>Confirm the Defects Liability Period is 24 months.</p>	<p>Refer to addendum -1</p>
6	<p>Clause 6, Point c, Page No. 83 of 119</p>	<p>Facilities Provided by the Consultant The Consultant will provide the following;</p> <ul style="list-style-type: none"> a) Survey Equipment b) Laboratory Equipment <p>Kindly clarify that consultant shall arrange survey & laboratory equipment and cater the cost in their Financial Proposal or same shall be provided by the contractor</p>	<p>Refer to addendum -1</p>
7	<p>Clause 3.9 of Data Sheet, Page No.23 of 119 AND Clause 6.1 (b) of SCC-Tax, Page 110 of 119</p>	<p>Taxes: Amount payable by the employer to the consultant under the contract is subject to local taxation: Yes</p> <p>AND</p> <p>The ceiling exclusive of local taxes is USD...</p>	<p>The client will not reimburse any of applicable local taxes to consultant. Normally wage income tax and withholding tax are applicable. Further detail about applicable domestic/local taxes is on the following web-site. https://www.mof.gov.tl/category/documents-and-forms/taxation-documents/tax-guides-information-brochures/?lang=en AND The ceiling inclusive of local taxes is USD— (Refer to addendum -1).</p>



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		<p>Kindly clarify, out of the following, which are local taxes that client will not reimburse and consultant shall include in their Financial Proposal:</p> <ul style="list-style-type: none"> a) VAT b) Income Tax on non-resident Foreign Personnel; c) Withholding Tax; d) Corporate Income Tax; e) Any other taxes, duties, fees, levies and other impositions imposed under the Timor Leste taxes Law. <p>Also Kindly Clarify these taxes shall be shown under the Non-competitive components of Fin-2 or shall be evaluated with bid amount</p>	<p>Taxes cannot be shown under Non-Competitive Components of FIN-2.</p> <p>According to FIN-2, The Prices must include all taxes and charges in accordance with ITC 3.9</p>
8	<p>TECH -2 C, Page 34 of 119</p> <p>Appendix 1 & 2, and Page No. 26 and 27</p>	<p>Consultant's Experience in Timor-Leste or Similar Region</p> <p>Summary Evaluation Sheet & Personnel Sheet</p> <p>The RFP mention about experience in Timor-Leste and Similar Region. The Definition of the "Similar Region" is not provided. However, as per consultant's understanding, similar region means Southeast Asia, Please confirm?</p>	<p>Similar Region means South East Asia, Portugal and Former Portuguese Colonies.</p>
9	<p>Clause 4.3 Page No. 23 of 119</p>	<p>Number of Copies of the Proposal</p> <p>The consultant must submit:</p> <ul style="list-style-type: none"> a) Technical Proposal: One (1) Original and three (3) copies in CD b) Financial Proposal: one (1) Original + 1 in CD 	<p>The consultant must submit:</p> <ul style="list-style-type: none"> a) Technical Proposal; one (1) original and three (3) copies (hard form) & one (1) in CD. b) Financial Proposal: One (1) Original + 1 in CD.



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NO.	Clause No. as per RFP	Queries	RESPONSE
9	Clause 4.3 Page No. 23 of 119	Please clarify if the number of the copies of the proposal to be submitted is 1 Original & 3 copies in a CD (soft Form) or one original or 3 copies (hard form) & one (1) in CD.	
10	Tech 2 –B, Page No. 33	<p>Consultant's Experience</p> <p>The Consultants would like to request that the works which have been completed and for which experience certificates are not available with the consultant, shall also be considered and the Consultants shall be allowed to submit the work orders, contract agreements, Letter of award etc. of the projects, as obtaining experience certificates is a time consuming process. This may please be considered.</p>	<p>The Consultants' Experience requirement for claimed experience is already set in TECH 2-B, Page No.33 of RFP.</p> <p>We maintain requirement.</p>
11	Clause 6.2 (a), Page No .110 of 119	<p>Escalation Clause:</p> <p>In this regard, it is submitted that the normal practice followed by all renowned agencies in respect of adjustment of remuneration, there is a clause pertaining to adjustment of remuneration of staff after every 12 months. It is therefore, requested that Escalation Clause may kindly be inserted in this project also since the project duration is more than 12 months.</p>	<p>Escalation Clause is not applicable to this contract.</p>



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NO.	Clause No. as per RFP	Queries	RESPONSE
12	Clause No. 3.6 and 3.8 (iii) g, Page No. 22 of 119 Page No. 82 of 119	<p>Minimum number of person-months that must be shown on the personnel schedule are: International Key Personnel:308 National Support Personnel :254 Person-months</p> <p>Person-months</p> <p>Person-Month Requirement As per the table on page no. 82, the person-months requirement for the Key personnel is 308 months, (ie., 298 months in Construction Supervision phase + 10 months in Defect Liability Period) after adding the Finance Clerk's person-months, which is a National position. Hence, the total person-months for International Key Personnel given in the table (282) differs from that given in the Data sheet (308). The Consultants, therefore, understand that the Clause No. 3.6 and 3.8 (iii) g, of the Data Sheet should read: Minimum number of person-months that must be shown on the personnel schedule are: Key Personnel: 308 Support Personnel: 254 person-months .Please Clarify</p>	Refer to addendum -1
13	Clause 2.3,Page No.108 of 119	<p>Commencement of the Services:</p> <p>It is stated that the consultant shall commence the services within 14 days from the date of the receipt of notice to commence from the employer. Is it possible to provide 3-4 weeks to commence the services after receipt of notice of commencement from the employer?</p>	There is no change in commencement of services requirement.



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NO.	Clause No. as per RFP	Queries	RESPONSE
14	Clause No. 3.5, Point c, Page No. 109 of 119	<p>Professional Liability Insurance (PLI):</p> <p>As per the Special Conditions of the Contract, The Consultant shall submit PLI equivalent to 110% of the contract value.</p> <p>In this regard, it is submitted that all projects funded by renowned world agencies such as World Bank, ADB, AfDB etc., the Consultants are required to take PLI cover equivalent to consultancy contract amount. In view of the above, the Client may kindly consider modifying this clause by stating that the Consultant shall take PLI cover equivalent to Consultancy Contract amount and NOT 110 percent of the Contract value.</p>	There is no change in Professional Liability Insurance (PLI) requirement.
15	Section X Supervision input ,1)-Page no.74	<p>1) Project Director (International),</p> <p>The Project Director should have a Master's Degree relevant minimum 15 years experience in construction supervision services of airport projects and possesses certificate of experience issued by a professional institute.</p> <p>The consultant understands that years of experience would be counted after Bachelor's Degree.</p> <p>Kindly confirm</p>	Counting of Experience will start after completion of bachelor's degree.
16	Additional Point	Extension of Time for Submission of Proposal.	There is no extension for the submission of the proposal deadline.



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17	Clause X, supervision input 3 Personnel (in the Table)- Finance and Administration- Page 72 & Page 73.	<p>As per clause: Finance and Administration 15. Finance Clerk (Diploma in relevant field) is a required position.</p> <p>As per Annexure 1, There is no mentioned of max. weight for the position of "Finance Clerk"but the Qualification requirement is shown at Clauses X supervision Input, 3 Personnel (in the Table) –Finance and Administration - Pg No 72 & 73.</p> <p>The consultant requests to kindly provide the max weight for the above mentioned position.</p>	Refer to addendum-1
18	Section X Supervision input 4-Person Month Requirement (in the Table)- Supporting Personnel-Page No.80 & 81	<p>As per clause: Supporting Personnel:</p> <p>Kindly confirm that CV of the support personnel are not required at the proposal stage.</p>	CVs of Supporting Personnel are not required at the proposal stage. This will be required at contract negotiation stage.
19	In the Data Sheet and in chapter X of the ToR is referred that the Employer will provide the Counterpart staff according to availability for assistance with supervision and progress monitoring.	The monthly salary, per diem allowances, all expenses, accommodations, travel, means of transport, office space, furnishings and equipment, office consumables, telecommunications and computers and other means for the Counterpart staff operation are provided by the Employer?	Refer to addendum-1



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NO.	Clause No. as per RFP	Queries	RESPONSE
20	<p><u>Form B – Consultant’s Experience</u> In Form B – Consultant’s Experience, it is stated that <i>“The Consultant should substantiate their claimed experience by presenting copies of certificate of completed projects and portion of signed contract showing contract amount, services rendered and signing page of on-going projects”</i>.</p>	<p>Question: The tenderer is required to submit relevant portions of the signed contract, as described, only for ongoing projects?</p> <p>Question: For the completed projects the submission of copies of certificates of completion is enough to substantiate the claimed experience?</p>	<p>The consultant is required to submit relevant portions of the signed contract as described for ongoing projects.</p> <p>For completed projects, the copies of certificate of completion may be submitted to substantiate claimed experience.</p>
21	<p>Site Office and Housing Accommodation in Project Site</p>	<p>In the chapter X of the ToR is referred that the Consultant will provide: a) Office accommodation in Dili and in Project site and all furnishings and office equipment b) Housing accommodation in Dili and in Project site Please clarify</p>	<p>Refer to addendum-1</p>



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22	<p>Appendix I – Summary Evaluation sheet: The Appendix I – Summary Evaluation sheet: Requires for the Qualification of the firm:</p> <p>In chapter X of the ToR is referred that The Consultant Firm must possess the following experiences:</p>	<p>a) Experience in at least two (2) similar projects within the last ten (10) years</p> <p>b) Experience in at least one (1) consultancy project in Timor-Leste or three (3) consultancy projects in similar region?</p> <p>a) Provide construction supervision of air port projects for the past five (5) years, which comprise works for both landside and airside facilities. Such projects may be either new or upgrading / development of airports.</p> <p>b) Provide minimum experiences for 15 years in professional design service and managing of airport construction or development</p> <p>Question: Can you please clarify the requirements for Qualification of the Firms and also the Evaluation Criteria</p> <p>Question : Can you please clarify the meaning of “consultancy project” in Timor Leste? Can it be projects from any engineering area?</p>	<p>There is no conflict between these requirements. However, Consulting Firms Experience will be evaluated based on the Appendix-1-Summary Evaluation Sheet on Page 26 of RFP.</p> <p>“Consultancy Project” in Timor-Leste can be any of the projects from engineering area.</p> <p>Consultancy project means projects on policy advice, institutional reforms, management, engineering services, construction supervision, functional services, procurement services and social and environmental studies</p>
23	<p>Laboratory Equipment In the chapter X of the ToR is referred that the Consultant will provide the Laboratory equipment.</p>	<p>Based on our international experience in similar projects and situations, the Installations and the Laboratory equipment for the quality control of the work is provided by the Construction Contractor.</p>	<p>Refer to addendum-1</p>



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24		Does international consultant have to association with local consultant of Timor Leste to participate the tender?	It is not mandatory that international consultant associate with local consultant. However, international consultant will have to make surety of the availability of supporting personnel (local) by providing us the CV before contract negotiation.
25		In item 3 of the Scope of Services it is mentioned that the service includes project management. Would it be preferable to involve construction management experts?	No additional position is required with respect to project management scope of services.
26		Is the review design to be carried out includes all items in the scope of work in page 61 – 62?	Please read item IV-Responsibility of the Consultant-point 3 on page 63 of RFP.
27		The output of supervision activities includes the as built drawings (TOR in page 66 and item no. 12). Does the supervision consultant have to provide the as built drawing?	The Construction Contractor will submit the as built drawings to Construction Supervision Consultant (CSC). The CSC will review the as-built drawings.
28		In “Work Program” chapter it is mentioned that the consultant should provide construction supervision services within a time frame of 26 month. Should the completion of the contractor work delay the consultant time frame will exceed 26 month and the consultant has to supervise until the contractor completes the construction work, would the consultant be paid for the extra time?	Upon signing of contract, no additional cost will be allowed, unless as subsequently agreed between the consultant and owner through, and incorporated in, a written contract agreement.



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29	Point 5, Page No. 61	<p>Scope of Works</p> <p>New parking apron and the required aircraft manoeuvring area to accommodate “power-in/power-out” operations for ATR 72-500, and “towing” operation for five (5) helicopters. Please clarify the types of helicopters for towing operations</p>	<p>The types of helicopters for towing operations should have already been determined during the design services.</p>
30	Point 22, Page No. 62	<p>Scope of Works</p> <p>New Hanger for helicopters. Please clarify the types of helicopters for New Hanger to be constructed.</p>	<p>The types of helicopters for New Hanger to be constructed should have already been determined during the design services.</p>
31	Point 23, Page No. 62	<p>Scope of Works</p> <p>Bulk Fuel installation inclusive of all the associated works and supply of the skid tank and one (1) bowser (reserve only). Please clarify if it is fuel farm with Hydrant System or Storage Tanks only and filling done by bowzers?</p>	<p>The fuel farm should have already been determined during the design services.</p>
32	Point 24, Page No. 62	<p>Electrical sub-station, standby power generator and distribution system to supply terminal building, other buildings, including hangar, etc, AGL system, apron flood lights, navigational & Commaids equipment and instrumentations, and other related utilities. The Consultant request you to</p> <p>Kindly intimate the availability of power source for the Electrical & NAVCOM aids?</p>	<p>The availability of power source should have already been determined during the design services.</p>



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NO.	Clause No. as per RFP	Queries	RESPONSE
33	Point 5, Page No. 61	<p>According to the Terms of Reference, the tenderer is required to submit a CV for an Air Traffic Control Specialist. This expert is required to have a Bachelor Degree in Civilian Air Traffic Controller.</p> <p>In most countries, Civilian Air Traffic Controllers are specifically trained for the function through specialization courses provided by Civil Aviation entities; trainees must have a university degree of any kind in order to qualify to attend the course and this training course does not provide a Bachelor Degree.</p> <p>On the other hand, considering the number of years of experience in construction supervision required, we understand that this expert will be involved in supervision of the air traffic control systems installations and not in air traffic control itself. In similar projects carried out worldwide, the supervision of air traffic control systems installation is done by engineers (Automation, Electrical, Electronics, etc.) and not by air traffic controllers.</p> <p>Therefore, we believe that the requirement concerning the Bachelor Degree in Civilian Air Traffic Control should be understood as corresponding to any relevant university degree compatible with professional experience in installation of air traffic control systems.</p> <p>Question: Can you confirm our understanding described in the last paragraph above?</p> <p>Another Consultant suggested that Bachelor Degree in Civil Engineering may be considered.</p>	<p>The Bachelor Degree in Civilian Air Traffic Control could be understood as corresponding to any relevant university degree compatible with professional experience in installation of air traffic control system.</p>
34		<p>In case of Tech 2-C, it may be necessary to include information about 3 projects, namely the Certificate, portion of the signed contract and the project datasheet.</p> <p>The maximum of 5 pages imposed by the ToR are not enough for all the information required. Where can we include that information in the technical proposal?</p>	<p>Signed Contract pages copies, portion of signed contract showing contract amount, services rendered are not part of Five (5) pages</p>



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35		Can we provide the copies of the portion of the signed contracts in Portuguese language?	Yes
36		The diplomas of the Key Personnel issued by Portuguese University can also be provided in Portuguese?	Yes


Aniceto Do Rosario
National Procurement Commission



Dated: 14/November/2013



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Minutes of Pre-Proposal Conference held on 31 October 2013

Construction Supervision for the Upgrading of the Existing Suai Airport

RFP No.: RFP/037/MTC-MPMR-2013

1. The pre-proposal conference for the Construction Supervision for the Upgrading of the Existing Suai Airport RFP No.: RFP/037/MTC-MPMR-2013 was held at 1500 hours local time on 31 October 2013 at the Conference Room of the National Procurement Commission (NPC) at Rua Dos Direitos Humanos, Dili, Timor-Leste. This meeting was attended by representatives from NPC, Charles Kendall & Partners (CKP), Agencia Desenvolvimento Nacional (ADN), Ministry of Transport & Communications (MTC), Timor Gap and interested Consultants.
2. Mr. Abdul Basit, Senior Procurement Specialist of CKP welcomed all the attendees of the meeting and gave a brief of the meeting explaining the purpose and importance of the meeting. The question and answer portion of the conference then proceeded immediately. Technical questions were handled by the representatives from ADN, MTC and TIMOR GAP while CKP responded to commercial issues. The Question and Answers are enclosed in Appendix 1.
3. The attendees were informed that if they have additional clarifications, these can be sent to NPC 15 days before the deadline of proposal submission.
4. At the end of the meeting, the NPC and MTC, TIMOR GAP and ADN representatives thanked all the attendees for their active participation in the meeting.
5. The meeting was concluded at 1600 hours.

Enclosed: Appendix 1


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National Procurement Commission





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APPENDIX 1 OF MINUTES OF PRE-PROPOSAL CONFERENCE: RFP/037/MTC-MPMR-2013

CLARIFICATIONS AND RESPONSES

NO.	QUERIES/QUESTIONS	RESPONSE
1	What is meant by "Similar Region"?	Similar Region means that South East Asia, Portugal and Former Portuguese colonies.
2	Please clarify maximum no of pages for CV?	Maximum number of pages is seven (7).
3	CV for Support Personnel is required in the proposal?	CV of support personnel is not required for the proposal
4	Questions from Dalan?	All your queries will be addressed in writing within <i>due course of time</i> .
5	Questions from ICT?	All your queries will be addressed in writing within <i>due course of time</i> .
6	As per page 73 of RFP, Office Manager Qualification is indicated as "Diploma in relevant field" while page 78 of RFP, Office Manager Qualification Requirement is "Bachelor's Degree in Business Administration." Please clarify?	All your queries will be addressed in writing within <i>due course of time</i> .
7	Please inform us about "Applicable Taxes"?	Normally wage income tax and withholding tax are applicable. Further detail on about applicable domestic/local taxes is on the following web-site. https://www.mof.gov.tl/category/documents-and-forms/taxation-documents/tax-guides-information-brochures/?lang=en
8	What is meant by "I am employed by the executing agency of the government republic of Timor-Leste" in TECH-6-Page 42 of RFP? Yes/No	It means that proposed key expert should not be employee of Ministry of Transport and Communication (MTC) or TIMOR GAP.
9	Is there any organized Site Visit?	There is no organized site visit by project owners. Interested Consultant may visit the site at their own expense?
10	Extension of Deadline?	No, There is no extension of deadline for the submission of proposal.
11	Fuel Storage Capacity (5000 l or 5000 cub m)	All your queries will be addressed in writing within <i>due course of time</i> .
		It is reminded to the consultant if they are bidding more than one proposal of similar assignment, they should propose different key personnel for each submitted proposal.