



VI GOVERNO CONSTITUCIONAL
MINISTÉRIO DO PLANEAMENTO
E INVESTIMENTO ESTRATÉGICO



Comissão
Nacional de
Aprovisionamento

SUPPLY VEHICLE FOR NATIONAL PARLIAMENT OF TIMOR-LESTE
ICB/037/PN-2017
PRE-BID MEETING
Minutes of Pre-Bid Meeting

Date & Time: 27 July 2017 – 3:00 pm

Venue: National Procurement Commission Office

1. The pre-bid meeting for ICB/037/PN-2017 was held on 27 July 2017 at 3:00 p.m (local time) at the Meeting Room of the National Procurement Commission office (Avenida de Balide, Dili, Timor-Leste). The meeting were attended by representatives from the National Procurement Commission (NPC), National Parliament (Project owner) and Potential suppliers.
3. Mr. Jefri Neto, National Procurement Officer from NPC, welcomed all attendees to the meeting and presented the important aspects of procurement of said project. The said presentation is marked as **Attachment 1**.
4. After the presentation, the bidder was requested to seek clarification required, if any. The questions and answer are enclosed in **Attachment 2**.
5. The suppliers were informed that they could send further clarifications not later than **ten (10) working days** prior to the deadline for submission of proposals (14 August 2017).
6. Meeting was adjourned at 4:00 pm.



Aniceto do Rosario
Director of National Procurement Commission (NPC)

Enclosed: Attachment 1: Pre-Bid Presentation
Attachment 2: Clarification No.1



Avenida de Balide
Dili - Timor-Leste
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PRE-BID MEETING

SUPPLY VEHICLE FOR NATIONAL PARLIAMENT OF TIMOR-LESTE

ICB/037/PN-2017

26 July 2017 at 15:00 Hours local time

Important Points

Participation in this bidding process is open to all interested international and national Authorized Dealers or Manufacturers.

The deadline for bid submission is **14 August 2017 at 1500 hours (Timor-Leste time)**.

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

The technical bid opening shall take place at the NPC Office, Rua de Balide, Património de Estado, Dili, Timor-Leste.

Important Points

DOCUMENTS COMPRISING THE BID

The bid shall comprise of two envelopes submitted simultaneously, one called the **Technical Bid** containing the documents listed in **ITB 11.4** and the other the **Price Bid** containing the documents listed in **ITB 11.5**, both envelopes enclosed together in an outer single envelope.

Important Points

CLARIFICATIONS

- The deadline for the submission of clarifications is received no later than **31 July 2017**.

LANGUAGE OF THE BID

- The language of the bid is: **English**

COPIES OF BIDS

- Technical Bid: one (1) original and two (2) copies and one (1) electronic copy in CD; and
- Price Bid: one (1) original

BID VALIDITY

- The bid validity period shall be: **one hundred twenty (120) calendar days**

Important Points

BID SECURITY

- A Bid Security **IS REQUIRED**. Any Bid not accompanied by a substantially responsive bid security shall be rejected as nonresponsive
- The amount and currency of the Bid Security is **USD 50,000.00** Validity period of Bid Security : **120 days + 28 days = 148 days**
- Bid Security shall be in the form of **Bank Guarantee** in the format provided in Section IV, in accordance with BDS-ITB 21.2
- The Bid Security of a JV must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security shall be in the names of all future partners as named in the letter of intent mentioned in ITB Sub-Clause 16.1.

Section III-Evaluation and Qualification Criteria

TECHNICAL EVALUATION WILL BE UNDERTAKEN INTO TWO STEPS

FIRST STAGE - Step 1: (Pass or Fail)

Compliance to the basic bid and eligibility requirements

1. The following documentation shall be checked:

- Signatory to the bid is authorized to commit the Bidder as evidenced by a Power of Attorney submitted with the bid;
- Valid Business Registration Certificate from country of domicile;
- Bid Security, in accordance with ITB clause 21.1;
- Manufacturer's Authorization Certificate of Certificate that Supplier is an Authorized Dealer;
- The supplier is required to include with its bid, evidence that it will be represented by an Agent in the purchaser's country; and
- Proposed after-sales services/car maintenance.





Section III-Evaluation and Qualification Criteria

Continues....

2. The Purchaser shall also examine the Technical Proposals to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Supplier without any reservation;
3. The Purchaser shall evaluate the Supplier's compliance to the specification requirements of the Goods and shall also confirm that all other requirements specified in Section V, Schedule of Supply of the Bidding Document have been met without any material deviation.
4. Confirm that:
 - The Supplier is not subject of current sanctions or declaration of ineligibility for fraud and corruption by the Purchaser or International Financial Institutions (IFI)
 - Supplier does not have a conflict of interest with one or more parties participating in or executing this bidding process; and

Section III-Evaluation and Qualification Criteria

Continues....

- In the case of a joint venture, confirm that the Supplier submitted a certification that all parties shall be jointly and severally liable and that the Supplier has nominated a Representative who shall have the authority to conduct all business for and on behalf of any and all parties of the joint venture during the bidding process, and in the event the joint venture is awarded a contract, also during contract execution.

Section III-Evaluation and Qualification Criteria

FIRST STAGE - Step 2:

TECHNICAL EVALUATION CRITERIA

Financial Situation

1. Historical Financial Performance – Evaluation Weight 18

Criteria	Compliance Requirements				Documents
	Single Entity	Joint Venture			
Requirement	All Partners Combined	Each Partner	One Partner	Submission Requirements	
Submission of audited financial statements or, if not required by the law of the Supplier's country, other financial statements acceptable to the Purchaser for the last three (3) years (2014-2016) to demonstrate the current condition of the Supplier's financial position. As a minimum, the Supplier's net worth calculated as the difference between total assets and total liabilities should be positive and minimum 10% of Earnings.	must meet requirement	not applicable	must meet requirement	not applicable	Form FIN - 1 with attachments

Section III-Evaluation and Qualification Criteria

2. Average Annual Turnover – Evaluation Weight 15

Criteria	Compliance Requirements				Documents
	Single Entity	Joint Venture			
Requirement	All Partners Combined	Each Partner	One Partner	Submission Requirements	
Minimum average annual turnover of US\$ 4.5 Million calculated as total certified payments received for contracts in progress or completed, within the last 3 years (2014-2016).	must meet requirement	must meet requirement	must meet 25% of the requirement	must meet 40% of the requirement	Form FIN - 2

Section III-Evaluation and Qualification Criteria

3. Financial Resources – Evaluation Weight 16

Criteria	Compliance Requirements				Documents
	Single Entity	Joint Venture			
Requirement	All Partners Combined	Each Partner	One Partner	Submission Requirements	
Availability of or access to working capital, lines of credit, and bank Statement sufficient to meet cash flow requirement which is US\$ 2,500,000.00.	must meet requirement	must meet requirement	must meet 25% of the requirement	must meet 40% of the requirement	Form FIN - 3

Section III-Evaluation and Qualification Criteria

4. Contractual Experience – Evaluation Weight 30

Criteria	Compliance Requirements				Documents
	Single Entity	Joint Venture			
Requirement	All Partners Combined	Each Partner	One Partner	Submission Requirements	
Successful completion as main supplier within the last ten (10) years, of at least two (2) contracts each valued at two (2) Million United States Dollars with nature and complexity similar to the scope of supply.	must meet requirement	must meet requirement	not applicable	not applicable	Form EXP - 1

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Section III-Evaluation and Qualification Criteria

Delivery and Completion Schedule – Evaluation Weight 10

Suppliers are required to base their prices on the Delivery and Completion Schedule as specified below.

Suppliers are encouraged to provide its best offer in terms of a shorter delivery period which this will be duly considered in the evaluation of bids. Delivery and Completion Schedule is **60 calendar days** from the Notice to Proceed.

Section III-Evaluation and Qualification Criteria

SECOND STAGE - FINANCIAL EVALUATION

In accordance with the applicable law, the purchaser shall open the prices bids of **only the bidders with the top two technical scores** based on the result of the first evaluation. The price evaluation will be undertaken in accordance with the provisions of Clause ITB-34.1

To determine the "price score", the lowest evaluated bid price X will automatically score 500 points for the price component evaluation. Other bidders with bid price Y will be assigned a price proposal score = $500 * (X/Y)$.

The final ranking shall be determined by combining the Technical and Price scores, applying a **Technical : Price Ratio of 20:80**.

Section V - Schedule of Supply

List of Related Services

The Related Services to be provided are: Maintenance Service wherein labor services shall be free-of-charge: 5,000km; 10,000km; 15,000km; 20,000km

Delivery and Completion Schedule

The goods must be delivered no later than **two (2) months** from the time of the Supplier received the Notice to proceed from the Purchaser.

Section VII-Special Conditions of Contract

• **Performance Security:** Five Percent (5%) of the Initial Contract Price, **SCC Sub-Clause 18.1**. The type of acceptable Performance Security shall be in the form of an Unconditional Bank Guarantee issued by a commercial bank acceptable to the Purchaser, according to **SCC Sub-Clause 18.3**.

• **Terms of Payment:**

a) **Advance Payment:** Twenty percent (20%) of the Contract Price shall be paid within thirty (30) days upon signing of the Contract, and submission of claim with unconditional bank guarantee for equivalent amount valid until the Goods are delivered at the final destination. The bank guarantee shall be in the form provided in the bidding documents or another form acceptable to the purchaser and shall be issued by a bank with Standard & Poor's credit rating of BB+ or higher.

b) **On DDP (National Parliament of Timor-Leste, Rua de Formosa, Dili, Timor-Leste) and Acceptance:** Eighty percent (80%) of the Contract Price shall be paid within thirty (30) days upon submission of claim supported by the Certificate of Acceptance issued by the Purchaser.

Some More Details

The insurance coverage shall be 100% of Contract Price, refer to **SCC Sub-Clause 24.1**

The liquidated damage shall be: **One-tenth (1/10) of one percent of the initial contract price per day**, refer to **SCC Sub-Clause 27.1**

The Supplier shall replace any defects covered by the Warranty within: **thirty (30) days** of being notified by the Purchaser of the occurrence of such defects, refer to **SCC Sub-Clause 28.5**

**THANK YOU FOR
YOUR ATTENTION**





SUPPLY VEHICLE FOR NATIONAL PARLIAMENT OF TIMOR-LESTE

ICB/037/PN – 2017

CLARIFICATION NO.1

No.	Queries	Responses
1	Can you explained about power of attorney? If needed.	Please refer to ITB 22.2
2	Can you explained about the insurance of 100% of the initial contract?	Please refer to SCC 24.1 Insurance evidence is required only from winning supplier. No insurance evidence is required at Bidding Stage.
3	Can we have the copy of presentation?	Copy attached with this clarification No. 1.
4	What is the validity of Bid Security?	Please refer to Section 2 (Bid Data Sheet Clause 21.1).
5	Please explain the specification of proposed vehicles.	Please refer to Section 5 (Schedule of Supply) Page 5-2.
6	Can bidder proposed different types of vehicles with different prices in its bid.	Please refer Section 2 (Bid Data Sheet Clause 13.1).
7	The delivery time of 60 calendar days is very less of supplies.	Please refer to Addendum No.1
8	Can we provide Manufacturer's Authorization Certificate or Certificate that Supplier is an Authorized Dealer outside Purchaser's country?	This is International Bidding. Supplier can provide Manufacturer's Authorization Certificate or Certificate that Supplier is an Authorized Dealer abroad or from purchaser's country.



Aniceto do Rosario
 Director of National Procurement Commission (NPC)



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SUPPLY VEHICLE FOR NATIONAL PARLIAMENT OF TIMOR-LESTE
ICB/037/PN – 2017
ADDENDUM NO.1

This Addendum No. 1 is issued to amend certain items in the bidding documents in accordance with Clause 8.1 of Instruction to Bidders.

Item	Part of the Bidding document	As in the original Bidding document	Amended as in this Addendum No. 1
1	Part 2. Section V – Schedule of Supply (Page 5-2)	Bidding document, Section V. Page 5-2. Vehicle Specification.	Revised Vehicle specifications are indicated in attachment No.1 with this Addendum No. 1
2	Part 2. Section V – Schedule of Supply (Page 5-4)	The goods must be delivered no later than two (2) months from the time of the Supplier received the Notice to proceed from the Purchaser. No credit will be given in the technical evaluation for Suppliers offering shorter delivery times and bids offering a longer delivery period will be rejected as non-responsive.	The goods must be delivered no later than four (4) months from the time of the Supplier received the Notice to proceed from the Purchaser. Credit will be given in the technical evaluation for Suppliers offering shorter delivery times and bids offering a longer delivery period will be rejected as non-responsive.



Aniceto do Rosario
Director of National Procurement Commission (NPC)



2017



Attachment No.1

SPECIFICATIONS		
TOYOTA LAND CRUISER PRADO OR EQUIVALENT		
Model		KDJ150R-GKFEY <TX-L>
Engine	Type	3.0 Liter, 16 Valve DOHC 1KD-FTV, 4 Cylinder, In-line
	Cubic Capacity	2,982cc
	Power	120Kw / 3400rpm
	Torque	400Nm / 1600 - 2800rpm
	Fuel Distribution	Common Rail Diesel Type
Dimensions	LXWXH (mm)	4,950 x 1,885 x 1,890
Weight	Gross Vehicle Weight	2,990Kg
Transmission		6 Speed Manual, 4WD
Suspension	Front	Double Wishbone Coil Spring
	Rear	4-link Type Suspension
Tyres		265/65R17 7.5J Alloy
Brakes	Front	Ventilated Discs
	Rear	Ventilated Discs
Fuel	Type	Diesel
	Capacity	87 Liters (+63 Extra)
Exterior Colours		Super White 2
Standard Features		
Interior, Comfort & Convenience		Exterior
Grade Package TX-L		Roof Rails
Smart Entry & Start System		Rear Spoiler
Electrically Adjustable FR + RR windows		Halogen Headlamps
Manual aircon with front & rear control		Front Fog & Driving Lamps
Tilt and Telescopic Steering Wheel		Side Steps
Centre console		Body coloured Front & Rear Bumpers
AM/FM/CD Player with Bluetooth, 6 Speaker		Spare wheel on Rear Door with Hard Cover
Fabric 5 + 2 Seats		Engine Sump Protector & Fuel Tank protector
2nd Row Seat 40:20:40, 3rd Row split 50:50		Side Mirror housing with turn indicators
Conversation Mirror		Front & Rear Mud flaps
Intermittent Windscreen Wiper & RR Window Washer/Wiper		Safety & Security
Power Steering with Variable Flow Control		Side Door Impact Beams
Steering Wheel Switches Audio and Bluetooth		ABS w/ Vehicle Stability Control (VSC)
Bluetooth Cellphone Interphase		Active Traction Control (A-TRC)
USB Input Terminal		Driver and front passengers Srs airbag
Overhead Storage for sun glasses		Immobiliser
Leather Steering Wheel & Gear Shift Knobs		Impact Absorbing Steering Wheel Column
4WD Switch Dial (H4/L4)		ISO-FIX Rear child seat Anchor

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