



PARLAMENTO NACIONAL
SECRETARIADO-GERAL
Direção de Gestão Financeira
Divisão de Aprovisionamento
Rua Formosa Dili, Timor-Leste
Telf.: (670) 3339866 / (670)3339869 - Fax: (670) 3323884
WWW.PARLAMENTO.TL

Invitation to Bid

Date: 16th of March 2021

NCB No.: PN-21-002B Supply of Informatics, Communication and Related equipment

1. The National Parliament of Timor-Leste, invites potential Companies to participate in this bid for **Supply of Informatics, Communication and Related equipment**.
2. The bidding document and additional copies may be purchased for a non-refundable fee of: **USD 20.00 (twenty USD dollar)** at address as specified in **item no 4 of this letter**.
3. Bidding will be conducted as a **two envelops procedure**, wherein the **Technical Proposal** and **Financial Proposal** shall be submitted together in **separate sealed envelope as specified in Section 1 Instruction to Bid Item No. 5**. The bidders shall note carefully the instructions in the bidding documentation.
4. Bid shall be submitted to: **Divisão de Aprovisionamento, Direção de Gestão Financeira do Secretariado-Geral Parlamento Nacional de Timor-Leste, Rua Formosa, Dili – Timor-Leste**.
5. **On or before 10:00** (Timor-Leste time), **7th of April, 2021** and the **technical proposal will be opened at 10:30** (Timor-Leste time) **at the same day** in the presence of bidders who wish to attend.
6. The pre bid meeting is mandatory and will be held in **National Parliament** building on **23rd of March 2021 at 10:00** (Timor-Leste time).
7. **Late Bids**: bids received after the above time and date shall not be considered.
8. **Bid Security** - Bidders are required to provide a bid security which shall be **at least 2% of bid price**. The bid security shall be an on-demand irrevocable bank guarantee or Bank Cheque made out to the National Parliament of Timor-Leste. **All Bids received without bid security will not be considered**.
9. Bidder should consider the tender assessment criteria provided in bidding documents. This assessment breakdown directly reflects the importance of each component of the submitted proposals, and final award shall be based on a value for money assessment

Best Regards,

Proposed by:

Natalia Maria Bere

Director of Financial Management

Approved by:

Adelino Afonso de Jesus

Secretary General of National Parliament



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