



PARLAMENTO
NACIONAL
República Democrática de Timor-Leste

SECRETARIADO-GERAL

Letter of Invitation

Tender No.: PN-04-2024

February 2024

1. Funding for these Services will be made from the 2024 General Budget of the Purchaser of the National Parliament of the Democratic Republic of Timor-Leste.
2. The Project Owner (Purchaser/Contracting Entity) is National Parliament of Timor-Leste whose office address is Rua Formosa, Dili, Timor-Leste, e-mail: aprovisionamento@parlamento.tl and contact numbers: +67077410084
3. The Procurement Entity for this particular project is the Procurement Department of National Parliament, whose office address is:
National Parliament
Rua Formosa, Dili, Timor-Leste

Interested Supplier/companies needing further information or wanting to seek clarification during bidding time (if any) may contact the Procurement Entity through this e-mail aprovisionamento@parlamento.tl

4. The object of this tender is Supply of Goods: **Supply of Vehicles Maintenance for National Parliament of Timor-Leste.**
LOT 1 : Maintenance for Toyota vehicles
LOT 2 : Maintenance for Mitsubishi Vehicles
5. The detailed information is provided in Section 5 (Schedule of Supply) of the Bidding Documents.
6. The bidding shall be conducted as a **single-stage, two-envelope procedure**, wherein the Technical Bid and Financial Bid shall be submitted together in separately sealed envelopes
7. The Technical Bid will be evaluated first based on the Qualification criteria (i.e. Using Forms FIN-1 and FIN-2 in Section 4 (Bidding Form) the Bidder must demonstrate access to or availability of Cash in bank approved Line of Credit and other financial means other than any contractual advance payments for its current work commitment to meet cash flow requirement of: **US\$ 232,426.85 (Lot 1) and US\$. 168,426.80 (LoT 2)**; Successful completion as main Bidder within the last two (2) years, of at least two (2) contracts each valued of USD 232,426.85 (LOT 1) and US\$. 168,426.80 (Lot 2) with nature, and complexity similar to the scope of supply. The minimum technical score (St) required to pass is: 75 from a maximum of 100 points. For a complete information, please refer to Section III of the Bidding Documents.

Firms reaching or exceeding the minimum technical passing score (75 points) shall be invited for Price Bid opening.

8. This Tender is open to all interested national and international suppliers/companies.
9. Bids may be submitted by physical presentation of documents at the address below:
Procurement Division of National Parliament of Timor-Leste



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10. Technical Bids will be opened on **26 February 2024 at 11.00 hours** local time after the closing time for the submission of the bids at the same address in the presence of bidders who wish to attend.
11. Deadline for Bid submission is **26 February 2024 at 11.00 hours local time**. Any Bid received by the Purchaser after the deadline shall be declared late and rejected, and promptly returned unopened.
12. The Government's maximum cost estimate for the project is USD \$ 203,373.50 (LOT 1) and US\$. 147,373.45 (LOT 2) and Any Price Bid exceeds the cost estimate will be declared non-responsive and rejected.
13. The location of the contract implementation is National Parliament, Dili Municipality and on request, and the contract duration is **10 Months (1st of March to 31st of December)**
14. The Bidding Documents cost is USD. 20,00; and available in soft copy (PDF).
15. A pre-bid meeting will be held at 15h00 hours local time on 12 of February 2024 at the following address:
National Parliament
Rua Formosa, Dili, Timor-Leste
16. Bid Validity Period is 120 days.
17. The winner of this tender will be required to submit a Performance Guarantee in the form of an unconditional and non-revocable bank guarantee. A Bank Guarantee issued by an overseas bank shall have a corresponding bank in TL. Additionally, during contract implementation, the winner (awardee) will be subjected to a quality guarantee in the form of retention.
18. The winner shall be responsible for paying of all related taxes.



Edgar Sequiera Martins
General Secretary, National Parliament of Timor-Leste