



PARLAMENTO
NACIONAL
República Democrática de Timor-Leste

SECRETARIADO-GERAL

Letter of Invitation

Tender No.: PN-02-2024

Dili, 6th December 2023

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: +67077305159 or +67077284688
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 Services: Supply Photo Copy and Printing Services for The National Parliament (**IFB No: TENDER-02-PN-2024**)
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. This Tender is open to all interested national suppliers/companies.
8. Bids submitted by physical presentation of documents at the address below:
Procurement Division of National Parliament of Timor-Leste
Rua Formosa, Dili, Timor-Leste.
9. Technical Bids will be opened on **22 December 2023 at 1100 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.
10. Deadline for Bid submission is **22 December at 1100 hours local time**. Any Bid received by the Purchaser after the deadline shall be declared late and rejected, and promptly returned unopened.
11. The Government's maximum cost estimate for the project is **USD 108,000.00** Any Price Bid exceeds the cost estimate will be declared non-responsive and rejected.
12. The location of the contract implementation is National Parliament, Dili Municipality, Timor-Leste, and the contract duration is **January until December 2024**



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13. The Bidding Documents is available with charge USD. 20.00; to any interested Suppliers/Companies the Bidding Documents will be available in Procurement Division of National Parliament during office hour.
14. A pre-bid meeting will be held at 1100 hours' local time on 15th December 2023 at the following address:
National Parliament
Rua Formosa, Dili, Timor-Leste



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