




PRE- BID MEETING
TG/VPIU/IFB/023/009
SUAI SUPPLY BASE (SSB) PHYSICAL SURVEY CAMPAIGN -
ONSHORE AND OFFSHORE GEOTECHNICAL INVESTIGATION


9th January 2024, 14:30 PM hours

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AGENDA 

SUAI SUPPLY BASE (SSB) PHYSICAL SURVEY CAMPAIGN -
ONSHORE AND OFFSHORE GEOTECHNICAL INVESTIGATION

1. Opening Remarks – OIC of President and CEO
2. Presentation – Procurement & Infrastructure
3. Q & A – All Participants
4. Closing – OIC of President and CEO

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OUTLINE

- General Provision
- Content of Bidding Document
- Preparation of Bids
- Submission and Opening of the Bids
- Evaluation and Comparison of Bids
- Award of Contract
- Evaluation and Qualification Criteria
- Some Other Item

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General Provision

- Participation in this bidding process is open to the all bidders in accordance with the ITB 4 in the bid document.
- The Employer is: **TIMOR GAP E.P.**
- The name of the IFB is: Suai Supply Base (SSB) Physical Survey Campaign - Onshore And Offshore Geotechnical Investigation
- The identification number of the Invitation for Bids is: TG/VPIU/IFB/023/009

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Content of the Bidding Document

- The Bidding Documents consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any Addendum issued in accordance with IFB Clause 6.
 - ❖ Section 1 - Instructions to Bidders (ITB)
 - ❖ Section 2 - Bid Data Sheet (BDS)
 - ❖ Section 3 - Evaluation and Qualification Criteria (EQC)
 - ❖ Section 4 - Bidding Forms (BDF)
 - ❖ Section 5 - Employer’s Requirements (ERQ)
 - ❖ Section 6 - General Conditions of Contract (GCC)
 - ❖ Section 7 - Particular Conditions of Contract (PCC)
 - ❖ Section 8 - Contract Forms (COF)
- The Employer is not responsible for the completeness of the Bidding Document and their addenda, if they were not obtained directly from the source stated by the Employer in the Invitation for Bids.
- The deadline for the submission of requests for clarification shall be **Ten (10) calendar days prior to the deadline for submission of bids.**
- The contact information for requesting clarification is: procurement.dept@timorgap.com

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Preparation of Bids

•The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer, shall be written in English

The Technical Bid shall comprise of the following:

- (a) Letter of Technical Bid in the FORM in Section 3;
- (b) Financial Forms (FIN-1 & FIN-2);
- (c) Experience Forms (EXP-1);
- (d) BIDDER’s Details;
- (e) BIDDER’s Capability & Experience;
- (f) Study Execution Plan;
- (g) Project Organization and Key Personnel;
- (h) Quality Assurance;
- (i) Local Development; and
- (j) Any other document required in the BDS (ITB 11.2 (g))

The Price Bid shall comprise of the following:

- (a) Letter of Price Bid in the FORM in Section 3;
- (b) Schedule of Rates (Tables A1, A2 and A3);
- (c) Payment Schedule (Table A4);
- (d) any other document required in the BDS

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Preparation of Bids...Cont'd



- The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Employer shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. (ITB 9.1).
- 12.1 The Letters of Technical Bid and Price Bid, including the Schedule Rates, shall be prepared using the relevant forms furnished in Section 4 (Bidding Forms). The forms must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested and as required in the BDS. (ITB 12.1).
- The prices and discounts quoted by the Bidder in the Letter of Price Bid and in the Bill of Quantities shall conform to the requirements specified (ITB 14.1).
- The price to be quoted in the Letter of Price Bid, in accordance with ITB 12.1, shall be the total price of the Bid, excluding any discounts offered. Absence of the total bid price in the Letter of Price Bid may result in the rejection of the Bid (ITB. 14.3).

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Preparation of Bids...Cont'd



- The Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the rates for other items and prices in the Bill of Quantities (ITB 14.2)
- The Price is quoted by The Bidder shall be Fixed price and shall be quoted in United State Dollars (USD).
- The Bidder shall submit the following:
 - ❖ **Technical Bid:** one (1) original and two (2) copies and one (1) soft copy PDF (USB/CD)
 - ❖ **Price Bid:** one (1) original and one (1) copy and one (1) soft copy PDF (USB/CD)

The bid validity period shall be: One Hundred Fifty (150) calendar days

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Preparation of Bids...Cont'd

- The written confirmation of authorization to sign on behalf of the Bidder shall consist of:
 - ❖ “An organizational document, board resolution or its equivalent, or power of attorney specifying the representative’s authority to sign the Bid on behalf of, and to legally bind, the Bidder. If the Bidder is an intended or an existing Joint Venture, the power of attorney should be signed by all partners and specify the authority of the named representative of the Joint Venture to sign on behalf of, and legally bind, the intended or existing Joint Venture. If the Joint Venture has not yet been formed, also include evidence from all proposed Joint Venture partners of their intent to enter into a Joint Venture in the event of a contract award in accordance with ITB 11.2.”

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Submission and Opening of Bids

- The bids must be received on or before:
 - Date: **31st January 2024;**
 - Time: **16:00 hours local time**
 - Place: **TIMOR GAP Conference Room, Level 3, Timor Plaza,
Rua Presidente Nicolao Lobato, Comoro, Dili, Timor-Leste**

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

- The opening for Technical Bid is on:
 - Date: **31st January 2024;**
 - Time: **16:00 hours local time**
 - Place: **TIMOR GAP Conference Room, Level 3, Timor Plaza,
Rua Presidente Nicolao Lobato, Comoro, Dili, Timor-Leste**
- The bidding shall be conducted with Single Stage - Two Envelopes Procedure, wherein the Technical Bid and Price Bid shall be submitted together in separately sealed envelopes.
- The Bid shall comprise of two envelopes submitted simultaneously, one called the Technical Bid containing the documents listed in ITB 11.2 and the other the Price Bid containing the documents listed in ITB 11.3, both envelopes enclosed together in an outer single envelope.

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Evaluation and Comparison of the Bids

- **Clarification of Bids**

To assist in the examination, evaluation, and comparison of the Technical and Price Bids, the Employer may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Employer shall not be considered. The Employer's request for clarification and the response shall be in writing.

- **Confidentiality**

- Information relating to the examination, evaluation, comparison, and post qualification of Bids and recommendation of contract award, shall be disclosed to Bidders based on the Decree Law 22/2022.
- Any attempt by a Bidder to influence the Employer in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
- if any Bidder wishes to contact the Employer on any matter related to the bidding process, it may do so in writing.

Maximum budget for the assignment: USD 2,310,000.00 (inclusive of Taxes) The Employer may disqualify evaluated price bids exceeding maximum budget.

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Award of Contract

- The Employer shall award the contract to the Bidder with the highest combined score evaluated in accordance with the procedure specified under Section 3 – Bid Evaluation Procedure, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- If the Bid, which results in the highest ranked Evaluated Bid price and is determined to be substantially responsive to the Bidding Document, appears to be an unreasonably low-priced bid (11% lower than estimate), the Employer will reject the price bid of the bidder.

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Evaluation and Qualification Criteria

The evaluation will be in two stages.

1. Technical Bid Evaluation - First Stage
2. Price Bid Evaluation - Second Stage

1. Technical Bid Evaluation - First Stage

The First Stage has been divided into two phases.

1.1. Technical Bid Evaluation - First Phase:

First Phase: The first phase will be the determination of the Bidder's compliance to the basic bidding criteria and eligibility requirements to be undertaken on a "Pass or Fail" basis.

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Evaluation and Qualification Criteria

Requirement	Criteria	Compliance Requirements			Documents Submission Requirements
		Single Entity	Joint Venture		
		All Partners Combined	Each Partner	One Partner	
Established organization with a track record in delivering Geophysical, Metocean, and Topographical Survey including the interpretation of survey results.	Must meet requirement	Must meet requirement	Not applicable	Must meet requirement	Bidder's Certificate
Nationality in accordance with ITB 4.2	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Forms ELI - 1; ELI - 2 with attachments
No conflicts of interest in accordance with ITB 4.3	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Letter of Technical Bid
A Bidder participates in more than one bid in this bidding process, either individually or as a partner in a Joint Venture in accordance with ITB 4.3	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Letter of Technical Bid
Not having been declared ineligible by IFI, as described in ITB 4.4	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Letter of Technical Bid
Bidder required to meet conditions of ITB 4.5	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Forms ELI - 1; ELI - 2 with attachments
Bidder required to meet conditions of ITB 4.5	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Forms ELI - 1; ELI - 2 with attachments
Not under suspension based on execution of a Bid-Securing Declaration pursuant to ITB 4.6	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Letter of Technical Bid
No reservations to the Bidding Documents, including Addenda issued in accordance with ITB 8.	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Letter of Technical Bid
Letter of Technical Bid in accordance with ITB 12	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Letter of Technical Bid
Joint Venture Agreement in accordance with ITB 11	Not applicable	Not applicable	Must meet requirement	Not applicable	Joint Venture Agreement Submission
The written confirmation of authorization to sign on behalf of the Bidder in accordance with ITB 20;	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Power of Attorney Submission
The attendance of the Prebid Meeting and Site Visit	Must meet requirement	Not applicable	Must meet requirement	Must meet requirement	List of attendance Addendum 2

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Evaluation and Qualification Criteria					
Criteria	Compliance Requirements				Documents
The Local Bidders will submit with its technical bid the following additional documents in addition to above.					
Authorization to Conduct Activity (Autorizaco Para Exercicio de Atividade Econmica)	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Certificate from SERVE,IP
Business Registration Certificate (Certido do Registo Comercial)	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Certificate from SERVE,IP
Certido de Dividas (Certificate of Debts)	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Certificate from Autoridade Tributaria (Tax Authority)
Authenticated copy of previous tax statement from Timor-Leste Revenue Service (TIN)	Must meet requirement	Not applicable	Must meet requirement	Not applicable	
Estatutos (Articles of incorporation or constitution of the legal entity)	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Copy of Articles of incorporation or Equivalent
Social Security Contribution Certificate	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Certificate from National Social Security Institute (INSS) (Ministrio da Solidariedade Social)

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Evaluation and Qualification Criteria...Cont d	
<p>1.2. Technical Bid Evaluation – Second Phase:</p> <p>Only those Bidders who passed in the First Phase of evaluation (Pass or Fail) shall be considered further in the Second Stage of Technical evaluation.</p> <p>The second phase in the evaluation process is the evaluation of Technical Bids and this shall be undertaken in accordance with the technical evaluation criteria, sub-criteria, and scoring system specified below. The maximum technical score is 100 points and the passing score for bidder qualification is 75 points.</p> <p>The technical evaluation will be evaluated using the following formula:</p> <p style="text-align: center;">Ts=W x R</p> <p>Notes: Ts = Technical Score W = Weight R = Rating</p> <p>The technical rating evaluations will be based on the following criteria which reflect the bid requirement of Parts 2 to 6 in 10.0 BIDDER’S TECHNICAL SUBMISSION of Scope of Work (TOR).</p>	

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Evaluation and Qualification Criteria...Cont'd

2. Price Bid Evaluation – Second Stage:

To determine the “price point”, the lowest evaluated price bid (X) will automatically score maximum 100 points. All other price bids receive points in inverse proportion according to the following formula:

$$Ps = 100(X/Z)$$

Where:
 Ps = Price score for the **Price Bid** being evaluated
 100 = maximum number of points for the **Lowest Evaluated Price Bid**
 X = price of the **Lowest Evaluated Priced Bid**
 Z = price of the **Bid Being Evaluated**

Combined Evaluation of Bids
 The third stage will be the evaluation of the combined (Technical and Price) for **all the Bidders which achieved the minimum passing score** based on the result of the first and second stage evaluation above.
 Finally, the Bids are ranked according to their combined technical and price scores using the following formula and weights:
Formula: Final Ranking = Technical Score x T% + Price Score x P%.
 Where:
 Technical Weight = T = 70
 Price Weight = P = 30

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Evaluation and Qualification Criteria...Cont'd


Criteria Requirement	Single Entity	Compliance Requirements			Weight	Submission
		All Partners Combined	Each Partner	One Partner		
SIMILAR EXPERIENCE IN SIZE AND NATURE Participation as a contractor or Joint Venture partner in at least two contracts that have been satisfactorily and substantially completed within the last ten (10) years in similar region with the proposed works, where the value of the Bidder's participation under each contract meets US\$ 300,000.00 (Three Hundred Thousand United States Dollars). The similarity of the Bidder's participation shall be based on demonstrable experience in conducting geotechnical surveys for onshore and offshore (nearshore) survey including the interpretation of survey results as documented in the Section 5.	Must meet requirement	Must meet requirement	Not applicable	Not applicable	20	EXP-1
FINANCIAL RESOURCES For Single Entities/Joint Ventures The Bidder must demonstrate access to financial resources such as working capital of recent financial year or availability of cash in bank, approved line of credit and other financial means, other than any contractual advance payments for its current works commitment to meet a cash-flow requirement of US\$ 300,000.00	Must meet requirement	Must meet requirement	25%	40%	5	FIN-1 & FIN-2
BIDDER'S DETAILS The Bidder shall provide the Bidder's complete Details in accordance with PART 10.1 – BIDDER'S Details of Section 5	Must meet requirement.	Must meet requirement	Not applicable	Not applicable	5	TP-1
BIDDER'S CAPABILITY & EXPERIENCE The Bidder shall provide the Bidder's Capability & Experience in accordance with PART 10.2 – Capability & Experience of Section 5	Must meet requirements	Must meet requirement	Not applicable	Not applicable	20	TP-2
SURVEY EXECUTION PLAN The Bidder shall provide the Bidder's Survey Execution Plan in accordance with PART 10.3 – Survey Execution Plan of Section 5	Must meet requirements.	Must meet requirements	Not applicable	Not applicable	10	TP-3

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Evaluation and Qualification Criteria...Cont'd 						
PROJECT SCHEDULE AND MANPOWER The Bidder shall provide the Bidder's Project Schedule and Manpower in accordance with PART 10.4 – Survey Schedule of Section 5	Must meet requirements	Must meet requirements	Not applicable	Not applicable	10	TP-4
PROJECT ORGANIZATION AND KEY PERSONNEL The Bidder shall provide the Bidder's Project Organization and Key Personnel in accordance with PART 10.5 – Survey Organization & Key Personnel of Section 5	Must meet requirements	Must meet requirements	Not applicable	Not applicable	10	TP-5
QUALITY ASSURANCE The Bidder shall provide the Bidder's Quality policy objectives and commitments to quality in accordance with PART 10.6 – Quality Assurance of Section 5	Must meet requirements	Must meet requirements	Not applicable	Not applicable	10	TP-6
LOCAL DEVELOPMENT STATEMENT Bidder must submit a Local Development Statement clearly stating the Contractor's commitment to create local jobs opportunity (i.e. skilled and unskilled personnel including admin staff, clerk, drivers, security, cleaners, as well as other staff involved in the execution of the project and included in the contractor's payroll), identify the estimated number of local personnel to be employed, maximize the use of local materials, and present a detailed plan for capacity building of local personnel in accordance with PART 10.7 – Local Development of Section 5	Must meet requirements	Must meet requirements	Not applicable	Not applicable	10	TP-7

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Some More Details 	
The Intended Completion Date reckoned from the Start Date, shall be: Maximum 5 months (please refer to the TOR)	
The Site is: Suai, Covalima	
The Start Date is: 14 days from issuance or receipt of Notice to Proceed (NTP) from the Employee	
The proportion of payments retention is: FIVE PERCENT (5%)	
The performance security will be in the form of an unconditional bank guarantee in the amount of 5% (Five percent) of the Accepted Contract Amount.	

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