



MINUTES OF MEETING (MOM)

PROC & IT

RFQ Title: **PROVISION LEASING PRINTER AND COPY MACHINE SERVICE TO TIMOR GAP, E.P.**

RFQ No: **TG/HRA/RFQ/026/005**

Subject: **Pre-Quotation Meeting**

### MEETING SUMMARY

No	Participant Name & Organization/Position		Date	29/5/2026
1	Nelson Freitas	System Network & Administration Specialist	<b>Time Start</b>	3:00 PM
2	Domingo Espirito	Corporate Procurement Manager		
3	Helder Amaral	Proc. Officer	<b>Time finish</b>	05:10PM
4	Natalino Carvalho	Proc. Officer	<b>Location</b>	Bayu Undan Meeting Room, CBD1
5	Participants (Suppliers)			

**For more participants, use Attendance List form and attached with the MoM!**

No.	Agenda	Responsible by
1	Opening Remark	Nelson Freitas
2	Session 1; Commercial Presentation	Helder Amaral
3	Question and Answer	ALL
4	Session 2; Technical Presentation	Nelson Freitas
5	Question and Answer	ALL
6	Closing Remarks	Helder Amaral

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No	Item Details	Raised By	Responsible by	Completion Date (Expected date to finalize the Item)	Status (Open/Closed/Done/Ongoing etc.)
1	<b>Opening remarks and Introduction</b>				
	<p>The meeting was initially opened by the Corporate Procurement Manager. However, due to a misunderstanding regarding the participants' location, the attendees were not present in the meeting room at the scheduled time, as they were waiting outside the TIMOR GAP waiting area.</p> <p>Considering that the Pre-Quotation Meeting was not mandatory, the meeting was briefly opened and subsequently closed.</p> <p>A few minutes after the closure, the participants entered the TIMOR GAP waiting area and were escorted to the meeting room. Consequently, the Tender Administration Panel (TAP) members proceeded with the Pre-Quotation Meeting.</p> <p>Second Introduction and welcoming to the suppliers by the System Network and Administration Specialist. The objective of the pre-quotation meeting was to share information related to RFQ documents (Commercial and Technical) with the suppliers to ensure that all Suppliers are well-informed to prepare their quotation.</p>		DES/ NF	29/5/2026	Completed
2	<b>Commercial Part</b>				
	<p>Technical Regulation represented by Helder Amaral</p> <p>Helder Amaral highlighted presentation content prior to the brief and explained the nature of the tender process. Overall, the presentation covered five sections as follows:</p> <p><b>SECTION 1- INRUDUCTION TO THE SUPPLIER.</b></p>				

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No	Item Details	Raised By	Responsible by	Completion Date (Expected date to finalize the Item)	Status (Open/Closed/Done/Ongoing etc.)
	<p><b>1. Scope</b></p> <ul style="list-style-type: none"> <li>- The Purchaser is TIMOR GAP, E.P.</li> <li>- This Request for Quotation applies for Leasing of Printing Machines service.</li> </ul> <p><b>2. Supplier Eligibility</b></p> <ul style="list-style-type: none"> <li>- Be a bona fide company, suitably qualified, experienced, and financially resource, registered and operated in Timor Leste.</li> <li>- Provide an authentic copy of its valid Business Registration Certificate and relevant supporting documents</li> <li>- Provide a power of attorney authorizing the signatory of the Quotation to represent the supplier, sign the Quotation and contract.</li> <li>- The Supplier should have a proper business office in Dili, Timor-Leste.</li> <li>- Compliance with the Evaluation Criteria as per Section 2.</li> </ul> <p><b>3. Quote Price;</b></p> <ul style="list-style-type: none"> <li>- All the prices must be quoted in US Dollar currency.</li> <li>- The Successful supplier shall be contacted for an initial period of 12 (twelve) months with the responsibility of contract renewal subject to satisfaction of supplier performance evaluation for the supplier services.</li> <li>- The Quotation price ceiling is USD 30,000.00 for 12 months for the printer including toner, services and all applicable taxes. Quotation which offers the price is greater/more than the ceiling price, shall be disqualified/rejected.</li> <li>- The supplier should submit its quotes in USD and the price to be quoted shall provide the breakdown. The proposed price should be fixed for the duration of 12 months as per quotation form in Section 3.</li> </ul>		HA	29/5/2026	Completed

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	<ul style="list-style-type: none"> <li>- The price shall be cover for social Security which is the responsibility of the Service Provider to ensure compliance with the national legislation with regard to the social security for their employes at per the Government prescribed rates.</li> <li>- The Propose of the quotation is to conclude a contract with a professional service for leasing Printing Machines Services.</li> <li>- The client will not responsible for any cost or expenses incurred be the vendors in connection with the preparation or delivery of quotation. Quotation validity period will be 90 days from the quotation submission date.</li> </ul> <p><b>4. Bid Securing Declaration</b></p> <ul style="list-style-type: none"> <li>- A Bid-Securing declaration is required. The Bid-Securing Declaration shall be in the form of Bid-Securing Declaration in the format provided in Section 3, Quotation Forms.</li> </ul> <p><b>5. Request for Clarification and Quotation Submission</b></p> <ul style="list-style-type: none"> <li>- Any queries related to this RFQ shall be addressed via E-mail to <a href="mailto:procurement.dept@timorgap.com">procurement.dept@timorgap.com</a> (do not submit your quotation to this email)</li> <li>- Deadline for submitting requests for clarifications/ questions is 3 (three) days before the deadline.</li> <li>- Manner of disseminating supplemental information to the RFQ and responses/clarifications to queries will be direct communication to all vendors by email and posted in TIMOR GAP website <a href="http://www.timorgap.com">www.timorgap.com</a> or posted on local newspaper.</li> <li>- Quotation submission shall be addressed as follows:</li> </ul>				

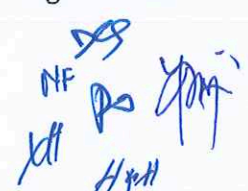
NF  


No	Item Details	Raised By	Responsible by	Completion Date (Expected date to finalize the Item)	Status (Open/Closed/Done/Ongoing etc.)
	<ul style="list-style-type: none"> <li>• <b>Date: 8<sup>th</sup> June 2026</b></li> <li>• <b>Time: 16:00PM</b></li> <li>• <b>Attention: Mr. Domingos Elisito do Espirito Santo, Corporate Procurement Manager Procurement Department</b></li> </ul> <ul style="list-style-type: none"> <li>- The supplier shall submit one original quotation and clearly marked "Original". In addition, supplier shall also submit one copy marked as "Copy". The Purchaser will not accept electronical submission.</li> <li>- The Quotation shall contain the following:               <ol style="list-style-type: none"> <li>1. Signatory to the quotation is authorized to commit the firm as evidenced by a Power of Attorney submitted with the Quotation. If the quotation is to be signed by the director of the firm, Power of Attorney is not required (<i>Section 3 – Quotations Forms</i>)</li> <li>2. Declaração Previa (SERVE)</li> <li>3. Business Registration Certificate (<i>Certificado de Registo Comercial</i>)</li> <li>4. Certidao de Dividas (<i>Certificate of Debts</i>)</li> <li>5. Estatutos (<i>Articles of incorporation or constitution of the legal entity</i>)</li> <li>6. Bidder Details and Eligibility (<i>Section 3 – Forms</i>)</li> <li>7. Financial Resources (<i>Section 3 – Quotations Forms - Form FIN-1</i>)</li> <li>8. Specific Similar Experience (<i>Section 3 – Quotations Forms - Form EXP-1</i>)</li> <li>9. Statement Compliance to Quality, Health, Safety and Environment.</li> <li>10. Quotation Submission Form (<i>Section 3 – Quotations Forms</i>)</li> <li>11. The Supplier shall have a proper business office in Dili, Timor Leste</li> <li>12. Compliance to Technical Specification and Availability of Equipment and Tools (Form-1&amp; Form-2 Section 3).</li> <li>13. Bid Securing Declaration</li> </ol> </li> </ul>				

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	<ul style="list-style-type: none"> <li>- The Purchaser will not be responsible for any costs or expenses incurred by suppliers in connection with the preparation or delivery of Quotations. Quotation validity period will be 90 days from the Quotation submission date.</li> <li>- The interested supplier shall submit all documents in its quotation, will not change the wording of forms given in Section 3. No words or comments will be added or deleted from the Forms.</li> <li>- Firms shall submit only one quotation for Leasing Printing Machines Service. Quotations must be typed or written in indelible ink and shall be signed by the firm or its authorized representative. Without a signature on your Form of Quotation, your quotation will not be considered further.</li> </ul> <p><b>6. Quotation Opening</b></p> <p>The opening of quotations will be undertaken by TIMOR GAP delegated staff and will be attended by vendors or members of the public as per following schedule.</p> <ul style="list-style-type: none"> <li>• <b>Date: 8<sup>th</sup> June 2026</b></li> <li>• <b>Time: 16:00PM</b></li> <li>• <b>Venue: TIMOR GAP, E.P Level 3, Timor Plaza, Rua Presidente Nicolao Lobato,</b></li> </ul> <p><b>7. Quotation Evaluation &amp; Contract award</b></p> <ul style="list-style-type: none"> <li>- Quotations shall be evaluated to establish substantial responsiveness to eligibility requirements, technical specifications, quantity, and commercial conditions.</li> <li>- The evaluation of Quotations shall be undertaken in accordance with the procedures described Section 2 – Evaluation and qualification criteria. No other methods, criteria and factors shall be used.</li> </ul>				

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	<ul style="list-style-type: none"> <li>- The evaluation shall be based on the documents that the firm has submitted with its Quotation. Therefore, the firm is reminded to provide all the information requested in clause 6.d. to enable the Purchaser to make an evaluation.</li> <li>- The evaluation for the quotation will be compared the price offered by each bidder and the quotations found to be substantially responsive shall be evaluated for the most offer low prices, which shall be the basis of award.</li> <li>- Award notification shall be effective through the issuance of Contract and a Purchase Order by the Purchaser.</li> <li>- Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations, or to cancel the quotation process at any time prior to award, without thereby incurring any liability to the affected supplier or suppliers or any obligation to inform the affected supplier or suppliers of the ground's rejection.</li> </ul> <p><b>8. Due Diligence</b></p> <ul style="list-style-type: none"> <li>- TIMOR GAP reserves the right to conduct due diligence on the supplier premises prior to the contract award if needed</li> </ul> <p><b>9. Payment</b></p> <ul style="list-style-type: none"> <li>- TIMOR GAP E.P., will release payment to the supplier based on the supplier's submitted invoices in terms of quantities, unit price and service items to be approved by the Employer Representative. The Payments will be made within 30 days upon receipt correctly rendered invoice.</li> </ul> <p><b>SECTION 2 – EVALUATION AND QUALIFICATION CRITERIA.</b></p>				



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	<table border="1"> <thead> <tr> <th data-bbox="164 539 201 584">No.</th> <th data-bbox="201 539 619 584">Requirement</th> <th data-bbox="619 539 783 584">FORMS (as per RFQ) or other</th> </tr> </thead> <tbody> <tr> <td data-bbox="164 584 201 712">1</td> <td data-bbox="201 584 619 712">Signatory to the quotation is authorized to commit the firm as evidenced by a Power of Attorney submitted with the Quotation. If the quotation is to be signed by the director of the firm, Power of Attorney is not required;</td> <td data-bbox="619 584 783 712">Quotation Submission Form (Section 3)</td> </tr> <tr> <td data-bbox="164 712 201 734">2</td> <td data-bbox="201 712 619 734">Declaração Previa</td> <td data-bbox="619 712 783 734">Certificate from SERVE,IP</td> </tr> <tr> <td data-bbox="164 734 201 779">3</td> <td data-bbox="201 734 619 779">Business Registration Certificate (Certificado de Registo Comercial)</td> <td data-bbox="619 734 783 779">Certificate from SERVE,IP</td> </tr> <tr> <td data-bbox="164 779 201 835">4</td> <td data-bbox="201 779 619 835">Certidao de Dividas (Certificate of Debts)</td> <td data-bbox="619 779 783 835">Certificate from Autoridade Tributaria (Tax Authority)</td> </tr> <tr> <td data-bbox="164 835 201 891">5</td> <td data-bbox="201 835 619 891">Estatutos (Articles of incorporation or constitution of the legal entity)</td> <td data-bbox="619 835 783 891">Copy of Articles of incorporation or Equivalent</td> </tr> <tr> <td data-bbox="164 891 201 913">6</td> <td data-bbox="201 891 619 913">Bidder Details and Eligibility</td> <td data-bbox="619 891 783 913">Section 3 – Forms</td> </tr> <tr> <td data-bbox="164 936 201 1070">7</td> <td data-bbox="201 936 619 1070"><u>Financial Resources</u>: Supplier must demonstrate access to, or availability of cash in bank, or must have a valid bank statement/approved lines of credit or bank support letter indicating an ending balance of USD 50,000.00 over the past 3 months.</td> <td data-bbox="619 936 783 1070">FIN-1</td> </tr> <tr> <td data-bbox="164 1070 201 1216">8</td> <td data-bbox="201 1070 619 1216"><u>Specific Similar Experience (Contracts of Similar Size and Nature)</u>: The Supplier shall demonstrate that they has satisfactorily completed/substantially completed two (2) contract similar nature as Supplier during the last ten (10) years with a cumulative contract value of at least USD 50,000.00.</td> <td data-bbox="619 1070 783 1216">EXP-1</td> </tr> <tr> <td data-bbox="164 1238 201 1485">9</td> <td data-bbox="201 1238 619 1485">Compliance to requirements of Quality, Health, Safety and Environment by providing either 1 of these 3: <ul style="list-style-type: none"> <li>Quality, Occupational Health and Safety, and Environment Policy</li> <li>Manual document of Quality, Occupational Health and Safety, and Environment</li> <li>Statement of commitment to comply with applicable government regulations and TIMOR GAP, E.P. 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	<p>Technical Regulation represented by Nelson Freitas</p> <p>NF highlighted the presentation for technical content. Overall, the presentation covered as follows:</p> <p><b>1. Objective</b></p> <p>The objective of this ToR is to define scope of services to engage a qualified service provider to supply printers including their maintenance service for TIMOR GAP, E.P., covering the head office and branch offices, ensuring:</p> <ul style="list-style-type: none"> <li>- High availability and reliability</li> <li>- High-quality printing services</li> <li>- Cost-effective and efficient solutions</li> <li>- Support for all departments and business units</li> </ul> <p><b>2. Supply of Printers</b></p> <table border="1" data-bbox="164 1234 783 1733"> <thead> <tr> <th>Printer</th> <th>Quantity</th> <th>Technical Capabilities</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Multifunction Printers (Print, Copy, Scan (Fax optional))</td> <td>3</td> <td> <b>Technology:</b> Color laser  <b>Print Speed:</b> Minimum 60 ppm (A4)  <b>Resolution:</b> Minimum 1200 x 1200 dpi  <b>Paper Handling:</b> A3 – A6  <b>Standard Capacity:</b> ≥ 1,000 sheets  <b>Copy Features:</b> ≥ 600 dpi resolution, Continuous Copy up to 999 pages  <b>Scan Features:</b> feeder type is SPDF, formats cover PDF, JPEG, TIFF, and destination can be sent to Email, Folder, USB (FTP: optional).  <b>System &amp; Memory:</b> RAM: ≥ 2 GB, HDD: ≥ 250 GB,  <b>Connectivity:</b> <ul style="list-style-type: none"> <li>• <b>Interface:</b> Ethernet (10/100/1000), USB 2.0/3.0</li> <li>• <b>Network:</b> TCP/IP (IPv4/IPv6)</li> <li>• <b>OS Support:</b> Windows, Mac OS, Linux</li> </ul> <b>Security:</b> <ul style="list-style-type: none"> <li>• User Authentication</li> <li>• Data Encryption (HDD Encryption)</li> </ul> </td> <td>Printer machine should be environmentally friendly, eco-friendly and energy efficient. Printers should be compatible with new add-ons technologies such as card readers such as RFID, HID, and employee ID cards</td> </tr> </tbody> </table> <p><b>3. Installation and Configuration</b></p> <ul style="list-style-type: none"> <li>- Deliver, install, and configure printers at designated locations</li> <li>- Integrate with existing IT infrastructure and network systems</li> </ul>	Printer	Quantity	Technical Capabilities	Remarks	Multifunction Printers (Print, Copy, Scan (Fax optional))	3	<b>Technology:</b> Color laser <b>Print Speed:</b> Minimum 60 ppm (A4) <b>Resolution:</b> Minimum 1200 x 1200 dpi <b>Paper Handling:</b> A3 – A6 <b>Standard Capacity:</b> ≥ 1,000 sheets <b>Copy Features:</b> ≥ 600 dpi resolution, Continuous Copy up to 999 pages <b>Scan Features:</b> feeder type is SPDF, formats cover PDF, JPEG, TIFF, and destination can be sent to Email, Folder, USB (FTP: optional). <b>System &amp; Memory:</b> RAM: ≥ 2 GB, HDD: ≥ 250 GB, <b>Connectivity:</b> <ul style="list-style-type: none"> <li>• <b>Interface:</b> Ethernet (10/100/1000), USB 2.0/3.0</li> <li>• <b>Network:</b> TCP/IP (IPv4/IPv6)</li> <li>• <b>OS Support:</b> Windows, Mac OS, Linux</li> </ul> <b>Security:</b> <ul style="list-style-type: none"> <li>• User Authentication</li> <li>• Data Encryption (HDD Encryption)</li> </ul>	Printer machine should be environmentally friendly, eco-friendly and energy efficient. Printers should be compatible with new add-ons technologies such as card readers such as RFID, HID, and employee ID cards	NF	NF	29/05/2026	Completed
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*NF PS NF HAA DS*

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	<p>- Provide technical guidelines of the printing services for administration access</p> <p><b>3. Maintenance and Support.</b></p> <ul style="list-style-type: none"> <li>- Provide regular preventive and corrective maintenance</li> <li>- Ensure timely technical support and troubleshooting</li> <li>- Replace faulty equipment when required</li> <li>- Acceptable downtime shall be no longer than 1 hour upon first call for support.</li> <li>- Provide Waste Management plan for Toners or cartridges</li> </ul> <p><b>4. Technical Requirement</b></p> <ul style="list-style-type: none"> <li>- Machines' Compatibility with existing ICT systems.</li> <li>- High print quality resolution and good performance.</li> <li>- Secure printing features, additional features of the printer would be an advantage such as secure printing devices, locked printing etc.</li> <li>- Unlimited printing (black &amp; white and colour).</li> <li>- Meet the requirements for Vendor Waste Management Plan for Toners or Cartridges</li> </ul> <p><b>5. Deliverable</b></p> <p>The selected vendor must provide:</p> <ul style="list-style-type: none"> <li>- Fully new operational printer leasing solution (Machines less than 5 Years old are not Recommended)</li> <li>- Schedule plan for installation and configuration</li> <li>- Service Level Agreement (SLA) document</li> <li>- Maintenance schedule</li> </ul>				

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	<ul style="list-style-type: none"> <li>- Recycling and disposal plan for equipment and consumables</li> </ul>				
3	<b>Question and Answer</b>				
	<p><b>Q1:</b> If our technical proposal does not pass the evaluation process, will our financial proposal still be opened and evaluated, or will it be excluded from further consideration?</p> <p><b>A1:</b> Yes, normally, if a bidder does not meet the minimum technical requirements or fails the technical evaluation, its financial proposal will not be opened and will be excluded from further evaluation</p>	Bidder	All	29/5/2026	Completed
	<p><b>Q2:</b> Do we also need to provide a Social Security Certificate as part of the submission requirements?</p> <p><b>A2:</b> Yes, bidders are required to submit a valid Social Security Certificate that state the price in the quote are already included in the social security cost.</p> <p><b>Q3:</b> Do we need to provide a separate cost breakdown for each leased printer at each building, or should the pricing be submitted as a single package covering all locations?</p> <p><b>A3:</b> Yes, bidders are required to provide a separate cost breakdown for each leased printer machine at each building. The pricing should be same price in response to quotation description. Beside of this the Papers will be born to Timor Gap.</p> <p><b>Q4:</b> The Quotation Description Form does not specify any printer brand. Could you please clarify</p>	Bidder	All	29/5/2026	Completed


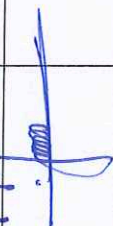







No	Item Details	Raised By	Responsible by	Completion Date (Expected date to finalize the Item)	Status (Open/Closed/Done/Ongoing etc.)
	<p>whether we are permitted to propose different brands?</p> <p><b>A4:</b> Yes, it is not mentioned in the quote description, but we request you to provide a common brand such as Fuji, Canon, Epson and HP. Which is compatible with high technology because in the future Timor Gap will be made printing using ID card and others.</p> <p><b>Q5.</b> Our Proposal Shall be Prepare in English or Tetum?</p> <p><b>A5:</b> All Proposal shall be in English due to Timor Gap has been using English language as working language. We will not accept the quotation in Tetum.</p>				
<b>4</b>	<b>Closing Remarks</b>				
	<p>On behalf of TG and its Management would like to thank all the Suppliers for your presence at this pre-quotation meeting. We are hoping that all the information provided is sufficient to assist you in preparing your quotation and we look forward to receiving the submission of proposal to TIMORGAP before the deadline. If you have any queries, do not hesitate to contact procurement as per the instructions in the RFP Document and TIMOR GAP will provide the response timely.</p> <p>In case there is any discrepancy between the slide presentation and the RFQ document, the RFQ Document will prevail</p>		HA	29/5/2026	Completed
<b>4</b>	<b>To do List</b>				
	1. TIMOR GAP will issue clarification No 1, including sharing the slide presentation, Minutes of meeting and Addendum of RFQ	HA	HA	29/5/2026	Open

Leasing Printing Machine Services to TIMOR GAP E.P.  
TG/PROC/RFO/026/003

ATTENDANCE SHEET FOR PRE-QUOTATION MEETING

Date : 29 May 2026  
Time : 15:00 PM Timor-Leste local time  
Location : TIMOR GAP Main Office



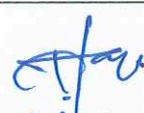



No.	Supplier / Company Name	Name of Representative	Designation	Contact No./ Email Address	Signature
1	DitadolFO Unip. Lda	Santiago Lopes Magno	STAFF	75055170 / ditadolfo@gmail.com	
2	Timinda Solutions Lda	Marinha D. F. Soares	STAFF	76714344 178626263 timinda.tl@gmail.com	
3	Galactus Ixora, Lda	Andika kento	Staff	77072377 galactus.ixora.ltda@gmail.com	
4	João Henriques Pereira	João Henriques F	Staff	77283373	
5	Planet Camp + Sa	Arturino da Silva	STAFF	Planet Unipresard@gmail.com 77006677	
6	D'Universit unip. Lda	Josuaudio da Costa	STAFF	747714849	
7	Data Pericana Interacional, Lda	Antoneta Ximenes	staff	77158087	
8	Zadelly Interacional, Lda	Graciana Lay	Staff	Zadelly.tl@gmail.com 74379777	

No.	Supplier / Company Name	Name of Representative	Designation	Contact No./ Email Address	Signature
9	SARNEY TORUNPAR, SDA	Adel	Staff	78554324 / sarney.torunpar@gmail.com	
10	Haruaya Lda.	Victor Sarmiento	Staff	79824931 / 79996333 marcio.borges3250@gmail.com	
11					
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**Leasing Printing Machine Services to TIMOR GAP. E.P.**  
**TG/PROC/RFO/026/003**

**ATTENDANCE SHEET FOR PRE QUOTATION MEETING**

Date : 29-05-2026  
 Time : 15:00 PM Timor-Leste local time  
 Location : Timor Gap main office

No.	Name of Representative	Designation	Contact No./ Email Address	Signature
1	Nelson Freitas	ICT		
2	DOMINGOS ELISIO DO. EPILITO SAATO	CPM		
3	Natalino Carvalho	Procurement officer		
4	Joanico Correia	F&D		
5	Helder Amador	proc		
6	Graciana da Rosa	Proc		
7				
8				
9				