



ELECTRICIDADE DE TIMOR-LESTE, EMPRESA PÚBLICA
EDTL, E.P.
COMISSÃO EXECUTIVA

1º. Andar, Edifício de Caicoli, Av. Mártires da Pátria, Dili, Timor-Leste



INVITATION FOR BIDS
SUPPLY OF OFFICE STATIONERY TO EDTL, E.P.

OCB/0020/EDTL-EP-2025

7 March 2025

1. Identification and Contract of the Contracting Entity:

The Electricidade de Timor-Leste, Empresa Pública (EDTL, E.P.) is a government owned company
Address: 1º Andar Edifício de Caicoli, Av. Mártires da Pátria, Dili, Timor-Leste
Phone Number: 8001000/3339258
Email: info@edtl-ep.tl

2. Object of the Tender:

The key objective of tendering process is to make sure contract is awarded fairly and to the best contractor. Therefore, the EDTL, E.P. would like to invite eligible company to submit their bids for the above-mentioned tender (the Contract) through a fair, transparent and competitive bidding process in accordance with the Timor-Leste Law and international best practices.

3. Type of Procedure:

The tender adopted a two-envelope system wherein the Bid comprises two envelopes submitted simultaneously, one containing the Technical Bid and the other the Price Bid, enclosed together in a sealed outer envelope.

Participating in this tender is open to all local interested bidder must have licensed and domiciled in Timor-Leste and must be at least bidders or candidates are national citizens or collective people incorporated in Timor-Leste and over 50% held by national citizens, as well as having residence or headquarters in one or more territorial constituencies/municipalities in particular.

4. Value of the Procurement:

The maximum budget for this project is **US\$160,000.00**

5. Bid quoted exceeds maximum budget shall rejected.

6. Proposals with a value does not reach 70% of the value of the procedure is considered *abnormally low bid*.

7. Contracting in lots: Not Applicable

8. Place or location of executing of the activities under the contract:

EDTL, E.P. Caicoli, Dili, Timor-Leste

9. Duration of the Contract: 24 Months

10. Minimum requirement qualification documents:

The eligible company shall meet the following minimum qualification criteria;

1) FINANCIAL RESOURCES:

The bidder must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet a cash-flow requirement of **US\$ 50,000.00**, net of the Bidder's other commitments.

Document Required: In case of bank Statement: the period requires shall be past Six months prior to the submission of bid and the bidder must provide a sworn declaration to authorized the Employer to verify and authenticate the submitted bank statement.

2) EXPERIENCES:

Similar Experience in Supply of office supplies and stationery.

Participating as main supplier, management supplier or joint venture member, in at least one (1) contract withing the last seven (7) years, with the value of at least **US\$ 70,000.00** that has been successfully or substantially completed and that are similar to proposed supply contract.

Document Required: Certified true Copy of the Certificate of Completion or Acceptance/ Taking-Over Certificate/ Substantial Completion for the contracts submitted as successfully completed.

11. Interested bidders may obtain further information from:

Address: The Electricidade de Timor-Leste Empresa Pública (EDTL EP)
1º Andar, Edifício de Caicoli, Av. Mártires da Pátria, Dili, Timor-Leste

KONVITE BA KONKURSU
FORNESEMENTU SASAN ESKRITÓRIU MAI EDTL, E.P.

OCB/0020/EDTL-EP-2025

7 Marsu 2025

1. Identifikasaun no Kontaktu Entidades ba Kontratasau:

Electricidade de Timor-Leste, Empresa Pública (EDTL, E.P.) hanesan Empresa Estatal.
Enderessu: 1º Andar Edifício de Caicoli, Av. Mártires da Pátria, Dili, Timor-Leste
No. Telf: 8001000/3339258
Email: info@edtl-ep.tl

2. Objetivu ba konkursu nian:

Objetivu prinsipal husi konkursu ida ne'e, maka atu garante prosesu selesau hotu halao tuir prosedimentu sira no justu hodi selesiona proposta ida ne'ebe mellor hodi ezejuta kontratu ida ne'e. Tanba ne'e maka EDTL, E.P hakarak konvida kompanã elijivel sira hodi submete sira nia proposta ho prosesu ne'ebe maka justu, transparente no kompetitivu tuir prosedimentu Legal sira ne'ebe haktuir ona iha Lei ne'ebe vigor iha Estadu Timor-Leste no mos pratika internasional nian.

3. Tipu hosi Prosedimentu:

Konkursu ida ne'e adopta sistema envelope rua, envelope téknika no financeira, envelope rua ne'e sei falun ketak-ketak. Envelope rua ne'e depois sei falun metin hamutuk iha envelope bo'ot ida nia laran no falun metin.

Partisipasaun ba konkursu ida ne'e aberta ba publiku no ba konkorentes interesadus sira tenki apresenta provas hanesan licença no domisilia iha teritoriu estadu Timor nian no mos nain ba kompanã tenki ema Timor oan rasik no liu husi 50% ka boot liu tenki timor oan no hela ka residencia iha teritoriu Timor.

4. Valor Orsamentu:

Kustu estimativa másimu ba pakote ida ne'e maka **US\$ 160,000.00**

5. Propostas financeira ne'ebe maka apresenta bo'ot liu kustu estimativa sei **REJEITA.**

6. Kustu husi proposta financeira ne'ebe maka nia valor menus 70% husi kustu estimativa konsidera *Presu ki'ik liu la razoavel*.

7. Kontratu hodi fahe ba lot: La Aplika

8. Fatin ou lokal hodi ezejuta kontratu;
Edifisiu EDTL, E.P, Caicoli, Dili, Timor-Leste.

9. Durasaun Kontratu: Fulan 24

10. Rekerimentu ho kualifikasaun dokumentus minimu:

Kompanhia eleijives sira hotu tenki priense kriteria Kualifikasaun hanesan tuir mai:

1) REKURSUS FINANCEIRA:

Konkorentes sira tenki demonstra ka apresenta provas katak sira mos asesu rekursu financeira liu husi, likidus ativus, asesu linha kreditu no mos pagamentus adiantadus sira seluk hodi atinji rekeztu cash-flow ho montante **US\$ 50,000.00** hanesan rekerimentu minimu, la konta ho sira nia kompromisiu seluk.

Dokumentu obrigatori: ho strata konta bankaria, periode nebe husu maka fulan nen (6) ba kotuk molok submisaun proposta no konkorente sira tenke submete deklarasaun hodi autoriza empregador hodi husu autenticidade strata bankaria (bank Statement) nebe submete.

2) ESPERENSIA SIRA:

Esperensia Spesifika iha Fornesementu sasan eskritóriu

Konkorentes sira tenki apresenta provas katak, sira ezejuta ona kontratu iha area Fornesementu sasan/maetrial eskritóriu, pelumenus ezejuta ona kontratu ida (1) iha dentru tinan hitu (7) ikus liu, ho nia kustu kontratu **US\$ 70,000.00**, provas katak konklui ona kontratu sira, ou iha mos kontratu ne'ebe halao hela no besik konklui ona.



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EDTL, E.P. COMISSÃO EXECUTIVA

1^o. Andar, Edifício de Caicoli, Av. Mártires da Pátria, Dili, Timor-Leste



Email: jibsoares@edtl-ep.tl CC psilva@edtl-ep.tl; jgoncalves@edtl-ep.tl; rmmarcal@edtl-ep.tl; fmartins@edtl-ep.tl; jpneto@edtl-ep.tl

12. Price of the Tender Document:

The bidding document (PDF copy in USB) can be purchased by interested applicant on the submission of a written application or filled up a form to the address below and upon payment of a non-refundable fee of One Hundred US Dollars (US\$100.00) by Bank demand draft in favor of the EDTL E.P to the one of the following Bank Account:

Dokumentu obrigatori: kopia kotratu nebe'e hatudu katak kotratu kompleta ho susesu no diak.

11. Ba konkorentes interessadu sira bele asesu informasun detalhadu tuir mai:

Enderesu: Electricidade de Timor-Leste Empresa Pública (EDTL E.P.) 1^o Andar, Edifício de Caicoli, Av. Mártires da Pátria, Dili, Timor-Leste

E-mail: jibsoares@edtl-ep.tl

CC: psilva@edtl-ep.tl; jgoncalves@edtl-ep.tl; rmmarcal@edtl-ep.tl; fmartins@edtl-ep.tl; jpneto@edtl-ep.tl

12. Presu Dokumentu Konkusu:

Dokumentus Konkursu (Kópia PDF iha USB) sei fa'an ho kustu \$100.00, kandidatus interesadus sira priense formatu ne'ebe maka emite husi Divisaun Aprovisionamento, wainhira selu ou deposita ona bele apresenta fali recibu pagamentu husi banku sira temi tuir mai:

Bank : BNU Timor
Account Name : ELETRICIDADE DE TIMOR-LESTE E.P. (EDTL E.P.)
Account Number : 1436 1530 1000 1
IBAN : TL38 0020 1436 1530 1000 162

Bank : Mandiri Timor-Leste
Account Name : ELETRICIDADE DE TIMOR-LESTE E.P. (EDTL E.P.)
Account Number : 601 0001 0036 67
IBAN : TL38 0050 601 0001 0036 6775

Bank : BNCTL
Account Name : KONTA RESEITAS EDTL E.P.
Account Number : 02100 2232 8852- 8
IBAN : TL38 0040 2100 2232 8852- 843

13. Place, date and time of the pre-bid meeting:

A pre-bid meeting shall take place at the following date, time and Place:

Date: 17 March 2025 Time: 10:00 a.m

Place: The Electricidade de Timor-Leste E.P. (EDTL E.P.)
1^o Andar Edifício de Caicoli, Av. Mártires da Pátria, Dili, Timor-Leste

Attending the Pre-Bid meeting by a bidder is optional. If a bidder does not attend the Pre-Bid meeting, the bid will not be rejected on the ground of non- attendance of the meeting.

14. Deadline of submission of bids:

The bid must be received in the Tender Box located at the same address specified above no later than 10:00 hour's local time on **4 April 2025**.

The Employer will not be responsible for any cost or expenses incurred by bidders in connection with the preparation of delivery of bids.

15. Tender Bid Opening:

Technical bids will be opened immediately after the closing time for the submission of the bids at the same address specified above in the presence of bidders who wish to attend.

16. Bid Security:

A Bid Security is required. The bid security shall be in the form of Bid Securing Declaration.

17. Performance Security and Quality Guarantee:

The winning Bidder is required to provide 5% of Performance and 5% Quality Guarantee as well from the value of the Contract. In case of Abnormally low bid the Performance Guarantee shall be 10%.

The Performance and Quality Guarantee must be submitted to the Competent Entity at least 5 days before the execution of the Contract in the form furnished in the Bidding Documents.

18. Minimum Period Validity of Tender Document:

The validity of the document shall be 150 days

19. The Award Criteria:

The Best value for Money

20. Contrat Award Decision: At least 2 Supplier

13. Fatin, Loron no Horas Konferensia Previa:

Konferensia Pre-via sei halao iha iha loron

Data: 17 Marsu 2025 Oras: 10:00 horas

Fatin: Salaun Reuniaun EDTL, E.P 1^o Andar Edifício de Caicoli, Av. Mártires da Pátria, Dili, Timor-Leste

Enkontru pre-via la-os mandatoriu "optional" ba konkorentes sira ne'ebe la partisipa enkontru previa sira nia proposta sei la rejeita no sei konsidera nafatin.

14. Loron Ikus Submisaun Proposta:

Proposta sira hotu tenki submete iha enderesu ne'ebe mensiona iha leten laabe liu oras 10:00 dader iha data **4 Abril 2025**. Proposta ne'ebe maka tarde sei rejeita ou fo fila fali.

Empregador sei la responsabiliza ba kualker kustu ou despesas ne'ebe konkurrente sira halo relasiona ho preparasaun ba submisaun propostas (konkursu).

15. Abertura Proposta Teknika:

Propostas Téknika sei loke perante publiku depois de remata prazu submisaun propostas iha enderesu ne'ebe espesifika iha leten, iha prezensa kandidatu sira ne'ebe hakarak partisipa.

16. Garantia ba Proposta:

Garantia ba Proposta nee obrigatori ho forma Deklarasaun Aseguramentu Konkursu.

17. Garantia no Kualidade Seguranca ba ezekusaun :

Kompanhia selesionadu (manan nain) sei fornese Garantia Ezekusaun ho valor 5% no Garantia Kualidade 5% husi valor kotratu. Iha kazu ne'ebe maka konsidera *Abnormally Low Bid*, Garantia Ezekusaun sei aplika 10% husi valor kotratu.

Garantia Ezekusaun no Garantia Kualidade tenke submete ba entidade kompetente mais ou menus iha loron 5 nia laran, molok ezekuta kotratu. Format hanesan fornese ona iha dokumentus konkursu.

18. Validade Minimu ba Dokumentu Konkursu:

Validade Dokumentu Konkursu ho loron 150 dias

19. Kriteria Adjudikasaun:



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21. Ratio Combined Evaluation: 40% (Technical) & 60% (Financial)

22. Obligation to pay the taxes:

The supplier is required to pay all the applicable taxes in accordance with RDTL applicable law.

NB: The Bidding Document will be ready on 10 March 2025.


Dr. Paulo da Silva
Presidente of Executive Commision, EDTL, EP

Valor diak liu ba osan

20. Desizaun Adjudikasaun Kontratu: Pelumenus Fornesedór na'in 2.

21. Rasio ba Avaliasaun Kombinada: 40% (Téknika) & 60% (Finanseira)

22. Obrigasaun hodi selu Taxa

Kompanhia sei selu hotu taxa ne'ebe aplika tuir Lei no procedimentus legais ne'ebe vigor iha Estadu Timor-Leste.

NB: Dokumentu Konkursu sei disponivel iha loron 10 Marsu 2025.