



**ELETRICIDADE DE TIMOR-LESTE EMPRESA PÚBLICA
EDTL, E. P.**



COMISSÃO EXECUTIVA

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


**PROVISION OF AIRFARES SERVICES TO ELETRICIDADE DE TIMOR-LESTE,
EMPRESA PÚBLICA (EDTL, E.P.) FOR 2 YEARS**

OCB/0095/EDTL-EP-2024

Minutes of Pre-Proposal Conference

Date: 16 July 2024

1. The Pre-proposal conference for Provision of Airfares Services to Electricidade de Timor-Leste, Empresa Pública (EDTL, E.P.) for 2 years was held on 16 July 2024 at 10:00 hours local time at the small Procurement Division Meeting Room of the Electricidade de Timor-Leste, Empresa Pública (EDTL, E.P.) at Avenida Mártires da Pátria Dili, Timor-Leste. The Pre-proposal conference was attended by representatives from interested Bidders and EDTL, E.P.
2. EDTL, E.P. welcomed all the attendees of the pre-proposal conference and presented the important key points of the Open Competitive Bidding (OCB) in Power Point Slides for the said procurement. The Power Point Presentation slides are attached to these minutes. EDTL, E.P. reiterates the need for all interested Bidders to read to understand the OCB.
3. EDTL, E.P. explained that attending the Pre-proposal conference is optional. Any interested bidders who already collected the OCB but did not attend the conference are permitted to submit proposals, including any bidders who would collect the OCB after the time and date of pre-proposal conference. Proposals should be rejected or returned unopened only if they are submitted after the deadline for submission as indicated in the OCB documents.
4. EDTL, E.P. encouraged all interested Bidders to send all clarifications in writing in accordance with Section 2 (Application Data Sheet), ITA 7.1 of the OCB. EDTL, E.P. would respond in writing to any request for clarification, provided that such request is received no later than ten (10) days prior to the deadline for submission of Proposal. EDTL, E.P. would forward copies of presentation slide to all interested Bidders who had acquired the OCB.
5. The conference was concluded at 10:45 hours local time. EDTL, E.P. thanked all the attendees for their active participation in the conference.


Júlio de Jesus Gonçalves

Executive Commissioner of Corporate Services, EDTL, E.P.

Attached:

Annex 1 – Pre-proposal slide presentation

Annex 2 - Clarification



ELETRICIDADE DE TIMOR-LESTE EMPRESA PÚBLICA
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Annex 2

PROVISION OF AIRFARES SERVICES TO ELETRICIDADE DE TIMOR-LESTE,
EMPRESA PÚBLICA (EDTL, E.P.) FOR 2 YEARS
OCB/0095/EDTL-EP-2024

Clarification

Date: 16 July 2024

Nu.	Perguntas	Resposta
1.	Oinsa ho presu (BoQ) ba bilhete nian ne'ebe la mensiona iha dokumentus?	Bazeia ba konkursu particular ida ne'e ho tipu pre-kualifikasaun, nune'e presu ba item (BOQ) la fixa iha propostas ho razaun presu bilhete la fiksi ou fluktuasi (sae e tun).
2.	Oinsa ho Strata Bankaria ne'ebe la mensiona konaba pagamentu/orsamentu/debe ne'ebe seidak selu husi companhia seluk?	Sim, Rekursu financeira ne'ebe rekezita iha konkursu ida ne'e sei hare mos ba iha strata bankaria empreza ninian, maibe ba hirak ne'ebe mak halao hela obra ruma no hein deit pagamentu, bele submete mos provas recibu ou dokumentus relevantes sira seluk nune'e suzeita ba avaliasaun mak determina.
3.	Konaba esperiensa ne'ebe ho JV ka parseiru maka montante tuir iha rekeztu, konsidera ou lae?	Sei suzeita ba avaliasaun.
4.	Oinsa ho ajente bilhete ne'ebe laiha membru ba IATA, Galileo, Abacus, Amadeu maibe iha deit Sub ba ajente bilhete Indonesia nian?	Ajente bilhete ne'ebe maka sub deit ba ajente ne'ebe mak membru ba IATA, Galileo, Abacus, Amadeu tenke fornese provas sub ka akordu/MOU.
5.	Konkursu ne'e presiza <i>bid security</i> ou lae?	Lae. Bazeia ba dokumentus konkursu artigu ITA 17.1. katak, konkursu ne'e presiza deit <i>Bid Securing Declaration</i> (Deklarasaun Garantia Lisitasaun) nia formatu iha Seksaun IV.
6.	Se mak sei asina ba <i>Bid Securing Declaration</i> (Deklarasaun Garantia Lisitasaun)?	<i>Bid Securing Declaration</i> (Deklarasaun Garantia Lisitasaun) sei asina husi autoridade hanesa Diretor/a companhia nian nomos tenke karimbu maibe, wainhira diretor/a la disponivel atu asina, diretor/a tenke delega ba konfiansa seluk ho provas " <i>power of attorney</i> " karta autorizasaun ne'ebe legalizadu husi notariadu.
7.	Se enkuantu companhia liu nain 3 ou 4 mak sai nudar manan nain bele asina hotu kontratu ou lae?	Bazeia ba <i>additional Clause</i> iha Seksaun 2 mensionadu katak konkursu ida ne'e sei kontrata ho melhor kualifikadu propostas minimu 3, maibe suzeita ba avaliasaun.



ELETRICIDADE DE TIMOR-LESTE, EMPRESA PUBLICA (EDTL, E.P.)

PROVISION OF AIRFARES SERVICES TO ELETRICIDADE DE TIMOR-LESTE, EMPRESA PÚBLICA (EDTL, E.P.) FOR 2 YEARS

OCB/0095/EDTL-EP-2024

PRE-PROPOSAL CONFERENCE

16 JULY 2024, 10:00 HOURS TIMOR-LESTE TIME

Important Points

- **Employer:** Eletricidade De Timor-Leste Empresa Pública (EDTL, E.P.)
- **Funding:** EDTL, E.P
- Maximum budget for the assignment: **US\$ 150,000.00** (inclusive of taxes) for 2 years duration of contract.
- Participation in this tender process is open to all local travel agencies. The attention of interested local travel agencies is drawn to the qualification requirements detailed in the OCB.
- **Clarifications** may be requested no later than 10 days (22 July 2024) prior to the submission deadline.

Important Points

- **Method of selection:** Quality and Cost-Based Selection with modification.
- The proposals must be received at EDTL, E.P. office no later than **15:00 hours local time on 02 August 2024**. Late proposals will be rejected.

Important Points

Application must remain valid for: **150** calendar days after the application submission deadline.

The contact information for requesting clarifications is: **EDTL, E.P.**

E-mail: apgalhos@edtl-ep.tl

CC to: psilva@edtl-ep.tl; jgoncalves@edtl-ep.tl; ljeronimo@edtl-ep.tl; fmartins@edtl-ep.tl; jneto@edtl-ep.tl;

Important Points

The Applicant shall submit with its Application with the requirement documents. (ITA 11.1 (e)).

The requirement document such as:

- Signed Application Submission Sheet;
- Signatory to the bid is authorized to commit the Bidder as evidenced by a Power of Attorney submitted with the Bid;
- Valid Business Registration Certificate from country of domicile;
- Bid Securing Declaration, in accordance with ITB Clause 17.1.
- Membership of one of the following: IATA, ABACUS, AMADEU, GALILEO and etc., (optional) must be provide the proof of membership.
- Travel agent should have a proper of business office.
- Structure of travel agent.

Evaluation Criteria

EVALUATION CRITERIA	Minimum Requirements				Weight
	Single Entity	All Partners Combined	Joint Venture One Partner	Each Partner	
1) Qualification of Bidders					
1) Contracts of Similar Size and Nature (Similar Experience/Provision of Security Services) The Bidder should have demonstrated experience as undertaking similar contract with at least 1 similar contract successfully implemented during the last 10 years where the value of the contract equal to USD 50,000,000 and those similar contracts have been successfully completed or substantially completed.	Must meet requirement	Must meet requirement	Must meet requirement	Not Applicable	35
2) Financial Capacity					
2) Cash Flow Capacity Available working capital of recent year or cash as bank or stand-by line of credit from a financial institution to meet the project cash flow requirement of USD 300,000,00 and its current contracts commitment.	Must meet	Must meet	Must meet requirement	Not Applicable	35

Appendix 1 - Presentation during Pre-Proposal Conference

Evaluation Criteria

B Personnel

Key Staff

The Bidder must demonstrate that it will have a suitably qualified Key Staff, as specified in the Schedules of Service Requirements.

The Bidder shall provide details of the Key Staff and each other Key Staff that the Bidder considers appropriate to perform the contract, together with their academic qualifications and work experience. The Bidder shall complete the relevant forms as Section F, Bidding Forms. The valuation for key staff only for the following:

Director	Qty	Weight	Using Form FER-1 and FER-2	30
Bachelor degree in relevant area with minimum relevant experience 10 years	1	30		
Teaching & Booking Sales High school with relevant training and minimum relevant experience 8 years	2	10		
Total				100

The scoring shall be in accordance with the following table:

Quality	Score	Score Definition
EXCELLENT	100	Bid substantially exceeds the sub - criteria requirements
VERY GOOD	90 - 99	Bid exceeds the sub - criteria requirements
ABOVE AVERAGE	80 - 89	Bid fully meets the sub - criteria requirements
AVERAGE	70 - 79	Bid adequately meets the sub - criteria requirements
BELOW AVERAGE	1 - 69	Bid has significant deficiencies against sub - criteria requirements
NON-COMPLYING	0	Bid either does not comply with the sub - criteria requirements or does not provide enough information

Important Points

The Bidder must submit (ITA 15.1):

(a) The Application submission is: one (1) original and one (1) copy.

Implementation Stage

TIME PERIOD
The time period shall be two (2) years.

Important Points

APPLICATION SUBMISSION DEADLINE:
02 August 2022 at 15:00 hours Timor-Leste time
Any Proposal or its modification received by the Employer after the deadline shall be declared late and rejected, and promptly returned unopened. (ITA 18.1)

PROPOSAL OPENING

- Immediately after the deadline
- EDTL, E.P. Conference Room:
Caicoli, Dili

Thank You

