



**MINUTES OF SITES VISIT & PRE BID MEETING of  
ITB – New Construction for CNE and STAE Office Building in 6 lots**

Date	Time	Venue
25/07/2022	14:00 – 16:30	CNE Office in Aileu Municipality
26/07/2022	9:00 – 12:00	STAE Office in Covalima Municipality
28/07/2022	10:00 – 12:00	STAE Office in Manatuto Municipality
28/07/2022	15:00 – 17:00	CNE Office in Baucau Municipality
29/07/2022	14:00 – 16:30	STAE Office in Viqueque Municipality

**PRESENTATION**

After having companies introduce themselves, UNDP- Timor-Leste gave a detailed presentation of the ITB document.

**Agenda:**

- Introduction on ITB procurement process, eligibility requirements, how UNDP operates and how to fill required forms
- Explanation of Terms of Reference and scope of work, administrative and technical compliances
- Question/Answer Session and suggestions.

The following staff/representatives participated in the pre-bid meeting:

**UNDP CORE Project Representatives:**

#	Name	Job Title
1	Tito De Jesus Filipe Da Costa	National Project Manager CORE-TL Project
2	Reinaldo Soares Da Costa	Civil Engineer Officer CORE-TL Project
3	Jose Gusmao Lopes	UNV Civil Engineer CORE-TL Project
4	Yuka Mamekoshi	Monitoring and Evaluation Specialist CORE-TL Project

The UNDP team informed attended bidders that they can send their requests for clarifications till five (5) calendar days before the submission deadline date.

The copies of documents are handed over to local authorities.

All the received bidders' questions and UNDP's answers will be published on UNDP website to be available for all interested bidders.



## Site visit and Pre-bid meeting in Aileu Municipality

### Bidders:

#	Bidder Name	Representative	Email	Mobile	Venue
1	Fitun fun	Carlos Rodrigues	juviaileu@gmail.com	78277248	Aileu
2	K-G Unip,lda	Inacio Carvalho	Kseisunipessoal@gmail.com	77131192	Aileu
3	AMA	Nelson s. Carvalho	metanrosario@gmail.com	75371315	Aileu
4	MUKIT	Samuel pereira		75855904	Aileu
5	Biamali unip,lda	Jorge de araujo	Jorgebiamali@gmail.com	77318593/77323995	Aileu
6	Generoso unip,	Gonsalo m. sarmento		77263475	Aileu
7	Padua	Jose amronio		76209394	Aileu
8	fijja	Joni j. alves	76662514	Jonialves33@gmail.com	Aileu

### QUESTIONS AND ANSWERS

During the presentation the following questions and inquiries were raised by the bidders:

#	Questions Raised During the Meeting in Aileu	#	Answers
Q1	Why is it online bidding even though Timor-Leste, especially municipalities, has bad internet connection?	A1	Based on UNDP's regulation, this bidding is open for both national and international construction companies. Thus, online bidding is available for wider range of companies.  We recommend all national bidders apply it in the earliest convenient as we cannot expect any internet troubles happening at any time. No one can see your submitted documents once these are uploaded in the system.
Q2	Majority of national companies have never experienced the audit yet.	A2	If your company is not required to submit audited report by law in Timor-Leste, then please submit unaudited financial report and bank statement.
Q3	We are usually asked to submit a bank statement of past few months but have never heard the once of past 5 years as requirement.	A3	This is a requirement as per this ITB document. For details, please refer to the <b>financial standing</b> section under <b>Minimum Eligibility and Qualification Criteria</b> of ITB document.

### Photos



Figure1. Site Visit in Aileu Municipality



Figure2. Pre-bid meeting in Aileu Municipality



Figure3. Pre-bid meeting in Aileu Municipality



Figure4. Attended bidders Aileu Municipality



## Site visit and Pre-bid meeting in Covalima Municipality

### Bidders:

#	Bidder Name	Representative	Email	Mobile	Venue
1	Biamali	Jorge de araujo	77318593	Jorgebiamali@gmail.com	Covalima
2	Dini Kede unip	Egas Moniz	76231771	Egasmoniz19@gmail.com	Covalima
3	Kakuluk services unip,lda	Adelta m, dos santos	75064731	<a href="mailto:Kakuluk4@gmail.com">Kakuluk4@gmail.com</a> <a href="mailto:Adeltasantos@gmail.com">Adeltasantos@gmail.com</a>	Covalima
4	lalenok fronteira	Mario G. Amaral	75610527	<a href="mailto:Lalenokfronteira@gmail.com">Lalenokfronteira@gmail.com</a>	Covalima
5	Jeles brasis moris unip,lda	Alberto de Jesus	77381463	<a href="mailto:eduamaral@yahoo.com">eduamaral@yahoo.com</a>	Covalima
6	Romante unip,lda	Ananias baros	77777717	<a href="mailto:Abiu.colmera@gmail.com">Abiu.colmera@gmail.com</a>	Covalima
7	Maho ben	Albina maria lopes	77283681	<a href="mailto:Mahoben1883@gmail.com">Mahoben1883@gmail.com</a>	Covalima

## QUESTIONS AND ANSWERS

During the presentation the following questions and inquiries were raised by the bidders:

#	Questions Raised During the Meeting in Covalima	#	Answers
Q1	How should a company which has never experienced the audit yet apply this ITB?	A1	If your company is not required to submit audited report by law in Timor-Leste, then please submit unaudited Financial statement and Bank statement.
Q2	We have never heard the requirement of Bank Statements of past 5 years. Even the government's project (Ministry of Public Works), it usually needs only bank statements of past 3-6 months.	A2	This is a requirement as per this ITB document. For details, please refer to the <b>financial standing</b> section under <b>Minimum Eligibility and Qualification Criteria</b> of ITB document.

Photos





Figure5. Pre-bid meeting in Covalima Municipality



Figure6. Pre-bid meeting in Covalima Municipality



Figure7. documents handed over to local authorities in Covalima Municipality



Figure8. Pre-bid meeting in Covalima Municipality



## Site visit and Pre-bid meeting in Manatuto Municipality

**Bidders:**

## QUESTIONS AND ANSWERS

#	Bidder Name	Representative	Email	Mobile	Venue
1	Tais Itan unip,lda	Mardiana H. Baptista	mardianahornai@gmail.com	77348889/77851645	Manatuto
2	As Jazesla unip lda	Sismunda Alves	sismundaa@gmail.com	77360191	Manatuto
3	Scunis495	Elisio D.P. Ximenes	Scunis495uniplda.@gmail.com	77262391	Manatuto
4	MALACK,II unip,lda	Domingos C.S. Lay		77734219	Manatuto
5	SAHAN I unip,lda	Julio soares lay	Laysuhano1@gmail.com	77251678	Manatuto
6	CADISA construction unip.lda	Nemizia francisca m. def, soares	nemiziasoares@gmail.com	77403459	Manatuto
7	Surprise unip,lda	Manuel piadade		77252476	Manatuto
8	BERLICO unip,lda	Jose emilioGCP dos reis	AZEMALMETA@gmail.com	77156350	Manatuto
9	Macucuren.unip.lda	Jorge A. Lay		77156350	Manatuto
10	ILATUM lda	David da C. lay	llatunldacompany@gmail.com	77334205	Manatuto
11	KARTINI	Carolino ximenes	Kartiniuniplda2012@gmail.com	76708648	Manatuto
12	HATU-WARI	Mariano do e. santo	hatuwari@yahoo.com	75711722	Manatuto
13	RIZENA	anarita		73972231	Manatuto
14	Jm.unipessoal,lda	Leandro da costa soares	Jm.unipessoal08@gmail.com	78498671	Manatuto

During the presentation the following questions and inquiries were raised by the bidders:

#	Questions Raised During the Meeting in Manatuto	#	Answers
Q3	The government's project has never required the audit report to bidders.	A3	If your company is not required to submit audited report by law in Timor-Leste, then please submit unaudited Financial statement and Bank statement.



Q4	When the company has a contract, the bank can provide a loan in two weeks; is the letter of bank support sufficient to replace the criteria for a financial statement for last five years?	A4	Financial statement is a record that conveys business activities and the financial performance of your company.  As per this ITB, you are required to submit last five years Financial Statement and Bank statement.
Q5	What documents are valid for the bid security? Will it be company's declaration or a proof of bank check?	A5	The companies require to submit the proof of bank along with other documents mentioned in the ITB document.
Q6	What time is the deadline in Timor-Leste?	A6	The deadline is 4pm on 15 <sup>th</sup> August 2022 in Timor-Leste time.

## Photos



Figure9. Pre-bid meeting in Manatuto Municipality



Figure10. Pre-bid meeting in Manatuto Municipality



Figure11. All attendees in Manatuto Municipality



Figure12. Site Visit in Manatuto Municipality



## Site visit and Pre-bid meeting in Baucau Municipality

**Bidders:**

#	Bidder Name	Representative	Email	Mobile	Venue
1	GEZ unip,lda	Auxilio Guterres	Marcio.borges3250@gmail.com	77111288	Baucau
2	Maetinunip.Ida	Joao da costa ximenes	Marcianauxiliadora73@gmail.com	77487602	Baucau
3	JUGA TE FIGA Ida	Juvenal G.D.B.G		77040158	Baucau
4	CO.CACTUS.unip,lda	Jose belo	Cactusbaucau2022@gmail.com	77032879	Baucau
5	One 4 all unip,lda	marcal	sinusmarcal@gmail.com	77262960	Baucau
6	NAGI LDA	Paulo R. Gua		77818972	Baucau

**QUESTIONS AND ANSWERS**

During the presentation the following questions and inquiries were raised by the bidders:

#	Questions Raised During the Meeting in Baucau	#	Answers
Q1	Majority of national companies have never experienced the audit yet.	A1	If your company is not required to submit audited report by law in Timor-Leste, then please submit unaudited Financial statement and Bank statement.
Q2	We are usually asked to submit a bank statement of past few months but have never heard the once of past 5 years as requirement.	A3	This is a requirement as per this ITB document. For details, please refer to the <b>financial standing</b> section under <b>Minimum Eligibility and Qualification Criteria</b> of ITB document.



## Photos



Figure13. Pre-bid meeting in Baucau Municipality



Figure14. Pre-bid meeting in Baucau Municipality



Figure15. Pre-bid meeting in Baucau Municipality



Figure16. Local authorities in Baucau Municipality



## Site visit and Pre-bid meeting in Viqueque Municipality

## Bidders:

#	Bidder Name	Representative	Email	Mobile	Venue
1	Tula Eli-unip,lda	Joaninha da c. soares	joaninhatulaeli@gmail.com	77119108	viqueque
2	KABOSSA-unip,lda	Jacinta Fatima	<a href="mailto:KABOSSAREJECLA@GMAIL.COM">KABOSSAREJECLA@GMAIL.COM</a>	78444669	viqueque
3	SAERUBU UNIP	Maria da silva	Fmariadasilva916@gmail.com	77828556	viqueque
4	Peaceful unip,lda	Rita dolores	giovannioleitao@gmail.com	77294289	viqueque
5	GEZ unip,lda	Maria rosa de silva	Marcio.borges3250@gmail.com	77837642	viqueque
6	DARDA	domingas	Rithaursulao114@gmail.com	77248408/75602675	viqueque

## QUESTIONS AND ANSWERS

During the presentation the following questions and inquiries were raised by the bidders:

#	Questions Raised During the Meeting in Viqueque	#	Answers
Q1	Majority of national companies have never experienced the audit yet.	A1	If your company is not required to submit audited report by law in Timor-Leste, then please submit unaudited Financial statement and Bank statement.
Q2	In the government bidding, We are usually asked to submit a bank statement of past few months but have never heard the once of past 5 years as requirement.	A2	This is a requirement as per this ITB document. For details, please refer to the <b>financial standing</b> section under <b>Minimum Eligibility and Qualification Criteria</b> of ITB document.
Q3	Will the company which has not been established for 5 years yet is not able to apply this bidding?	A3	This ITB requires Minimum 5 years of relevant experience in field of <b>(Construction/ Rehabilitation/ Renovation of residential/commercial/office building or similar kind of RCC/CC/Steel structure Projects)</b> .

## Photos



Figure16. Pre-bid meeting in Viqueque Municipality



Figure17. Pre-bid meeting in Viqueque Municipality



Figure18. Pre-bid meeting in Viqueque Municipality



Figure19. All attendees in Viqueque Municipality