



MINISTÉRIO DA
JUSTIÇA



Gabinete do Ministro

**GOVERNMENT OF
THE DEMOCRATIC REPUBLIC OF TIMOR-LESTE**

**ADDENDUM
FIRST AMENDMENT TO BIDDING DOCUMENTS**

ICB No. :

MJ/ICB/02/I/2021

For

**CLEANING AND SANITATION SERVICES FOR MINISTRY OF JUSTICE, TIMOR-
LESTE
Ministry of Justice**

January, 2021



Avenida Jacinto Cândido, Caicoli,



MINISTÉRIO DA
JUSTIÇA



Gabinete do Ministro

TENDER

International Competition Biding (ICB)

Icb invitation date: January 19, 2021

Date OF ADDENDUM: January 26, 2021

ICB No. MJ/ICB/02/1/2021

ICB NAME: Cleaning and sanitation Services for Ministry of Justice, Timor-Leste

ADDENDUM N. 01

The present amendment regards to the modification of the previous documents regarded to the referred ICB and does not include additional information (requirements) that shall be followed after contract.

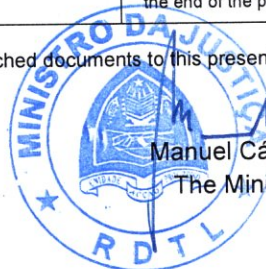
The need for this addendum results from the regular verification held by the procurement services and do not meet any needs of any supplier.

In accordance to the referred on 1 at the Section III - Evaluation and Qualification Criteria, from the original documents (pg. 3-1, 3-2, 5-6 e 4-20) and the grid containing the grades for all the requirements for evaluation, follows this amendment of Bidding document (as stated at new content below).

Amendment:

Page n.	Section	Title	Related to	Old Content	New content - amendment
3-1	III	The Following Documentation Shall Be Checked For Eligibility By Juni	Evaluation and Qualification Criteria	Bank statement for three month period issued at the seven days prior to the bid submission deadline, stating the cash balance of a minimum of 10% of Bid Price in the Company Account which the deposit was made before the quarter.	Bank statement for three month period issued at the seven days prior to the bid submission deadline, stating the cash balance of a minimum US \$ 60.000 in the Company Account which the deposit was made before the quarter.
3-2	III	Table 4. Commercial capacity (Cash Flow Capacity)	Evaluation and Qualification Criteria	The bidder must have access to or availability to financial resources such as liquid assets, lines of credit, and other financial means other than any contractual advance payments to meet a cash flow requirement of 10% of bid Price and its current contracts commitment. Risc of bankruptcy, liquid assets.	The bidder must have access to or availability to financial resources such as liquid assets, lines of credit, and other financial means other than any contractual advance payments to meet a cash flow requirement of a minimum US \$ 60.000 and its current contracts commitment. Risc of bankruptcy, liquid assets.
4-20	IV	Bidding Forms	1. Specification an conditions Bi Price per unit	Table: Item 3.2 – Unblock the septic tank, septic tank all buildings referred, 1 tank	Table: Item 3.2 – Unblock the septic tank, septic tank all buildings referred, 1 meter
5-6	V	Schedule of Price and Supply	Price Shedule	Table: Item 3.2 – Unblock the septic tank, septic tank all buildings referred, 1 tank	Table: Item 3.2 – Unblock the septic tank, septic tank all buildings referred, 1 meter
Pg.1	Grid	Administratio n Requirements	Technical Evaluation Report	Bank statement for three month period issued at the seven days prior to the bid submission deadline, stating the cash balance of a minimum of 10% of Bid Price in the Company Account which the deposit was made before the quarter.	Bank statement for three month period issued at the seven days prior to the bid submission deadline, stating the cash balance of a minimum US \$ 60.000 in the Company Account which the deposit was made before the quarter.
Pg.2	Grid	Comercial Capacity	Technical Evaluation Report	Last quarter Bank statement/cash flow (last 3 months) bank references/ past & present litigation (10% of Bid Price of cash balance at the end of the period requested- close balance).	Last quarter Bank statement/cash flow (last 3 months) bank references/ past & present litigation (a minimum US \$ 60.000 of cash balance at the end of the period requested- close balance).

Please be advised that all the attached documents to this present Addendum are part of Bidding Documents.



Manuel Cárceres da Costa
The Minister of Justice



Section III. Evaluation and Qualification Criteria

ADDENDUM N. 01

The evaluation shall be based on the documents that the Bidder has submitted with its Bid. Therefore, the Bidder is reminded to submit all the necessary information and documentation to enable the Purchaser to make an evaluation. Failure of the Bidder to provide the necessary information may result in the rejection of the Bid.

Bid evaluation shall be undertaken in two stages. If one bidder is placed first in both lots then, the evaluation process may include three stages. The first stage will be the Evaluation of Technical Bids applying the technical evaluation criteria, subcriteria, and scoring system specified below. The maximum technical score is 500 points and **the passing score for bidder qualification is 350 points.**

The second stage will be the evaluation of the price bids of **only the Bidders with the top two technical scores** based on the result of the first stage evaluation above. To determine the "price score", the lowest evaluated bid price X will automatically score 500 for the price component evaluation. Other bidders with bid price Y will be assigned a price bid score = $500 (X / Y)$.

The final ranking shall be determined by combining the Technical and Price scores, applying a **Technical: Price Ratio of 40:60.**

Technical Evaluation:

The technical evaluation will be undertaken in two steps. The first step will be the determination of the Bidder's compliance to the basic bid and eligibility requirements to be undertaken on a "Pass or Fail" basis.

1. THE FOLLOWING DOCUMENTATION SHALL BE CHECKED FOR ELIGIBILITY BY JURI:

- Signatory to the bid is authorized to commit the Bidder as evidenced by a Power of Attorney submitted with the Bid in case of Delegation or the signing director is other different from the one stated at the statute.
- Valid Business Registration Certificate from country of domicile; and the activities business must be in the part of Cleaning Services.
- Bid securing declaration in accordance with 18.2 and the section IV.
- Proof of tax payments for immediate past quarter duly authenticated, copy of Tax Certificate that is still valid and has been legalized from country of domicile.
- Company Statute issued by the Ministry of Justice/Serve or from the location of the supplier.
- Bank statement for three month period issued at the seven days prior to to the bid submission deadline, stating the cash balance of a minimim of US \$ 60.000 in the Company Account which the deposit was made before the quarter.
- Attach a letter stating that you agree all the time, the Ministry can check your Bank Account.
- Bid Security of \$ 5.000 in accordance with ITB, Clause 18.1..
- Declaration (only required for foreign company), that will deliver only according to DDP location. FOB and CIF delivery will be rejected.

2. The Purchaser shall also examine the Technical Bids to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any reservation.
3. The Purchaser shall evaluate the Bidder's compliance to the requirements of the supply also confirm that all other requirements specified in Section V, Schedule of Supply of the Bidding Document have been met without any material deviation.
4. The Purchaser shall also confirm that:
 - The Bidder is not subject to current sanctions or declaration of ineligibility for fraud and corruption by the Purchaser;



- Bidder does not have a conflict of interest with one or more parties participating in or executing this bidding process; and
- In the case of a joint venture, confirm that the Bidder submitted a certification that all parties shall be jointly and severally liable and that the Bidder has nominated a Representative who shall have the authority to conduct all business for and on behalf of any and all parties of the joint venture during the bidding process, and in the event the joint venture is awarded a contract, also during contract execution.

Only those Bidders who passed the Step 1 evaluation shall be considered further in the Step 2 – **Technical evaluation** which is to evaluate and score the technical bids on the criteria and scoring system provided below, which is in general:

Criteria	Requirements	Evaluation Weight
1. Company General Experience		30
General Experience	The bidder must be in the business of cleaning services contract and have executed for the last 5 years at least 2 supply contract with amount US \$100,000.00 each Project; profit versus losses, company performance.	30
2. Supply Services Capacity and Methodology		20
Supply Capacity	Compliance to all item required for the current procurement, evidence of plan for stock of materials of hygiene to replace.	20
Supply Methodology	As stated in Section V of the Bidding Documents.	
3. Technical/Professional requirements		25
Technical and Profesional experienced	Procedures to respond to the deliver of service, key personnel, organizational structure.	25
4. Commercial Capacity		20
Cash Flow Capacity	The bidder must have access to or availability to financial resources such as liquid assets, lines of credit, and other financial means other than any contractual advance payments to meet a cash flow requirement of a minimum US \$ 60.000 and its current contracts commitment. Risc of bankrupcy, liquid assets.	20
5. Local Development		05
Social and local responsibility	Local Job creation, supporting small business, training the employes.	05
Total		100

Only the highers first two highers scored Bidders who passed the Step 2, shall be considered for evaluation at the Step 3 – Financial evaluation - which is to evaluate and score the **Financial Evaluation** (bid costs and also others criteria defined) and the scoring system is provided below:

Criteria	Requirements	Evaluation Weight
Financial Requirement		
General	Bid Price acceptable	50
	Difference between Bid Price and the estimated cost	20
	Provide US \$ 5.000,00 Bid Security	10
	Working Capital of 25% of Bid Price	10
	Payment Schedule proposed	10
Total		100

The scoring system shall be in accordance with the following table:

Score	Score Definition
1	Not acceptable, has not met any reasonable criteria
2	Has only met some minimum requirement and any not be acceptable
3	Acceptable
4	Acceptable, has met all requirement and exceeded some
5	Acceptable, Has well exceeded all requirement



Notes:

Project Name	Cleaning and Sanitation Services for Ministry of Justice, Timor-Leste
Project Number	ICB n.º MJ/ICB/02/I/2021
Bidder Name	

ADDENDUM N. 01

Annex TP No.

TECHNICAL EVALUATION REPORT

(CM)

WEIGHT		SCORING	
1	= Minimum Requirement	1	= Not acceptable, has not met any reasonable criteria
2	= Of benefit will some value to contract	2	= Has only met some minimum requirement and any not be acceptable
3	= High level of performance	3	= Acceptable
4	= Superior level performance required	4	= Acceptable, has met all requirement and exceeded some
5	= Absolutely required, critical to the contract performance	5	= Acceptable, Has well exceeded all requirement
TECHNICAL PASSING GRADE MINIMUM		70%	

No.	DESCRIPTION	PASS or FAILS		Remarks
		Yes	No	
A	ADMINISTRATION REQUIREMENTS			
A.1	• Signatory to the bid is authorized to commit the Bidder as evidenced by a Power of Attorney submitted with the Bid in case of Delegation or the signing director is other diferent from the one stated at the statute.			
A.2	• Valid Business Registration Certificate from country of domicile, and the activities business must be in the part Cleaning Services.			
A.3	• Bid securing declaration in accordance with 18.2 and the section IV.			
A.4	• Proof of tax payments for immediate past quarter duly authenticated, copy of Tax Certificate that is still valid and has been legalized from country of domicile.			
A.5	• Company Statute issued by the Ministry of Justice/Serve or from the location of the supplier.			
A.6	• Bank statement for three month period issued at the seven days prior to the bid submission deadline, stating the cash balance of a minimim US \$ 60,000 in the Company Account which the deposit was made before the quarter.			
A.7	• Attach a letter stating that you agree all the time, the Ministry can check your Bank Account.			
A.8	• Bid Security of \$ 5,000 in accordance with ITB, Clause 18.1.			
A.9	• Declaration (only required for foreign company), that will deliver only according to DDP location. FOB and CIF delivery will be rejected.			

SPECIFIC REQUIREMENTS AND CRITERIA

B	GENERAL EXPERIENCE/ REQUIREMENT	Weight	Score	W * Sc	
B.1	Evidence of bidder being in business of Cleaning Services and Sanitation (significant Years of operating in this bussiness)	5		0	
B.2	Evidence of current & previous contract of \$100,000,00 at least 2 client reference dealing with the RDTL - last 5 years - Cleaning Services and Sanitation capacity and frequency	5		0	
B.3	Evidence of current & previous contract of \$100,000,00 at least 2 client dealing with others countries - last 5 years - Cleaning Services and Sanitation capacity with evidence.	5		0	

B.4	Evidence of considered Annual income in past years.	5		0	
B.5	Non evidence of Profit/losses within the last 3 years.	5		0	
B.6	Customer national or international recommendations, at least 2, related to Cleaning Services and Sanitation for the amount \$100.000,00 each.	5		0	
Total Score Sub B		30		0	
C	SUPPLY SERVICES CAPACITY AND METHODOLOGY	Weight	Score	W * Sc	
C.1	The bidder did not offered alternative bids or in alternative proposed others options in order to cover the necessity to attend the list of requirements.	5		0	
C.2	The methodology to respond in time the requested (transport and storage, package size) via DDP location delivery.	5		0	
C.3	Evidence of replenishment plan for related materials.	5		0	
C.4	Working Schedule and delivery time plan.	5		0	
Total Score Sub B		20		0	
D	TECHNICAL/PROFESSIONAL REQUIREMENTS	Weight	Score	W * Sc	
D.1	Evidence of standard hygienic practices and procedures.	5		0	
D.2	Structure organization chart including job designation and corresponding number of personal	5		0	
D.3	Key personnel: (Name, designation, qualification, experience, CV attached).	5		0	
D.4	Evidence that all the specifications are filled in the correspondent form and attend to the requirements, as settled at IV, 4-19.	5		0	
D.5	Suppliers responsible personal section 1., clause 4	5		0	
Total Score Sub B		25		0	
E	COMERCIAL CAPACITY	Weight	Score	W * Sc	
E.1	Last quarter Bank statement/cash flow (last 3 months) bank references/ past & present litigation (a minimum of US \$ 60.000 of cash balance at the end of the period requested- close balance).	5		0	

E.2	Evidence of enough Liquid assets.	5		0	
E.3	Non Evidence of possibility of risc to the company to bankrupt.	5		0	
E.4	Evidence of inexistence of credit or advance payment received to meet cash flow for the banc account required.	5		0	
Total Score Sub C		20		0	
F	LOCAL DEVELOPMENT REQUIREMENT	Weight	Score	W * Sc	
F.1	Enhancement and supporting small to medium size of industry and business capability in Timor –Leste, Job criation of Timorese citizen; Bidder sponsored monitoring/coaching/training for professional or vocational skill transfer.	5		0	
Total Score Sub D		5		0	
TOTAL POINT B+C+D+E+F		100		0	
Maximum Value of Exceeded All Requirement				0	0%

Evaluation Team:

No.	Name	Date	Signature
1			
2			
3			
4			
5			
6			
7			

		Liquid hand soap, antigerm, ph neutral 500 ml	1 bottle of 500 ml	40	\$	\$	10	\$
2.3	Edifício do CFJJ	Tissue double sheet for toilet - roll 30mx10cm	1 roll	133	\$	\$	10	\$
		Hand towel Tissue double sheet - roll 30mx10cm	1 roll	107	\$	\$	10	\$
		Liquid hand soap, antigerm, ph neutral 500 ml	1 bottle of 500 ml	52	\$	\$	10	\$
2.4	Edifício da Defensoria Pública	Tissue double sheet for toilet - roll 30mx10cm	1 roll	110	\$	\$	10	\$
		Hand towel Tissue double sheet - roll 30mx10cm	1 roll	88	\$	\$	10	\$
		Liquid hand soap, antigerm, ph neutral 500 ml	1 bottle of 500 ml	12	\$	\$	10	\$
2.5	Edifício da DGSRN	Tissue double sheet for toilet - roll 30mx10cm	1 roll	169	\$	\$	10	\$
		Hand towel Tissue double sheet - roll 30mx10cm	1 roll	136	\$	\$	10	\$
		Liquid hand soap, antigerm, ph neutral 500 ml	1 bottle of 500 ml	72	\$	\$	10	\$
2.6	Edifício da SNC	Tissue double sheet for toilet - roll 30mx10cm	1 roll	180	\$	\$	10	\$
		Hand towel Tissue double sheet - roll 30mx10cm	1 roll	144	\$	\$	10	\$
		Liquid hand soap, antigerm, ph neutral 500 ml	1 bottle of 500 ml	40	\$	\$	10	\$
SUB TOTAL 2.								\$
3	Sanitation Services at all buildings including Prisons buildings in Becora, Gleno and Suai:							
3.1	Empty and clean the septic tank	Septic tanks all all buildings referred	1 m3	10	\$	\$	10	\$
3.2	Unblock the septic tank	Septic tanks all all buildings referred	1 meter	2	\$	\$	10	\$
3.3	Delivery at Prison Becora	Quotes for Delivery sanitation services at Prison Becora	1 delivery	1	\$	\$	3	\$
3.4	Delivery at Prison Suai	Quotes for Delivery sanitation services at Prison Suai	1 delivery	1	\$	\$	3	\$
3.5	Delivery at Prison Gleno	Quotes for Delivery sanitation services at Prison Gleno	1 delivery	1	\$	\$	3	\$
SUB TOTAL 3.								\$
Bid Price for Cleaning Services for Ministry of Justice, Timor-Leste (Subtotal 1 + Subtotal 2+ Subtotal 3)								\$

		Hand towel Tissue double sheet - roll 30mx10cm	1 roll	220	\$	\$	10	\$
		Liquid hand soap, antigerm, ph neutral 500 ml	1 bottle of 500 ml	40	\$	\$	10	\$
2.3	Edifício do CFJJ	Tissue double sheet for toilet - roll 30mx10cm	1 roll	133	\$	\$	10	\$
		Hand towel Tissue double sheet - roll 30mx10cm	1 roll	107	\$	\$	10	\$
		Liquid hand soap, antigerm, ph neutral 500 ml	1 bottle of 500 ml	52	\$	\$	10	\$
2.4	Edifício da Defensoria Pública	Tissue double sheet for toilet - roll 30mx10cm	1 roll	110	\$	\$	10	\$
		Hand towel Tissue double sheet - roll 30mx10cm	1 roll	88	\$	\$	10	\$
		Liquid hand soap, antigerm, ph neutral 500 ml	1 bottle of 500 ml	12	\$	\$	10	\$
2.5	Edifício da DGSRN	Tissue double sheet for toilet - roll 30mx10cm	1 roll	169	\$	\$	10	\$
		Hand towel Tissue double sheet - roll 30mx10cm	1 roll	136	\$	\$	10	\$
		Liquid hand soap, antigerm, ph neutral 500 ml	1 bottle of 500 ml	72	\$	\$	10	\$
2.6	Edifício da SNC	Tissue double sheet for toilet - roll 30mx10cm	1 roll	180	\$	\$	10	\$
		Hand towel Tissue double sheet - roll 30mx10cm	1 roll	144	\$	\$	10	\$
		Liquid hand soap, antigerm, ph neutral 500 ml	1 bottle of 500 ml	40	\$	\$	10	\$
SUB TOTAL 2.								\$
3	Sanitation Services at all buildings including Prisons buildings in Becora, Gleno and Suai:							
3.1	Empty and clean the septic tank	Septic tanks all all buildings referred	1 m3	10	\$	\$	10	\$
3.2	Unblock the septic tank	Septic tanks all all buildings referred	1 meter	2	\$	\$	10	\$
3.3	Delivery at Prison Becora	Quotes for Delivery sanitation services at Prison Becora	1 delivery	1	\$	\$	3	\$
3.4	Delivery at Prison Suai	Quotes for Delivery sanitation services at Prison Suai	1 delivery	1	\$	\$	3	\$
3.5	Delivery at Prison Gleno	Quotes for Delivery sanitation services at Prison Gleno	1 delivery	1	\$	\$	3	\$
SUB TOTAL 3.								\$
Bid Price for Cleaning Services for Ministry of Justice, Díli, Timor-Leste (Subtotal 1 + Subtotal 2+ Subtotal 3)								\$