



MINISTÉRIU
SAÚDE



Diresaun Nasional
Aprovisionamento

IFB No: RDTL-MS-DNA-ICB-19-022A

Date: 30 May 2019

INVITATION FOR BIDS (IFB)

1. Ministry of Health on behalf of The Democratic Republic of Timor-Leste is inviting National and International interested eligible bidders to submit Bids to Provide Catering Services for HoRex, Baucau (Retender)
2. The procurement process will be conducted through International Competitive Bidding (ICB). The bidding shall be conducted in a Single Stage two envelope procedure, wherein the Technical Bids (Original and 2 copies) and Financial Bids (Original and two copies) in separately sealed envelopes shall be submitted together in one Envelope addressed to: Mr. Domingos S. Fernandes, Head of Procurement Department, Planning & Public Contracts, National Procurement Directorate, Ministry of Health, Project Name, Project Number, Submission Date and warning statement "**Do not open before 14 June 2019, 10:00 AM**". Late bids will not be accepted. Bid Proposal shall be valid for a period of 90 days after submission date and accompanied by Bid Security in Bank Format which must be valid for 118 days from submission date.

3. Qualification and Evaluation Criteria

Bid evaluation shall be undertaken in two stages. The first stage will be the Evaluation of Technical Proposals applying the technical evaluation criteria, sub-criteria, 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 proposals 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 proposal score = $500 (X / Y)$.

The final ranking shall be determined by combining the Technical and Price scores, applying a **Technical: Price Ratio of 30:70**.

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:

Nos	Essential Criteria	Comply (Pass/Fail)	Accept Technical Evaluation (Pass/Fail)
1	Technical Submission Sheet		
2	Signatory to the offer is authorized to commit the Bidder as evidenced by a Power of Attorney if the company director is represented by other party		
3	Authenticated copy of a Valid Business Registration		
4	Authenticated copy of Valid Tax Payment Certificate		
5	Bid Security, Bank Format USD 7,500.00 (Put in Technical Proposal)		
6	Prebid Meeting Attendance (Mandatory) June 05, 2019 @ 10:00 AM		
7	Agreement between Company and Supplier of Raw Material for Hospital Catering purposes in accordance with approved MoH Menu		
8	Master Cook/Chef (Submit CV & Certificate)		

Only those Bidders which passed the Step 1 evaluation shall be considered further in the Step 2 - Technical evaluation which is to evaluate and score the technical proposals on the criteria and scoring system provided below:

Evaluation Criteria	Minimum Requirements	Evaluation Weight
1. Catering Service Experience		30 points
General experience of minimum 3 years in the area of providing Catering Services for public or private organization with a total contract value of USD 250,000.00 in last 6 years		

(Handwritten signature)

Evaluation Criteria	Minimum Requirements	Evaluation Weight
2. Financial Capacity		
Cash Flow Capacity The bidder must have liquid assets and /or line of credit facilities net of other contractual commitments and exclusive of any advance payments which made under the contract not less than USD 210,000.00 (Pls. submit Bank Statement within 3 months from submission date)		25 points
3. Local Development Requirement		
Bidder's capacity development plan and bidder's commitment letter for local development through implementation of this bid proposal (capacity building, skill transfer plan and strategy of bidders for local development)		10 points
4. a Catering Service Equipment (Please refer to attached Kitchen Equipment required by HoRex, Baucau)		
4.b Catering Service Transportation (Please submit photos and Registration documents)		
5. Catering Personnel (Submit CVs and Certificates of key personnel)		
1	General Supervisor	
2	Nutritionist	
3	Cooks	
4	Food Server	
Total		100 points

The scoring shall be in accordance with the following table:

Score	Score Definition
0	Not acceptable, has not met any reasonable criteria
1	Has only meet few minimum requirements, and is not acceptable
2	Has only meet some minimum requirements but not all, and may not be acceptable
3	Has meet most of the minimum requirements, and may be acceptable
4	Has meet all of the minimum requirements, and is acceptable
5	Has meet and exceeded all requirements, and is acceptable

4. The Bidding Document, in English Language can be purchased from Ministry of Health, National Directorate of Procurement at Caicoli, Dili for a nonrefundable fee of amount in USD 20.00 (Twenty United States Dollars). The Bidder should deposit the fee amount in Banco Nacional de Comercio de Timor Leste (BNCTL) Dili, Timor-Leste A/C Number 2100216684712 (IBAN TL380040210021668471217) and proof of deposit should be provided to procurement office of Ministry of Health.

5. Further clarification or information regarding the document can be obtained from the following :

Domingos S. Fernandes
 Planning and Public Contracts Department
 National Procurement Directorate
 Ministry of Health, Palacio das Cinzas, Caicoli
 Dili, Timor Leste
 Tel No. +670 333666000
 Email: aprovisionamento1@gmail.com

6. The Bidding Document can be purchased by the bidder from 30 May 2019 until **13 June 2019**, time 1600 hours' local time.

Yours Sincerely,

 Agapito da Costa, SE
 National Procurement Director