

Minutes of Meeting

Subject	Pre-Bid Meeting for EIA Study Project (ITB/TG/015/002)	No.	
Date	05 August 2015	Time	10:00am – 12:00pm
Location	TIMOR GAP, E.P Conference Room Timor Plaza, Dili Timor-Leste	Minute Taker	Carmelita Baptista, Domingos E do Espirito Santo
TG Attendees	<ol style="list-style-type: none"> 1. Rony Zoel da Costa, OHSE Director 2. Vicente Pinto, RPSU Director 3. Domingos Freitas, Procurement Manager 4. Roberto Belo, Process Engineer 5. Domingos E. do Espirito Santo, Procurement Assistant 6. Francisco Pinto, Procurement Officer 7. Carmelita Baptista, Process Engineer 8. Elvina da Silva, Process Engineer 9. Madalena Viana, Environmental Engineer 10. Edmundo Soares, Operation Engineer 		
Bidders Attendees	<ol style="list-style-type: none"> 1. GHD 2. D'atelier Eight Unip LDA 3. Intersismet Asia 4. PT. Phitagoras Global 5. ISQ Timor-Leste 6. WorlyParsons 7. Zeanlloyd Oil Asia 8. PT. Hatfield Indonesia 9. PT. Sucofindo (Persero) 		

Key Points		
No.	Topic	Highlights
1.	Introduction	Thanking bidders for their presence and highlight the agenda of the pre-bid meeting
2	Safety Briefing	Provide safety briefing about the TIMOR GAP Office and its safety facilities, safety procedure, emergency exit, evacuation points. etc.
3	Opening	Welcome bidders. Brief information about TIMOR GAP. Explain the objectives of the Project are to identify environment impact, social economic impact, etc. and recommend mitigation until obtained EIA license.

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		Highlight Scope of the work and project Location
4.	Commercial Overview	<ol style="list-style-type: none"> 1. INSTRUCTION TO BIDDERS: <ul style="list-style-type: none"> - Validity of proposal - Correspondence during proposal period - Deadline submission of proposal EVALUATION METHOD: <ul style="list-style-type: none"> - vendors eligibility - technical evaluation - commercial evaluation 3. EVALUATION CRITERIA: <ul style="list-style-type: none"> - Technical competence & expertise of the firm - Key personnel - Methodology & execution strategy - Local participation - Proposal evaluation, technical & commercial 4. CONTENT OF PROPOSAL <ul style="list-style-type: none"> - Sign acknowledgment letter - Technical competence & expertise of the firm - Execution strategy - Key personnel - Local participation
5.	Technical Overview	<ol style="list-style-type: none"> 1. Instruction: <ul style="list-style-type: none"> - TIMOR GAP as Stated Own Company - Betano Refinery is to secure domestic fuel demand & Security energy - To obtaining EIA license 2. Objective of EIA Study: <ul style="list-style-type: none"> - To identify the nature extent of major environment impact - To identify significant environment impacts (both positive & negative) - To identify social & economic impacts that related from the propose project - To identify the qualitative environment cost & benefits - To recommend mitigation measures 3. Project description: <ul style="list-style-type: none"> - component 1 & 2 4. EIA Study Plan: <ul style="list-style-type: none"> - Previous study - Scope of Work 5. EIA Study Deliverables:

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		<ul style="list-style-type: none"> - Progress Report - Final Report - two separate environmental license - summary of project timeline
	Question	Answer
	<p>Q1. The price for each component or all total components?</p> <p>Q2. Shall we propose two separate prices for each component?</p> <p>Q3. What is the condition of baseline information that you had?</p> <p>Q4. It's possible to get project documents in related to NDA?</p> <p>Q5. The study is cover the tank farm jetty in suai?</p> <p>Q6. What is the fix number of down payment?</p> <p>Q7. Should consultant do another public consultation? & who is cover for public consultation cost?</p> <p>Q8. Part C of The ITB stated that; only regulars engineering team & CV but shows on your presentation mentioned about an</p>	<p>A.Q1) The financial proposal will be in Lump Sum Price/Fixed Price, however, you are requested to provide your breakdown price cover Man Hour Rates, Accommodation, Daily Allowance, Communication Fee etc.</p> <p>A.Q2) Price can be proposed by each component and combined thereafter in lump sum price with its breakdown. However, contract will not be separated as we want only one contract covered two components. You can find in ITB package, there are two components; component one. Refinery area and water supply, component two is pipeline route, and there are also two separate (ToR)</p> <p>AQ.3) It will be possible to provide you baseline information, for your understanding that, this is the real condition that we have, some of EIA study has been done by Worley parsons, probably the main things is to develop more the outcomes of EIA study, just go to site for one or two weeks and come back to combine all the data. During the bidding process, we sure that we will able to provide all data that are available.</p> <p>A.Q4) Absolutely, TG will provide you documents or will be publish in TG website.</p> <p>AQ.5) No,</p> <p>AQ.6 TG only allow to pay down payment not exceed 10% of the total contract price.</p> <p>AQ.7 Yes, the consultant should cover the cost for public consultation. However project owner has been conducted several public consultation in three districts such as Manufahi, Ainaro and Suai, and then continues with ToR.</p> <p>AQ.8 For instance; in CV stated that the key person is obtained the degree in specific field as required. However bidder should submit the diploma or certificate as proven</p>

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	<p>update CV, diploma and certificate?</p> <p>Q9. When are you expecting to finalize this tender and start execute the project?</p> <p>Q10. The area of EIA study is any construction there?</p> <p>Q11. We notice in your presentation that the weight for Local Content is 10 but in ITB document stated 5</p>	<p>document. Part C, Content of Proposal is containing the information/documents required to facilitate bidders when submitting their bids, however if anything missing then evaluation criteria shall govern</p> <p>A.Q9) As presented in the time line, we are expecting to start the project execution in early of October. Upon the deadline of 19 August, we will conduct the technical evaluation and for those bids pass the minimum passing score will be enter into financial evaluation. And, we are expecting to finalize it before the end of September. However if the process of the evaluation is going faster, the project can be start earlier before October.</p> <p>A.Q10) The area is wasteland/empty land.</p> <p>A.Q11) As informed earlier, based on article 7 of the ITB, any change/revise to the ITB shall be issued through addendum. Therefore, we prepare the addendum I of this ITB and we are going to distribute to you now. The weight has been revised from 5 to 10. This addendum will be posted in our web.</p>