



INSTITUTO NACIONAL DE SEGURANCA SOCIAL

INTERNATIONAL COMPETITIVE BIDDING (ICB)

REQUEST FOR PROPOSAL CONSULTANTS SERVICES-FIRM SELECTION

For

Development & Implementation of Social Security Information System (SISS)

RFP No: 01/INSS/X/2019

DATE: 01ST October 2019

1. The Democratic Republic of Timor Leste (DRTL), National Institute of Social Security (NISS) or Instituto Nacional de Seguranga Social (INSS) is inviting interested Qualified National & International Consultant Firm, to submit Proposal for Development and Implementation of Social Security Information System (SISS). It will be funded by Portuguese Cooperation. A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. Interested Consultants should provide information that they have the required qualifications and relevant experience to perform the Services. The evaluation criteria are: *evidence of experiences gained in the last 5 years: experience in handling similar projects in developing countries preferable in the same sector and the firm have suitability technical knowledge in this project as well as have personal structure and key personal sounds*. The competencies, which will be evaluated, are detailed in the Scope of Works and Technical Specifications and Standards.
2. Your Proposal shall remain valid for a period of **90** days after the last submission date of **15th November 2019**. During this period your firm shall maintain the availability of all the technical staff nominated in the Proposal.
3. The bidding proposal with Term of Reference of the scope of works and technical specification may be obtained with writing letter of interest to the e-mail: seguranca.socialtl@gmail.com . After that the bidding proposal include Standard Instruction to Bidder and evaluation criteria will sent to your consultant firm before **31ST October 2019**. Bidder may also obtained information from **Website :www.mss.gov.tl**
4. Interested parties must submit, their Proposal by hand or courier to The Address bellow:

National Institute of Social Security (NISS) or Instituto Nacional de Seguranga Social (INSS)-Procurement Unit, Caicoli Street, Dili Timor-Leste.

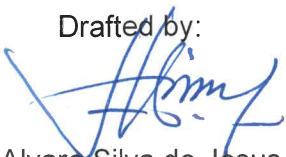
Attention : Mrs. Aida Maria Soares Mota

Po Box :591 Telephone : +670 77326929, 77018866.

With Stating full name, address, e-mail, telephone and fax number of the interested party, name of the principal contact, and signed by an authorized representative. Only interested parties that submit the proposal before or by the Submission Deadline shall be considered for evaluation.

5. Any additional information, clarification, correction of errors or modifications of bidding documents will be distributed to all the bidders prior to the deadline for receipt to enable bidders to take appropriate actions.
6. The Proposals will be opened in the presence of the Tender Committee after the closing of the Tender.
7. To assist in the examination, evaluation and comparison of Proposals, INSS may at its discretion, ask the bidder for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
8. The Tender Committee will carry out a preliminary examination of the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.
9. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price, the lower price shall prevail and the higher price shall be corrected. If the bidder does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.
10. Any suggestion please email to: seguranca.socialtl@gmail.com; joao.correia@mss.gov.tl; adelino.silva@mss.gov.tl

Drafted by:


Alvaro Silva de Jesus
Chief of Proc. Department

Verified by:


Rogério Nelson Alves Leong
Chief of Finance Department

Approved by:


Aida M. Soares Mota
Executive Director

