

Pre- Proposal Conference

**Consultancy Services for Pre-Front End Engineering Design
(Pre-FEED) Study for LNG Plant TIMOR-LESTE**

RFP/045/MPRM-2014

7 August 2014, 10:00 hours

Important Points

- Method of selection: **QUALITY- and COST-BASED SELECTION (QCBS) with modification**
– **In accordance with the applicable law, the Employer shall open the Financial Proposals of only the first-rank and second-rank Consultants based on the technical evaluation scores.**

Important Points

- Proposals must be submitted not later than **27 August 2014 at 1500 Hrs** Timor-Leste time.
- Any proposal received by the Employer after the deadline for submission shall be returned unopened.
- Clarifications may be requested not later than **Fourteen (14) days (August 14, 2014)** before the deadline of proposal submission.

Important Points

- Proposals must remain valid **NINETY (90) DAYS** after the deadline of proposal submission.
- **Written power of attorney** in favor of the authorized person who signs the Proposal is required.

Important Points

- Consultants shall express the price of their services in **United States Dollar**.
- The Proposal as well as all related correspondence exchanged by the Consultants and the Employer, shall be written in the **English** language.

Important Points

- Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.
- Submission letters for both Technical and Financial Proposals should be in the format of TECH-1 of Section 3 and FIN-1 of Section 4, respectively. **Check clearly the attachments required for each form.**
- An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.

Important Points

Joint Venture (JV):

- The Joint Venture Agreement shall expressly **indicate that partners are jointly and severally liable to the Employer.**
- A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.

Important Points

- The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one as stated in the Data Sheet.

Important Points

- Zero rating resulting in disqualification of an expert will be given to a nominated expert in particular circumstances, if
 - The expert is proposed for a national position but is not a citizen of that country or the expert failed to state his citizenship on the CV. (TECH-6)
 - The expert's CV is not signed. (TECH-6)
 - The CV is not in the required format. (TECH-6)
 - The expert is a current employee of the Employer. (ITC 6.3/TECH-6)
 - The Consultant and the expert failed to disclose any situation of an actual or potential conflict of interest about the expert. (ITC 3)

Important Points

- The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.
- The format of the Technical Proposal to be submitted is: **Full Technical Proposal (FTP).**

Important Points

- The original and 3 copies of the Technical Proposal and CD copy shall be placed inside of a sealed envelope clearly marked "TECHNICAL PROPOSAL".
- Original Financial Proposal and CD copy shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL".
- The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed.

Important Points

- If the Technical and Financial Proposals are not submitted in separate sealed envelopes as required, the Employer shall reject the Proposal.
- The Consultant must submit:
 - (a) Technical Proposal: one (1) original and three (3) copies and one (1) CD
 - (b) Financial Proposal: one (1) original and one (1) CD

Technical Evaluation

- **Technical Evaluation:** Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are those indicated in the Evaluation Sheets attached to the Data Sheet of the RFP.
- The minimum technical score required to pass is **750** from a maximum of **1,000 points**.
- A Proposal shall be rejected if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score.

Technical Evaluation Criteria

I. Qualification of the Firm: 200 points

- a) Corporate experience in performing consulting services in the oil and gas industry including industry standard certifications -80 points
- b) Proven track records and experience in Engineering Designs Studies (Concept Selection, Pre-FEED, FEED, Detailed Engineering, etc.) of LNG liquefaction Plants of similar magnitude -100 pts
- c) Experience in consultancy projects in Timor-Leste or in similar region (Southeast Asian countries) – 20 points

Technical Evaluation Criteria

II. Approach and Methodology: 350 points

- a) Understanding of Objectives: 50 points
- b) Quality of Methodology (including execution plan, QA/QC plan, tools/software utilized, etc.): 150 points
- c) Innovativeness/ Comments on the TOR: 40 points
- d) Work Program & deliverable milestones : 80 points
- e) Personnel Schedule: 30 points

Technical Evaluation Criteria

III. Personnel (Areas of Expertise): 450 points

- a) Project Manager/Team Leader - 70 points
- b) Lead Engineer/Senior Process Engineer - 50 points
- c) Process Engineer - 40
- d) Civil Engineer- 40 points
- e) Mechanical/Piping Engineer – 40 points
- f) Electrical/Instrumentation Engineer- 40 points
- g) QHSE Specialist- 40 points
- h) QA/QC Engineer - 40 points
- i) Cost/Contract Engineer - 40 Points
- j) Other proposed key expert(s) - 50 Points

Technical Evaluation Criteria

- Evaluation of Personnel will be done as follows:
 - General Qualifications: 15%
 - Project-Related Experience: 75%
 - Experience in Timor-Leste or similar region: 10%

Technical Evaluation Criteria

- **Rating:**
 - Excellent - 100%
 - Very Good - 90%
 - Above Average - 80%
 - Average - 70%
 - Below Average - 50%
 - Non-complying - 0%

Financial Evaluation

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 1000.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as follows:

$Sf = 1000 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest offered price and "F" is the offered price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:
T = 80% and P = 20%

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.

Important Points

- The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract.
- Information on the Consultant's tax obligations in the Employer's country can be found at
<http://www.mof.gov.tl/en/TLRS/DomesticTax/TaxGuidesAndForms/taxguide/>

Important Points

- Lump Sum Contract
- Estimated budget for the assignment:
USD 5 Million (inclusive of taxes)

Thank You