



Letter of Invitation

RFP No.: RFP/01/MPRM-2023

15 AUGUST 2023

1. The Government of Timor-Leste is inviting proposals from qualified firms for the:
Consulting Services For Independent Administrator to Prepare and Reconcile the Timor Leste EITI 14th and 15th Reconciliation Reports, MSWG Work Plan Consultation and refinements of the new EITI standard 2023 to MSWG work plan.
2. Funding for these Services will be made from the Assistant Technical Budget of the Government of the Democratic Republic of Timor-Leste.
3. The project is located in Dili, Timor-Leste.
4. The Scope of Services covers the preparation of EITI Reports for FY 2021 and 2022, MSWG Work Plan Consultation and refinements of new EITI standard 2023.
5. In accordance with the EITI Standard with full assurance on the contextual information and comprehension of the report in accordance with new EITI Standard. Produce a final report in English and Portuguese. The final report shall present on aggregated and disaggregated basis of all Industry company payments and government receipts, including breakdown by Industry companies, Government institutions and type of payments in accordance with the agreed EITI template. Furthermore the report shall also address the EITI Timor-Leste implementation of recommendations in the previous EITI report and validation report.
6. A firm will be selected under the **Quality-and Cost-Based Selection (QCBS)** procedures as described in the RFP Documents.
7. The bidding shall be conducted as a two envelope procedure, wherein the Technical Proposal and Financial Proposal shall be submitted together in separately-sealed envelopes and mark “confidential” with the attention to “name of National coordinator or procurement officer”.
8. Participation in this bidding process is open to firms affiliated with the International Federation of Accountants. Other qualification requirements are detailed in the RFP.
9. Once the firm been selected and notified, it is required to be incorporated in Timor-Leste according to company law No. 10/2017 on May 17 and company registration law No. 16/2017 on May 17 as well as business Licensing Law 83/2022 and 34/2017 to obtain TIN – Tax Identification Number prior to sign the contract.

Rua Avenida: Motael-Farol
Dili, Timor Leste
PO.BOX.171
TLP::3339178
Mobile:+670 77755312
Email: secretariat@tleiti.mpm.gov.tl
Website: <https://tleiti.mpm.gov.tl/>

10. The firm (bidders) shall provide with its proposal the Country of Origin Business Registration or Timor – Leste Business Registration including TIN – Tax Identification Number and Certidão de Dívidas (for local company).
11. The RFP is available free-of-charge to any interested firm by sending a written request by email after which a PDF copy of the RFP will be sent also by email.
12. The proposals must be received in the Tender Box located in EITI Office or by email no later than **15:00 PM** local time on **31 August 2023**. Late proposals will be rejected.


Delivery by Email: (tenderbox.ia@gmail.com)

Delivery by hand or courier to:

Secretariado Nacional EITI Timor-Leste
Rua Avenida: Motael-Farol
Dili, Timor Leste
PO.BOX.171

13. Technical Proposals will be opened immediately after the closing time for the submission of the proposals at the same address specified above in the presence of consultants who wish to attend.
14. Requests for further information should be made by email and directed to **Ms. Emilia dos Santos de Jesus**, EITI National Coordinator at Street Motael Farol, Dili, Timor-Leste on secretariat@tleiti.mpm.gov.tl or edejesus@tleiti.mpm.gov.tl

Yours Sincerely


Dr. Francisco da Costa Monteiro
Minister of Petroleum and Minerals Recourses

Rua Avenida: Motael-Farol
Dili, Timor Leste
PO.BOX.171
TLP::3339178
Mobile*+670 77755312
Email: secretariat@tleiti.mpm.gov.tl
Website: <https://tleiti.mpm.gov.tl/>