



DELIBERASAUN N. 01/I/CAFI/2024

Conselho de Administração do Fundo das Infraestruturas – CAFI, bazeia ba artigo 10º (1) e (3) DL No.13/2016, 18 de Maio, realiza reuniaun extraordinária iha loron tersa-feira, 16 de janeiru de 2024, e halo deliberasaun ba assunto tuir mai ne'e:

**Asuntu:** Aprovasaun e konfirmasaun ba despesas projetu Government Resource Planning Solutions & Supporting IT Infrastructure- System Implementation & Support Agreement - SSS/052/MOF-2023, kompanhia FreeBalance, Inc.

- a. Extensaun kontratu ba fulan 12 hahu husi 01 janeiro ate 31 dezembru 2024 ba *Product Support & Maintenance ("PSM")*.
- b. kustu kontratu 2024 mak US\$ 1,182,434.00.

**Proponente:** Ministério das Finanças– MdF.

**Notas/justifikasaun:**

- Agendamento ba KAFI bazeia ba Memorandum nº 176/GSIIJF/MoF/XII/2023, data 27 de dezembro de 2023;
- Bazeia ba carta ho no. Ref.: 077/CNA/XII/2023, data 27 de dezembro de 2023, ho assuntu: Transmissão do Contrato Freebalance de 2024;
- Alokasaun FI 2024: \$ 2 milhoes ;
- Agreement - SSS/002/MOF-2023 ba 2023 *Product Support & Maintenance ("PSM")* total valor \$ 1,146,879.00; amenda ba kontratu Agreement - SSS/052/MOF-2023, ba 2024 *Product Support & Maintenance ("PSM")* total valor \$ 1,182,434.00;
- Aprovasaun CAFI ba despezas, bazeia alinea 1 (b) artigo 5.º ba DECRETO-LEI N.º 23/2022 de 19 de Maio, COMPETÊNCIA PARA A AUTORIZAÇÃO DE DESPESA;
- Prosedimentu konaba extensaun kontratu ho kustu adicional sei lao tuir kontratu ezistente ho regras sira haktuir iha DL no.5/2024 data 18 de janeiro, konaba ezekusaun OGE 2024;
- Projeto nain (MdF) sei assume responsabilidade ba koordenasaun entre entidade relevantes ba implementasaun projeto ne'e, e ba supervizaun, monitorizasaun e akompanhamentu ba projeto ne'e iha faze implementasaun, e sei garante kualidade servisu tuir spesifikasiuna nebe aprova ona;



**IX GOVERNO CONSTITUCIONAL**  
**MINISTÉRIO DO PLANEAMENTO E INVESTIMENTO ESTRATÉGICO**  
**FUNDO DAS INFRAESTRUTURAS**



Conselho de  
Administração

- Aprovasaun CAFI bazeia ba proposta ho dokumenus rekomendasau tékniku no jurídico husi projetu na'in nebe aprezenta ona iha reuniaun CAFI data 16 janeiro 2024;
- Lista projetu:

Deskrisaun Projetu	Montante Verifikasi saun ADN.IP	Alokasaun orsamentu FI 2024	Aprovasaun e konfirmasaun ba despesas
<p><b>Naran:</b> Government Resource Planning Solutions &amp; Supporting IT Infrastructure- System Implementation &amp; Support Agreement;</p> <p><b>Empreza:</b> FreeBalance, Inc.</p> <p><b>Numeru:</b> SSS/052/MOF-2023.</p>	<p>2024 Product Support and Maintenance (“PSM”) US Dollars <b>1,182,434.00,-</b></p>	<p>\$2 milhoes (atividade: 0231309/FreeBalance)</p>	<p>CAFI (DECRETO-LEI N.º 23/2022 de 19 de Maio)</p>

**Rekomendasaun:**

1. CAFI atu aprova kustu estimativa ba extensaun kontratu ba fulan 12 hahu husi 01 janeiro ate 31 dezembru 2024 ba Product Support & Maintenance (“PSM”) ho kustu US\$ 1,182,434.00;
2. CAFI atu konfirma no aprova finansiamentu e despezas ba projetu Government Resource Planning Solutions & Supporting IT Infrastructure- System Implementation & Support Agreement (FreeBalance Contract 2024) - SSS/052/MOF-2023 e CAFI atu konfirma no aprova proposta MdF hodi utiliza dotasaun orsamentu iha Programa: Gestão das Finanças Públicas / sub-program: Programa do Setor Financeiro bazeia ba justifikasaun nebe hato'o ona iha paragrafu sira anterior;
3. Prosedimentu konaba extensaun kontratu ho kustu adicional sei lao tuir kontratu ezistente ho regras sira haktuir iha DL no. 5/2024 data 18 de janeiro, konaba ezekusaun OGE 2024;
4. MdF konfirma katak sei asume responsabilidade ba monitorizasaun e akompanhamentu ba ezekusaun projetu ne'e;

**Desizaun:**

1. CAFI konfirma e aprova: Finansiamentu e despezas ba Projeto Government Resource Planning Solutions & Supporting IT Infrastructure- System Implementation & Support Agreement (FreeBalance Contract 2023) - SSS/052/MOF-2023 ba empreza FreeBalance Inc., Extensaun kontratu ba fulan 12 hahu husi 01 janeiro ate 31 dezembru 2024 ba *Product Support & Maintenance (“PSM”)* ho kustu US\$ 1,182,434.00;

DELIBERAÇAUN N.º 01/I/CAFI/2024

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*Ene*

*PF*



2. Prosedimentu konaba extensaun kontratu ho kustu adicional sei lao tuir kontratu ezistente ho regras sira haktuir iha DL no.5/2024 data 18 de janeiro, konaba ezekusaun OGE 2024;
3. Tabela – Lista aprovasaun CAFI:

Deskrisaun Projetu	Montante Verifikasi saun ADN.IP	Alokasaun orsamentu FI 2024	Aprovasaun e konfirmasaun ba despesas
<b>Naran:</b> Government Resource Planning Solutions & Supporting IT Infrastructure- System Implementation & Support Agreement; <b>Empreza:</b> FreeBalance, Inc. <b>Numeru:</b> SSS/052/MOF-2023.	2024 Product Support and Maintenance (“PSM”) US Dollars <b>1,182,434.00,-</b>	\$2 milhoes (atividade: 0231309/ FreeBalance)	CAFI (DECRETO-LEI N.º 23/2022 de 19 de Maio)

Aprovado husi CAFI iha loron 16 de Janeiro de 2024.

**O Conselho de Administração do Fundo das Infraestruturas**



**Gastão Francisco de Sousa**

Ministro do Planeamento e Investimento Estratégico



**Santina José Rodrigues Ferreira Viegas Cardoso**

Ministra das Finanças



IX GOVERNO CONSTITUCIONAL  
MINISTÉRIO DO PLANEAMENTO E INVESTIMENTO ESTRATÉGICO  
FUNDO DAS INFRAESTRUTURAS



Conselho de  
Administração



Miguel Marques Gonçalves Manetelu  
Ministro dos Transportes e Comunicações



Samuel Marçal  
Ministro das Obras Públicas



IX GOVERNO CONSTITUCIONAL  
MINISTÉRIO DO PLANEAMENTO E INVESTIMENTO ESTRATÉGICO  
FUNDO DAS INFRAESTRUTURAS



Conselho de  
Administração

**Annexo:**



REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE  
Ministério do Planeamento e Investimento Estratégico  
Fundo das Infraestruturas  
Secretariado dos Grandes Projetos

NOTA DE DESPACHO

1. ORIGEM DO DOCUMENTO

Nº Ref.: 176/GSIIJF/140F/XII/2023

Data do Documento: 27/12/2023

Proveniência do Documento

GSIIJF-140F

2. DETALHES DO DOCUMENTO

Data Entrada do Documento: 28/12/2023

Enviado ao:  
1. Sr/a Mauricio Borges

2. Sr/a \_\_\_\_\_

3. Sr/a \_\_\_\_\_

4. Assessores Nacionais / Internacionais

Assunto:

Pedidu husu autoritascaun Despesa husi kafé ba kontralu.  
freebalance 2024

3. INSTRUÇÃO DO DIRETOR DO SGP

Data do Despacho: 28/12/2023

Para Sr/a:

1. Sr/a Maria Viana

2. Sr/a \_\_\_\_\_

3. Sr/a \_\_\_\_\_

Despacho:

Mauricio L. Borges

Assinatura:

Mauricio Borges



Unidade Sistema Integrado Informatica  
Jestaun Finanseira



"Seja um bom cidadão, seja um novo herói para a nossa Nação"

MEMORANDUM nº 176/GSIIJF/MoF/XII/2023

Hato'o ba : Diretor Ezekutivu SGP , Sr. Mauricio Borges

Husi : Venceslau Quintao Guterres  
Diretor Geral Sistema Integrado de Informação de Gestão Financeira

CC : S.E Sra. Ministra das Finanças, Santina J.R.F.Viegas Cardoso  
: S.E. Sra. Vice Ministra das Finanças, Felicia Claudinanda Cruz Carvalho

Data : 27-12-2023

Klasifikasi: Urjente

Asuntu : Pedidu Husu Autorizasaun Despesa husi KAFI ba Kontratu FreeBalance 2024



Exmo' Senhora Diretor Ezekutivu SGP

Ho Respeitu,

Ho karta ida ne'e IFMISU hakarak mai informa ba **Senhora Diretor Ezekutivu, Sekretariadu Grande Projetu (SGP)** , katak Kontratu FreeBalance nian ba tinan 2024 husi CNA Konklui ona Prosesu Elaborasaun Kontratu nune CNA haruka ona karta dukumentus kontratu FreeBalance nia mai MoF hanesan iha anexo. Antes atu selebra kontratu FreeBalance tuir Decreto – Lei no.23/2023 Persiza hetan Autorizasaun Despesa husi KAFI ho nune Husu Apoiu husi SGP atu proseza Prosesu ida ne'e urjente.

Mak ne'e deit hato'o obrigado wain ba apoiu



MINISTÉRIO DO PLANEAMENTO  
E INVESTIMENTO ESTRATÉGICO  
  
IX GOVERNO CONSTITUCIONAL



Comissão  
Nacional de  
Aprovisionamento

Ref: 077/CNA/XII/2023

**Data:** 27 de Dezembro de 2023

**Para:** **Sr. Venceslau Quintão Guterres**  
Diretor-Geral, Gabinete do Sistema Integrado de Informação de Gestão Financeira -  
MdF

**Projeto:** **Declaração de trabalho de serviços adicionais para soluções de planeamento de recursos governamentais e infraestruturas de apoio de Tecnologia Informática para o ano de 2024 - Contrato de Implementação e Apoio ao Sistema (SSS/052/MOF-2023)**

**Assunto:** Transmissão do Contrato Freebalance de 2024

Exmo Sr. Diretor-Geral,

A Comissão Nacional de Aprovisionamento (CNA) concluiu a elaboração do contrato para o projeto em epígrafe e apresenta-o, por este meio, ao Vosso Ministério, para que se proceda à fase de implementação. Solicitamos, portanto, ao Ministério das Finanças que obtenha a devida autorização de despesa por parte do CAFI nos termos do Decreto-Lei nº 23/2022 antes de se proceder com a assinatura do contrato em questão.

Mais solicitamos ao Ministério das Finanças que organize posteriormente a referida assinatura de contrato com a *FreeBalance, Inc.*, fornecendo, posteriormente, uma cópia do contrato assinado à CNA, à ADN e ao SGP para efeitos documentais.

Agradecendo antecipadamente a atenção dispensada, subscrevo-me apresentando os meus melhores cumprimentos.

Hermingardo Albano Soares

Presidente da CNA



Em anexo:

- Contrato com anexos



**Unidade Systema Integrado Informatica  
Jestaun Finanseira**



*"Seja um bom cidadão, seja um novo herói para a nossa Nação"*

**MEMORANDUM nº 176/GSIIJF/MoF/XII/2023**

Hato'ba : Diretor Ezekutivu SGP , Sr. Mauricio Borges

Husi : Venceslau Quintao Guterres  
Diretor Geral Systema Integrado de Informação de Gestão Financeira

CC : S.E Sra. Ministra das Finanças, Santina J.R.F.Viegas Cardoso

: S.E. Sra. Vice Ministra das Finanças, Felicia Claudinanda Cruz Carvalho

Data : 27-12-2023

Klasifikasiun: Urjente

**Asuntu : Pedidu Husu Autorizasaun Despesa husi KAFI ba Kontratu FreeBalance 2024**



**Exmo' Senhora Diretor Ezekutivu SGP**

Ho Respeitu,

Ho karta ida ne'e IFMISU hakarak mai informa ba **Senhora Diretor Ezekutivu, Sekretariadu Grande Projetu (SGP)**, katak Kontratu FreeBalance nian ba tinan 2024 husi CNA Konklui ona Prosesu Elaborasaun Kontratu nune CNA haruka ona karta dukumentus kontratu FreeBalance nia mai MoF hanesan iha anexo. Antes atu selebra kontratu FreeBalance tuir Decreto – Lei no.23/2023 Persiza hetan Autorizasaun Despesa husi KAFI ho nune Husu Apoiu husi SGP atu proseza Prosesu ida ne'e urjente.

Mak ne'e deit hato'o obrigado wain ba apoiu



MINISTÉRIO DO PLANEAMENTO  
E INVESTIMENTO ESTRATÉGICO

IX GOVERNO CONSTITUCIONAL



Comissão  
Nacional de  
Aprovisionamento

Ref: OF7/CNA/XII/2023

**Data:** 27 de Dezembro de 2023

**Para:** **Sr. Venceslau Quintão Guterres**  
Diretor-Geral, Gabinete do Sistema Integrado de Informação de Gestão Financeira -  
MdF

**Projeto:** **Declaração de trabalho de serviços adicionais para soluções de planeamento de recursos governamentais e infraestruturas de apoio de Tecnologia Informática para o ano de 2024 - Contrato de Implementação e Apoio ao Sistema (SSS/052/MOF-2023)**

**Assunto:** Transmissão do Contrato Freebalance de 2024

Exmo Sr. Diretor-Geral,

A Comissão Nacional de Aprovisionamento (CNA) concluiu a elaboração do contrato para o projeto em epígrafe e apresenta-o, por este meio, ao Vosso Ministério, para que se proceda à fase de implementação. Solicitamos, portanto, ao Ministério das Finanças que obtenha a devida autorização de despesa por parte do CAFI nos termos do Decreto-Lei nº 23/2022 antes de se proceder com a assinatura do contrato em questão.

Mais solicitamos ao Ministério das Finanças que organize posteriormente a referida assinatura de contrato com a *FreeBalance, Inc.*, fornecendo, posteriormente, uma cópia do contrato assinado à CNA, à ADN e ao SGP para efeitos documentais.

Agradecendo antecipadamente a atenção dispensada, subscrevo-me apresentando os meus melhores cumprimentos

Hermingardo Albano Soares

Presidente da CNA

Em anexo:

- Contrato com anexos

**CONTRACT AGREEMENT**



**República Democrática de Timor-Leste**  
**Ministério das Finanças**  
**Gabinete Ministerial**



**CONTRACT AGREEMENT**

**Additional Services Statement of Work for Year 2024 Government Resource Planning  
Solutions & Supporting IT Infrastructure - System Implementation & Support  
Agreement (SSS/052/MOF-2023)**

THIS Additional Services Statement of Work for Year 2024 is made on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, between the **Government of the Democratic Republic of Timor-Leste hereby represented by the Ministry of Finance (MOF)** (hereinafter "the Purchaser"), on one part, and **FreeBalance, Inc.** of 343 Preston Street, Suite 400, Ottawa, Ontario, Canada, K1S 1N4 (hereinafter "the Supplier"), on the other part:

WHEREAS:

- A. The Purchaser and the Supplier had entered into a Contract Agreement on the 5<sup>th</sup> of July 2010 for the Supply of **Government Resource Planning Solutions & Supporting IT Infrastructure** in the sum of **US\$6,148,697.00 (Six Million, One Hundred Forty Eight Thousand, Six Hundred and Ninety Seven United States Dollars);**
- B. The parties made the Additional Services Statement of Work and Extensions under clause 14 of the System Implementation and Support Agreement between Purchaser and the Supplier until the year 2023;

NOW THEREFORE THE PARTIES hereby agree to renew the contract, as follows:

1. An Additional Services Statement of Work for year 2024 is required due to the following deliverable for year 2024:
  - Product Support & Maintenance
2. This Additional Services Statement of Work is effective from 01 January 2024 (Effective date) and will terminate on 31 December 2024;
3. The following document attached hereto shall be deemed to form the integral part of this contract:
  - a. Appendix 1: Final Technical & Financial Proposal of FreeBalance, Inc.:

4. There shall be a cost of **US\$1,182,434.00 (One Million, One Hundred Eighty Two Thousand, and Four Hundred Thirty Four United States Dollars)** due to continued Product Support & Maintenance based on Technical & Financial Proposal of Supplier (attached as Appendix 1);

<b>2024 Deliverables</b>	<b>US Dollars</b>
A. 2024 Product Support and Maintenance	<b>1,182,434.00</b>
<b>Total (with 10% withholding tax)</b>	<b>1,182,434.00</b>

5. The Payment will be made based on the payment schedule of the Technical & Financial Proposal subjected to acceptance of MOF and National Development Agency (A.D.N. I.P).
6. Any price adjustment due to the inflation is always subjected to the prior approval of the Purchaser.
7. This Additional Services Statement of Work is made in 2 (two) copies, each having the same legal force.
8. This Additional Services Statement of Work is made in versions in English and Portuguese languages, and in case of discrepancy, the English version prevails.

IN WITNESS whereof the parties hereto have caused this Additional Services Statement of Work to be executed in accordance with the laws of the Democratic Republic of Timor-Leste on the day, month and year indicated above.

On behalf of the Purchaser

On behalf of the Supplier

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**H.E. Mrs. Santina J. R. F. Viegas Cardoso**  
Minister of Finance

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**Mr. Tomas Fernandes**  
Authorized Representative



**República Democrática de Timor-Leste**  
**Ministério das Finanças**  
**Gabinete Ministerial**



**CONTRATO**

**Declaração de trabalho de serviços adicionais para soluções de planeamento de recursos governamentais e infraestruturas de apoio de Tecnologia Informática para o ano de 2024 - Contrato de Implementação e Apoio ao Sistema (SSS/052/MOF-2023)**

A PRESENTE declaração de trabalho de serviços adicionais para o ano de 2024 é celebrada aos \_\_\_\_\_ dias do mês de \_\_\_\_\_ de 2024, entre o **Governo da República Democrática de Timor-Leste, representado pelo Ministério das Finanças (MdF)**, (doravante designado por "o Comprador"), como uma das partes, e o **FreeBalance, Inc.** sito em 343 Preston Street, Suite 400, Ottawa, Ontario, Canadá, K1S 1N4 (doravante designado por "o Fornecedor"), como a outra parte:

**CONSIDERANDO QUE:**

- A. O Comprador e o Fornecedor celebraram um contrato a 5 de Julho de 2010 para o Fornecimento de **soluções de planeamento de recursos governamentais e infraestruturas de apoio de Tecnologia Informática** pelo valor de **\$6,148,697.00 (seis milhões, cento e quarenta e oito mil, seiscentos e noventa e sete dólares americanos)**;
- B. As partes fizeram declarações de trabalho de serviços adicionais e adendas nos termos da cláusula 14 do Contrato de Implementação e Apoio ao Sistema entre o Comprador e o Fornecedor até o ano de 2023;

**POR CONSEGUINTE, AS PARTES** envolvidas acordam em renovar o contrato da seguinte forma:

1. É necessária uma declaração de trabalho de serviços adicionais para o ano de 2024 devido à seguinte entrega para o ano de 2024:
  - Suporte e manutenção de produto
2. A presente declaração de trabalho de serviços adicionais entra em vigor a partir do dia 1 de Janeiro de 2024 (data efetiva) e terminará em 31 de Dezembro de 2024;
3. Considera-se parte integrante do presente contrato o seguinte documento em anexo:
  - a. Apêndice 1: Proposta Técnica e Financeira Final da FreeBalance, Inc.:

4. Haverá um custo de **S\$1,182,434.00 (um milhão, cento e oitenta e dois mil, quatrocentos e trinta e quatro dólares americanos)** devido à continuação do suporte e manutenção de produto com base na Proposta Técnica e Financeira do Fornecedor (em anexo como Apêndice 1):

Entrega -2024	Dólares americanos
A. Suporte e manutenção de produto para 2024	<b>1,182,434.00</b>
<b>Total (com 10% de retenção de imposto)</b>	<b>1,182,434.00</b>

5. O pagamento será efetuado com base no calendário de pagamentos da Proposta Técnica e Financeira sujeito à aceitação do MdF e da Agência de Desenvolvimento Nacional (ADN, I.P.).
6. Qualquer ajuste de preço devido à inflação estará sempre sujeito à aprovação prévia do Comprador.
7. A presente declaração de trabalho de serviços adicionais é feita em 2 (duas) cópias, cada uma com a mesma força jurídica.
8. A presente declaração de trabalho de serviços adicionais é feita em língua inglesa e portuguesa sendo que, em caso de discrepância, prevalecerá a versão em inglês.

EM TESTEMUNHO de que as partes envolvidas consentiram na execução da presente declaração de trabalho de serviços adicionais de acordo com as leis da República Democrática de Timor-Leste, no dia, mês e ano acima indicados.

Pelo Comprador

Pelo Fornecedor

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**S. Ex<sup>a</sup> Sra. Santina J. R. F. Viegas Cardoso**  
Ministra das Finanças

**Sr. Tomas Fernandes**  
Representante Autorizado

**APPENDIX 1:**  
**FINAL TECHNICAL & FINANCIAL PROPOSAL OF FREEBALANCE, INC.**

# FreeBalance 2024 Annual Financial and Technical Proposal for the FreeBalance Accountability Suite and Supporting IT Infrastructure

Proposed Budget Period: January 1, 2024 - December 31, 2024

December 14, 2023



December 14, 2023

Mr. Hermingardo Albano Soares  
Executive Director of National Procurement Commission (NPC)  
Rua de Balide, Patrimonio de Estado  
Dili, Timor-Leste

Dear Mr. Soares,

In response to your letter of Invitation (LOI) for the submission of Technical & Financial Proposal for Additional Services Statement of Work for Year 2024 User Requirement and Licenses Required by the Government of Timor Leste for its Government Resource Planning (GRP) System (SSS/O52/MOF-2023) dated November 15, 2023, on behalf of NPC, FreeBalance is pleased to provide a comprehensive proposal for the 2024 FreeBalance Accountability Suite Product Support and Maintenance PSM.

This proposal is priced at **USD \$1,182,434** for Product Support & Maintenance for 2024.

FreeBalance takes immense pride in our longstanding partnership with RDTL, spanning over two decades. We hold this partnership in high regard, and it has been instrumental in driving positive outcomes.

The proposed service components are thoughtfully designed to align seamlessly with RDTL's ongoing Public Financial Management (PFM) reform initiatives. We are confident that this proposal not only aligns with but exceeds the Government's expectations. We eagerly anticipate the opportunity to collaborate closely with the Ministry of Finance and RDTL as we continue our joint efforts to advance Government PFM reform, ultimately leading to improved service delivery for the citizens of RDTL.

Should you have any questions or require additional information, please do not hesitate to reach out to us. Your feedback is invaluable to us as we embark on this important journey together.

Sincerely,

A handwritten signature in blue ink, appearing to read "Donald Gibbons".

Mr. Donald Gibbons  
Chief Financial Officer  
[dgibbons@freebalance.com](mailto:dgibbons@freebalance.com)



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# FreeBalance Proposed Services, Software, Support and Maintenance

## PRODUCT SUPPORT AND MAINTENANCE (PSM)

### **1. Annual GRP Product Support and Maintenance Services**

Subject to the terms hereof, FreeBalance shall provide Product Support and Maintenance ("PSM") Services to the Customer during the Term in accordance with this Agreement and the Severity and Priority definitions in effect at the commencement of the current Term. All Support and Maintenance shall be provided by qualified professionals, to the best of their abilities and to the reasonable satisfaction of the Customer.

RDTL will avail of the PSM Services through the FreeBalance Global Support program by logging cases (defects and enhancement requests) in the FreeBalance Customer Portal. The FreeBalance Global Support Team will provide online support using the FreeBalance Customer Portal only. In addition, FreeBalance commits to two full-time locally based resources who will interact with the MoF Help Desk Team to assist with the logging and testing of resolutions to the cases that are raised. The FreeBalance Global Support team will not provide configuration services, nor technical support in applying fixes by updating revisions in the Test, Training or Development and Production Environment of the IFMIS system. The FreeBalance locally based resources as employees of FreeBalance will be entitled to FreeBalance Leave Benefits and will provide support only during MoF business hours.

### **2. PSM Term**

The PSM Term covers PSM services for one (1) year from 1st January 2024 to 31st December 2024.

### **3. Requirement to Purchase Product Support and Maintenance Services**

It is a condition of each Product License that the Customer acquires from FreeBalance hereunder that the Customer shall purchase Product Support and Maintenance Services for such Product for as long as the Customer continues to have a valid License to use such Product. The Customer shall pay the Fees for Product Support and Maintenance Services each year in accordance with FreeBalance's current Fees for Product Support and Maintenance Services at the time of renewal of Product Support and Maintenance Services.

### **4. Termination**

If the Customer fails or refuses to pay any Fees due to FreeBalance for Product Support and Maintenance Services, FreeBalance may give written notice of its intention to terminate Product Support and Maintenance Services. Unless the Customer cures the default within 30 days of its receipt of the notice to terminate, Product Support and Maintenance Services shall automatically terminate on the expiry of the 60<sup>th</sup> day.

# PRICING

## Price Summary

Below tables present the cost summary of the 2024 FreeBalance financial proposal:

*Table 1: Price Summary*

2024 Deliverables	US Dollars
Product Support & Maintenance	\$1,182,434
<b>GRAND TOTAL (w/ 10% WHT)</b>	<b>\$1,182,434</b>

### Product Support and Maintenance

*Table 2: Price Summary for 2024 PSM*

Item	Task Description	Base Amount (USD)	10% WHT (USD)	Sub-Total (USD)	
1.	2024 Product Support and Maintenance (January 1, 2024 to December 31, 2024)	Product Support and Maintenance of Software as per detailed sheet	\$1,064,191	\$118,243	\$1,182,434
<b>TOTAL</b>		<b>\$1,064,191</b>	<b>\$118,243</b>	<b>\$1,182,434</b>	

Payment for the services, licenses and PSM must be released as per the following payment terms:

- Product Support and Maintenance (PSM):** PSM is paid annually in advance. The annual Invoice to be raised upon signing of the contract.
- All payments must be received within thirty (30) calendar days from invoice submission.

## PRICE DETAILS

FreeBalance is delighted to provide RDTL with comprehensive pricing calculation details, excluding the special offer. The information presented below aims to offer transparency regarding the pricing structure, including considerations for applicable taxes, payment arrangements, and the prerequisites for initiating payments for any additional services requested by the customer.

### Section A Product Support and Maintenance (PSM)

Table 3: Price Details for Section C (excluding details on discontinued modules from prior period)

Module	License Price USD	Original amount as per Contract	Historical Value	Discount	Unit License	Price per Annual Amount	PSM Annual Amount	Discount for modules not in use	PSM Net of Discount	WH Tax	Gross Amt USS	# of User Module in Contract	# of Users per Module / Contract	Contract year / page #
TAX (not always applicable in older contract)														

Licenses sold under FreeBalance Client Server Version

#### PSM Value for Licenses supplied prior to 2012

FreeBalance Analytics OLAP Module	25,000	25,000	25,000	5,000	556	5,556	site	Site 2010, P 44	
FreeBalance Asset Management Module	30,000	208,500	6,000	41,700	41,700	4,633	46,333	5	150 2001 p2
								5	2003
								5	2008 order
								1,200	

36,000	30	2009 P4
66,000	55	2011, p. 44
24,000	20	2012, P.41
36,000	30	2013, P. 59
208,500	150	
FreeBalance Civil Services Management / Payroll	155,000	308,000
	4,189	61,600
	61,600	6,844
	68,444	37
	Localization	120 2007, Page 10 & 13
	60,000	5
45,000	1,500	
	30	2008 Page 6 & 2009
		Page 5 (brought forward from 2008)
		2009. P4
48,000	1,200	
	40	2011, Page 57
308,000	107	
FreeBalance Contract Management	248,000	413,600
	4,000	82,720
	82,720	9,191
	91,911	62
	200	2010, P. 45
60,000	1,200	
	50	2011, p. 44



FreeBalance Datamart	225,000	225,000	225,000	45,000	5,000	50,000	200	Site 2010 p.43
FreeBalance Electronic Govt. Procurement	60,000	132,000	1,200	26,400	2,933	29,333	50	200 2011, P.45
	72,000				1,200		60	2012, P.41
						150		
FreeBalance Financial e-Procurement Portal	410,490	410,490	82,098	82,098	9,122	91,220		Site 2010 p.42
FreeBalance Financial Accountability	87,830	446,000	57,414	11,482.80	1,757	89,200	89,200	9,911 99,111 50 265 2001
	6,084				1,217			5 2003
							15	2006
							5	2008 P.2
							5	2008 Page 5
							5	2008 order
							50	2010 Order
							70	2012, P.41
								105,600 1,200 200

78,000							1,200	
503,414							265	
FreeBalance Manager's Dashboard	432,000	432,000						
FreeBalance Module & Sub-Module Foundations	184,455	321,995	432,000	86,400	25,920	60,480	6,720	67,200
	12,500		321,955	64,391	64,391	7,155	71,546	
								Site 2002-2006
								2002-2006
75,000								2010, P. 45
50,000								2010, P. 46
321,955								
FreeBalance Performance Budgeting	87,500	388,160	2,188	77,632	77,632	8,626	86,258	40
	60,000		60,000					
								Localization
								2008, Page
								5
32,820			2,188					
								15
								2008 P. 235
								& 2009 P. 3
								(brought forward from 2008)
207,840			2,188					95
								2009 p2
388,160								150

FreeBalance Purchasing Module	30,000	486,270	5,520	1,104	6,000	97,254	97,254	10,806	108,060	5	250	2002 p7
	20,100				2,010					10		2002 p?
	4,590				918					5		2003 p?
	5,100				1,020					5		2005 p?
	30,000				1,200					25		2006 p?
	2,400				1,200					2		2008 p2
	162,000				1,800					90		2008 p 236
	30,000				1,200					25		2008 order
	54,000				1,200					45		2010 order?
	93,600				1,200					78		2012 p42
	60,000				1,200					50		2013 p45
	491,790									340		
FreeBalance Transparency Portal	364,880	364,380			364,880	72,976	72,976	8,108	81,084			Site 2010 p41
<b>Licenses Delivered in 2012</b>												
(CSWF) Civil Service Workforce & (CSPR) Payroll	51,600	51,600			1,200	10,320	10,320	1,147	11,467	43	30	2012 p41

**Cumulative PSM  
Value for Licenses up  
to 2012**

**Licenses sold under FreeBalance GRP V7 Version**

**PSM For License Sold /  
Supplied in 2013**

	842,691	25,920	816,771	90,752	907,523
License for (GRRV) Government Receipts Management	24,000	24,000	1,200	4,800	5,333
Treasury Module	0	86,500	incl. in Foundati on	17,300	17,300
				1,922	19,222
				50	120
					2001, Part of Foundation
					2003, Part of Foundation
					2006, Part of Foundation
					2008, Part of Foundation
					2008, P. 236, 2009. P. 4 (brought forward from 2008)
					1,922
					86,500

86,500

120

22,100 - 22,100 2,456 24,556

**PSM Value for  
Licenses Sold /  
Supplied in 2013**

**864,791****25,920****838,871****93,208****932,079**

**Cumulative PSM  
Value for Licenses up  
to 2013**

**PSM For License Sold /  
Supplied in 2015**

PRT Payment Request Tracking 1,200 24,000 24,000 2,667 26,667 100 100 2015 p.36

**APA GRP Licenses**

GPPB Government Performance Budgeting 42 users 50,400 50,400 1,200 10,080 10,080 1,120 11,200 42 42 2015 contract variation p.11

PTGP Payment Tracking System 42 users 50,400 50,400 1,200 10,080 10,080 1,120 11,200 42 42 2015 contract variation p.11

PEGP Electronic Government Procurement 42 users 50,400 50,400 1,200 10,080 10,080 1,120 11,200 42 42 2015 contract variation p.11

PECM Contract Management 36 users 43,200 43,200 1,200 8,640 8,640 960 9,600 36 36 2015 contract

variation  
p.12

PEP Public Expenditure and Purchasing 2 users	2,400	2,400	1,200	480	480	53	533	2	2 2015 contract variation p.12
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GTBR Bank Reconciliation 24 users	28,800	28,800	1,200	5,760	5,760	640	6,400	24	24 2015 contract variation p.12
PFBC Budget Controls and Appropriations 25 users	50,400	50,400	1,200	10,080	10,080	1,120	11,200	42	25 2015 contract variation p.12

GRRV Government Receipts Management 25 users	30,000	30,000	1,200	6,000	6,000	667	6,667	25	25 2015 contract variation p.12
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PSM Value for Licenses Sold / Supplied in 2015	85,200	-	85,200	9,467	94,667
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Cumulative PSM Value for Licenses up to 2015	949,991	25,920	924,071	102,675	1,026,746
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PSM For License Sold / Supplied in 2016

GRP-BCTL Interface	40,000	40,000	8,000	8,000	889	8,889	site	Site 2015 p.36
<b>Cumulative PSM Value for Licenses up to 2016</b>	<b>957,991</b>	<b>25,920</b>	<b>932,071</b>	<b>103,563</b>	<b>1,035,634</b>			

**PSM For License Sold / Supplied in 2017**

<b>GRP license for 12 RDTL Municipalities</b>								
GPPB - Government Performance Budgeting	43,200	43,200	1,200	8,640	8,640	960	9,600	36
PTGP - Payment Tracking System	43,200	43,200	1,200	8,640	8,640	960	9,600	36
PEGP - Electronic Government Procurement	43,200	43,200	1,200	8,640	8,640	960	9,600	36
PECM - Contract Management	43,200	43,200	1,200	8,640	8,640	960	9,600	36
PEPR - Public Expenditure and Purchasing	43,200	43,200	1,200	8,640	8,640	960	9,600	36
GTBR - Bank Reconciliation	43,200	43,200	1,200	8,640	8,640	960	9,600	36

PFBC - Budgeting Control and appropriation	43,200	43,200	1,200	8,640	8,640	960	9,600	36	36 2017 p.11
GRRV - Government Receipts management	43,200	43,200	1,200	8,640	8,640	960	9,600	36	36 2017 p.11
<b>PSM Value for Licenses Sold / Supplied in 2017</b>			<b>69,120</b>		<b>69,120</b>	<b>7,680</b>	<b>76,800</b>		
<b>Cumulative PSM Value for Licenses up to 2017</b>			<b>1,027,111</b>	<b>25,920</b>	<b>1,001,191</b>	<b>111,243</b>	<b>1,112,434</b>		
<b>Licenses Sold / Supplied in 2019</b>									
Budget Book Builder Licenses	30,000	30,000	1,200	6000	6,000	667	6,667	25	2019 p.38 of 81 - Part-I
Invoice Tracking (IT) Licenses	30,000	30,000	1,200	6000	6,000	667	6,667	25	2019 p.38 of 81 - Part-I
Advance Payment Tracking (APT) Licenses	30,000	30,000	1,200	6000	6,000	667	6,667	25	2019 p.38 of 81 - Part-I
GRP-SIGAP Interface	65,000	65,000	65,000	13,000	13,000	1,444	14,444	Site	2019 p.38 of 81 - Part-I

<b>PSM Value for Licenses Sold / Supplied in 2019</b>	<b>155,000</b>	<b>155,000</b>		<b>31,000</b>	<b>31,000</b>	<b>3,444</b>	<b>34,444</b>
<b>Cumulative PSM Value for Licenses up to 2019</b>				<b>1,058,111</b>	<b>25,920</b>	<b>1,032,191</b>	<b>114,688</b>
<b>PSM Value for Licenses Sold / Supplied in 2022</b>	<b>1,090,111</b>	<b>25,920</b>	<b>1,064,191</b>	<b>118,243</b>	<b>1,182,434</b>		<b>1,146,879</b>
<b>PSM Value for Licenses Sold / Supplied in 2022</b>	<b>1,090,111</b>	<b>25,920</b>	<b>1,064,191</b>	<b>118,243</b>	<b>1,182,434</b>		<b>1,146,879</b>
<b>GRP-Database Optimisation Software-Named User License</b>	90,000	90,000		90,000	18,000	18,000	2,000
<b>License for GRP -DALAN BA FUTURU Interface-Enterprise License</b>	70,000	70,000		70,000	14,000	14,000	1,556
<b>PSM Value for Licenses Sold / Supplied in 2022</b>	<b>32,000</b>	<b>32,000</b>	<b>3,556</b>	<b>35,556</b>			
<b>TOTAL PSM for 2023</b>	<b>1,090,111</b>	<b>25,920</b>	<b>1,064,191</b>	<b>118,243</b>	<b>1,182,434</b>		

**APPENDIX 1:**  
**FINAL TECHNICAL & FINANCIAL PROPOSAL OF FREEBALANCE, INC.**

# FreeBalance 2024 Annual Financial and Technical Proposal for the FreeBalance Accountability Suite and Supporting IT Infrastructure

December 14, 2023



December 14, 2023

Mr. Hermingardo Albano Soares  
Executive Director of National Procurement Commission (NPC)  
Rua de Balide, Patrimonio de Estado  
Dili, Timor-Leste

Dear Mr. Soares,

In response to your letter of Invitation (LOI) for the submission of Technical & Financial Proposal for Additional Services Statement of Work for Year 2024 User Requirement and Licenses Required by the Government of Timor Leste for its Government Resource Planning (GRP) System (SSS/O52/MOF-2023) dated November 15, 2023, on behalf of NPC, FreeBalance is pleased to provide a comprehensive proposal for the 2024 FreeBalance Accountability Suite Product Support and Maintenance PSM.

This proposal is priced at **USD \$1,182,434** for Product Support & Maintenance for 2024.

FreeBalance takes immense pride in our longstanding partnership with RDTL, spanning over two decades. We hold this partnership in high regard, and it has been instrumental in driving positive outcomes.

The proposed service components are thoughtfully designed to align seamlessly with RDTL's ongoing Public Financial Management (PFM) reform initiatives. We are confident that this proposal not only aligns with but exceeds the Government's expectations. We eagerly anticipate the opportunity to collaborate closely with the Ministry of Finance and RDTL as we continue our joint efforts to advance Government PFM reform, ultimately leading to improved service delivery for the citizens of RDTL.

Should you have any questions or require additional information, please do not hesitate to reach out to us. Your feedback is invaluable to us as we embark on this important journey together.

Sincerely,

Mr. Donald Gibbons  
Chief Financial Officer  
[dgibbons@freebalance.com](mailto:dgibbons@freebalance.com)



## Table of Contents

FreeBalance Proposed Services, Software, Support and Maintenance	4
PRODUCT SUPPORT AND MAINTENANCE (PSM)	4
PRICING	6
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Product Support and Maintenance	6
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Section A Product Support and Maintenance (PSM)	8



# FreeBalance Proposed Services, Software, Support and Maintenance

## PRODUCT SUPPORT AND MAINTENANCE (PSM)

### **1. Annual GRP Product Support and Maintenance Services**

Subject to the terms hereof, FreeBalance shall provide Product Support and Maintenance ("PSM") Services to the Customer during the Term in accordance with this Agreement and the Severity and Priority definitions in effect at the commencement of the current Term. All Support and Maintenance shall be provided by qualified professionals, to the best of their abilities and to the reasonable satisfaction of the Customer.

RDTL will avail of the PSM Services through the FreeBalance Global Support program by logging cases (defects and enhancement requests) in the FreeBalance Customer Portal. The FreeBalance Global Support Team will provide online support using the FreeBalance Customer Portal only. In addition, FreeBalance commits to two full-time locally based resources who will interact with the MoF Help Desk Team to assist with the logging and testing of resolutions to the cases that are raised. The FreeBalance Global Support team will not provide configuration services, nor technical support in applying fixes by updating revisions in the Test, Training or Development and Production Environment of the IFMIS system. The FreeBalance locally based resources as employees of FreeBalance will be entitled to FreeBalance Leave Benefits and will provide support only during MoF business hours.

### **2. PSM Term**

The PSM Term covers PSM services for one (1) year from 1st January 2024 to 31st December 2024.

### **3. Requirement to Purchase Product Support and Maintenance Services**

It is a condition of each Product License that the Customer acquires from FreeBalance hereunder that the Customer shall purchase Product Support and Maintenance Services for such Product for as long as the Customer continues to have a valid License to use such Product. The Customer shall pay the Fees for Product Support and Maintenance Services each year in accordance with FreeBalance's current Fees for Product Support and Maintenance Services at the time of renewal of Product Support and Maintenance Services.

### **4. Termination**

If the Customer fails or refuses to pay any Fees due to FreeBalance for Product Support and Maintenance Services, FreeBalance may give written notice of its intention to terminate Product Support and Maintenance Services. Unless the Customer cures the default within 30 days of its receipt of the notice to terminate, Product Support and Maintenance Services shall automatically terminate on the expiry of the 60<sup>th</sup> day.



# PRICING

## Price Summary

Below tables present the cost summary of the 2024 FreeBalance financial proposal:

*Table 1: Price Summary*

2024 Deliverables	US Dollars
Product Support & Maintenance	\$1,182,434
<b>GRAND TOTAL (w/ 10% WHT)</b>	<b>\$1,182,434</b>

### Product Support and Maintenance

*Table 2: Price Summary for 2024 PSM*

Item	Task Description	Base Amount (USD)	10% WHT (USD)	Sub-Total (USD)
1.	2024 Product Support and Maintenance (January 1, 2024 to December 31, 2024)	Product Support and Maintenance of Software as per detailed sheet	\$1,064,191	\$118,243
	<b>TOTAL</b>	<b>\$1,064,191</b>	<b>\$118,243</b>	<b>\$1,182,434</b>

Payment for the services, licenses and PSM must be released as per the following payment terms:

- Product Support and Maintenance (PSM):** PSM is paid annually in advance. The annual Invoice to be raised upon signing of the contract.
- All payments must be received within thirty (30) calendar days from invoice submission.

## PRICE DETAILS

FreeBalance is delighted to provide RDTL with comprehensive pricing calculation details, excluding the special offer. The information presented below aims to offer transparency regarding the pricing structure, including considerations for applicable taxes, payment arrangements, and the prerequisites for initiating payments for any additional services requested by the customer.

### Section A Product Support and Maintenance (PSM)

*Table 3: Price Details for Section C (excluding details on discontinued modules from prior period)*

Module	License Price USD Excluding withholding Contract	Original amount as per Contract	Historical Value	Discount	Unit Price per License	PSM Annual Amount	Discount for modules not in use	PSM Annual Amount, Net of Discount	WH Tax	Gross Amt US\$	# of User Module in Contract	# of Users per Module / Contract	Contract year / page #

Licenses sold under FreeBalance Client Server Version

#### PSM Value for Licenses supplied prior to 2012

FreeBalance Analytics OLAP Module	25,000	25,000	25,000	5,000	556	5,556	site	Site 2010, P.44
FreeBalance Asset Management Module	30,000	208,500	6,000	41,700	41,700	4,633	46,333	5 150 2001 p2

36,000	1,200	1,200	2009 P4
66,000	1,200	55	2011, p. 44
24,000	1,200	20	2012, P.41
36,000	1,200	30	2013, P. 59
	150		
208,500			
FreeBalance Civil Services Management / Payroll	155,000	308,000	4,189      61,500      61,600      6,344      68,444      37      120      2007, Page 6 & 13
	60,000		60,000
		Localization	2008, Page
		on	5
45,000	1,500	1,500	30      2008 Page 6 & 2009 Page 5 (brought forward from 2008) 2009, P4
48,000	1,200	40	2011, Page
		57	
308,000		107	
FreeBalance Contract Management	248,000	413,600	4,000      82,720      82,720      9,91      91,911      62      200      2010, P. 45
	60,000	1,200	50      2011, p. 44

1,200	200	38	2012.r.41
413,600	225,000	225,000	Site 2010.p.43
FreeBalance Datamart	60,000	132,000	Govt. Procurement
FreeBalance Electronic e-Procurement Portal	72,000	1,200	26,400
FreeBalance Financial Accountability	410,490	410,490	82,098
FreeBalance Financial Accountability	87,830	446,000	57,414 11,482.80
6,084	1,757	89,200	1,217
37,500	2,500	89,200	5
12,500	2,500	9,911	50
60,000	60,000	99,111	265 2001
12,500	2,500	15	2003
125,000	2,500	5	2006
84,000	1,200	5	2008.P.2
	Localization	5	2008.Page
	Localization	5	2008.order
	Localization	5	2010.Order
	Localization	70	2012.P.41



FreeBalance Purchasing Module	30,000	486,270	5,520	1,104	6,000	97,254	97,254	10,806	108,060	5	250	2002 P7
	20,100				2,010					10		2002 P?
	4,590				918					5		2003 P?
	5,100				1,020					5		2005 p?
	30,000				1,200					25		2006 p?
	2,400				1,200					2		2008 p2
	162,000				1,800					90		2008 p 235
	30,000				1,200					25		2008 order
	54,000				1,200					45		2010 order?
	93,600				1,200					78		2012 p42
	60,000				1,200					50		2013 p45
	491,790				340							
FreeBalance Transparency Portal	364,880	364,880	364,880	72,976	8,108	81,084						
<b>Licenses Delivered in 2012</b>												
(CSWF) Civil Service Workforce & (CSPR) Payroll	51,600	51,600	1,200	10,320	10,320	1,147	11,467	43	30	2012 p 41		

**Cumulative PSM  
Value for Licensees up  
to 2012**

Licenses sold under FreeBalance GRP V7 version

**PSM For License Sold /  
Supplied in 2013**

	842,691	25,920	816,771	90,752	907,523
License for (GRRV) Government Receipts Management	24,000	24,000	1,200	4,800	4,800
Treasury Module	0	86,500	17,300	17,300	17,300
			Incl. in Foundati on	1,922	19,222
	0			50	120
				2001, Part of Foundation	2013 p.59
	15				
	0				
	5				
	0				
	45				
	86,500				
	1,922				
	2008, P. 236, 2009 P.4 (brought forward from 2008)				

86,500

120

**PSM Value for  
Licenses Sold /  
Supplied in 2013**
**22,100 - 22,100 2,456 24,556**
**Cumulative PSM  
Value for Licenses up  
to 2013**
**864,791 25,920 838,871 93,208 932,079**
**PSM For License Sold /  
Supplied in 2015**
**PRT Payment Request  
Tracking**  
 120,000 120,000  
 1,200 24,000  
 24,000 2,667 26,557 100 100 2015 p.36

**APA GRP Licenses**
**GPPB Government  
Performance Budgeting**  
 42 users  
 50,400 50,400  
 1,200 10,080  
 10,080 1,120 11,200 42 42 2015  
 contract variation  
 p.11

**PTGP Payment Tracking  
System 42 users**  
 50,400 50,400  
 1,200 10,080  
 10,080 1,120 11,200 42 42 2015  
 contract variation  
 p.11

**PEGP Electronic  
Government  
Procurement**  
 42 users  
 50,400 50,400  
 1,200 10,080  
 10,080 1,120 11,200 42 42 2015  
 contract variation  
 p.11

**PECM Contract  
Management**  
 36 users  
 43,200 43,200  
 1,200 8,640  
 8,640 960 9,600 36 36 2015  
 contract

variation  
p.12

PEP Public Expenditure and Purchasing 2 users	2,400	2,400	1,200	480	480	53	533	2	2 2015 contract variation p.12
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GTBR Bank Reconciliation 24 users	28,800	28,800	1,200	5,760	5,760	640	6,400	24	24 2015 contract variation p.12
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PFBC Budget Controls and Appropriations 25 users	50,400	50,400	1,200	10,080	10,080	1,120	11,200	42	25 2015 contract variation p.12
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GRRV Government Receipts Management 25 users	30,000	30,000	1,200	6,000	6,000	667	6,667	25	25 2015 contract variation p.12
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**PSM Value for Licenses Sold / Supplied In 2015**

**85,200**

**85,200**

**9,467**

**94,667**

**Cumulative PSM Value for Licenses up to 2015**

**949,991**

**25,920**

**924,071**

**102,675**

**1,026,746**

**PSM For License Sold / Supplied In 2016**



PFBC - Budgeting Control and appropriation	43,200	43,200	1,200	8,640	8,640	960	9,600	36	36 2017 p.11
GRRV - Government Receipts management	43,200	43,200	1,200	8,640	8,640	960	9,600	36	36 2017 p.11
<b>PSM Value for Licenses Sold / Supplied in 2017</b>	<b>69,120</b>	-	<b>69,120</b>	<b>7,680</b>	<b>7,680</b>				
<b>Cumulative PSM Value for Licenses up to 2017</b>	<b>1,027,111</b>	<b>25,920</b>	<b>1,001,191</b>	<b>111,243</b>	<b>1,112,434</b>				
<b>Licenses Sold / Supplied in 2019</b>									
Budget Book Builder Licenses	30,000	30,000	1,200	6,000	6,000	667	6,667	25	2019 p.38 of 81 - Part-I
Invoice Tracking (IT) Licenses	30,000	30,000	1,200	6,000	6,000	667	6,667	25	2019 p.38 of 81 - Part-I
Advance Payment Tracking (APT) Licenses	30,000	30,000	1,200	6,000	6,000	667	6,667	25	2019 p.38 of 81 - Part-I
GRP-SIGAP Interface	65,000	65,000	65,000	13,000	1,444	14,444	Site	2019 p.38 of 81 - Part-I	

<b>PSM Value for Licenses Sold / Supplied in 2019</b>	<b>155,000</b>	<b>155000</b>	<b>31,000</b>	<b>31,000</b>	<b>3,444</b>	<b>34,444</b>
<b>Cumulative PSM Value for Licenses up to 2019</b>			<b>1,058,111</b>	<b>25,920</b>	<b>1,032,191</b>	<b>114,688</b>
						<b>1,146,879</b>
<b>PSM Value for Licenses Sold / Supplied in 2022</b>	<b>31,000</b>	<b>31,000</b>	<b>3,444</b>	<b>34,444</b>		
<b>GRP-Database Optimisation Software-Named User License</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>	<b>18,000</b>	<b>18,000</b>	<b>Site 2022, amendmen t #2, p.36</b>
<b>License for GRP -DALAN BA FUTJRU Interface-Enterprise License</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	<b>14,000</b>	<b>14,000</b>	<b>Site 2022, amendmen t #2, p.36</b>
<b>PSM Value for Licenses Sold / Supplied in 2022</b>	<b>32,000</b>	<b>32,000</b>	<b>3,556</b>	<b>35,556</b>		
<b>TOTAL PSM for 2023</b>			<b>1,090,111</b>	<b>25,920</b>	<b>1,064,191</b>	<b>118,243</b>
						<b>1,182,434</b>

**CONTRACT AGREEMENT**



**República Democrática de Timor-Leste**  
**Ministério das Finanças**  
**Gabinete Ministerial**



**CONTRACT AGREEMENT**

**Additional Services Statement of Work for Year 2024 Government Resource Planning  
Solutions & Supporting IT Infrastructure - System Implementation & Support  
Agreement (SSS/052/MOF-2023)**

THIS Additional Services Statement of Work for Year 2024 is made on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, between **the Government of the Democratic Republic of Timor-Leste hereby represented by the Ministry of Finance (MOF)** (hereinafter “the Purchaser”), on one part, and **FreeBalance, Inc.** of 343 Preston Street, Suite 400, Ottawa, Ontario, Canada, K1S 1N4 (hereinafter “the Supplier”), on the other part:

WHEREAS:

- A. The Purchaser and the Supplier had entered into a Contract Agreement on the 5<sup>th</sup> of July 2010 for the Supply of **Government Resource Planning Solutions & Supporting IT Infrastructure** in the sum of **US\$6,148,697.00 (Six Million, One Hundred Forty Eight Thousand, Six Hundred and Ninety Seven United States Dollars);**
- B. The parties made the Additional Services Statement of Work and Extensions under clause 14 of the System Implementation and Support Agreement between Purchaser and the Supplier until the year 2023;

NOW THEREFORE THE PARTIES hereby agree to renew the contract, as follows:

1. An Additional Services Statement of Work for year 2024 is required due to the following deliverable for year 2024:
  - Product Support & Maintenance
2. This Additional Services Statement of Work is effective from 01 January 2024 (Effective date) and will terminate on 31 December 2024;
3. The following document attached hereto shall be deemed to form the integral part of this contract:
  - a. Appendix 1: Final Technical & Financial Proposal of FreeBalance, Inc.;

4. There shall be a cost of **US\$1,182,434.00 (One Million, One Hundred Eighty Two Thousand, and Four Hundred Thirty Four United States Dollars)** due to continued Product Support & Maintenance based on Technical & Financial Proposal of Supplier (attached as Appendix 1);

<b>2024 Deliverables</b>	<b>US Dollars</b>
A. 2024 Product Support and Maintenance	<b>1,182,434.00</b>
<b>Total (with 10% withholding tax)</b>	<b>1,182,434.00</b>

5. The Payment will be made based on the payment schedule of the Technical & Financial Proposal subjected to acceptance of MOF and National Development Agency (A.D.N, I.P).
6. Any price adjustment due to the inflation is always subjected to the prior approval of the Purchaser.
7. This Additional Services Statement of Work is made in 2 (two) copies, each having the same legal force.
8. This Additional Services Statement of Work is made in versions in English and Portuguese languages, and in case of discrepancy, the English version prevails.

IN WITNESS whereof the parties hereto have caused this Additional Services Statement of Work to be executed in accordance with the laws of the Democratic Republic of Timor-Leste on the day, month and year indicated above.

On behalf of the Purchaser

On behalf of the Supplier

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**H.E. Mrs. Santina J. R. F. Viegas Cardoso**  
Minister of Finance

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**Mr. Tomas Fernandes**  
Authorized Representative



**República Democrática de Timor-Leste**  
**Ministério das Finanças**  
**Gabinete Ministerial**



**CONTRATO**

**Declaração de trabalho de serviços adicionais para soluções de planeamento de recursos governamentais e infraestruturas de apoio de Tecnologia Informática para o ano de 2024 - Contrato de Implementação e Apoio ao Sistema (SSS/052/MOF-2023)**

A PRESENTE declaração de trabalho de serviços adicionais para o ano de 2024 é celebrada aos \_\_\_\_\_ dias do mês de \_\_\_\_\_ de 2024, entre o **Governo da República Democrática de Timor-Leste, representado pelo Ministério das Finanças (MdF)**, (doravante designado por “o Comprador”), como uma das partes, e o **FreeBalance, Inc.** sito em 343 Preston Street, Suite 400, Ottawa, Ontario, Canadá, K1S 1N4 (doravante designado por “o Fornecedor”), como a outra parte:

**CONSIDERANDO QUE:**

- A. O Comprador e o Fornecedor celebraram um contrato a 5 de Julho de 2010 para o Fornecimento de soluções de planeamento de recursos governamentais e infraestruturas de apoio de Tecnologia Informática pelo valor de \$6,148,697.00 (seis milhões, cento e quarenta e oito mil, seiscentos e noventa e sete dólares americanos);
- B. As partes fizeram declarações de trabalho de serviços adicionais e adendas nos termos da cláusula 14 do Contrato de Implementação e Apoio ao Sistema entre o Comprador e o Fornecedor até o ano de 2023;

POR CONSEGUINTE, AS PARTES envolvidas acordam em renovar o contrato da seguinte forma:

1. É necessária uma declaração de trabalho de serviços adicionais para o ano de 2024 devido à seguinte entrega para o ano de 2024:
  - Suporte e manutenção de produto
2. A presente declaração de trabalho de serviços adicionais entra em vigor a partir do dia 1 de Janeiro de 2024 (data efetiva) e terminará em 31 de Dezembro de 2024;
3. Considera-se parte integrante do presente contrato o seguinte documento em anexo:
  - a. Apêndice 1: Proposta Técnica e Financeira Final da FreeBalance, Inc.:

4. Haverá um custo de **S\$1,182,434.00 (um milhão, cento e oitenta e dois mil, quatrocentos e trinta e quatro dólares americanos)** devido à continuação do suporte e manutenção de produto com base na Proposta Técnica e Financeira do Fornecedor (em anexo como Apêndice 1);

Entrega -2024	Dólares americanos
A. Suporte e manutenção de produto para 2024	<b>1,182,434.00</b>
<b>Total (com 10% de retenção de imposto)</b>	<b>1,182,434.00</b>

5. O pagamento será efetuado com base no calendário de pagamentos da Proposta Técnica e Financeira sujeito à aceitação do MdF e da Agência de Desenvolvimento Nacional (ADN, I.P.).
6. Qualquer ajuste de preço devido à inflação estará sempre sujeito à aprovação prévia do Comprador.
7. A presente declaração de trabalho de serviços adicionais é feita em 2 (duas) cópias, cada uma com a mesma força jurídica.
8. A presente declaração de trabalho de serviços adicionais é feita em língua inglesa e portuguesa sendo que, em caso de discrepância, prevalecerá a versão em inglês.

EM TESTEMUNHO de que as partes envolvidas consentiram na execução da presente declaração de trabalho de serviços adicionais de acordo com as leis da República Democrática de Timor-Leste, no dia, mês e ano acima indicados.

Pelo Comprador

Pelo Fornecedor

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**S. Ex<sup>a</sup> Sra. Santina J. R. F. Viegas Cardoso**  
Ministra das Finanças

**Sr. Tomas Fernandes**  
Representante Autorizado



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**APPENDIX 1:**  
**FINAL TECHNICAL & FINANCIAL PROPOSAL OF FREEBALANCE, INC.**

# FreeBalance 2024 Annual Financial and Technical Proposal for the FreeBalance Accountability Suite and Supporting IT Infrastructure

December 14, 2023



December 14, 2023

Mr. Hermingardo Albano Soares  
Executive Director of National Procurement Commission (NPC)  
Rua de Balide, Patrimonio de Estado  
Dili, Timor-Leste

Dear Mr. Soares,

In response to your letter of Invitation (LOI) for the submission of Technical & Financial Proposal for Additional Services Statement of Work for Year 2024 User Requirement and Licenses Required by the Government of Timor Leste for its Government Resource Planning (GRP) System (SSS/O52/MOF-2023) dated November 15, 2023, on behalf of NPC, FreeBalance is pleased to provide a comprehensive proposal for the 2024 FreeBalance Accountability Suite Product Support and Maintenance PSM.

This proposal is priced at **USD \$1,182,434** for Product Support & Maintenance for 2024.

FreeBalance takes immense pride in our longstanding partnership with RDTL, spanning over two decades. We hold this partnership in high regard, and it has been instrumental in driving positive outcomes.

The proposed service components are thoughtfully designed to align seamlessly with RDTL's ongoing Public Financial Management (PFM) reform initiatives. We are confident that this proposal not only aligns with but exceeds the Government's expectations. We eagerly anticipate the opportunity to collaborate closely with the Ministry of Finance and RDTL as we continue our joint efforts to advance Government PFM reform, ultimately leading to improved service delivery for the citizens of RDTL.

Should you have any questions or require additional information, please do not hesitate to reach out to us. Your feedback is invaluable to us as we embark on this important journey together.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Gibbons".

Mr. Donald Gibbons  
Chief Financial Officer  
[dgibbons@freebalance.com](mailto:dgibbons@freebalance.com)



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# FreeBalance Proposed Services, Software, Support and Maintenance

## PRODUCT SUPPORT AND MAINTENANCE (PSM)

### **1. Annual GRP Product Support and Maintenance Services**

Subject to the terms hereof, FreeBalance shall provide Product Support and Maintenance ("PSM") Services to the Customer during the Term in accordance with this Agreement and the Severity and Priority definitions in effect at the commencement of the current Term. All Support and Maintenance shall be provided by qualified professionals, to the best of their abilities and to the reasonable satisfaction of the Customer.

RDTL will avail of the PSM Services through the FreeBalance Global Support program by logging cases (defects and enhancement requests) in the FreeBalance Customer Portal. The FreeBalance Global Support Team will provide online support using the FreeBalance Customer Portal only. In addition, FreeBalance commits to two full-time locally based resources who will interact with the MoF Help Desk Team to assist with the logging and testing of resolutions to the cases that are raised. The FreeBalance Global Support team will not provide configuration services, nor technical support in applying fixes by updating revisions in the Test, Training or Development and Production Environment of the IFMIS system. The FreeBalance locally based resources as employees of FreeBalance will be entitled to FreeBalance Leave Benefits and will provide support only during MoF business hours.

### **2. PSM Term**

The PSM Term covers PSM services for one (1) year from 1st January 2024 to 31st December 2024.

### **3. Requirement to Purchase Product Support and Maintenance Services**

It is a condition of each Product License that the Customer acquires from FreeBalance hereunder that the Customer shall purchase Product Support and Maintenance Services for such Product for as long as the Customer continues to have a valid License to use such Product. The Customer shall pay the Fees for Product Support and Maintenance Services each year in accordance with FreeBalance's current Fees for Product Support and Maintenance Services at the time of renewal of Product Support and Maintenance Services.

### **4. Termination**

If the Customer fails or refuses to pay any Fees due to FreeBalance for Product Support and Maintenance Services, FreeBalance may give written notice of its intention to terminate Product Support and Maintenance Services. Unless the Customer cures the default within 30 days of its receipt of the notice to terminate, Product Support and Maintenance Services shall automatically terminate on the expiry of the 60<sup>th</sup> day.

# PRICING

## Price Summary

Below tables present the cost summary of the 2024 FreeBalance financial proposal:

*Table 1: Price Summary*

2024 Deliverables	US Dollars
Product Support & Maintenance	\$1,182,434
<b>GRAND TOTAL (w/ 10% WHT)</b>	<b>\$1,182,434</b>

### Product Support and Maintenance

*Table 2: Price Summary for 2024 PSM*

Item	Task Description	Base Amount (USD)	10% WHT (USD)	Sub-Total (USD)	
1.	2024 Product Support and Maintenance (January 1, 2024 to December 31, 2024)	Product Support and Maintenance of Software as per detailed sheet	\$1,064,191	\$118,243	\$1,182,434
<b>TOTAL</b>		<b>\$1,064,191</b>	<b>\$118,243</b>	<b>\$1,182,434</b>	

Payment for the services, licenses and PSM must be released as per the following payment terms:

1. **Product Support and Maintenance (PSM):** PSM is paid annually in advance. The annual Invoice to be raised upon signing of the contract.
2. All payments must be received within thirty (30) calendar days from invoice submission.

## PRICE DETAILS

FreeBalance is delighted to provide RDTL with comprehensive pricing calculation details, excluding the special offer. The information presented below aims to offer transparency regarding the pricing structure, including considerations for applicable taxes, payment arrangements, and the prerequisites for initiating payments for any additional services requested by the customer.

### Section A Product Support and Maintenance (PSM)

*Table 3: Price Details for Section C (excluding details on discontinued modules from prior period)*

Module	License Price USD Excluding withholding Contract	Original amount as per Contract	Historical Discount Value	Discount Price per License	Unit Annual Amount	PSM Annual Amount	Discount for modules not in use	PSM Annual Amount, Net of Discount	WH Tax	Gross Amt US\$	# of User Module in Contract	# of Users per Module / Contract 2018	Contract year / page #

Licenses sold under FreeBalance Client Server Version

#### PSM Value for Licenses supplied prior to 2012

FreeBalance Analytics OLAP Module	25,000	25,000		25,000	5,000	5,000		5,000	556	5,556	site	Site 2010_P_44
FreeBalance Asset Management Module	30,000	208,500		6,000	41,700	41,700		4,633	46,333	5	150	2001_p2
											5	2003
											5	2008 order
											1,200	



105,600	1,200						
413,600						200	
FreeBalance Datamart	225,000	225,000	225,000	45,000	5,000	50,000	Site 2010 p.43
FreeBalance Electronic Govt. Procurement	60,000	132,000	1,200	26,400	26,400	2,933	29,333 50 200 2011, P.45
72,000						60	2012, P.41
132,000						150	
FreeBalance e-Procurement Portal	410,490	410,490	82,098	82,098	9,122	91,220	Site 2010 p.42
FreeBalance Financial Accountability	87,830	446,000	57,414	11,482.80	1,757	89,200	89,200 9,911 99,111 50 265 2001
6,084						5	2003
37,500						15	2006
12,500						5	2008 P.2
60,000						5	2008, Page 5
12,500						5	2008 order
125,000						50	2010 Order
84,000						70	2012, P.41

78,000		1,200						
503,414								
FreeBalance Manager's Dashboard	432,000	432,000	432,000	86,400	25,920	60,480	6,720	67,200
FreeBalance Module & Sub-Module Foundations	184,455	321,995	321,955	64,391	64,391	7,155	71,546	Site 2002-2006 2002-2005
	12,500							2010, P. 46
	75,000							2010, P. 46
	50,000							
	321,955							
FreeBalance Performance Budgeting	87,500	388,160	2,188	77,632	77,632	8,626	86,258	40 150 2008, P.6 Localization 2008, Page 5
	60,000		60,000					
	32,820		2,188					15 2008 P. 235 & 2009 P. 3 (brought forward from 2008)
	207,840		2,188					95 2009 p2
	388,160							150

	FreeBalance Purchasing		Module		2002 P7	
FreeBalance Purchasing	30,000	486,270	5,520	1,104	6,000	97.254
Module	20,100		2,010		10	2002 P?
	4,590		918		5	2003 P?
	5,100		1,020		5	2005 p?
	30,000		1,200		25	2006 p?
	2,400		1,200		2	2008 p2
	162,000		1,800		90	2008 p 236
	30,000		1,200		25	2008 order
	54,000		1,200		45	2010 order?
	93,600		1,200		78	2012 p42
	60,000		1,200		50	2013 p45
	491,790		340			
FreeBalance Transparency Portal	364,880	364,880	72,975	8,108	81,084	Site 2010 p.41
Licenses Delivered in 2012	-	-	-	-	-	-
(CSWF) Civil Service Workforce & (CSPR) Payroll	51,600	51,600	1,200	10,320	1,147	11,467
					43	30 2012 p.41

**Cumulative PSM  
Value for Licenses up  
to 2012**

Licenses sold under FreeBalance GRP V7 Version

**PSM For License Sold /  
Supplied in 2013**

	842,691	25,920	816,771	90,752	907,523
License for (GRRV) Government Receipts Management	24,000	24,000	4,800	533	5,333
Treasury Module	0	86,500	1,200	20	20 2013 p.59
			4,800	533	5,333
			17,300	20	20 2013 p.59
			1,922	50	50 incl. in Foundation
			17,300	120	120 2001, Part of Foundation
			19,222	2001, Part of Foundation	19,222
			5	2003, Part of Foundation	5
			0	2006, Part of Foundation	0
			15	2008, Part of Foundation	15
			5	2008, Part of Foundation	5
			45	2008, P. 235, 2009.	45
			1,922	P. 4 (brought forward from 2008)	1,922
			86,500		86,500



PEP Public Expenditure and Purchasing 2 users	2,400	2,400	1,200	480	480	53	533	2	2 2015 contract variation p.12
GTBR Bank Reconciliation 24 users	28,800	28,800	1,200	5,760	5,760	640	6,400	24	24 2015 contract variation p.12
PFBC Budget Controls and Appropriations 25 users	50,400	50,400	1,200	10,080	10,080	1,120	11,200	42	25 2015 contract variation p.12
GRRV Government Receipts Management 25 users	30,000	30,000	1,200	6,000	6,000	667	6,667	25	25 2015 contract variation p.12
<b>PSM Value for Licenses Sold / Supplied in 2015</b>			<b>85,200</b>	<b>-</b>	<b>85,200</b>	<b>9,467</b>	<b>94,667</b>		
<b>Cumulative PSM Value for Licenses up to 2015</b>			<b>949,991</b>	<b>25,920</b>	<b>924,071</b>	<b>102,675</b>	<b>1,026,746</b>		

**PSM For License Sold / Supplied in 2016**

	Site	Site	2015 p.36
GRP-BCTL Interface	40,000	40,000	
	8,000	8,000	
	889	8,889	
<b>Cumulative PSM Value for Licenses up to 2016</b>	<b>957,991</b>	<b>25,920</b>	<b>932,071</b>
			<b>103,563 1,035,634</b>

**PSM For License Sold /  
Supplied in 2017**

**GRP license for 12  
RDTL Municipalities**

GPPB - Government Performance Budgeting	43,200	43,200	1,200	8,640	8,640	960	9,600	36	36 2017 p.11
PTGP - Payment Tracking System	43,200	43,200	1,200	8,640	8,640	960	9,600	36	36 2017 p.11
PEGP - Electronic Government Procurement	43,200	43,200	1,200	8,640	8,640	960	9,600	36	36 2017 p.11
PECM - Contract Management	43,200	43,200	1,200	8,640	8,640	960	9,600	36	36 2017 p.11
PEPR - Public Expenditure and Purchasing	43,200	43,200	1,200	8,640	8,640	960	9,600	36	36 2017 p.11
GTBR - Bank Reconciliation	43,200	43,200	1,200	8,640	8,640	960	9,600	36	36 2017 p.11

PFBC - Budgeting Control and appropriation	43,200	43,200	1,200	8,640	8,640	9,600	9,600	36	36 2017 p.11
GRRV - Government Receipts management	43,200	43,200	1,200	8,640	8,640	960	9,600	36	36 2017 p.11
<b>PSM Value for Licenses Sold / Supplied in 2017</b>			<b>69,120</b>		<b>69,120</b>	<b>7,680</b>	<b>76,800</b>		
<b>Cumulative PSM Value for Licenses up to 2017</b>			<b>1,027,111</b>	<b>25,920</b>	<b>1,001,191</b>	<b>111,243</b>	<b>1,112,434</b>		

**Licenses Sold /  
Supplied in 2019**

Budget Book Builder Licenses	30,000	30,000	1,200	6,000	6,000	6,667	6,667	25	2019 p.38 of 81 - Part-I
Invoice Tracking (IT) Licenses	30,000	30,000	1,200	6,000	6,000	667	6,667	25	2019 p.38 of 81 - Part-I
Advance Payment Tracking (APT) Licenses	30,000	30,000	1,200	6,000	6,000	667	6,667	25	2019 p.38 of 81 - Part-I

<b>PSM Value for Licenses Sold / Supplied in 2019</b>	<b>155,000</b>	<b>155000</b>	<b>31,000</b>	<b>31,000</b>	<b>3,444</b>	<b>34,444</b>
<b>Cumulative PSM Value for Licenses up to 2019</b>	<b>1,058,111</b>	<b>25,920</b>	<b>1,032,191</b>	<b>114,688</b>	<b>1,146,879</b>	
<b>Licenses sold / supplied in 2022</b>						
GRP-Database Optimisation Software-Named User License	90,000	90,000	90,000	18,000	18,000	Site 2022, amendmen t #2, p.36
License for GRP-DALAN BA FUTURU Interface-Enterprise License	70,000	70,000	70,000	14,000	14,000	Site 2022, amendmen t #2, p.36
<b>PSM Value for Licenses Sold / Supplied in 2022</b>	<b>32,000</b>	<b>32,000</b>	<b>3,556</b>	<b>35,556</b>		
<b>TOTAL PSM for 2023</b>	<b>1,090,111</b>	<b>25,920</b>	<b>1,064,191</b>	<b>118,243</b>	<b>1,182,434</b>	