



DELIBERASAUN N. 86/VII/CAFI/2025

Conselho de Administração do Fundo das Infraestruturas – CAFI, bazeia ba artigo 10º (1) e (3) DL Nº. 25/2024, de 22 de maio, Primeira Alteração ao DL Nº.13/2016, 18 de Maio, realiza reuniaun Extraordinária iha loron Quinta-feira, 17 de julho de 2025, e halo deliberaun ba assunto tuir mai ne'e:

Asuntu: Pedidu Aprovasaun no autorizasaun despesas nune'e mos Konfirma Finansiamentu iha FI 2025 ba *Consulting Services for the Detailed Engineering Design of New Construction for the Commision on Anti-Corruption Office Building.*

Proponente: Comissão Anti-Corrupção - CAC

Notas/justifikasiun:

- SGP simu Karta husi Comissão Anti-Corrupção ho no. Oficio: 27/C-CG/CAC/VII/2025, data 18 de julho de 2025; ho asuntu: Submete fali Termu de Referénsia (ToR) no Estimasaun Kustu Foun ne'ebe hetan Verifikasaun husi ADN;
- Iha loron 4 fulan julho CAC hetan komunikasaun husi ADN parte verifikasaun husu atu devolve/hatama fali ToR ne'ebe prepara antes husi ADN ho razaun iha ajustamentu durasaun tempu servisu, tamba ne'e CAC husu parte CAFI konsidera fali ToR foun ne'ebe hetan ona ajustamentu husi ADN;
- Bazeia ba resultadu verifikasaun ADN, I.P. ba ToR kona ba finalizasaun dezenhu Edifisiu CAC, total estimasaun ba finaliza ho montante \$164,375.00;
- Bazeia ba Karta husi Comissão Anti-Corrupção ho no. Oficio: 114/C-CG/CAC/VI/2025, data 27 de junho de 2025; ho asuntu: pedidu orsamentu ba kontinuasaun Finalizasaun Dezenho Edificio CAC;
- CAC kontinua servisu hamutuk ho ADN, I.P. hodi finaliza ToR kona ba kontinuasaun ba finalizasaun dezenhu edifisiu CAC nian;
- CAC nudar projeto nain hakarka informa katak hahú iha tinan 2013 kompanhia Imagem Design Arquitectura – IDA lakonsegue finaliza dezenhu Edificio CAC, no produto dezenho to'o deit esbosu relatório final (estrutura deit), no iha 19 fulan fevereiru 2025 CAC haruka ona karta ba Diretora refere hodi termina kontratu;
- Desizaun kona ba abertura ka inisiasaun prosesu aprovisionamentu bazeia, Artigo 24 & 25, Decreto Lei No.43/2024, de 20 de Dezembro, regra ezekusaun OGE 2025;

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J.
R.



- DL N°. 25/2024, de 22 de maio, Primeira Alteração ao DL N°.13/2016, 18 de Maio, kona ba Regulamentu Fundo da Infraestrutura, determina katak aprovisionamento projetu FI nian sei lao tuir Regime Juridiku Aprovizionamento em vigor;
- Modalidade aprovisionamento sei lao tuir Regime Juridiku Aprovizionamento em vigor, (Decreto-Lei No.22/2022 de 11 de Maio);
- Projetu nain sei assume responsabilidade hodi assegura orsamentu ba Ezekusaun no Implementasaun projetu;
- Projetu nain konfirma katak sei asume responsabilidade ba monitorizasaun e akompanhamentu ba ezekusaun projetu ne'e no sei garante kualidade servisu nian tuir padraun no espesifikasiadaun ne'ebe aprova ona;
- Lista proposta:

Naran Projetu	Resultadu Verifikasiadaun ADN,I.P./referencia	Alokasaun Orsamentu FI / kodigu atividade
Consulting Services for the Detailed Engineering Design (DED) of New Construction for the Comission on Anti-Corruption Office Building	\$164,375.00	<ul style="list-style-type: none">• FI 2025: \$ 0• Program 510: Funcionamento e Desenvolvimento Institucional• Kodigu atividade 5105417: Serviços de Consultoria para o Projecto de Engenharia Detalhada do Edifício de Escritórios do CAC - Detail Engineering Design for Commission of Anti-Corruption New Office Building (CAC).

Rekomendasaun:

- 1) CAFI atu aprova no autoriza despeza no kustu total ba projetu nune'e mos konfirma finansiamentu iha FI 2025 ba *Consulting Services for the Detailed Engineering Design (DED) of New Construction for the Comission on Anti-Corruption Office Building* ho montante verifikadu \$ 164,375.00;
- 2) Desizaun kona ba abertura ka inisiasiadaun prosesu aprovisionamentu bazeia, Artigo 24 & 25, Decreto Lei No.43/2024, de 20 de Dezembro, regra ezekusaun OGE 2025;
- 3) CAFI nudar orgão competente ba aprovasaun no autorizasaun despezas bazeia ba DL no. 23/2022, de 19 de maio;
- 4) DL N°. 25/2024, de 22 de maio, Primeira Alteração ao DL N°.13/2016, 18 de Maio, kona ba Regulamentu Fundo da Infraestrutura, determina katak aprovisionamento projetu FI nian sei lao tuir Regime Juridiku Aprovizionamento em vigor;

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- 5) Modalidade aprovisionamento sei lao tuir Regime Juridiku Aprovisionamento em vigor, (Decreto-Lei No.22/2022 de 11 de Maio);
- 6) Projetu nain sei assume responsabilidade hodi assegura orsamentu ba Ezekusaun no Implementasaun projetu;
- 7) Projetu nain sei assume responsabilidade ba koordenasaun entre entidade relevantes ba implementasaun projetu ne'e, e ba supervizaun, monitorizasaun e akompanhamentu ba projetu ne'e iha faze implementasaun, e sei garante kualidade servisu nian tuir espesifikasiakaun nebe aprova ona;

Desizaun:

1. CAFI aprova no autoriza despeza no kustu total ba projetu nune'e mos konfirma finansiamentu iha FI 2025 bazeia ba pedidu husi projeto nain CAC;
2. Desizaun kona ba abertura ka inisiasaun prosesu aprovisionamento bazeia, Artigo 24 & 25, Decreto Lei No.43/2024, de 20 de Dezembro, regra ezekusaun OGE 2025;
3. CAFI nudar orgão competente ba aprovasaun no autorizasaun despezas bazeia ba DL no. 23/2022, de 19 de maio;
4. DL Nº. 25/2024, de 22 de maio, Primeira Alteração ao DL Nº.13/2016, 18 de Maio, kona ba Regulamentu Fundo da Infraestrutura, determina katak aprovisionamento projetu FI nian sei lao tuir Regime Juridiku Aprovisionamento em vigor;
5. Modalidade aprovisionamento sei lao tuir Regime Juridiku Aprovisionamento em vigor, (Decreto-Lei No.22/2022 de 11 de Maio);
6. Projetu nain sei assume responsabilidade hodi assegura orsamentu ba Ezekusaun no Implementasaun projetu;
7. Projetu nain sei assume responsabilidade ba koordenasaun entre entidade relevantes ba implementasaun projetu ne'e, e ba supervizaun, monitorizasaun e akompanhamentu ba projetu ne'e iha faze implementasaun, e sei garante kualidade servisu nian tuir espesifikasiakaun nebe aprova ona;

8. Lista aprovasaun CAFI:

Naran projetu	Kustu estimativa verifikadu husi ADN,IP	Alokasaun orsamentu FI	Orgaun Kompetênti - DL No. 23/2022, 19 de Maio
Consulting Services for the Detailed Engineering Design (DED) of New	\$164,375.00	<ul style="list-style-type: none">• FI 2025: \$ 0• Program 510: Funcionamento e Desenvolvimento Institucional• Kodigu atividade 5105417: Serviços de Consultoria para/o	<ul style="list-style-type: none">• CAFI : Konfirmasasaun Finansiamentu;• CAFI: alinea 1 (b) Artigo 5.^o Competênci para a

DELIBERASAUN N.º86/VII/CAFI/2025



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



Conselho de
Administração

Naran projetu	Kustu estimativa verifikadu husi ADN,IP	Alokasaun orsamentu FI	Orgaun Kompetênti - DL No. 23/2022, 19 de Maio
Construction for the Comission on Anti-Corruption Office Building		Projecto de Engenharia Detalhada do Edificio de Escritórios do CAC - Detail Engineering Design for Commission of Anti-Corruption New Office Building (CAC).	autorização da despesa.



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



Conselho de
Administração

Aprovado husi CAFI iha loron 17 de Julho de 2025.

O Conselho de Administração do Fundo das Infraestruturas

O presidente,



Gastão Francisco de Sousa

Ministro do Planeamento e Investimento Estratégico

Santina José Rodrigues Ferreira Viegas Cardoso

Ministra das Finanças

(La Participa iha Reuniaun)



Miguel Marques Gonçalves Manetelu

Ministro dos Transportes e Comunicações



Samuel Marçal

Ministro das Obras Públicas

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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

NOTA DE DESPAICHO

1. ORIGEM DO DOCUMENTO

N Ref; 27/C-GC/CAC/VII/2025

Data do Documento : 18/07 /2025

Proveniência do Documento

CAC

2. DETALHES DO DOCUMENTO

Data Entrada do Documento: 18/07/2025

Enviado ao:

1. Sr/ Mauricio Borges
2. Sr/a _____
3. Sr/a _____
4. Assessores Nacionais / Internacionais

Assunto:

Submete fali Termu de Referénsia (TOR) no Estimasaun kustu foun ne'ebé hetan verifikasiadu husi ADN

3. INSTRUÇÃO DO DIRETOR DO SGP

Data do Despacho: 18/7/2025

Para Sr/a

1. Sr/a Mauricio Borges
2. Sr/a Maria Viana
3. Sr/a _____

Despacho:

*Há Anteigo dia não - profissional
Delibera*

Assinatura :


Mauricio Borges



COMISSÃO ANTI-CORRUPÇÃO

GABINETE DO COMISSÁRIO

Travessa: Sergio Víeira de Melo Nú. 08, Farol Díli, Timor Leste
Telp (+670) 3331328, E-mail: cactimorleste@cac.tl, Sítio: www.cac.tl

Ofício n° 27/C-GC/CAC/VII/2025
Dili, 18 jullu de 2025

Ex.^{mo} Sr. Maurício Borges
Diretor Executivo do Secretariado dos Grandes Projetos (SGP)

CC : Sr. Januario Maia Guterres
Diretor Adjunto e Diretor Executivo Interino-ADN, I.P.

Asuntu: Submete fali Termu de Referénsia (TOR) no Estimasaun kustu foun ne'ebé hetan verifikasi saun husi ADN.

Exelênsia,

Uluk nanain lori Komisaun Anti-Korupsaun nia naran, hakarak transmiti ba Diretor Executivo do Secretariado dos Grandes Projetos (SGP) ami nia sinceros kumprimentos.

Hakarak informa ba ita-boot katak, iha loron 27 junhu CAC haruka karta ho numeru ofisiu 114/C-GC/CAC/VI/2025 ho asuntu pedidu orsamentu ba kontinuasaun finalizasaun dezeñu edefisiu CAC.

Ho nune'e iha loron 4 fulan jullu CAC hetan komunikasaun husi ADN parte verifikasi saun husu atu devolve/ hatama fali TOR ne'ebé prepara antes husi ADN ho razaun iha ajustamentu husi durasaun tempu servisu, tampa ne'e CAC husu ba parte CAFI atu bele konsidera fali TOR foun ne'ebé hetan ona ajustamentu husi ADN ho ninia totál estimasaun hamutuk USD 164,357.00.

Liu husi oportunidade ida ne'e mos hakarak atu informa ba CAFI katak, bazeia ba konvokatori enkontru extraordinariu iha CAFI iha loron 17 fulan Jullu 2025 katak, Presidente CAFI aprova ona totál orsamentu ne'ebé mensiona iha TOR no husu atu bele kontinua ba prosesu sira tuir mai.

Ami mos aneksu ho dokumentu relevante sira hanesan Termu de Referensia foun (TOR) no Estimasaun kustu foun iha aneksu.

Mak ne'e de'it hakarak hato'o, obrigadu barak ba atensaun no tulun. Karik iha duvida ruma, bele kontaktu direta Diretor Jerál Servisu Apoiu no Kooperasaun CAC Sr. Luis Ersio Ximenes, liuhusi numeru 77327590.

Komisáriu CAC

Dr. Rui Pereira dos Santos



COMISSÃO ANTI CORRUPÇÃO
Direção de Serviços de Apoio e Cooperação
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TERM OF REFERENCES (TOR)

**CONSULTING SERVICES FOR THE DETAILED ENGINEERING
DESIGN (DED) OF**
**NEW CONSTRUCTION FOR THE COMISSION ON ANTI-CORRUPTION
OFFICE BUILDING**

July 2025

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COMISSÃO ANTI CORRUPÇÃO

Direção de Serviços de Apoio e Cooperação

Travessa Sérgio Vieira de Melo, No. 08, Farol, Díli, Timor-Leste

Telp : 3331382 E-mail: administration@cac.tl / website: www.cac.tl

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I. INTRODUCTION

1.1. Definition

1) Name of Activity:

The Name of Activity is Consulting Services for the Detailed Engineering Design of New Construction for the Commission on Anti-Corruption Office Building.

2) The Owner

The Owner of this activity is the Commission of Anti-Corruption (CAC) of Republic Democratic of Timor-Leste

3) Management of Activities

The overall Management of Activities will be held by a Project Manager appointed by the Commission of Anti-Corruption (CAC) of Republic Democratic of Timor-Leste in cooperation with the relevant public institutions.

4) Procurement Process

Procurement of the design consultant will be carried out by the National Procurement Commission (NPC). The NPC procurement will arrange pre-bid meeting, receive the proposals, evaluate the proposals and propose the winner.

5) Consultant

The consultant is the consulting company that will be determined throughout the procurement process and sign the contract with employer.

1.2. Background

The Commission on Anti- Corruption (CAC) was legislated in 2009 and started operation by 2010 to prevent and combat corruption in Timor- Leste. The CAC, in carrying out its daily activities and responsibilities needs adequate organization and its workforce.

The target of the new office building is to accommodate 250 staffs in total with appropriate working conditions as per standard space requirement.

The design of the new office building of CAC is a challenging task both in a philosophical aspect and technical aspect. This building must be showing its function as an anti-corruption commission, so the images should be describing openness, supremacy, justice, etc.

The goodwill of the government to eradicate corruption therefore should be represented in the design of the building that provides sufficient spaces for all office activities based on the international design criteria and standards which include architectural and environment, building structure, health and safety environment and mechanical and electrical systems. These criteria accompanied by specific characteristic of the local condition that command the form and shape of the building such as:

- a. Incorporate the effort of conservation of existing building, if any
- b. Embed the unity of building design components of façade, aesthetics within the surroundings
- c. Creative solution within contextual constraint such as aspects of social culture, geography, climate and others



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In addition to the technical aspects of the building design, the CAC building must bring the spirit of good and clean government into the building appearances through creating a building based on the concept of clarity, prestige and authority.

Given the location of this project is at Aldeia Halibur, Suco Motael, Sub Distrito Vera Cruz, Distrito Dili (figure 1), with the total land area for this project is 5,155 sqm, the main concept of the CAC office building is summarized as:

1. Design a functional building with the representation of clarity, openness, symbol of supremacy, prestige and authority that incorporates local culture and reinvent the history aspect of the site.
2. Design a building by contemporary architectural approach to harness local climate condition as a passive strategy for green building method to reduce electric consumption.
3. Design a building that improve the quality of surrounding environment by creating a disaster resilience design, particularly flash flood and avoid the negative impact of the new building into the existing environment.

In 2013, a team of consultant had been selected to do design work for this project. They had started the work and produce the design work up to Draft Final Report but the team could not perform as expected and they had failed to finish the design work as agreed on the contract and Scope of Work. There are design products that have been done by the previous selected consultant team in 2013, as follows:

- a. Inception Report
- b. Interim Report
- c. Draft Final Report consist of :
 - ✓ Detailed design of architecture, structure, utility and mechanical & electrical to conform to the approved design drawings.
 - ✓ Technical specification.
 - ✓ Bill of Quantities.
 - ✓ Cost estimates (including Unit Price Analysis).
 - ✓ Construction Schedule and "S" Curve.
 - ✓ Design Report covering architecture and all engineering disciplines

All of the documents mentioned above were not submitted in soft copy (only PDF file) by the previous consultant to the project owner this has made it difficult for the project owner to continue the project design process.

Therefore, new Consultant team need to be selected to review the design product made the previous Consultant and complete the design product, so it will be ready to be used for Construction.

1.3. Objective

- a. This Terms of Reference (ToR) should be used for guidance for the satisfactory and timely completion of the Project. This ToR sets out the output, principles, criteria, process and input.
- b. The main objective of this ToR is to provide technical guidance and instructions to the interested Consultants so that they can fulfill the technical specifications in terms of architectural and structural aspects.
- c. This Terms of Reference (ToR) should be used to update the previous ToR, where some parts of the design product has been done by the previous Consultant.



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1.4. Location

The location of the CAC office building is at Aldeia Halibur, Suco Motael, Sub Distrito Vera Cruz, Distrito Dili.

- The Total land area is about 5,155 square meters. The land is the property of Government of Timor-Leste.
- The allocated plot of land is in area that historically prone to floods and therefore the building design should address the consideration for periodical floods.



Figure 1: Site Location at Vera Cruz, Dili, Timor Leste

II. SCOPE OF WORKS

Generally, in order to meet the requirements for this Project, the Design Consultant should follow the process and fulfill the following tasks:

1. To make interpretation of the Terms of Reference (ToR) in general.
2. Investigate the topographical surveys and geotechnical studies, specifically those contained in the master Plan. The consultant is responsible for validating the information and collect additional field data as may be required for finalizing the design.
3. To formulate the design concept of Commission on Anti-Corruption Office Building.
4. In preliminary design stage, the subject of which the concept has been completed, the design should include:
 - 1) Drawing illustrating the situation map, site plan, layout, elevations and cross section.
 - 2) Technical report containing the description of the choice of building concept, sub system of structure and sub-system of mechanical/electrical to be used.
 - 3) Architectural cost estimates based on rough calculation and current market values.



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5. Prepare development plan that covers:

- 1) Design of architecture that covers the drawings describing the site plan, floor plan, layout, elevations, cross sections and main detailed drawings, explaining the room program utilization for the whole building area comprehensively.
- 2) Design of structures and the description of the concept and its calculation, soil test and foundation design.
- 3) Design of utilities and the description of the concept and its calculation that covers air management system, lighting, electrical including generator, plumbing, water supply and sanitation, drainage, fire protection and work safety.
- 4) Technical specifications describing the classifications, types and characteristics of materials to be used.
- 5) Preliminary cost estimates that cover the aspects of local social culture, history and architecture, structure, mechanical/electrical to conform to the existing detailed design concept.

6. Preparation of detailed design that covers the following:

- 1) Detailed design of architecture, structure, utilities and mechanical/electrical to conform to the design drawings approved.
- 2) Technical specifications.
- 3) Bill of Quantities.
- 4) Cost estimates (including Unit Price Analysis and Back up Quantity).
- 5) Construction Schedule and "S" Curve.
- 6) Design Report covering architecture and all engineering disciplines.

7. During the civil works bidding period, the Consultant's work shall include but not necessarily be limited to the following:

- a. Assist the Commission on Anti-Corruption Office in the conduct of pre-bid conference and pre-bid site inspection to answer possible queries that may be raised by interested contractors on the design plans and provide other information that might be needed.
- b. Prepare for approval any necessary revision or addenda to the tender documents during the bidding period. Any costs associated with these activities should be part of the proposal.

8. To achieve above deliverables, and since the design work partly have been done by the previous Consultant is 2013, the present Consultant should fulfill following task:

8.1. General Design Review:

- a. Conduct a comprehensive evaluation of the overall building design based on the documents prepared by the previous consultant.
- b. Provide input and recommendations for improvement if necessary.

8.2. Architecture:

- a. To check and review if the layout, space dimension, and room programs are still proper and fulfill with the drawings provided by the previous consultant.
- b. To check and review if the design is representing local identity and culture.
- c. To check and review if the material and specification used are using local and easy-to-find material as priority, to reduce the cost.
- d. To check and review if the design standard is using local / Asia standard.
- e. To check and review if architecture design adjustment is required to make the design better, for example to reduce construction cost, to make the building less energy usage,



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to make the space more efficient and functional. etc, and propose design adjustment to Client.

- f. To add and complete architecture design that have not done by the previous consultant, to make the design applicable for construction.
- g. To redraw all architecture drawings with Auto CAD program, so it can be recorded and edited or can be used for other purpose needed.
- h. To redraw all architecture drawings with 3D design, so it can be recorded and edited or can be used for other purpose needed.

8.3. Structure and Civil:

- a. To check and review if the structure design is already the most proper design, efficient and following with relevant standards and regulations.
- b. To check and review if the structure design is using local / Asia standard
- c. To check and review if structure design adjustment is required to make the design better, and propose design adjustment to Client.
- d. To conduct a boring / soil test and site survey because previous data done by previous consultant in 2013, as it is already too long (it is done 12 years ago) and the soil condition might change. This most likely will affect the structure design that has been done in 2013.
- e. If the soil test results differ from the previous test results, the consultant must redesign the structure based on the new soil test results, ensures that the revised foundations and structures meet applicable safety, quality and sustainability standards.
- f. To add and complete structure design that have not done by the previous consultant, to make the design applicable for construction.
- g. To redraw all structure and civil drawings with Auto CAD program, so it can be recorded and edited or can be used for other purpose needed.

8.4. Mechanical, Electrical, and Plumbing (MEP):

- a. To check and review if the MEP design is already the most proper design, efficient and following with relevant standard and regulation.
- b. To check and review if the material and specification used are using local and easy-to-find material as priority, to reduce the cost.
- c. To check and review if the MEP design standard is using local / Asia standard
- d. To check and review if MEP design adjustment is required to make the design better to make the building less energy usage, etc., and propose design adjustment to Client
- e. To add and complete MEP design that have not done by the previous consultant, to make the design applicable for construction.
- f. To redraw all MEP drawings with Auto CAD program, so it can be recorded and or can be used for other purpose needed.

8.5. Bill of Quantity, Cost Estimate, and Project Schedule:

- a. To check and review the volume and work item.
- b. To update the price with the current material price list, labor cost, or any other item that affect the construction cost.
- c. To check and review if the Project Schedule is still applicable, and propose required schedule adjustment to Client.



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- 8.6. The design should ensure easy access for disable people
- 8.7. The building should increase the quality of the environment surroundings.
- 8.8. After the DED is completed, it is continued with the design verification process for the construction phase, the design consultant is responsible for providing support to the project owner for the documents that have been produced, until the design verification process for the construction phase is completed.
- 8.9. The results of design services should fulfill the regulations, standards and technical guidance of design that are generally in effect
- 8.10. Provide Terms of Reference for the Consultant Supervision Service for the Construction of this project
- 8.11. The consultant should ensure knowledge and skill transfers between key experts and assistants of key experts

III. OUTPUT OF DESIGN ACTIVITIES

The output by the design Consultant shall consist of the following:

3.1. Inception report

The stage of design concept/technical design will consist of the following :

- 1) The concept design approach should be based on analysis of existing site plan conditions by considering the surrounding environment.
- 2) The concept of technical design including concept of room organization, number and qualification of team members, methodology of implementation and responsibilities.
- 3) The concept of schematic technical design including room program, number of rooms and organization of room connection.
- 4) Report of the existing site data and information including soil investigations, information from the user regarding the need of rooms and scope of services, facilities required, capacity of rooms, total number of user and other purposes needed.

These documents should be submitted in one (1) original and six (6) electronic copies in CD and/or other forms of electronic copies.

This design concept should be discussed with PSC and approved by the owner in the first month of assignment, before continuing to the stage of preliminary design.

3.2. Interim Report

➤ The stage of preliminary design that will consist of the following:

- 1) Preliminary design drawings of buildings in the aspect of architecture, structure, building utilities and environment.
- 2) Preliminary Cost Estimates
- 3) Outlines of work plan and specifications
- 4) Initial Environmental Impact Assessment
- 5) Result Consultations with the Owner

This document should be submitted in one (1) Original and six (6) electronic copies in CD and/or other forms of electronic copies.



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This preliminary design should be discussed with PSC and approved by the owner in the third month of assignment, before continuing to the stage of design development.

- The stage of design development that will consist of the following:

- 1) Drawings of design development of architecture, structure and supporting utilities based on the preliminary design that is already approved.
- 2) Description of design concept and its calculation needed.
- 3) Draft cost estimates
- 4) Draft work schedule and specification

These documents should be submitted in one (1) original and six (6) electronic copies in CD and/or other forms of electronic copies.

This development design should be approved by the owner in the fourth month of assignment, before continuing to the stage of detailed design.

3.3. Draft Final Report

The stage of detailed design will consist of the following:

- a) Detailed engineering design drawings (size A1) of building for construction works.
- b) Technical Specifications.
- c) Bill of Quantities.
- d) List of Price of Labors and Materials
- e) Unit Price Analysis
- f) Cost Estimates
- g) Construction Schedule and "S" Curve
- h) Design report of architecture, structure, utilities, mechanical/electrical, and other calculation needed.
- i) Terms of Reference for the Consultant Supervision Service for the Construction of this project.

The draft final report should be presented with 3D presentation, showing a scaled building models building layout exterior and interior building and its surrounding area. These documents should be submitted in one (1) original and six (6) electronic copies in CD and/or other forms of electronic copies.

This draft final report should be submitted to the owner in the fifth month of assignment.

3.4. Final Report

This final report should be submitted to the owner in the six months of assignment as the result of Draft Final Report that has already been discussed and approved by the owner.

The final report should be submitted in one (1) original and six (6) electronic copies in CD and/or other forms of electronic copies.

The final Report should be presented with a scaled building model and lay out model covering the surrounding area.



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IV. DESIGN CRITERIA

4.1. General Criteria

For the implementation of the services, the design consultant should take notice of the general criteria of the building to conform to its functions and complexity, and are as follows:

1) Conditions of allotment and intensity

- 1) To ensure that the building is constructed based on the regulations of spatial plan and building plan determined by the local authority.
- 2) To ensure that the building will be used to conform to its functions.
- 3) To ensure the safety of the user, community and environment.
- 4) To conform to the state budget principles:
 - a) Economical, not luxurious, efficient and conforms to the technical purposes specified.
 - b) To be focused and controlled to conform to the plan, program and function.
 - c) To utilize local product and resources as much as possible to promote national property.

2) Conditions of architecture and environment:

- 1) To ensure that the building is constructed based on the environment characteristic, determination of the nature of building and local culture, in order to be balance, harmony and compatibility with the environment.
- 2) To ensure the creation of green space that is balanced and harmonious with the environment.
- 3) To ensure that the building is constructed and used with no negative impacts the environment.

3) Conditions of building structure

- 1) To ensure the structural stability of the building to support the rising loads as result of its utilization to conform to its functions, and human behavior.
- 2) To ensure the creation of building that has been designed as earthquake resistant.
- 3) To ensure the safety of the people from possible accidents or injury due to the failure of the building structure.
- 4) To ensure the welfare of the people from losses or damages of their properties due to the failure of the building structure.
- 5) To ensure the protection for the other properties from physical damages due to the failure of the building structure.

4) Condition of water supply:

To ensure that the construction of buildings is provided with water supply facilities:

- 1) Fulfill the quality standard, sufficient discharge minimum liters/person/day.
- 2) Fulfill the requirement for fire protection adequate for minimum minutes operation of fire tackling.

5) Condition of sanitation:

- 1) To ensure the construction of buildings is equipped with facilities for discharging the waste water from the kitchens, bathrooms, and washrooms to the city drainage canals.
- 2) The discharge of waste water from the kitchen, bathrooms and washrooms should use pipes or open cannels to conform to the specifications.
- 3) The discharge of the waste water should use treatment plant.

6) Conditions of solid waste:

- 1) To ensure with the availability of trans bins and temporary solid waste collecting points.
- 2) The temporary solid waste collecting points should be made of watertight materials



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and enclosures.

- 3) water before discharging to the city drainage

7) Conditions of fire:

- 1) To ensure the provision of drainage canals that could retain the rainfall water before discharging to the city drainage canals.
- 2) The rainfall water could also be discharged to the absorption wells.

8) Conditions of fire:

To ensure the creation of building that could be stable in case of fire:

- 1) Sufficient time for the dwellers to evacuate safely.
- 2) Sufficient time for the fire fighters to come to the location to extinguish the fire.
- 3) To avoid damages of the other properties.

9) Condition of access entry and exit ways:

- 1) To ensure safe, proper and comfortable access to entry and exit ways to the building and its facilities, as well as to service areas to service areas inside the building
- 2) To ensure the creation of efforts to protect the dwellers from pains and injuries during the evacuation in emergency situation.
- 3) To ensure provision of easy access for the disabled.

10) Condition of transport facilities inside the building:

- 1) To ensure the provision of proper, safe and comfortable transport facilities inside the building
- 2) To ensure the provision of transport facilities for the disabled.

11) Condition of emergency situation, exit signs and early warning systems of danger:

- 1) To ensure the provision of early warning system inside the building if emergency situation occurs.
- 2) To ensure the dwellers to evacuate easily and safely in emergency situations.

12) Condition of electrical installations, lightning rod, and communications facilities:

- 1) To ensure the installation of electrical facilities adequately and safely support the activities inside the building to conform to its functions
- 2) To ensure the safety of the building and its dwellers from the danger of lightning
- 3) To ensure the provision of communication facilities adequately to support the activities inside the buildings to conform to its functions.

13) Conditions of gas installations:

- 1) To ensure the installation of gas facilities safely to support the activities inside the building to conform to its functions
- 2) To ensure the fulfillment of gas consumption safely and adequately
- 3) To ensure that the gas facilities are in good running condition during testing and commissioning.

14) Condition of sanitation facilities inside the buildings:

- 1) To ensure the provision of adequate sanitation facilities to support the activities inside the buildings to conform to its functions.
- 2) To ensure the creation of clean, hygienic and comfort for the dwellers of the building and the environment
- 3) To ensure that the sanitation facilities are in good running condition during testing and commissioning

15) Condition of ventilations and air conditions:

- 1) To ensure the fulfillment of air needed adequately, either naturally or man-made, to support the activities inside the building to conform to its functions.
- 2) To ensure that the air-conditioning facilities are in good running condition during testing and conditioning.



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16) Conditions of lighting:

- 1) To ensure the fulfillment of lighting needed adequately, either natural or man-made to support the activities inside the buildings to conform to its functions
- 2) To ensure that the lighting facilities are in good running condition during testing and commissioning

17) Conditions of noises and trembles:

- 1) To ensure the creation of comfortable situation from unexpected noises and trembles disturbance.
- 2) To adopt environmental pollution mitigation measures resulting from construction activities. Cost of such measures should be included in the detailed construction cost estimates.

4.2. Specific Criteria

The specific criteria related to the construction of the municipality market are either from the distinct functions or other technical aspects as follows:

- a. Relates to the effort of conserving the existing building, if any.
- b. The congruence of building design with its facade, aesthetics, and the surrounding areas including environmental aspects and city planning.
- c. Solutions and contextual limitations, such as the local sociocultural aspect, geographical, climate, and other aspects.
- d. The building appearance should consider Timor-Leste culture and context while incorporating modern features that elegant and radiates energy and safe.

V. DESIGN PROCESS

1. In the process of designing to produce the outputs required, the design consultant should make schedule of periodic meetings with the Owner.
2. In the periodic meetings, it should determine the inception products, interim products, and main products that will be provided by the Design Consultant to conform to output plan determined in the ToR.
3. In the implementation of the tasks, the Design Consultant should always consider that the work time schedule is fixed.
4. The working time is Three (3rd) months from the date of issuing Notice to Proceed.

VI. DESIGN INPUT

6.1. Information

- 1) To implement the tasks, the Design Consultant should collect additional information required apart from the information provided by the Owner.
- 2) The Design Consultant should check the validity of information to be used in the implementation of his tasks.
- 3) The faults of design work as result of lack of information shall be the responsibility of the Design Consultant.
- 4) The information required and should be obtained for design are as follows:
 - 1) Information regarding the land covers:
 - a) Physical condition of the location, such as the extent area, boundaries and topography.
 - b) Soil condition as the result of soil tests.
 - c) Condition of ground water.



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- d) Allotment of land use.
- e) Coefficient of building base.
- f) Coefficient of building floor.
- g) Breakdown of land use, pavement, green land and others.
- 2) User of the building covers:
 - a) Structure of organization.
 - b) Number of personnel.
 - c) Main activities, supporting activities and complementary activities.
- 3) Special equipment, types, weight and dimension.
- 4) Needs of buildings covers:
 - a) Room program.
 - b) Need of organization of room usage.
 - c) Need of possible changes of room building function.
 - d) Needs of building utilities covers:
 - ✓ Water Supply:
 - i. The current needs and the projection in the future
 - ii. Water source, piping networks and its capacity.
 - ✓ Rainfall water and drainage covers:
 - i. Location of city drainage
 - ii. Discharging to outlet of the site.
 - ✓ Waste water and solid waste
 - ✓ Air condition
 - i. Loads
 - ii. Breakdown of loads
 - iii. System required
 - ✓ Vertical transport in the buildings
 - i. Type and capacity required
 - ii. Interval and waiting time
 - iii. Escalator and conveyor
 - ✓ Fire protection:
 - i. Detector (classification, type).
 - ii. Fire alarm (Classification)
 - iii. Fire extinguisher and accessories (classification capacity)
 - ✓ Security system:
 - i. Alarm (classification, type)
 - ii. System required
 - ✓ Electrical network:
 - i. Power
 - ii. Source of power and specifications
 - iii. Power reserved if needed (capacity and specification)
 - ✓ Communication network (telephone, fax, radio, intercom):
 - i. Needs of speaking points
 - ii. System as required
 - ✓ Others as required.



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6.2. Personnel

The design Consultant should provide personnel who fulfill the requirements to implement the services, based on the scope of services or the level of complexity of the services. The personnel required for this design activities should consist of the following:

A. International Key Experts

1) Team Leader (Architect)

Team leader should have a Master's Degree in Architecture and has a minimum of 10 years relevant experience in designing 3 (tree) storey buildings, minimum 5 years' experience as team Leader and possesses Certificate of Expertise issued by a professional institution. Must be fluent in English. Previous work experience in Timor-Leste and proficiency in Tetum, Bahasa Indonesia or Portuguese will be an added advantage.

The tasks of the Team Leader are the following:

- a) To plan, coordinate and control all activities and personnel involved in these services to ensure the satisfactory and timely completion of the services.
- b) To prepare implementation guidance in the stage of data collection, processing and final presentation of the whole services.
- c) To plan and implement all activities covering design of structure and give input to the other experts related to this design services.

2) Structural Engineer

Civil Engineer/Structural Engineer should have a bachelor Degree or higher-level education in Civil Engineering and minimum of 8 years relevant experience and possesses Certificate of Expertise issued by a professional institution. Must be fluent in English. Previous work experience in Timor-Leste and proficiency in Tetum, Bahasa Indonesia or Portuguese will be an added advantage.

The Tasks of Civil Engineer / Structural Engineer are the followings:

- a) Assist and advise the Team Leader on structural design, or Civil Engineering issues as required.
- b) Data collection and analysis for structural design services.
- c) Give input to the other experts related to this design services.

B. National Key Expert. (It is mandatory for the following local counterpart staff to be citizens of Timor-Leste of Local Timorese).

1) Structural Engineer (Deputy)

Education : Bachelor in Civil Engineering
Experience: Minimum 5 Years

2) Architect

Education : Bachelor in Architecture
Experience: Minimum 5 Years



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3) Mechanical, Electrical & Plumbing Engineer

Education : Bachelor in Mechanical Electrical & Plumbing Engineering

Experience: Minimum 5 Years

4) Water Supply & Sanitation Engineer

Education : Bachelor in Water Supply and Sanitation Engineering

Experience: Minimum 5 Years

5) Geodetic Engineer

Education : Bachelor in Relevant area

Experience: Minimum 5 Years

6) Quantity surveyor and Cost Estimator

Education : Bachelor in Civil engineer

Experience: Minimum 5 Years

7) Geotechnical Engineer

Education : Bachelor in Civil engineer

Experience: Minimum 5 Years

8) Information Technology (IT)

Education : Bachelor in Relevant area

Experience: Minimum 5 Years

C. Additional Technical and Administrative Support Staff

The design consultant is responsible for ensuring adequate technical support and administrative staff.



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6.3. Person-Month Requirement

It is estimated that 38 person-month of key experts, local counterpart staff services, and additional technical and administrative support staff will be required, as tabulated below:

No	Description	Unit	Quantity	
			Personnel	Duration
A	International Key Experts			
1	Team leader/Architect	Month	1	3
2	Structural Engineer	Month	1	2
	Sub - Total International Key Experts		2	5
B	National Key Experts			
1	Structural Engineer (Deputy)	Month	1	3
2	Architect	Month	1	2
3	Mechanical, Electrical & Plumbing Engineer	Month	1	1.5
4	Water Supply & Sanitation Engineer	Month	1	1.5
5	Geodetic Engineer	Month	1	1.5
6	Geotechnical Engineer	Month	1	1.5
7	Quantity surveyor and Cost Estimator	Month	1	1.5
8	Information Technology (IT)	Month	1	1.5
	Sub-Total National Key Experts		8	14
C	Supporting Personnel			
1	Office Manager	Month	1	3
2	Office Boy	Month	1	3
3	Driver	Month	1	3
	Sub-Total Supporting Personnel		3	9

The design consultant must submit its proposal on the basis of the above staff requirements. If the design consultant deems it appropriate, proposed changes must be specified in the consultant's technical proposal and this will be discussed during the contract negotiations.

6.4. Facilities provided by the government of Timor-Leste

The government will provide the following:

- Counterpart staff according to availability for assistant with surveys and progress monitoring
- Assistance and advice on the processing of visas and work permits for consultant staff as requested.

6.5. Facilities Provided by the Consultant

The Consultant will provide the following:

- Office accommodation near project location and all furnishings and office equipment.
- All survey equipment as required.
- Computing, drafting, and mapping equipment and software
- Local Transportations
- Travel costs to and from Timor-Leste.



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VII. DESIGN COST, PAYMENT AND RETENTION

1. The fund that will be used for financing the formulation of detailed Architecture and Engineering design for New Office Building is coming from Infrastructure Fund (FI) under Grand Project
2. The consulting services shall be a fixed lump sum cost contract based on the winning Consultant's Financial Proposal and finalized in negotiation with the Owner.
3. Upon signing of contract, no additional cost will be allowed, unless as subsequently agreed between the Design Consultant and the Owner through, and incorporated in, a written contract amendment
4. The payment of these design activities will be scheduled as follows:
 - a) The payment equivalent to 100% of the contract price will be paid to the design consultant after the Final report has been reviewed, approved and submitted to the owner.
 - b) The employer shall retain 5% from each progress payment as Performance and Quality Guarantee for satisfactory performance of the Contract. The 5% of retention money will be paid to the Consultant until the finalization of the procurement process.

VIII. WORK PROGRAM

1. The Design Consultant should arrange work program that at minimum should cover the following:
 - 1) Work schedule in detail
 - 2) Manning schedule
 - 3) Allocation of experts and their discipline and expertise. The curriculum vitae and a letter of availability to work of the proposed experts should be attached.
 - 4) Concept of design work method.
2. The work program should be approved by the owner after presentation by the design consultant and input provided from the owner.

Consulting Services for The Detailed Engineering Design of Commission on Anti-Corruption Office Building

COST ESTIMATE

No	Description	Unit	Quantity		Unit Price (US\$)	Cost (US\$)
			Personnel	Duration		
A. Internation Key Experts						
1	Team leader/Architect	Month	1	3	\$ 10,775.00	\$ 32,325.00
2	Structural Engineer	Month	1	2	\$ 7,425.00	\$ 14,850.00
		Sub-Total	2	5		\$ 47,175.00
B. National Key Experts						
1	Structural Engineer (Deputy)	Month	1	3	\$ 3,325.00	\$ 9,975.00
2	Architect	Month	1	2	\$ 3,325.00	\$ 6,650.00
3	Mechanical, Electrical & Plumbing Engineer	Month	1	1.5	\$ 3,325.00	\$ 4,987.50
4	Water Supply & Sanitation Engineer	Month	1	1.5	\$ 3,325.00	\$ 4,987.50
5	Quantity Surveyor/Cost Estimate	Month	1	1.5	\$ 3,325.00	\$ 4,987.50
6	Geodetic Engineer	Month	1	1.5	\$ 3,325.00	\$ 4,987.50
7	Geotechnical Engineer	Month	1	1.5	\$ 3,325.00	\$ 4,987.50
8	Information Technology	Month	1	1.5	\$ 3,325.00	\$ 4,987.50
		Sub-Total	8	14		\$ 46,550.00
C. Supporting Personnel						
1	Office Manager	Month	1	3	\$ 750.00	\$ 2,250.00
2	Office Boy	Month	1	3	\$ 225.00	\$ 675.00
3	Driver	Month	1	3	\$ 275.00	\$ 825.00
		Sub-Total	\$ 3,750.00			
D. Reimbursables						
1	Internation Transportation	R. Trip	2	2	\$ 1,500.00	\$ 6,000.00
2	Local Transport (Vehicle Rent & Fuel)	Month	1	3	\$ 1,650.00	\$ 4,950.00
3	Communication Cost	Month	10	3	\$ 35.00	\$ 1,050.00
		Sub-Total	\$ 12,000.00			
E. Site Investigations						
1	Topographical Survey	Ls	1		\$ 15,000.00	\$ 15,000.00
2	Soil Investigation (Bore Drilling)	Ls	1		\$ 20,000.00	\$ 20,000.00
3	Matterrial Testing	Ls	1		\$ 3,500.00	\$ 3,500.00
		Sub-Total	\$ 38,500.00			
F. Facilities						
1	Office Establishment (Office Space, etc)	Month		3	\$ 2,000.00	\$ 6,000.00
2	Office Equipments and Furniture (Com,Pinter,Scanner, etc)	Ls	1		\$ 3,500.00	\$ 3,500.00
3	Office Operations (Office Supplies,Software,Toner,etc)	Month		3	\$ 300.00	\$ 900.00
					\$ 10,400.00	
G. Reporting						
1	Inception Report (6 bundles)	Ls	1		\$ 1,500.00	\$ 1,500.00
2	Interim Report (6 bundles)	Ls	1		\$ 1,500.00	\$ 1,500.00
3	Draft Final Report (6 bundles)	Ls	1		\$ 1,500.00	\$ 1,500.00
4	Final Report (6 bundles)	Ls	1		\$ 1,500.00	\$ 1,500.00
		Sub-Total	\$ 6,000.00			
		Grand Total	\$ 164,375.00			

Verified by :

Melenia da Costa Barros
National Adviser

Checked by :

Johannes Hornay
Senior Engineer-ITIAS, ADN, I.P

Certified by :

Jose Fernando Liu Soares
Coordinator UAP, ADN, I.P