



DELIBERASAUN N. 85A/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 deliberasaun ba assunto tuir mai ne'e:

Asuntu: Pedidu Aprovasaun no autorizasaun despesas nune'e mos Konfirma Finansimentu iha FI 2025 ba *Consultan Supervision and Quality Services for New Construction of Quartel Geral da PNTL Office Building in Caicoli, Dili, Tmor-Leste*

Propontente: Ministério do Interior – MI

Notas/justifikasiakaun:

- SGP simu Karta husi Ministerio do Interior ho no. Oficio: 554/DNA-DGAF/MI/VII/2025, data 7 de julho de 2025; ho asuntu: Agenda CAFI ba projetu MI ne'ebe maka orsamenta iha FI no hetan ona verifikasiakaun husi ADN, I.P.;
- Bazeia ba karta ne'ebe SGP simu Karta husi Ministerio do Interior ho no. Oficio: 553/DNA-DGAF/MI/VII/2025, data 7 de julho de 2025; ho asuntu: hato'o justifikasiakaun tekniku no legal ba Konsultor Supervisor Novo Konstrusaun Quartel Geral PNTL;
- Modalidade aprovisionamentu Ajuste Direta bazeia ba pedidu husi projetu nain/ MI ba Konsultor Supervisor Novo Konstrusaun Quartel Geral PNTL;
- Consultan Supervision and Quality Services for New Construction of Quartel Geral da PNTL Office Building in Caicoli, Dili, Tmor-Leste, ne'ebe hetan ona verifikasiakaun ADN I.P. ho montante \$550,600.00;
- Alokasaun orsamentu FI 2025: \$ 100,000.00, Programa 366: Segurança Nacional, Kodigu atividade 3661369: Supervisao Construção da Quarter General de Edificio da PNTL em Caicoli;
- Projetu nain sei assume responsabilidade hodi assegura orsamentu ba Ezekusaun no Implementasaun projetu;
- Projetu nain konfirma katak sei assume responsabilidade ba monitorizasaun e akompanhamentu ba ezekusaun projetu ne'e no sei garante kualidade servisu nian tuir padraun no espesifikasiakaun ne'ebe aprova ona;



Lista Proposta:

Naran projeto	Resultadu Verifikasi ADN,I.P./referensia	Alokasaun Orsamentu FI / kodigu atividade
Consultan Supervision and Quality Services for New Construction of Quartel Geral da PNTL Office Building in Caicoli, Dili, Tmör-Leste	\$550,600.00	<ul style="list-style-type: none">• Alokasaun orsamentu FI 2025: \$ 100,000.00;• Programa 366: Segurança Nacional, Kodigu atividade 3661369;• Supervisao Construção da Quarter General de Edificio da PNTL em Caicoli.

Rekomendasaun:

- 1) CAFI atu aprova no autoriza despezas no kustu total nune'e mos konfirma finansiamantu iha FI 2025 bazeia ba pedidu husi Ministério Interior ba projetu *Consultan Supervision and Quality Services for New Construction of Quartel Geral da PNTL Office Building in Caicoli, Dili, Tmör-Leste*, ho montante verifikadu \$550,600.00;
- 2) 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;
- 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;
- 5) Modalidade aprovizionamento sei lao tuir Regime Juridiku Aprovizionamento 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 espesifikasi saun 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 MI;
2. 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;
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 Aprovizionamento em vigor;
5. Modalidade aprovisionamento sei lao tuir Regime Juridiku Aprovizionamento 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 espesifikasiada 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
Consultan Supervision and Quality Services for New Construction of Quartel Geral da PNTL Office Building in Caicoli, Dili, Tmor-Leste	\$550,600.00	<ul style="list-style-type: none">• Alokasaun orsamentu FI 2025: \$ 100,000.00;• Programa 366: Segurança Nacional,• Kodigu atividade 3661369: Supervisao Construção da Quarter General de Edificio da PNTL em Caicoli.	<ul style="list-style-type: none">• CAFI : Konfirmasasaun Finansiamentu;• CAFI: alinea 1 (b) Artigo Artigo 5.^o Competênci para a autorização da despesa.

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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

DELIBERAÇAUN N.º85A/VII/CAFI/2025



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



**Conselho de
Administração**

Annexo:

DELIBERASAUN N.º85A/VII/CAFI/2025

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**Consultant Supervision and Quality Services for New Construction of Quartel Geral da PNTL
Office Building in Caicoli, Dili, Timor - Leste.**

Cost Estimate

NO.	DESCRIPTIONS	UNIT	QTY	DURATION	UNIT PRICE	AMOUNT (USD)
I International Key Experts						
1	Team Leader (Project Management/ Architect)	Month	1	24	\$ 10,775.00	\$ 258,600.00
	Sub-Total		1	24		\$ 258,600.00
II National Key Experts						
1	Site inspector Engineer	Month	1	24	\$ 3,325.00	\$ 79,800.00
2	Quality Assurance Engineer	Month	1	24	\$ 3,325.00	\$ 79,800.00
4	Mechanical, Electrical & Plumbing Engineer	Month	1	12	\$ 3,325.00	\$ 39,900.00
	Sub-Total		3	60		\$ 199,500.00
III Supporting Staff						
1	Office Finance & Administration Officer	Month	1	24	\$ 600.00	\$ 14,400.00
3	Driver	Month	1	24	\$ 275.00	\$ 6,600.00
4	Office Boy	Month	1	24	\$ 225.00	\$ 5,400.00
	Sub-Total		3	72		\$ 26,400.00
IV REIMBURSABLES						
1	International Transportation	R-Trip	1	1	\$ 1,500.00	\$ 1,500.00
2	Local Transportation (Vehicle Rent & Fuel)	Month	1	24	\$ 1,600.00	\$ 38,400.00
3	Communication Cost	Month	4	24	\$ 50.00	\$ 4,800.00
4	Report Preparation and Reproduction	Lump Sum	1	1	\$ 3,000.00	\$ 3,000.00
					Sub - Total	\$ 47,700.00
V FACILITIES						
1	Office Establishment	Lump Sum	1	1	\$ 3,500.00	\$ 3,500.00
2	Office Equipment & Furniture	Lump Sum	1	1	\$ 6,500.00	\$ 6,500.00
3	Office Operations (Office Supplies, Software, Toner, etc)	Month	1	24	\$ 350.00	\$ 8,400.00
					Sub - Total	\$ 18,400.00
Total Cost for Supervision services						\$ 550,600.00

Verified by :



Antonia de F. Moraes Soares
Engineer, ADN, I.P



Melenia da Costa Barros
Assesora Nasional, ADN, I.P

Checked by :



Johannes Hornay
Chefe Dep, EPMETIC UAP- ADN, I.P

Certified by :



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



**REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE
MINISTRY OF INTERIOR**



TERMS OF REFERENCE (TOR)

**CONSULTANT SUPERVISION AND QUALITY SERVICES FOR
NEW CONSTRUCTION OF QUARTEL GERAL DA PNTL OFFICE BUILDING,
IN CAICOLI, DILI, TIMOR-LESTE.**

AUGUST, 2025

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I. INTRODUCTION

1.1. DEFINITION OF THE PROJECT

a. Name of Activity

The Name of activity is Consultant Supervision Services for New Construction of Quartel Geral da PNTL Office Building.

b. Project Owner

The Owner of this project is the Ministry of Interior, Democratic Republic of Timor-Leste.

c. Management of Activities

The overall Management of activities is led by a Project Manager appointed by the Company under the guidance from the Owner and Project Steering Committee (PSC). PSC will consist of the representatives of the Owner, Company and the Ministry of Public Works (MPW).

National Development Agency Public Institution (ADN.IP): Provides support for the overall development strategy and coordination of the project.

d. Procurement Commission

Procurement of the Supervision Consultant will be carried out by the National Procurement Commission (NPC/CNA). CNA will invite Supervision Consultants, arrange pre-bid meeting, receive the proposals, evaluate the proposals and propose the winner.

e. Supervision Consultant

Any consulting company which is selected as the winner of the procurement process, and will sign the contract together with the Employer.

1.2. BACKGROUND

The construction work of the Quartel Geral da PNTL Building previously faced serious problems with the structural elements of the foundation, especially after static and PDA tests showed insufficient bearing capacity, resulting in a failure in the foundation design. The government, through the Ministry of Interior (Mol), decided to redesign the foundation by engaging an independent consultant.

Once the redesign process is completed and approved, construction will resume. However, since the old supervision consultant was dismissed, the independent consultant who previously redesigned the foundation was appointed as the Supervision Consultant to ensure consistent, thorough technical supervision and in-depth understanding of the original design issues.

New Construction of Quartel Geral da PNTL Office Building will be located at Caicoli, Vera Cruz sub-district, Dili close to the alignment of Rua de Caicoli to the North of the Supreme Court (Tribunal Recurso) Caicoli, Dili, Required supervision and quality control services will enable for construction of a new construction of Quartel Geral da PNTL Office Building for which works will be undertaken within the current budget year.

Mol now wishes to recruit a Consulting Firm to provide Supervision and Quality Control services for the construction works in the aforementioned institutions.

1.3. OBJECTIVES

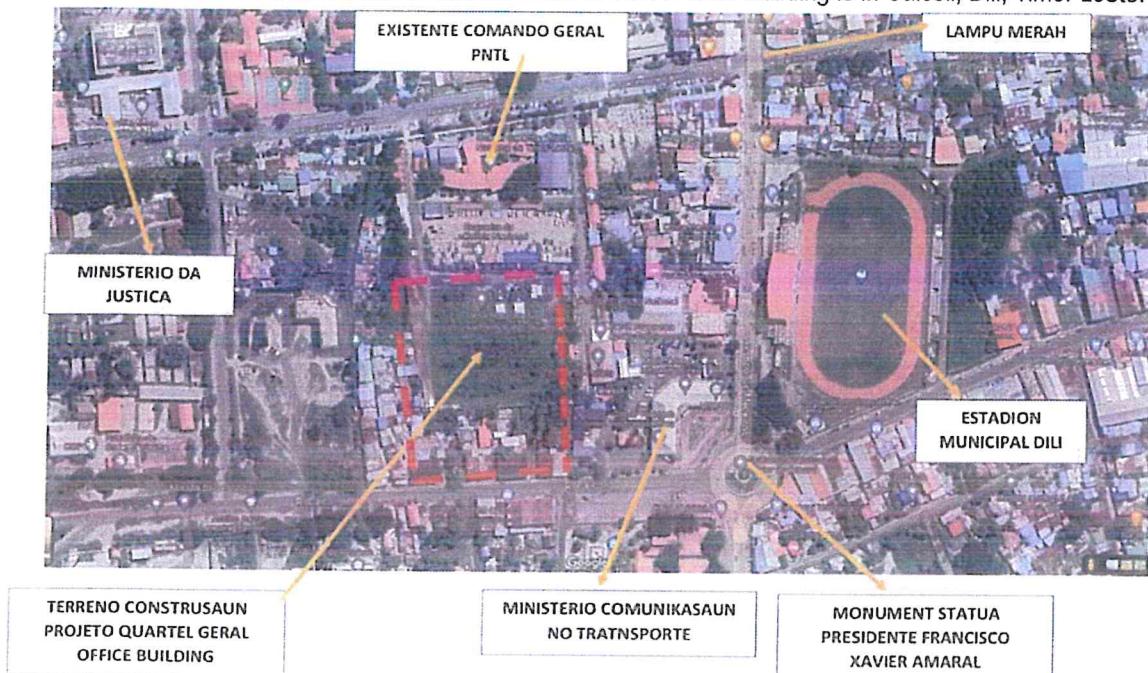
- 1) These Terms of Reference (TOR) should be used for as guidance for the satisfactory and timely completion of the project. This TOR sets out the output, principles, criteria, process and input.



- 2) In this task, the Supervision Consultant will implement the duties in a professional manner so as to deliver the outputs in accordance with the technical specifications and standards stated in this TOR.
- 3) The objective of this TOR is to provide technical guidance and instructions to interested Consulting Companies / firms so that they can fulfil the technical specifications in terms of architectural, structural and mechanical aspects, stated in this TOR.

1.4. PROJECT LOCATION.

The location of the New Construction of Quartel Geral da PNTL Office Building is in Caicoli, Dili, Timor Leste.



II. SCOPE OF WORKS

The Supervision Consultant shall perform all works necessary to achieve the objectives set out in the terms of reference, under the Project Manager to be nominated by the project owner is the Minister of Interior (MoI) for implementation of the project.

The Supervision Consultant works shall include but not limited to, the following activities;

A. Provider Construction Selection Stage

- 1) Assist activity managers in preparing and compiling programs execution of physical construction work.
- 2) Assist in providing job descriptions at the tender stage construction.
- 3) Assist Project Manager appointed by the MoI under the guidance of the project owner / SGP in preparing the Terms of Reference Work (TOR) and Self Calculation Price (SCP)/ Owner's Estimate (OE) physical construction work.
- 4) Assist in preparing a draft implementation work agreement physical construction.
- 5) Prepare a provider selection activity report.



B. Construction Stage

- 1) Evaluate the physical construction implementation program that has been prepared by the contractor which includes target achievement programs construction, supply and use of labor, equipment and building materials supplies, information, funding, Quality program Assurance/Quality Control and occupational health and safety programs (K3);
- 2) Controlling the physical construction implementation program, which includes the program resource control, cost control, time control, control of physical objectives, (quantity and quality) of construction results, control of job changes, control of orderly administration, occupational health and safety control;
- 3) Perform program evaluation of technical and managerial irregularities that arise, recommendations for program corrections and actions to intervene, as well as Make technical corrections when deviations occur;
- 4) The Supervision Consultant shall function on behalf of Project Authority as Principal Engineer Representative of the Project to perform the duties in accordance with acceptable criteria and standards applicable to civil works and shall exercise the power vested as Engineer Representative under the Project Owner with the Contractor;
- 5) The term of Principal Engineer Representative shall mean the Consultant Project Manager or any other person appointed by the Project Director designated by the Chief Engineer of the Project Owner and notified in writing to the Contractor to act in replacement of the Principal Engineer Representative for the purpose of completing the Project;
- 6) The Supervision Consultant shall establish an organization that shall meet the Project Owner approval for execution of the services;
- 7) To represent the interest of the Project Owner against the Contractor in any matters related to the construction contract and the proper execution thereof. Establish a contract management system to administer the contract and to maintain records of all contractual correspondence, quantity measurement and quality control tests;
- 8) Supervise, direct, monitor and coordinate with Contractor and sub-contractors for all works on-site, related to the project;
- 9) Review and approve the Contractor's work method including plan for management and safety control during construction;
- 10) To furnish for use of the Contractor all necessary basic design survey documents.
- 11) Review and approve the Contractor working drawing, shop drawing, installation production plan drawing, and drawing for temporary works, issue further drawing, and to give instruction to the Contractor for any work which may not be sufficiently detailed in the contract documents;
- 12) To review and recommend for approval of Project Owner, the Contractor's is obliged to furnish for the Engineer's approval. Prepare and submit a disbursement schedule to Project Owner;
- 13) To assess the adequacy of all inputs such as materials, labor and equipment provided by the Contractor and the methods of work in relation to the required, take appropriate action in order to expedite progress.

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REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE
MINISTRY OF INTERIOR



- Keep and regularly update a list of the Contractor's equipment and its condition to ensure compliance with the list of equipment that the Contractor provides in his bid;
- 14) To issue the Order of commencement of the work and give approval to the Contractor's superintendent and its key personnel, construction program and as well as construction method during the execution of the construction works. Approve the Contractor's plan for safety during construction;
- 15) To inspect the safety aspects of the construction works, method and procedure that every reasonable measure has been taken to protect life and property;
- 16) To inspect and evaluate all Contractor's installation, site office, yards, warehouse and other temporary work at the site to ensure compliance with the terms and conditions of the contract documents;
- 17) To verify and check that the dump of the construction waste is the one approved by the entities in charge of this activity;
- 18) To provide effective and regular supervision of the works and supervise the quality control test to assure that the work is executed in accordance with the established standard, criteria, specification and procedure. To maintain a sufficient number of Engineer Representatives at the site at all times when the Contractor is working to supervise the work and issue instruction as required;
- 19) To assess the adequacy of the material testing laboratory provided by Contractor, order necessary test on material and the completed works and instruct removal and substitution of improper works, structures and or material as required;
- 20) To examine and make recommendation to Project Owner on all claim from the Contractor execution and extension, extra compensation, work or expenses or other matters, including preparing the technical justification for any charge of works matters on site;
- 21) To measure and compute quantities of approved and accepted and make check, certify and make recommendations to Project Owner on the Contractor's monthly payment certificates;
- 22) To propose and present to Project Owner for approval any changes in plans deemed need the completion of the works, including information or any effect changes major the contract amount and the time of completion of the Project;
- 23) To prepare all necessary change orders, including altering plans and specification other details, and inform Project Owner of any problems or potential problems which main connection with the construction contract and make recommendation to possible solutions;
- 24) To assure the receipt of and maintain all warrant for material and equipment and incorporated in the project as required under the terms of the contract document;
- 25) To prepare and submit to Project Owner the periodical reports as required on the progress of the performance of the Contractor, the work quality and financial forecast of work
- 26) Before issuance of Certificate of Completion, shall necessary inspection, specify and supervise any remedial works to be carried out when completed, recommend Engineer to carry out final inspection and accept the project;



- 27) To monitor and report on the environmental influence during the construction and indicate measure to improve the situation. To conduct environmental monitoring periodically at the project site;
- 28) To assist and make a recommendation to Project Owner for setting up and actual operation and maintenance scheme for the project after completion;
- 29) To perform any other items of work not specifically mentioned above, but necessary and essential for successful supervision and control of the construction activities in accordance with the plans, specifications and terms of contract responsible for the assignment shall remain valid until the issuance of Certificate of Completion by Project Owner;
- 30) To prepare recommendations to the Project Manager of any possible contract modifications between the Contractor and the Owner that in the Consultant's professional opinion would result in the more achievement of the developments objectives;
- 31) Hold weekly site meeting at a fixed and regular time with the Contractor and present minutes of a meeting which is signed and agreed by the participants to the Project Manager on Monday of the following week. The Consultant shall present a progress report once a month to the Project Steering Committee Meeting (PSCM) organized by the Project Manager;
- 32) Prepare monthly reports on supervision works based on the input of regular site meetings, daily reports, weekly reports and monthly reports of the implementation works provided by the Contractor;
- 33) Prepare a list of defective works prior to the hand-over; supervise the reparation within the maintenance liability period, and submission of the final report of supervision works;
- 34) Prepare a manual of operation and maintenance works standards of the facilities;
- 35) Check the as-built drawing provided by the Contractor prior to handing over the completed works;
- 36) Assist the Project Manager during handing-over and final acceptance of completed implementation works related to the commissioning of the project;
- 37) Witness and report on any commissioning of the implementation work when the Contractor has declared that the work has been completed and prepare a written report on the commissioning and stating the results of the tests measuring the status of the implemented facilities;
- 38) Prepare reports on physical progress, maintenance liability handing over, commissioning, and final acceptance of completed implementation works related to the development.

C. End of Construction Stage

The construction stage will end and the works shall be taken over by the Client (Mol) when the works have been delivered to practical completion in accordance with the contract agreement and the Consulting Firm has issued the certificate of practical completion for the works. At the building hand-over, the completed works shall be handed over to the client at the date of practical (substantial) completion, followed by preparation of snags list and defects notification, testing, preparation of operating and maintenance manuals and as-built drawings, which activities shall start at time of practical completion. The Consultant shall oversee these in accordance with the construction Contract Agreement(s).

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D. Post Construction Stage:

The Consulting Firm shall manage the activities of project closure by carrying out the following sequential tasks:

Completion Phase :

1. Establish and agree with the client and document the criteria to be used for confirming completion of the contract agreement(s) including completed tasks, deliverables, testing, training requirements, equipment installed, and testing & operating, document manuals submitted;
2. Document and agree with the client (Mol) the processes and procedures and the checklist of activities and signatories that must be completed before receipt of the completed buildings by the client can be confirmed;
3. Obtain from the contractor (s) and submit to the local authorities all the records including records of any changes made in the works during the progress of works and submit an adequate number of completions reports and completion drawings for the project, prepared by the Contractor incorporating all such changes that are duly authenticated as required for obtaining "certificates of practical completion", and subsequent "certificates of occupation" from statutory authorities, wherever required;
4. Receive from the Contractor "as-built" drawings prepared by the said Contractor at an appropriate scale indicating the detailed construction implemented for the buildings, and their structure and services. Thereafter, authenticate these as-built/ completion drawings and submit printouts or cloth copies to the client Ministry of Interior (through the DNE and ADN) accompanied by original (transparencies & soft copies) of as-built drawings
5. Ensure certification of the completed parts of the overall works, along with the necessary documentation in predetermined phases before handing over the completed work to Ministry of Interior;
6. Verify the work on its completion, then apply for and ensure issuance of the requisite certificates of practical completion for the completed works, and the subsequent occupation certificate so as to enable the client, Mol to record completion of the works;
7. Conduct verifications by taking and recording joint measurements, of the final bills/invoices to be submitted by the Contractor; process, certify and recommend as per the terms and conditions of the contract agreement(s) for release of final payment by the Mol. Attend to the observations/queries raised while processing the same for payments by Ministry of Interior;
8. On the contract implementation, obtain statutory approval(s) of Mol with respect to the completed works;
9. Convene and hold a project close-out meeting attended by the Client, stakeholders, representatives of the project and Contractor at which meeting the completion report will be one among other items to be approved and signed off;
10. Carry out a post-project evaluation of the project technical work, achievements, the project processes and the management of the project and prepare and submit a final report.
11. Inspect sites, and develop a snagging list for each site.

Defect Notification Period

1. L Promptly facilitate and supervise remedies by the Contractor to any defects/ deficiencies noticed during the Defects Notification Period in the completed works within the scope of work of execution without demur;
2. The Consulting Firm will carry out a detailed inspection of possible defects during and at the end of 365 days Defects Notification Period and arrange follow-up meetings to confirm that remedial work has been fully completed. Interim visits and inspections or testing during the Defects Notification Period will be required where remedial measures are necessary to ensure the safety or continued normal use of the buildings;
3. The Consulting Firm shall prepare two separate final accounts for the client's approval as follows:
 - (a) The final account for the construction contract agreement(s) prepared soon after issue of the completion of defects rectification certificate. These final accounts will be issued out to all parties to the agreement and the final report on project, acceptance whereof will signify the end of the assignment of Consulting Firm on the consultancy contract.
 - (b) be if so required by the Mol, the Consulting Firm will provide any of the following as additional services: (i) prepare reports, including technical appraisals, additional contract documentation, and/or review and comment on the Contractor's proposals, as may be required for the successful completion of the project; and (ii) provide any other specialized services as may be required from time to time, that are related to the scope of the assignment. Mol will authorize all additional services, other than minor extras that do not materially affect the scope of the supervision work, at the rates established in the contract agreement(s), or at the rates mutually agreed upon when the services require the use of specialists not listed in the contract agreement(s).



III. RESPONSIBILITY SUPERVISION CONSULTANT

1. The Supervision Consultant is responsible professionally for the supervision services to conform to the regulations in accordance with the ethical code of professionalism and integrity.
2. In general, the primary roles and responsibilities of the Supervision Consultant will be as follows:
 - A detailed engineering design review augments the scope of work for critical work as defined above, including recommendations for amendments and revisions.
 - The results of construction and supervision works should fulfill supervision qualification standards.
 - The result of construction and supervision works should accommodate the limitations expressed by the Owner including through this TOR such as in the aspect of payment, works schedule and the quality of construction to be supervised.
 - The result of construction and supervision works should fulfil the regulations, standards and technical guidance of construction and supervision that are generally in effect.

IV. CONSTRUCTION SUPERVISION COST

Supervision Cost

1. The Supervision Consultant services shall be a fixed cost contract based on the winning Consultant's Financial Proposal and finalized in negotiation with the Owner;
2. Upon signing of the contract, no additional cost will be allowed, unless as subsequently agreed between the Supervision Consultant and the Owner through, and incorporated in, a written contract amendment.

V. OUTPUT OF CONSTRUCTION SUPERVISION ACTIVITIES

The output of construction activities resulting by the Supervision Consultant is a product of reports that are presented in a systematic and good format, and shall comprise the following:

1. Inception Report

The stage of construction supervision concept consists of:

- Concept of construction supervision works covering the number and qualification of team members and its responsibilities and method of implementation.
- Scope of services, consultant supervision will report of existing site data and information other purposes needed.

Comments on the Inception Report will be prepared and discussed between the Supervision Consultant and the Project Manager together with the PSC team and an agreed technical construction supervision concept will be approved by the Owner during the month of the assignment enabling the Supervision Consultant to continue his work with minimal delay.

2. Daily Record

The Daily Record contains all events in the site construction, instructions and guidance from the Project Manager and Supervision Consultant to the Resident and Site Engineer of the Contractor.

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3. Daily Report

The Daily Report contains information indicating the Supervision Consultant discussed with the Contractor regarding the following issues;

- Labors working in the site location
- Material dropped in the site accepted and or rejected
- Equipment's to be used for construction
- Physical progress of construction works are being implemented by the Contractor.
- Time for implementing the construction works.

4. Weekly Report

Weekly Report contains the resume of Daily Report.

5. Monthly Report

Monthly Report based on the input of regular site meetings. Daily Record, Weekly Report, and Monthly Report of construction work provided by the Contractor.

6. Time Schedule

Time Schedule of construction works are to be prepared by the Contractor, and will be monitored by the Supervision Consultant.

7. Construction Progress Report

Construction Progress Report will be prepared on Monthly Report by the Supervision Consultant and will be necessary to support the payment of invoices submitted by the Contractor to the Government of Timor-Leste.

8. Shop Drawing

Shop Drawings are to be prepared by the Contractor and will be reviewed and approved by the Supervision Consultant.

9. Document of Design Changes

Documentation containing construction phase design changes, additional or deduction works will be provided by the Supervision Consultant to the Project Manager. In particular, the Supervision Consultant will provide a detailed report on the priorities for repair and improvement of the works together with detailed itemized cost estimates, provided that the Project Manager can prepare instructions to the Contractor on the scope and the content of these works within the available budget.

10. Document of Quality Control

The document containing all results of quality control testing and measurements for payments the Contractor took in the site during construction.

11. Document of Extra Items or Extra Claims

The document containing extra items or extra claimed by the Contractor that was approved by the Project Manager.



12. Minutes of Site Meeting

Minutes of Site Meeting and physical progress meeting as signed and agreed between the Project Manager, the Supervision Consultant and the Contractor.

13. Photographs

Photographs should show the sequence of construction progress.

14. As-built Drawings

As-built Drawing if any changes made to the construction works.

15. Manuals

Manuals of equipment those prepared by the Contractor.

16. Record of Commissioning

Record of commissioning that covers structures / equipment.

17. Construction Supervision Completion Report

The Construction Supervision Completion Report will include the following:

- Daily Report
- Document of Design Changes
- Document of Quality Control
- Document of Extra Claims
- Minutes of Site Meetings
- Photographs
- As-built Drawings
- Defect Liability Certificate (DLC)
- Approval of Contractor's Final Account
- Manual Record of Commissioning.



VI. DELIVERABLES and TIMEFRAME

The Supervision Consultant shall prepare and submit to the Ministry of Interior throughout PSC for consideration and approval of the following products. Furthermore, the Supervision Consultant shall deliver products in 3 hard copies and 3 electronic copies of CDs and or other agreed form of electronic copies.

No	Report	Due Date	Content of Report
1	Inception Supervision Report	7 days after commencement of the construction works	Summary of the Supervision Consulting Firm's work plan, state of mobilization, perception of the assignment and issues identified requiring the DNE, ADN and Mol attention
2.	Progress Report on the execution of the Construction Works Contract (Starting after the Works Contract has been signed)	Every fortnight	Including physical, and safety/environmental safeguards aspects; approved schedule, relevant photographs, impediments and proposed solutions, Contractor's establishment, project financial appraisal, other relevant details
3	Progress Report on the Supervision Consulting Firm's own Contract	Monthly	Narrative and bar charts or other graphic presentation, showing details of the Consulting Firm's progress and any changes in the assignment schedule, impediments and proposed remedies copies
4.	Final Project Supervision Report	1 month after practical completion period	all relevant details

VII. PRINCIPLES

The Supervision Consultant in the implementation of its tasks should take notice of the principles as follow:

1. Within reasonable limits implementation of the works should cause minimal disturbance to the activities in the locality of the works.
2. The construction works should be completed in minimum time without compromising quality such the improved facilities are available for use as soon as possible.
3. The facilities constructed should increase the quality of the environment.

VIII. CONSTRUCTION SUPERVISION CRITERIA

1. General Criteria

Any Supervision works should be accomplished properly unit giving result as required and well accepted by the Project Manager.

2. Objective Criteria

The implementation of supervision works relating to the type, quantity and quality of works should be accomplished to meet the supervision standard.

3. Functional Criteria

The implementation of supervision works should be accomplished to fulfil the professionalism to increase the project performance.



4. Procedure Criteria

The administrative procedure of the works on the site should be accomplished in accordance with the regulation to be affected.

5. Technical Criteria

The supervision works should use the standard and technical guide in effect.

IX. CONSTRUCTION SUPERVISION PROCESS

Construction supervision should prepare description of activities in detail of every part of supervision work in the site as follows:

1. Preparation

- Formulation of a work program, allocation of personnel, and the concept of technical construction supervision work.
- Check the Time Schedule, Bar-Chart, and "S" Curve, Network Planning prepared by the Contractor and forwarded to the Project Manager for approval.

2. Implementation

- Implement supervision in general, site supervision, coordination, and inspection continuously.
- Supervise the accuracy of measurement, quantity of material, equipment, and a working method on site.
- Supervise the physical progress and take action properly and fast to ensure the implementation time to meet the schedule.
- Give input of additional or deduction works that could give effect to the cost and time for approval by the Project Manager.
- Instruct the Contractor with no deviation against the contract and make a report of it to the Project Manager.

3. Consultation

- Meet the Project Manager to discuss any issues that arise during construction.
- Hold regular site meeting at least twice (2X) a month with the Project Manager, Supervision Consultant and Contractor to discuss issues that arise during construction. Then, make minutes of meeting and send to all parties related and expected to be received within one week.
- Hold meeting out of regular schedule as required.

4. Reports

- Prepare reports in administrative and technical aspect to the Project Manager regarding the quantity, percentage and value of part or whole works constructed by the Contractor.
- Report the materials, labor, and equipment's to be used.
- Report the real work progress and compare it with the schedule approved.
- Check the additional drawings prepared by the Contractor particularly those that result in additional or deduction work, and the shop drawings.



5. Document

- Prepare document of physical progress for payment.
- Check and prepare a document of quantity, percentage and value of physical progress and additional or deduction works for payment.
- Prepare forms of daily report, weekly report and monthly report,
- document of work progress, handing-over and acceptance of completed work.

X. CONSTRUCTION SUPERVISION INPUT

10.1. Information

- To implement the tasks, the Supervision Consultant should collect information required, besides the information provided by the Owner.
- The Supervision Consultant should check the validity of information to be used in the implementation of his tasks either the information provided by the Owner or collected by himself.
- The Faults of supervision work as the result of faults of information will be the responsibility of the Supervision Consultant.
- The information required and should be obtained for supervision are contained:
 - a) Shop drawings.
 - b) Technical specifications Minutes of Pre-Bid meeting and assignment of Contractor.
 - c) Contract document of Contractor
 - d) Work Schedule, Bar-Chart, Curve "S" and Network Planning prepared by the Contractor.
 - e) Terms of Reference of Construction Management and Supervision.
 - f) Regulations, standards and manuals including technical guidance for quality control testing.

10.2. Personnel

The Supervision Consultant should provide personnel who fulfil the requirements to implement these works based on the scope of services or the level of complexity of the works. The personnel required for this construction supervision activities should consist of the following:

A. International Key Experts

1. Team Leader (Project Management / Architect)

Team Leader should have a Master's Degree in Architect from a recognized university, a relevant minimum of 12 years' experience in construction supervision works multi stories building (5-stories high or more) and a minimum of 5 years' experience as a Team Leader. He / She must possess a Certificate of Expertise issued by a recognized institution and must be fluent in English. Previous work experience in Timor- Leste and language proficiency in Tetum or Bahasa Indonesia or Portuguese will be an added advantage.



The tasks of the Team Leader are the following:

- To be responsible directly to Project Manager and responsible for overall coordination of Consultant Team activities.
- To organize supervision team and take responsibility to check, verify, and approve all required drawing for construction done by the Contractor.
- To monitor the submissions of a regular reports from the Contractor, to ensure their quality, accuracy and timeliness.
- To assist the Project Manager to manage financial plans including monthly, quarterly, and yearly financial plans.
- To monitor the accuracy and timeliness of data entry, initial processing and transfer of data and report to Project Manager.
- Performance of complaints handling mechanism established for the project.
- To ensure that all provisions of the Terms of Reference are fulfilled to the complete satisfaction of the Project Owner in connection with organizing and implementing the project.
- To assist the Project Owner as required in supervising and monitoring the construction progress and quality.
- To provide satisfactory technical justification for major Contract Change Order and Addenda.
- To ensure that the Project Owner's policies and standards are implemented in all contract packages.

B. National Key Experts

1. Quality Assurance Engineer

Education: Bachelor's Degree in Civil Engineering

Experience: Minimum 5 years

2. Site Inspector Engineer

Education: Bachelor's Degree in Civil Engineering

Experience: Minimum 5 years

3. Mechanical Electrical & Plumbing Engineer

Education: Bachelor's Degree in Mechanical, Electrical & Plumbing Engineer

Experience: Minimum 5 years

C. Local Supporting Staff

The Supervision Consultant is responsible for ensuring adequate technical and administrative support staff which may include but is not limited to the Office Manager, Secretary, Finance Officer, Office Boy, Security and Driver.



10.3. Person-Month of Consulting Services

It is estimated person-months of key experts and local counterpart staff services will be required, as tabulated below:

No.	Personnel	Person	Months
I	International Key Expert		
1	Team Leader Architect	1	24
	Total International Key Expert	1	
II	National Key Expert		
1	Site inspector Engineer	1	24
2	Quality Assurance Engineer	1	24
3	Mechanical, Electrical & Plumbing Engineer	1	12
	Total National Key Expert	3	
III	Supporting Staff		
1	Office Finance & Administration Officer	1	24
2	Office Boy	1	24
3	Driver	1	24
	Total Local Supporting Staff	3	

10.4. Facilities Provided by the Government of Timor-Leste

The Government will provide the following:

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

10.5. Facilities Provided by the Supervision Consultant

The Supervision Consultant will provide the following:

- Office Accommodation and all furnishings and office equipment, preferably in close proximity to the project site.
- Office Equipment and Furniture
- Travel Cost to and from Timor-Leste.
- Vehicle operation will be provided by the Contractor
- After the project all purchased hardware and software purchased for this project will be returned to the owner.

XI. PAYMENT SYSTEMS

The payment will made based on physical progress of construction works as follows:

Payment to the Consulting Firm shall be made based on the actual verified physical progress of the construction works, as jointly certified by AND.IP and MOP.



REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE
MINISTRY OF INTERIOR



The contract shall adopt a progress-based payment system, broken down as follows:

No.	Construction Milestone	Description	% Payment
1	Inception Phase	Submission and approval of Inception Supervision Report	10%
2	Foundation Phase	Completion of soil stabilization, pile foundation, retaining wall, and ground floor slab (semi-basement)	10%
3	Structural Phase – 1st & 2nd Floors	Completion of structure (columns, beams, slabs, stairs, etc.) for 1st and 2nd floors	20%
4	Structural Phase – 3rd & 4th Floors	Completion of structure for 3rd and 4th floors, including roof slab and main entrance structure	20%
5	Architectural & MEP Works	Completion of architectural works, MEP installation (all floors), external works	20%
6	Final Supervision Phase	Submission and approval of Final Project Supervision Report	10%
7	Retention Payment	After 365-day Defects Notification Period and final certification by ADN and MOP	10% (Retention)

All payments are contingent on progress verification reports, jointly approved by ADN and MOP.

The 10% retention shall be released only after the Defects Notification Period ends and upon official confirmation that all defects have been rectified.

XII. WORK PROGRAM

1. The Supervision Consultant should arrange work program that at minimum cover the following:
 - Work schedule in detail
 - Manning schedule
 - Allocation of experts completely with their discipline and expertise. The curriculum vitae and a Letter of Availability to Work of the proposed experts should be attached.
 - Concept of technical construction supervision work.
2. The construction supervision consultant shall mobilize 5 days before the contractor.
3. The work program should be presented by the Supervision Consultant to obtain input and approval from the Owner.



MINISTÉRIO DO INTERIOR
DIREÇÃO-GERAL DE ADMINISTRAÇÃO E FINANÇAS
DIREÇÃO NACIONAL DE APROVISIONAMENTO



Data/ Date:
67 fulan Julho tinan 2025

Nú, Oficio: 553 /DNA-DGAF/MI/VII/2025

Para/ To :
Ex^{mo}. Dirétor Secretariado dos Grandes Projectos (SGP)
Sr.Mauricio Borges

Assunto :JUSTIFIKASAUN TÉKNIKA NO LEGÁL BA PEDIDU APROVASAUN BA KONSULTOR SUPERVISOR
BA NOVO KONSTRUSAUN QUARTEL GERAL PNTL

I. INFORMASAUN GERAL

Projetu ba Novo Konstrusaun Quartel Geral PNTL hetan atrazu tanba fallansu tékniku iha fundasaun ne'ebé presiza halo redezeñu kompletu. Atu ultrapasa fallansu tékniku ida-ne'e, Dono de Projetu MI hato'o proposta ba CAFI iha dia 7 de Agusto 2023 maibe CAFI diside para halo deskute klean iha nível tekniko (Pre-Cafi) nune bele submete fali iha Reunion CAFI tuir mai.

Baseia ba desizaun CAFI, Dono de Projetu MI halo encontro aprosimasaun iha Salaun Encontro Comando Geral PNTL iha data 10 de Agosto 2023 nebe partisipa husi tekniko ADN, MOP, CNA, Agencia PNTL no tecnico MI. Liu husi encontro refere konsultor supervisor declara katak sira lakohi responsabiliza ba sira nia Redesain ba Fundasaun nebe hetan ona verifikasiada husi ADN ho razaun katak sira laiha lisensa nebe proprio (SIUP), tamba nee husu ba dono de projecto para buka solusaun seluk.

Depois de rona tiha perkupasaun sira husi konsultor supervisor, Dono de Projetu MI husu mos ba tecnico MOP no ADN karik iha possibilidade bele halo redesain ou review desain ba problema fundasaun refere maibe parte husi instituisaun relevante deklara katak obra guverno nian barak los no laiha tempo para atu halo redesain ou review desain ba problema refere. Liu husi diskusaun klean parte hotu-hotu diside para avansa ho **konsultor Independente** hodi halo redesain no review ba analisa struktur sira hodi ultrapasa problema Novo Konstrusaun Quartel General PNTL nebe paradu hela.

Husi encontro aprosimasaun sira inklui mos desizaun sira Pre-CAFI nian iha dia 15 de Agusto 2023, nune mak Dono de Projetu apresenta proposta iha encontro CAFI nebe realiza iha find do fulan Agosto de 2023 iha salaun encontro ADN no CAFI aprova ba proposta **Konsultor Independente** hodi resolve no solusiona problema Novo Konstrusaun Quartel General PNTL nebe paradu hela.

A. KONSULTOR SUPERVISOR ANTERIOR

- | | |
|-----------------------------------|---|
| • Naran Konsultor | : JKC jv CCM |
| • No Contratu | : RFP/087/MI-2017 |
| • Orsamentu | : \$ 594.360.00 USD |
| • Assina kontratu | : 15/Fev/2018 |
| • Notice to proceed | : 22/Nov/2019 |
| • Durasaun | : 730 dias (Tinan 2) |
| • Tipu ba pagamento | : tuir progresso iha terenu |
| • Konsultor hetan ona I Pagamento | : \$.59.436,00 (10% ba Inception report) |

B. KONSULTOR SUPERVISOR NEBE DONO DE PROJETU MI PROPOIN HODI HALO KONTINUASAUN SUPERVISAUN BA NOVO KONSTRUSAUN QUARTEL GENERAL PNTL

- Naran Konsultor : GHION LDA, jv PT.WANUKARSA MEGA CITRA
- Statuto Agora hanesan : Konsultor Redesain ba Fundasaun Quartel Geral PNTL
- Orsamentu nebe propoin : \$ 534.924.00 USD (Restu Orsamentu konsultuan supervisor)
- Durasaun : 730 dias (Tinan 2)
- Tipu ba pagamento : tuir progresso iha terenu

C. JUSTIFIKASAUN TEKNIKA

Projetu ba Novo Konstrusaun Quartel Geral PNTL atraza durante tinan barak hahu husi 2020 ate adáta tanba problema estrutural ho fundasaun. Iha tinan 2020, spun pile hamutuk 304 pilha maka instala ona, maibé rezultadu sira hosi Teste Estática no Teste PDA hatudu katak fundasaun la prienxe kritériu tékniku sira ne'ebé maka ezije iha dezeñu inisiál. Iha kondisaun sira-ne'e, kontinuasaun konstrusaun nian labele halo lahó reparasaun fundamentál sira ba fundasaun.

Atu ultrapasa fallansu tékniku ida-ne'e, Dono de Projetu MI hato'o proposta ba CAFI iha Fulan Agusto 2023 nebe hetan aprovasaun CAFI hodi halo rekrutamentu ba Konsultór Independente atu dezeña filafali fundasaun bazeia ba padraun tékniku sira ne'ebé aplikavel no tuir kondisaun lolos iha kampu.

- Dezeñu foun ida-ne'e liu ona hosi etapa sira tuirmai :
 - Revizaun ba rezultadu teste tékniku anteríör sira
 - Avaliasaun ba solusaun alternativa sira ba hadi'a fundasaun
 - Preparasaun dokumentu dezeñu foun no kálkulu tékniku sira
 - Verifikasiun Final Desenho no BoQ husi ekipa Verifikasiun ADN
- Rezultadu redezeñu fundasaun hetan ona aprovasaun husi Ekipa Tékniku MOP no ADN nune'e mos Estimasaun ba Kustu Redezenu hetan ona aprovasaun no verifikasiun final husi ADN, ida ne'e konfirma katak fundasaun foun bele suporta estrutura edifisiu ho seguru no sustentavel.
- Informa mos katak Kontratu ba Konsultór Supervizaun anterior remata ona iha tinan 2021, no Konsultor simu ona pagamentu 10% hosi totál kontratu maske progresu ba konstrusaun foin atinge 5%.

D. JUSTIFIKASAUN LEGAL SIRA BAZEIA BA LEI APROVIZIONAMENTU

Refere ba Lei No. 22 tinan 2022 kona-ba Rejime Jurídiku ba Aprovizionamentu, tuirmai baze legal ba substituisaun konsultór sira no prosesu aprovizionamentu konsultór foun sira mak hanesan :

“ Artigu 42º alínea (1) letra b) husi Dekretu-Lei no. 22/2022 – Situasaun Espesiál ba Nomeasaun Direta “ Iha sirkunstánsia urjente... iha ne'ebé dezempeñu servisu nian labele adia... no laiha posibilidade razoavel atu, iha tempu ne'ebé loos, invoka tipu prosedimentu aprovizionamentu seluk... ”

Artigu 42º Regra espesiál sira / single sources nia sistema

Entidade adjudikante bele adota hanesan prosedimentu aprovizionamentu solisítasaun kotasaun sira no ajuste diretu, la haree husi valór prosedimentu iha situasaun sira : Alinea b) Iha kazu sira urjénsia imperioza, ne'ebé realizasaun husi prestasaun la bele adia, tuir kauza prejuizu irreparável ka difisil reparasaun ka realizasaun la bele halo, no la eziste fundamentalmente kualkér posibilidade iha tempu útil, rekorre ba tipu seluk prosedimentu aprovizionamentu hodi rezolve situasaun sira imprevizivel ba entidade adjudikante no iha de'it eskrita medida duké presiza ba ida-ne'e.

- ❖ Razaun ba utilizasaun artigu refere mak hanesan tuir mai :
 - 1) Situasaun ida ne'e koresponde ba projetu ida ne'ebé paradu, urjentemente presiza atu kontinua, no só bele hetan supervizaun efetivu husi konsultór ida ne'ebé komprende dezeñu foun.
 - 2) Dezeñu ba fundasaun foun refere envolve aprosimasaun no métodu tékniku ne'ebé fundamentalmente diferente hosi dezeñu inisiál, nune'e implementasaun konstrusaun presiza supervizaun hosi parte sira ne'ebé komprende loloos dezeñu no nia métodu implementasaun sira.
 - 3) Konsultór supervizaun tuan (JKC jv CCM) la envolve iha prosesu redezeñu no laiha kompeténsia téknika iha dezeñu foun, nune'e risku ba erru supervizaun no implementasaun aas tebes se kontinua ho sira.

- ❖ Razaun sira ba Terminasaun Konsultór Supervizór Tuan nian
 - 4) Kontratu ne'e remata ona dezde 2021, nune'e sira nia terminasaun maka pasu administrativu ne'ebé lejítimu no legál.
 - 5) Métodu fundasaun tuan ne'ebé superviziona husi konsultór tuan sira falla ona, no dezeñu foun presiza supervizaun espesiál husi ema ne'ebé familiar liu ho metodolojia konstrusaun ikus liu.
 - 6) Efisiénsia orsamentu: Evita pagamentu adisionál ba Konsultór Supervizór tuan sira ne'ebé la kontribui ona ba projetu.

- ❖ Ho referénsia ba provizaun hirak-ne'e, Ministeriu Interior propoin ba Encontro CAFI atu bele aprova ba proposta hodi nomeia konsultor supervisaun foun ba Novo Konstrusaun Edeficio Quartel Geral PNTL liu husi adjusta direita bazeia ba Artigu " Artigu 42 alínea (1) letra b) husi Dekretu-Lei no. 22/2022. No Artigu 123 - Alterasaun ba Kontratu katak Kontratu sira ne'ebé kaduka ona labele estende bainhira laiha prosesu alterasaun foun, Tanba ne'e, supervizaun tenke hala'o husi entidade foun ne'ebé iha kapasidade téknika tuir métodu redezeñu.

II. Recomendasaun

Ministerio Interior propoin ba CAFI hodi konsidera no aprova ba proposta :

- 1) Aprovisaun ba proposta Terminasaun Kontratu ba Konsultor Supervisor Anterior no nomeia Konsultór Redezeñu nu'udar Konsultór Supervizaun foun ba Novo Konstrusaun Quartel Geral PNTL.
- 2) Aprovisaun ba proposta para Utilizasaun Aprovisionamentu ho Adjusta Direita ba Konsultor Independente hanesan Konsultor Supervisor Foun ba Novo Konstrusaun Quartel Geral PNTL baseia ba Artigu 42 alínea (1) letra b) husi Dekretu-Lei no. 22/2022
- 3) Aprovisaun ba proposta Autorizasaun despeza ho valor \$ 534.924.00 USD ba Konsultor Supervisor Foun hodi halo supervisaun ba Novo Konstrusaun Quartel Geral PNTL

Mak ne'e deit ami nia justifikasiacaun têcnico no legal nebe ami relata ba exmo.Director SGP e lahaluhan hato'o Melhores Comprimentos.

