



DELIBERASAUN N. 116/VIII/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 Segunda-feira, 25 de Agosto de 2025, e halo deliberasaun ba assunto tuir mai ne'e:

Asuntu: Pedidu Aprovasaun no autorizasaun despesas no konfirmasaun Finansiamentu iha FI 2025 ba *Detailed Engineering Design (DED) for New Construction of Scientific Police and Investigation Criminal Central Office Building in Dili Municipality*

Proponente: Ministerio da Justiça – MdJ

Notas/justifikasaun:

- Bazeia ba despacho husi Ministro do MPIE ho karta no. Ref.: 1254/CG-GMPIE/VIII/2025, data 8 de Agosto de 2025, ba karta pedidu husi Sua Excelencia Ministerio da Jiustiça ho karta no. Ref.: 158/PCIC/GDN/VIII/2025, data 7 de Agosto de 2025, ho Assuntu: Solitação de Agendamento na reunião do CAFI dos Termos de Referência para serviços de consultaria de DED para a construção do edificio Central da PCIC;
- SGP simu karta husi Ministerio da Jiustiça ho karta no. Ref.: 158/PCIC/GDN/VIII/2025, data 7 de Agosto de 2025, ho Assuntu: Solitação de Agendamento na reunião do CAFI dos Termos de Referência para serviços de consultaria de DED para a construção do edificio Central da PCIC;
- Bazeia ba despacho husi Ministerio da Jiustiça ho karta no. Ref.: 395/MJ/DGP/VIII/2025, data 6 de Agosto de 2025, ho Assuntu: Pedidu Aumenta Linha ba Konstrusaun no Supervisaun Projetu.
- Resultadu Verifikasiadaun ADN, I.P. ho karta no. Ref.: 1488/ADN, I.P./III/2025, data 6 de Agosto 2025, ho asuntu: Terms of Reference (ToR) Detailed Engineering Design (DED) for New Construction of Scientific Police and Investigation Criminal Central Office Building in Dili Municipality ho montante \$ 329,045.00;
- 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 Aprovizacionamento em vigor;
- Modalidade aprovisionamento bazeia ba kustu projetu no sei lao tuir Decreto-Lei No.22/2022 de 11 de Maio;



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



**Conselho de
Administração**

- Alokasaun FI 2025: \$50,000.00, Program 510: Funcionamento e Desenvolvimento Institucional, Kodigu atividade 5100427: Konstrusaun Edificio PCIC, Kodigu atividade 510051R: Supervizaun ba Konstrusaun Edificio PCIC;
- 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 espesifikasiacaun ne'ebe aprova ona;
- Lista Proposta:

Naran Projetu	Resultadu Verifikasiacaun ADN,I.P./referensia	Alokasaun Orsamentu FI / kodigu atividade
Detailed Engineering Design (DED) for New Construction of Scientific Police and Investigation Criminal Central Office Building in Dili Municipality	\$ 329,045.00; no. Ref.: 1488/ADN, I.P./III/2025, data 6 de Agosto 2025	<ul style="list-style-type: none"> • FI 2025: \$ \$50,000.00; • Program 510: Funcionamento e Desenvolvimento Institucional, • Kodigu atividade 5100427: Konstrusaun Edificio PCIC, • Kodigu atividade 510051R: Supervizaun ba Konstrusaun Edificio PCIC;

Rekomendasaun:

- 1) CAFI atu aprova no autoriza despezas no kustu total nune'e mos konfirma finansiamentu iha FI 2025 bazeia ba pedidu husi Ministério da Justiça ba ***Detailed Engineering Design (DED) for New Construction of Scientific Police and Investigation Criminal Central Office Building in Dili Municipality, ho montante verifikasiadu \$ 329,045.00;***
- 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 Jurídiku Aprovizionamento em vigor;
- 5) Decreto-Lei No. 22/2022 de 11 de Maio, o regime jurídico do aprovisionamento dos contratos públicos e das respectivas infracções, artigo 42º Regras Espesiais, desizaun kona ba

DELIBERASAUN N.º116/VIII/CAFI/2025

Pájina 2 hosí 6



modalidade aprovisionamentu determina bazeia ba kustu projetu no justifikasaun tekniku no legal husi MdJ hanesan entidade adjudikante;

- 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 Ministério da Justiça;
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 Aprovisionamento em vigor;
5. Decreto-Lei No. 22/2022 de 11 de Maio, o regime jurídico do aprovisionamento, dos contratos públicos e das respectivas infracções, artigo 42º Regras Espesiais, desizaun kona ba modalidade aprovisionamentu determina bazeia ba kustu projetu no justifikasaun tekniku no legal husi MdJ hanesan entidade adjudikante;
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:



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
Detailed Engineering Design (DED) for New Construction of Scientific Police and Investigation Criminal Central Office Building in Dili Municipality	\$ 329,045.00; no. Ref.: 1488/ADN, I.P./III/2025, data 6 de Agosto 2025	<ul style="list-style-type: none">FI 2025: \$ \$50,000.00;Program 510: Funcionamento e Desenvolvimento Institucional,Kodigu atividade 5100427: Konstrusaun Edificio PCIC,Kodigu atividade 510051R: Supervizaun ba Konstrusaun Edificio PCIC;	<ul style="list-style-type: none">CAFI : Konfirmasasaun Finansiamentu;CAFI: alinea 1 (b) Artigo Artigo 5.^o Competência para a autorização da despesa.

✓ ✓ ✓

✓



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



Conselho de
Administração

Aprovado husi CAFI iha loron 25 de Agosto 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 Partisipa iha Reuniaun)



Miguel Marques Gonçalves Manetelu

Ministro dos Transportes e Comunicações



Samuel Marçal

Ministro das Obras Públicas

DELIBERASAUN N.º116/VIII/CAFI/2025



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; 1254/CG-GMPIE/VIII/2025

Data do Documento : 08/ 08 /2025

Proveniência do Documento

CG-GMPIE

2. DETALHES DO DOCUMENTO

Data Entrada do Documento: 08/ 8 /2025

Enviado ao:

1. Sr/ Mauricio Borges

2. Sr/a _____

3. Sr/a _____

4. Assessores Nacionais / Internacionais

Assunto:

Encaminha Despacho Ministro, MPIE, kona-ba No. Ref 158/PCIC/GDN/VIII/2025, husi Diretur nacional da PCIC, data 07 de Agostu 2025, ho assunto Solicitação de Agendmanro na reunião do CAFI dos Termos de Referência para serviços de Consultaria de DED para a construção do Edificio Central da PCIC

3. INSTRUÇÃO DO DIRETOR DO SGP

Data do Despacho: 11/ 8 /2025

Para Sr/a

1. Sr/a _____

2. Sr/a _____

3. Sr/a _____

*Mauricio ✓
Mauricio F*

Despacho:

Hore Astur ñla me

Assinatura :

Mauricio Borges



MINISTÉRIO DA
JUSTIÇA



PCIC – Polícia Científica
de Investigação Criminal

REF: 158/PCIC/GON/VIII/25

Data:

Cidade de 07 de agosto de 2025

Para:

Sua. Excelência Senhor

Ministro do Planeamento e Investimento Estratégico

Dr. Gastão Francisco de Sousa

Em Díli, Timor-Leste

CC: S. Excelência Sr. Ministro da Justiça, Dr. Sérgio de Jesus Fernandes da Costa Hornai;

Exmo. Sr. Diretor Executivo, Secretariado dos Grandes Projectos, Ministério do Planeamento e Investimento Estratégico, Senhor Maurício Borges ✓

Assunto: Solicitação de agendamento na reunião do CAFI dos Termos de Referência para serviços de consultaria de DED para a construção do edifício central da PCIC.

Excelência,

Serve a presente para solicitar os vossos bons ofícios para que seja levada à apreciação do Conselho de Administração do Fundo de Infra-estrutura (CAFI), para os devidos efeitos, os Termos de Referência de contratação de *Consultancy Services for Detail Engineering (DED) design* no âmbito do projeto de construção do edifício central da PCIC em fase anterior à submissão à Comissão Nacional de Aprovisionamento (CNA) para efeitos de aprovisionamento. Mais se informa que os procedimentos que devem anteceder a apreciação da CAFI.

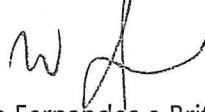
O Policia Científica e de Investigação Criminal acreditam firmemente que os resultados dessa iniciativa terão um impacto significativo e positivo para as metas e prioridades estabelecidas no Plano estratégico desta polícia em 2020 até 2030 que nos próximos 10 anos (2030), assegurar as condições adequadas ao funcionamento da PCIC através da construção de um

edifício dedicado à investigação criminal, que garante espaço físico, seja inovador e assegure o futuro da PCIC.

Em anexo, envio os documentos supracitados na forma digitais (USB).

Sem outro assunto e grato pela atenção e merecimento de Vossa Excelência, tomo o ensejo para apresentar o testemunho da minha mais elevada e destinta consideração

O Diretor Nacional da PCIC,



/Vicente Fernandes e Brito/
Procurador da República



**MINISTÉRIO DO PLANEAMENTO
E INVESTIMENTO ESTRATÉGICO
IX GOVERNO CONSTITUCIONAL
GABINETE DO MINISTRO**



Dili, 08 Agostu de 2025

Nu. Ref : 1254./CG-GMPIE/VIII/2025

Hato'o ba : Diretur Executivo SGP
Sr. Mauricio Borges

Asuntu : Encaminha Despacho Ministro, MPIE

Ho Respeito

Komforme assunto iha leten Gabinete do Ministro hakarak encaminha despacho Ministro MPIE kona ba No. Ref 158/PCIC/GDN/VIII/2025, husi Diretur Nacional da PCIC, Data 07 de Agostu 2025, ho assunto **Solicitação de agendamento na reunião do CAFI dos Termos de Referência para serviços de consultaria de DED para a construção do Edifício Central da PCIC**, no despacho Ministro iha anexo.

Despacho Ministro : Para SGP

Agendar

Data despaçho : 08.08.2025

Mak ne'e deit ba atensaun, lahaluha hato'o obrigado wain.

Hau nia melhores cumprimentos



A blue circular official stamp of the Ministry of Planning and Investment (MPIE) is positioned behind the signature. The text "MINISTÉRIO DO PLANEAMENTO E INVESTIMENTO ESTRATÉGICO" is at the top, followed by "Gabinete do Ministro do Planeamento e Investimento Estratégico (GMPIE)" in the center, and "TOMAS DE FATIMA DA SILVA" at the bottom.

Tomás de Fatima da Silva
Chefe Gabinete do MPIE



MINISTÉRIO DA
JUSTIÇA

SBP
Aguster.
PCIC - Polícia Científica
de Investigação Criminal
08.08.2025
REF: 158/PCIC/GDN/vIII/2s

Data:

Cidade de 07 de agosto de 2025

Para:

Sua. Excelência Senhor

Ministro do Planeamento e Investimento Estratégico

Dr. Gastão Francisco de Sousa

Em Díli, Timor-Leste

CC: S. Excelência Sr. Ministro da Justiça, Dr. Sérgio de Jesus Fernandes da Costa Hornai;

Exmo. Sr. Diretor Executivo, Secretariado dos Grandes Projectos, Ministério do Planeamento e Investimento Estratégico, Senhor Maurício Borges

Assunto: Solicitação de agendamento na reunião do CAFI dos Termos de Referência para serviços de consultaria de DED para a construção do edifício central da PCIC.

Excelência,

Serve a presente para solicitar os vossos bons ofícios para que seja levada à apreciação do Conselho de Administração do Fundo de Infra-estrutura (CAFI), para os devidos efeitos, os Termos de Referência de contratação de *Consultancy Services for Detail Engineering* (DED) *design* no âmbito do projeto de construção do edifício central da PCIC em fase anterior à submissão à Comissão Nacional de Aprovisionamento (CNA) para efeitos de aprovisionamento. Mais se informa que os procedimentos que devem anteceder a apreciação da CAFI.

O Policia Científica e de Investigação Criminal acreditam firmemente que os resultados dessa iniciativa terão um impacto significativo e positivo para as metas e prioridades estabelecidas no Plano estratégico desta polícia em 2020 até 2030 que Nos próximos 10 anos (2030), assegurar as condições adequadas ao funcionamento da PCIC através da construção de um

+2

GABINETE DO	
Ministro do Planeamento e	
Investimento Estratégico	
RECEBIDO	
DIA	7 / 8 / 2025
POR	Inocencia 1848

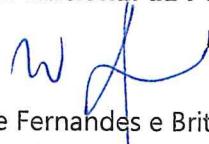
PCIC – Av. 20 de Maio
Dili - Timor-Leste

edifício dedicado à investigação criminal, que garante espaço físico, seja inovador e assegure o futuro da PCIC.

Em anexo, envio os documentos supracitados na forma digitais (USB).

Sem outro assunto e grato pela atenção e merecimento de Vossa Excelência, tomo o ensejo para apresentar o testemunho da minha mais elevada e destinta consideração

O Diretor Nacional da PCIC,



/Vicente Fernandes e Brito/
Procurador da República



MINISTÉRIO DA
JUSTIÇA



PCIC – Polícia Científica
de Investigação Criminal

FOLHA DE DESPACHO / INFORMAÇÃO
GABINETE DO DIRETOR NACIONAL

CÓDIGO: <u>1931</u> /2025	DATA: <u>06 / 8</u> /2025	N.º DE FOLHAS: _____
REFERÊNCIA N.º: <u>1488 / ADN . IP / VIII /25</u>		
ASSUNTO: <u>Rezultadu da Verifikasi saun</u>		
ORIGEM: <u>Sr. Januario Maia Guterres</u>		
INSTRUÇÃO/INFORMAÇÃO <u>P/ - Sr. diretor D.A.</u> <u>SZ</u>	DESPACHO - DIRETOR NACIONAL <u>Placessa que traas des perleks amante.</u> <u>18, 08/8/25</u> <u>WJ</u>	
NÍVEL DE ACESSO		
<input type="checkbox"/> SECRETO <input type="checkbox"/> CONFIDENCIAL <input type="checkbox"/> RESERVADO <input type="checkbox"/> NORMAL		



AGÊNCIA DE DESENVOLVIMENTO NACIONAL, I. P.

Dili, 06 de Agosto de 2025

Ref : 1488 /ADN, I.P./VIII/2025

Para : Sr. Dr. Vicente Fernandes e Brito
Director Nacional da PCIC

Assunto : **Resultado da Verificação – Terms of Reference (TOR) Detailed Engineering Design (DED) for New Construction of Scientific Police and Investigation Criminal Central Office Building in Dili Municipality**

Com os nossos Respeitos,

Com base no pedido de verificação com a referência n.º 145/PCIC/GDN/VII/2025, datado de 17 de Julho de 2025, relacionado ao assunto mencionado acima, informamos que a Equipa de Verificação da Unidade de Avaliação de Projetos da ADN, I.P. procedeu à análise dos documentos submetidos para apreciação. Desta forma, vimos por este meio encaminhar, em anexo, o resultado da verificação efetuada.

Agradecemos a vossa atenção e subscrevemo-nos com a mais elevada consideração.

Januario Maia Guterres
Director Adjunto e Director Executivo Interino - ADN, I.P.

FORMULARIO DE DESPACHO

Data de Entrada Documentos : 17-07-2025

Data do Documentos : 17-07-25

Husi : MINISTÉRIO DA JUSTIÇA - PCIC

No. Ref : 145 / PCIC / GDN / VII / 25

Projecto : DED for the New Construction
of Scientific Police of Investigation Criminal Central Office
Building - Dili Municipality.

Quantidade Documentos :....2....

Anexo :

* USB : 1
* TOR : 1

Assuntos :

Pedido de Verificação e
Aprovação.

No.Tlf : 78124336

Companhia :

Despacho :

- Unidade de Gestão Administrativa
- Unidade de Avaliação de Projectos
- Unidade de Controlo e Validação de Qualidade
- Unidade de Estudos e Desenvolvimento de Competências

Verifica TOR na Anexo

- Adjunto
- Assessor/a
- Gabinete DE / Base de Dadus
- Other

Data : 17/7/25

Januario Maia Guterres
Diretor Adjunto e Diretor Executivo
Interino ADN I.P.



AGÊNCIA DE DESENVOLVIMENTO NACIONAL, I. P.

CHECK LIST DOKUMENTOS BA VERIFIKASAUN TOR

NARAN PROJECTO : *DED for The New Construction of Scientific Police of Investigation Criminal Central Office Building.*

No	DOKUMENTOS NIA NARAN	
1.	Karta Akompanhamento Husi Projecto Nain	✓
2.	Fundo Husi : (a) LM (b) FI	✓
3.	Alokasaun Orsamento ba Sa Tinan	?
4.	Programa Orsamento	✓
5.	Tipo husi TOR :	
	A. Servisu Konsultor ba Desenho Enginharía Detalhado (DED)	✓
	B. Servisu Konsultor ba Supervisaun	
	C. Servisu Konsultor ba Desenho no Konstrusaun (D & B)	
	D. Servisu Konsultan Jestaun ba Projetu (PMC)	
6.	TOR	✓
7.	Custo Estimasaun ne'ebe iha ona aprovasaun husi projeto nain	✓
8.	Soft Copy (Custu estimasaun iha Excel) no (TOR iha Microsoft Word) USB	✓

3. OBJECTIVES

- 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. In this task, the Design 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.
- c. The objective of this TOR is to provide technical guidance and instructions to interested consulting companies so that they can fulfil the technical specifications in terms of architectural, structural and functional aspects.
- d. The objective of the Detailed Engineering Design (DED) is to provide a comprehensive technical framework to guide the construction of the new Construction of Scientific and Criminal Investigation Police Central Office Building. This framework must ensure that all components of the project are meticulously designed to comply with technical, regulatory, and safety requirements/standards, while also optimizing available resource utilization and minimizing risks during both the construction and operational phases.

4. SCOPE OF SERVICES

The output of the project is the document of DED and the availability of tender document to carry out construction requirement for New Construction of the Scientific and Criminal Investigation Police Central Office Building.

The service shall cover the following:

- a. Provide revision to the existing DED in all Architectural (including interior), Civil, Structural, Mechanical, Electrical and Plumbing (MEP) aspect, and other relevant engineering discipline, or whichever is deemed necessary following topographical, and geotechnical condition of the new project location.
- b. Provide landscaping and quantity survey services to conform to the design drawing
- c. Prepare the following:
 - i. Technical specification

- ii. Bill of Quantity (BoQ)
- iii. Cost estimate (including Unit Prices Analysis and Back up Quantity)
- iv. Construction Schedule and “S” curve
- v. Design Report Covering Architectural and all Engineering discipline
- d. The project will also include other supporting facilities, utilities, and landscaping as its integral and inseparable part.

5. LOCATION

The location of the New Construction of the Scientific and Criminal Investigation Police Central Office Building situated in Sub-Village (Aldeia) Andevil, Village (Suco) Bairo Pite, Administrative Post Dom Aleixo, and Municipality of Dili.

The total Land area is about 8186 square meters. The land is property of the Government of Timor Leste.

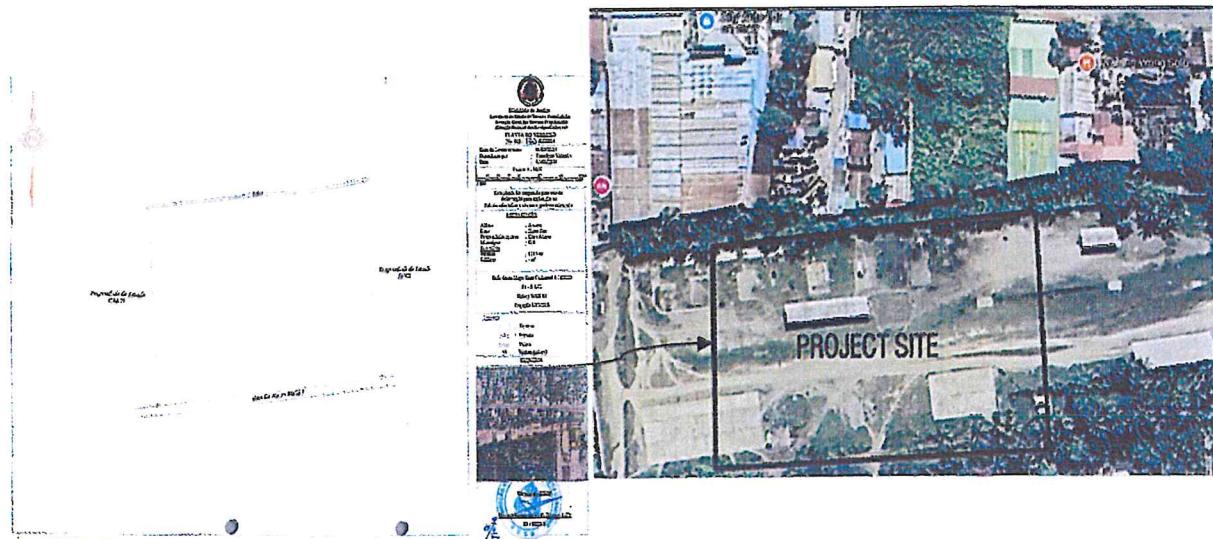


Figure – Location Plan for the Scientific Police of Investigation Criminal Central Office Building

B. SCOPE OF WORKS

To meet the requirement for this project, the consultant should follow the process and carry out the following tasks, but not be limited to:

1. Carry out the topographical surveys, Geotechnical studies, and other necessary Investigation for the new project location. The consultant is responsible for validating the information and collecting additional field data as may be required for finalizing the design
2. The Geotechnical studies much cover both the index and engineering properties of the soil. The report should cover the following, but not limited to:
 - a. SPT (use Indonesian National Standard [SNI] / American Society of Civil Engineering [ASCE] / ASTM or any other international standard as reference for conducting this test). Recommended minimum 3 hole or 3 point borehole
 - b. Expansion index test to determine soil expansiveness. Depending upon the depth/volume.
 - c. Geophysical Test-Seismic Refraction Survey
 - d. A description of the existing site, which should include a map, diagrams, or photos, with regards to its location, current land uses, and topography as well as adjacent land uses and their potential impact on the site.
 - e. A plot showing the location all of test boring and/or excavations
 - f. Descriptions and classifications of the materials encountered
 - g. Expected total and differential settlement
 - h. Laboratory test result of soil samples
 - i. Field borehole log containing the following information:
 - Project location
 - Depth of borehole
 - Ground elevation
 - Ground water table elevation
 - Date started and finished
 - j. Discuss the suitability of the site's soil for the proposed development and its planned structures
 - k. Provide a rationale for any recommendations of soil improvement if needed based on the test result
 - l. Identify recommended construction method and materials
 - m. Provide recommendations on foundation design and construction based on the site's sub surface conditions

- n. Identify any concerns or recommendations for the site's drainage, taking into account prior, during and post-construction conditions
 - o. Provide the result of any further sub surface geological investigation and testing that may be required to accurately gauge soil conditions
3. Revise the existing DED in all architectural, Civil, Structural, MEP aspects, feasibility study with recommended using basement or not and other relevant engineering disciplines as deemed necessary according to the result of topographical, and geotechnical investigation of the new project location.
4. To formulate the design concept of the Scientific and Criminal Investigation Police Central Office Building in coordination with the owner. The concept design approach should follow, if not all, the design concept of the existing design, however, any sound engineering advice that will contribute to the value of Engineering principle is highly recommended
5. In the primary design stage, the subject of which the concept has been completed, the design should include:
- a. Drawing illustrating the situation map, site plan, layout, elevations, and cross sections
 - b. A technical report containing the description of the choice of building concept, a sub-system of structure, and a sub-system of MEP to be used
 - c. Architectural cost estimate are based on rough calculations and current market values
 - d. Green building concept
6. Prepare a plan development that covers:
- a. Design of architecture that covers the drawing describing the site plan, floor plan, layout, elevations, cross section, and main detailed drawings, explaining the room program utilization for the whole building area comprehensively
 - b. Design of structure and the description of the concept and its calculation, soil test, and foundation design
 - c. Design of utilities and the description of the concept and its calculation that cover air management system, lighting, electrical including generator, plumbing, water supply, sanitation, drainage, fire protection, and works safety
 - d. Technical specification describe the classifications, type, and characteristic of materials to be used
 - e. Preliminary cost estimate that cover the aspect of local social culture, history, architecture, structure, and MEP to conform to the detailed design concept

7. Preparation of a detailed design that covers the following:
 - a. Detailed design of architecture, civil, structure, utilities, and MEP to conform to the design standard and specification
 - b. Technical Specifications
 - c. Bill of Quantity (BoQ)
 - d. Cost Estimate (including Unit Prices Analysis and backup Quantity)
 - e. Construction schedule and “S” curve
8. During the civil works bidding period, the consultant work shall include but not necessarily be limited to the following:
 - a. Assist the project owner in the conduct of pre-bidding conference and pre-bidding site inspections to answer possible queries that may be raised by interested bidders on the design plan and provide other information that might be needed
 - b. Prepare for approval of any necessary revision or addenda to the tender document during the bidding period. Any costs associated with these activities should be part of the proposal
9. Preparation ToR for construction Supervision Consultant
10. The consultant should ensure knowledge and skill transfers between key expert and assistant of key experts

11. Space Requirement

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
LANDSCAPING		1	Parking area	
			Access road	
			Ramp + Step including disable access	
			Fencing around and main gate	
			Security post including toilet	
			Office board name	
			Terrace, etc.	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
1	GROUND FLOOR	1	Storage samples evidence - Lpc Laundry room Archive area c - Lpc Work warehouse forensic ballistics - Lpc Chamber test fire - Lpc Storage - Lpc Warehouse supplies - Lpc Archive area a - LPC Archive area b - Lpc Hall (-1)f Storage r. Technical area - lift 1 and 2 Control zone omr Reception omr. Securities r. Omr Regie omr Smoking r. Omr Operating meeting room Interpreters and translation omr Antech. Emerg. Exit - omr Room 1 - omr Definitive archive Room 2 - omr Supplies depository Room 3 - omr Warehouse b supplies	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Kitchen - omr	
			Warehouse small apprehended objects	
			Photovoltaic - batteries	
			Arms safe	
			Data centre support	
			Data centre support	
			Cleaners Changing R.	
			Weighing/verification drugs	
			Drug's safe	
			Safety antec. - detention zone	
			Individual cell - n. ^o 1	
			Prisoners reception	
			Individual cell - n. ^o 2	
			Common cell - n. ^o 3	
			Prisoners shower	
			Pericial exam's - slc -lpc	
			Contaminated zone	
			Dressing r. Contaminated	
			Storage contaminated	
			Decontamination z.	
			Dressing r. Clean zone	
			Storage decontaminate	
			Clean zone	
			Car wash	
			Support - car wash	
			Electricity 2	
			Electricity 1	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Warehouse large apprehended objects	
			Covered parking	
			Gun's cleanup/warehouse arms - pfr	
			Dressing r. - prf	
			Safely observation - prf	
			Control r. Prf	
			Warehouse - prf	
			Pistol firing range	
			Reagents w. Treatment	
			Machines water pumps	
			Water tank 1	
			Water tank 2	
			Water tank 3	
			Water tank 4	
			Internal access prf	
			Central hall	
			Antech. Central hall	
			Circ. Hall central zone	
			Hall - central/west zone f(-1)	
			Antch. - central/west zone	
			Antch. - pfr	
			Emerg. Exit - pistol firing range	
			Pfr access	
			Accessed exterior - emerg. Exit	
			Dist. Hall	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Technical area - data center	
			Technical area f(-1)-01	
			Technical area b02 (-1)f	
			Technical area (-1)f-03	
			Technical area f(-1)-04	
			Wc. F. B1	
			Wc. M. B2	
			Wc. F.	
			Wc. M	
			Lpc - central secretary	
			Perical collections 1	
			Lab. - sen. Loc. Crime 0.1	
			Perical collections 2	
			Chief secretary	
			Area chief - slc	
			Lab. - sen. Loc. Crime 0.2	
			Compressor - compresses air	
			Laboratory gas	
			Ext. Hall - lpc	
			Lpc foyer/grand hall/control reception	
			Lab. Slc - p0 - lpc	
			Circ. Hall - lpc	
			Emergency r. Ante-chamber lpc - f0	
			Central secretary	
			Treasury	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Area chief	
			Director unit Financial e patrimony	
			Archive	
			Sector accounting	
			Public relations	
			Chief sector	
			Human resources	
			Shop/stewardship	
			H. Security cctv	
			Camera cont. Sec. Building	
			Chief security building	
			Noble hall / multipurpose r.	
			Waiting room pi	
			Sector arms / shooting	
			Workshop / armament	
			Ext. Photo recog. Persons	
			Hall sleep. R. Picket	
			Sleep. R. Pick. 1	
			Sleep. R. Pick. 2	
			Sleep. R. Chief pick.	
			Cab. S.r. Pick	
			Pic. Public attend 1	
			Common room	
			Pic. Public attend 1	
			Bar zone	
			Picket - insp. Chief/triage	
			Picket staying service	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Kitchen net - picket	
			Cafeteria/seated eating zone	
			Occupational medicine/medic. Treat.	
			Security building staying service	
			Gym	
			Kitchen - cooking	
			Control/conference/weighing food	
			Call. Friz.	
			Freez. Fish	
			Freez. Meat	
			Freez. Veg.	
			Dirty zone	
			Motor vehicle ordinance	
			Esplanade	
			Ext. Hall - west z.	
			Kitchen gas	
			Pic foyer/grand hall/control reception	
			Circ. 1 east zone	
			Circ. 2 east zone	
			Accessed picket	
			Hall picket	
			Circ. Hall central zone	
			Hall - central/west zone	
			Hall west zone	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Access hall bar/cafeteria	
			Pass communication	
			Technical area 0f-04	
			Technical area 0f-04	
			Technical area f0-01	
			Technical area f0-02	
			Technical area 0f-03	
			Wc. M.v.o	
			Wc.m/f	
			Wc m.	
			Wc. Dis. Pers	
			Wc. F	
			Wc. Priv	
			Wc. Priv	
			Wc. Priv	
			Wc m.	
			Wc f.	
			Balneary f.	
			Balneary m.	
			Sup. Technical 2 - phys.-doc	
			Sup. Technical 3 - phys.-doc	
			Sup. Technical 1 - phys.-doc	
			Doc. Archive - phys. - doc	
3	LEVE-02	1	Area chief - phys. - doc.	
			Input/output doc. - phys. - doc	
			Lab. Phy.- doc 1.1	
			Lab. Phy.- doc 1.3	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Lab. Phy.- doc 1.2	
			Ext. Hall. - lpc	
			Distribution mail hall	
			Lab. Hall physic - documentary	
			Cric. Hall. - lpc	
			Lab. Antech. Emerg. Exit	
			Void 1.1 - lpc	
			Void 1.2 - lpc	
			Ext. Hall - west z	
			Ext. Hall - east z	
			Distribution mail hall	
			Circ. Hall east zone	
			Circ. Hall west zone	
			Hall - central/west zone	
			Hall uiic - west zone	
			Hall - west zone	
			Pass communication	
			Void central hall	
			Void central hall	
			Void central hall	
			Void exterior	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Achieve/meeting r. Inv.	
			Brig. Hall disturbs.	
			Brig. Insp. Chief	
			Brig. Inspectors	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Brig. Inspectors	
			Coordinator	
			Achieve/meeting r. Inv.	
			Support investigation	
			Brig. Hall disturbs.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Brig. Hall diatribe.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Brig. Hall disturbs.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Support investigation	
			achieved/meeting r. Inv.	
			Coordinator	
			Archive uiic	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Sector chief	
			Support cleaning	
			Brig. Analysis - uiic	
			Brig. Hall distrib.	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. inspectors arrest's/captures	
			Brig. inspectors arrest's/captures	
			Coordinator	
			Support investigation	
			Secretary uiic	
			Uiic director	
			Area chief	
			Brig. Research - uiic	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. inspectors - missing persons	
			Brig. inspectors - missing person	
			Technical area f1-01	
			Technical area f1-02	
			Technical area f1-03	
			Technical area 2f-04	
			Wc.m/f	
			Wc. F	
			Wc. M	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Wc. M	
			Wc. F	
			Ext. Hall - lpc	
			Lpc director	
			Suyp. Technical 2 bio-toxic.	
			Meeting room lpc	
			Sup. Technical 1 bio- toxic	
			Secretary direction lpc	
			Area chief bio-toxic	
			Lab. Bio-tox. 2.1	
			Lab. Bio-tox. 2.3	
			Lab. Bio-tox. 2.2	
4	LEVEL-03	1	Distribution main hall	
			Lab. Hall bio-toxicology	
			Circ. Hall - lpc	
			Lab. Antech. Emerg. Exit	
			Strairs 5	
			Stairs 6 - ext. Lpc	
			Technical area 2f-04	
			Wc f/m	
			Ext. Hall - east z	
			Ext. Hall - west z	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Achieve/meeting r. Inv.	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Coordinator	
			Archieve/meeting r. Inv.	
			Support investigation	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Antechamber recogs. R.	
			Antec. Accused's	
			Recognition r./observation	
			L. Recog./accused's	
			Wait. R. Accused's/figurant	
			Support investigation	
			Wait. R. Witnesses/victims	
			Coordinator	
			Antechamber child. Obs.	
			Observation/recording	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Brig. Inspectors	
			Children's environment quest.	
			Witnesses	
			Support cleaning	
			Wiretapping	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Uti - technical	
			Coordinator	
			Uti - computer support personal	
			Support investigation	
			Brig. Hall distrib.	
			Brig. Insp. Chief - foll/wat.	
			Brig. Inspectors - followed/watched	
			Secretary uti	
			Uti - director	
			Area chief	
			Uti - computer exams/open space	
			Brig. Hall distrib.	
			Brig. Insp. Chief - foll. /wat.	
			Brig. Inspectors- followed/watched	
			Void exterior	
			Distribution main hall	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Circ. Hall east zone	
			Circ. Hall central zone	
			Hall - central/west zone	
			Hall - west zone	
			Restricted hall- west zone	
			Technical area 2f-01	
			Technical area 2f-02	
			Technical area 2f-03	
			Void central hall	
			Void central hall	
			Void central hall	
			Void central hall	
			Wc. F	
			Wc.m	
			Wc. M	
			Wc. F	
			Meeting room n. Dir.	
5	LEVEL-04	1	Exterior assessor n. Dir.	
			R. Machines/support meeting room	
			Waiting room dir.	
			Kitchen - n. Dir.	
			Secretary national direction	
			Adjunct national direction	
			Assessor national director	
			National director	
			Bodyguards/drivers - n. Dir	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Archive/meeting r. Inv	
			Access common wc n. Dir.	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Support investigation	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Coordinator	
			Support cleaning	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Archive/meeting r. Inv	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Coordinator	
			Support investigation	
			Radio7telecommunications	
			Ext. Hall - east z	
			Central dist. Hall	
			Circ. N dir. F3	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Circ. N dir. F3	
			Circ. Hall central zone	
			Hall - central/west zone	
			Roof - technical zone - west zone	
			Technical area f3-01	
			Technical area f3-03	
			Technical area f3-02	
			Void exterior	
			Void central hall	
			Wc.f	
			Wc.m	
			Wc.m	
			Wc.f	
			Wc.f	
			Wc.m	
			Wc priv. Director	

SPACE REQUIREMENT

All space requirement referring to the existing Drawing and if have any modification for spaces rooms with necessary be confirmed during re-design process.

C. RESPONSIBILITIES OF DESIGN CONSULTANT

1. The design consultant is responsible professionally for the design services to conform to the regulations and follow ethical code and professionalism
2. In general, the responsibilities of the design Consultant cover the following:
 - a. The result of design services should fulfil design criteria standard

- b. The result of design services should accommodate the limitations expressed by the owner including the requirement of this ToR such as in the aspect of payment, work schedule, and the quality of the building to be constructed
- c. The result of design services should fulfil the regulations, standards, and technical guidance of building that are generally in effect and international best practices suitable for the geographical location of the project and tailored to the Timorese context

D. DESIGN COST

1. The consulting services shall be a fixed lump sum contract on the winning consultant's financial proposal and finalized in negotiation with the owner
2. 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

E. OUTPUT OF DESIGN ACTIVITIES

The output by the design consultant shall consist of the report presented systematically and contains the following:

1. Inception Report

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

- a. The concept of technical design includes the concept of room organization, number and qualification of team members, methodology of implementation and responsibilities
- b. The concept of schematic technical design includes room program, number of rooms and organization of room connection
- c. Report of existing site data and information including soil investigations, topography, and construction materials survey and any information from the user regarding the need for room and scope of services, facilities required, the capacity of rooms, total number of users, and other purposes needed
- d. Consultant knowledge and skill transfer plan

These documents should be submitted in one (1) original and five (5) copies and six (6) electronic copies in Ms Word, Excel, PDF and CAD format in CD and/or other form of electronic copies, in format A4 and A3

This design concept should be approved by the Project Owner in the 1st month of assignment, before proceeding to the preliminary design stage.

Comments on the Inception Report will be prepared and discussed between the Consultant and the Project Owner/Project Manager and an agreed technical design concept will be approved by the owner enabling the design consultant to continue his work

2. Interim Report

The interim report provides the following:

a. The stage of Preliminary design will consist of the following:

- 1) Preliminary design drawings of building in the aspect of architecture, structure, building utilities and environment
- 2) Outline of work plan and Specifications
- 3) Preliminary Cost Estimates
- 4) Initial Environmental impact assessment
- 5) Results of consultations with the Owner

These documents should be submitted in one (1) original and five (5) copies and six (6) electronic copies in Ms Word, Excel, PDF and CAD format in CD and/or other form of electronic copies, in format A4 and A3

This preliminary design should be discussed with the PSC and approved by the owner in the 2nd month of assignment, before continuing to the stage of design development

b. The stage of design development will consist of the following:

- 1) Drawing of design development of architecture, structure and supporting utilities based on the approved preliminary design
- 2) Description of design concept and its calculations needed
- 3) Draft Cost Estimates
- 4) Draft works schedule and specifications

These documents should be submitted in one (1) original and five (5) copies and six (6) electronic copies in Ms Word, Excel, PDF and CAD format in CD and/or other form of electronic copies, in format A4 and A3

This development design should be approved by the owner in the 4th month of assignment, before continuing to the stage detailed design

Comments on the Interim Report will be prepared and discussed between the Design Consultant and the Project Owner/Project Manager and an agreed technical design concept will be approved by the owner enabling the consultant to continue his works

3. Draft Final Report

The stage of detailed design will consist of the following:

- 1) Detailed engineering design drawings (size A1) of building for construction works
- 2) Technical Specifications
- 3) Bill of Quantities
- 4) List of price of labour and Materials
- 5) Cost Estimates (including Unit Prices Analysis and Backup Quantity)
- 6) Construction Schedule and "S" Curve
- 7) Design Report of architecture, structure, utilities, mechanical/electrical and other calculations needed
- 8) Knowledge and skills transfer report

These documents should be submitted in one (1) original and five (5) copies and six (6) electronic copies in Ms Word, Excel, PDF and CAD format in CD and/or other form of electronic copies, in format A4 and A3

This Draft Final Report should be submitted to the Owner in the 5th month of assignment.

Comments on the Draft Final Report will be prepared and discussed between the Design Consultant and the Project Owner/Project Manager and an agreed technical design concept will be approved by the owner enabling the design consultant to continue his works. The draft of the final report should be presented with a 3D presentation, showing sealed building models and providing exterior layout and interior building including the surrounding area

4. Final Report

This final report should be submitted to the owner in the 6st month of assignment as the result of the draft final report that has already been discussed and approved by the owner

These documents should be submitted in one (1) original and five (5) copies and six (6) electronic copies in Ms Word, Excel, PDF and CAD format in CD and/or other form of electronic copies, in format A4 and A3

The final Report should be presented with a scaled building model and animation of the internal and external designed area.

F. PRINCIPLES

The Design Consultant, in the implementation of his tasks, should take notice of the principles of state building as follows:

1. The state building should be functional, efficient, attractive but simple.
2. The design should not express an imitative style and luxurious materials, but the ability to sublimate the technical functions and the social functions of the building.
3. The design should ensure easy access for disabled people.
4. The appearance of the building should be designed to express the local culture, history and traditional architecture.
5. The design should consider minimal consumption of energy by applying a concept of Green Building.
6. Avoid use of materials known to be injurious or toxic to human occupants
7. Creates no conditions conducive to breeding of mosquitoes, rodents and other carriers of disease.
8. Enables the use of potable water and maintenance of effective sanitation practices
9. By the limitations of not disturbing the works activities, the investment cost and the operation and maintenance cost during the lifetime of the building should be undertaken as low as possible.
10. The design of the building should be made so that the construction works be done in short time and utilized as soon as possible.

11. The state building should increase the quality of the environment and become reference for the building arrangement and environment surroundings.
12. Any design prepared by the Design Consultant for the Project Owner under the contract shall belong to and remain the property of the Project Owner. The Design Consultant may retain a copy of such document and software, and such document shall not be used for other purposes without the expressed written consent of the Project Owner.

G. DESIGN CRITERIA

A. GENERAL CRITERIA

The Design Consultant should take notice of the general criteria of the building to conform to its functionality and complexity, and are as follows:

- a. Conditions of allotment and intensity:
 - 1) To ensure that the building is constructed based on the regulation 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 users, community and environment.
 - 4) To conform to the state budget principles:
 - i. Economical, not luxurious, efficient and conforms to the technical purposes specified.
 - ii. To be focused and controlled to conform to the plan, program, and its functions.
 - iii. To utilize local products and resources as much as possible to promote national prosperity
- b. Conditions of architecture and environment:
 - 1) To ensure that the building is constructed based on the environment
 - 2) Characteristics, determination of the nature of building and local culture, in order
 - 3) To obtain balance, harmony and compatibility with the environment.
 - 4) To ensure the creation of green space that is balanced and in harmony with the Environment.
 - 5) To ensure that the building is constructed and utilized with no negative impact to

the environment.

c. Conditions of building structure:

- 1) To ensure the structural stability of the building to support the rising loads as the Result of its utilization to conform to its functions, and as the result of the natural and human behaviour.
- 2) To ensure the safety of the people from possible accidents or injury due to the Failure of the building structure.
- 3) To ensure the welfare of the people from losses or damages of their properties due to the failure of the building structure.
- 4) To ensure the protection for the other properties from physical damages due to the failure of the building structure.

d. Conditions of water supply:

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

- 1) Fulfil the quality standard, sufficient discharge minimum 100 litters/person/day.
- 2) Fulfil the requirement for fire protection adequate for minimum 45 minutes operation of fire tackling.

e. Conditions of sanitation facilities:

- 1) To ensure the provision of adequate sanitation facilities to support the activities inside the building to conform to its functions.
- 2) To ensure the creation of clean, hygiene 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.

f. Conditions of waste water:

- 1) To ensure that the construction of the building 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 kitchens, bathrooms, and washrooms should use pipes to conform to the specifications

3) The discharge of the waste water should use treatment plant

g. Conditions of solid waste:

1) To ensure the availability of trash bins and temporary solid waste collecting

Points for 3 litters/person/day

2) The temporary solid waste collecting points should be made of watertight

Materials and enclosures.

h. Conditions of drainage:

1) To ensure the provision of drainage canals that could retain the rainfall water before discharging to the city drainage canals.

2) To ensure the provision of drainage canals that could manage the flood that historically happened in the plot of land

i. Conditions of electrical installations, lightning rod, and communications facilities:

1) To ensure that the installations 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 that the provision of communication facilities adequately support the Activities inside the building to conform to its functions.

j. Conditions of lighting:

1) To ensure the fulfilment of lighting needed adequately, either natural or

Man-made to support the activities inside the building to conform to its functions 2)

To ensure that lighting facilities are in good running condition during testing and commissioning

k. Conditions of ventilations and air conditions:

1) To ensure the fulfilment of air needed adequately, either naturally or man-made, to support the activities inside the building to conform to its functions.

2) To ensure the air condition facilities in good running condition during testing and commissioning

l. Conditions of gas installations:

1) To ensure the safe installation of gas facilities to support the activities inside the building to conform to its functions.

2) To ensure the fulfilment of gas consumption safely and adequately.

- 3) To ensure that the gas facilities are in good running condition during testing and Commissioning.
- m. 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.
- n. Conditions 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.
- o. Conditions 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 inside the building.
 - 2) To ensure the creation of efforts to protect the dwellers from pains and injuries during evacuation in emergency situations.
 - 3) To ensure the provision of easy access for the disabled.
- p. Conditions of fire:

To ensure that the building will 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 to other properties.
- q. Conditions of emergency situation, exit signs and early warning systems of danger:
 - 1) To ensure the provision of an early warning system if an emergency situation Occurs
 - 2) To ensure the dwellers to evacuate easily and safely in emergency situations

B. SPECIFIC CRITERIA

The specific criteria relate to the construction of Scientific and Criminal Investigation Police Central Office Building to be designed, either from the aspect of special functions or other technical aspects and are as follows:

- a. It relates to the effort of conservation for the existing building, if any

- b. The unity of designing the building with its facade, aesthetics, and the scope of services in the surroundings, such as the framework of environment and city planning
- c. Solutions and contextual limitations, such as aspects of local social culture, geography, climate, and others

H. DESIGN PROCESS

1. In the process of design services to produce the outputs required, the Design Consultant should prepare a schedule of periodic meetings with the Project Owner.
2. In the periodic meetings, it should be determined which inception products, intermediate products, and main products shall 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 work time schedule is six (6) months from the date of the Consultant's receipt of a notice from the Project Owner instructing the Consultant to begin carrying out the Services

I. DESIGN INPUT

A. INFORMATION

- a. To implement the tasks, the Design Consultant should collect additional information/data part from the information provided by the Project Owner.
- b. The Design Consultant should check the validity of information to be used in the implementation of his tasks. The fault of design works as the result of lack of the information shall be the responsibility of the Design Consultant.
- c. The information required that should be obtained for design are as follows:
 - 1) Information regarding the land covers
 - a) Physical condition of the location, such as the extent of the area, boundaries, and topography
 - b) Soil conditions as the result of soil tests
 - c) Condition of ground water
 - 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
 - d) Special equipment, types, weight, and dimension
- 3) information regarding the followings:
- a) Condition of adjacent buildings whose may pose a structural or Security threat to the site
 - b) Condition of adjacent services connection points (power point, Phone)
 - c) Condition of the surrounding of the building within the
 - d) intervention area for key elements that are to be retained or protected and for use included on the project (trees, fences, sidewalks, sewage)
 - e) Condition of all existing facilities (fences, gates, footpaths, access and security).
- 4) Needs of building covers:
- a) Room program
 - b) Need of organization of room usage
- 5) Need of possible changes of room or building function
- 6) Needs of building utilities covers:
- a) Water supply and sanitation
 - i. The current needs and the projection in the future
 - ii. Water source, piping networks and its capacity
 - b) Rainfall and drainage
 - i. Location of city drainage
 - ii. Discharging to outlet of the site
 - c) Waste water and solid waste
 - d) Electrical network
 - i. Power
 - ii. Source of power and specifications

- iii. Power reserved if needed (capacity, specification)
- e) Air conditioning system
 - i. Loads
 - ii. Breakdown of loads
 - iii. System required
- f) Communication network (telephone, fax, radio, intercom)
 - i. Needs of speaking points
 - ii. International and multi-user video conferencing facilities
 - iii. System required
- g) Vertical transportation in the building
 - i. Type and capacity in the Building
 - ii. Interval and waiting time
 - iii. Escalator and conveyor
- h) Fire protection system
 - i. Detector (classification, type)
 - ii. Fire alarm (classification)
 - iii. Fire extinguisher and accessories (Classification, capacity)
- i) Security system
 - i. Alarm (Classification, type)
 - ii. Systems required
- j) Information and Communication Technology
- k) Others as required

The consultant is required to consult further with the owner regarding other requirement to be included in the design which are considered essential

B. KEY PERSONNEL

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

I. Key Expert

1) Team Leader (Project Manager/Architect/Civil engineer)

Team Leader should have a Post Graduated/Magister in Architecture and relevant Minimum 12 years' experience in designing multi-story buildings (10-storeys high), and minimum 10 years' experience as Team Leader. Previous work experience in Timor Leste and working knowledge of Tetum or Bahasa Indonesia or Portuguese will an added advantage

The tasks of Team Leader are the following:

- a) To plan, coordinate and control all activities and personnel involved in this work, 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 structures and give input to the other experts related to the design services.

2) Civil/Structural Engineer

Civil/Structural Engineer should have a Post Graduated/Magister in Civil Engineering and relevant minimum 8 years' experience in designing multi-storey (10-storeys high) building projects. Previous work experience in Timor Leste and working knowledge of Tetum or Bahasa Indonesia or Portuguese will an added advantage

The task of Civil/Structural Engineer is to plan and implement all activities covering structural design and give input to the other experts related to this design services

3) Quantity Surveyor and Cost Estimator

Quantity Surveyor and Cost Estimator should have a Post Graduated/Magister in Civil Engineering and relevant minimum 7 years' experience in multi-storey (10-storeys high) building projects. Previous work experience in Timor Leste

and working knowledge of Tetum or Bahasa Indonesia or Portuguese will an added advantage

The task of Estimator is to plan and implement all activities covering technical Specifications, bill of quantities, and cost estimates, and give input to other Experts related to this design services.

4) Geotechnical/Soils Engineer

Geotechnical/Soils Engineer should have a Post Graduated/Magister in Civil Engineering and relevant minimum 6 years' experience in Geotechnical/soils investigation on multi-storey (10-storeys high) building Projects. Previous work experience in Timor Leste and working knowledge of Tetum or Bahasa Indonesia or Portuguese will an added advantage

The task of Geotechnical/Soil Engineer (foundation specialist) is to plan and implement all activities covering geotechnical/soil investigation & foundation including seismic events and material survey for the multi-storey building, and give input to other experts related to this design services.

5) Information Technology Engineer (IT)

IT Engineer should have a Post Graduated/Magister in Computer Engineering and relevant minimum 5 years' experience in information technology design. Previous work experience in Timor Leste and working knowledge of Tetum or Bahasa Indonesia or Portuguese will an added advantage

The task of IT Engineer is to plan and implement all activities covering IT design and give input to other experts related to this design services.

6) Mechanical Engineer

Mechanical Engineer should have a Bachelor Degree or higher level of education in Mechanical Engineering and relevant minimum 5 years' experience in designing multi-storey (5-storeys high) building projects. Previous work

experience in Timor Leste and working knowledge of Tetum or Bahasa Indonesia or Portuguese will an added advantage

The task of Mechanical Engineer is to plan and implement all activities covering mechanical design for the multi-storey building and give input to the other experts related to this design services as may be required.

7) Electrical Engineer

Electrical Engineer should have a Bachelor Degree or higher level of education in Electrical Engineering and relevant minimum 5 years' experience in Designing multi-storey (5-storeys high) building projects. Previous work experience in Timor Leste and working knowledge of Tetum or Bahasa Indonesia or Portuguese will an added advantage

The task of Electrical Engineer is to plan and implement all activities covering electrical design for the multi-storey building and give input to the other experts related to this design services.

8) Plumbing and Sanitation Engineer

A Degree in Civil Engineering with a specialization in Plumbing, with a minimum of 5 years of experience in designing water supply, drainage, and sanitation systems for buildings. Previous work experience in Timor Leste and working knowledge of Tetum or Bahasa Indonesia or Portuguese will an added advantage

The task of the Plumbing and Sanitation Engineer is to Design the building's plumbing systems, including water supply, sewage, and storm drainage, ensuring compliance with sanitation and sustainability standards

II. National Experts' (Local Timorese)

1. Architect/Landscaping (Deputy)

Education : Bachelor Degree in Architecture

Experience : Minimum 5 years

2. Structural Engineering

Education : Bachelor Degree in Civil Engineering

Experience : Minimum 5 years

3. Quantity and Cost Estimator

Education : Bachelor Degree in Civil Engineering

Experience : Minimum 5 years

4. Water Supply and Sanitation Engineer

Education : Bachelor Degree in Civil Engineering, water Supply & Sanitation
Engineering with water and Sanitation experience

Experience : Minimum 5 years

5. Mechanical, Electrical Engineer & Plumbing

Education : Bachelor Degree in Mechanical electrical & Plumbing Engineering

Experience : Minimum 5 years

6. Topography Engineer

Education : Bachelor Degree in Topography

Experience : Minimum 5 years

7. Environmental Specialist

Education : Bachelor Degree in environmental

Experience : Minimum 5 years

8. Geodetic Engineer

Education : Bachelor Degree in Geodetic engineering

Experience : Minimum 5 years

9. Information Technology Engineer

Education : Bachelor Degree in Information Technology Engineering

Experience : Minimum 5 years

III. Additional Technical and Administrative Support Staff

The Design Consultant Company is responsible for ensuring adequate technical support and administrative staff which may include but not limited to CAD operator, Office Manager, Finance Officer, etc., it deems adequate to successfully complete the services.

IV. Person-Month Requirement

It is estimated that 20 person of key personnel will be required, as tabulated below:

No	Descriptions	Unit	Quantity	
			Person	Duration (month)
REMUNERATION				
A	Key Expert International			
1	Team Leader/Architect	Month	1	6
2	Structural Engineer (Civil Engineer)	Month	1	4
3	Quantity Surveyor and Cost Estimator Engineer (Civil Engineer)	Month	1	4
4	Geotechnical Engineer (Civil Engineer)	Month	1	3
5	Information Technology Engineer (IT)	Month	1	2
6	Mechanical Engineer	Month	1	2
7	Electrical Engineer	Month	1	2
8	Plumbing Engineer	Month	1	2
Sub Total			8	25
B	Key Expert National			
1	Architect/Landscape (Deputy)	Month	1	6
2	Structural Engineer (Civil Engineer)	Month	1	4
3	Quantity Surveyor and Cost Estimator Engineer	Month	1	5
4	Water supply & Sanitation Engineering	Month	1	3
5	Mechanical, Electrical Engineer & Plumbing	Month	1	3
6	Topographical survey & Mapping Location	Month	1	3
7	Environmental specialist	Month	1	2
8	Geodetic Engineer	Month	1	2
9	Information Technology Engineer (IT)	Month	1	3
Sub Total			9	31
C	Technical and Administration staffs			
1	Officer Manager	Month	1	6
2	Office Boy	Month	1	6
3	Driver	Month	1	6
Sub Total			3	18

The design consultant must submit its proposal based on 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. In any case, the assigned expert need to be replaced, the substitute experts must possess the same qualifications.

J. FACILITIES PROVIDED BY GOVERNMENT OF TIMOR LESTE

The Government will provide the following:

- a. Assistance and advice on the processing of visas and work permits for consultant staff as requested
- b. The Ministry of Justice of Republic Democratic of Timor-Leste on behalf of owner will provide required data and information such as existing assets, regulations, organization chart and other facilities. The consultant should check the validity of information to be used in the implementation of their task. The consultant should collect additional information required apart from the data and information provided by the owner.

K. FACILITIES PROVIDED BY THE CONSULTANT

The Consultant will provide the following:

- a. Office accommodation in the site location and all furnishings and office equipment
- b. All survey equipment as required
- c. Computing, drafting and mapping equipment and software
- d. Transport to and from site surveys and for other local transport in Timor-Leste
- e. Travel costs to and from Timor-Leste

L. WORK PROGRAM

1. The design Consultant should arrange work program that at minimum should cover the Following:

- a. Work schedule in detail
- b. Manning schedule

- c. Allocation of expert and their discipline and expertise. The curriculum vitae and a letter of availability to work of the proposed expert should be attached
 - d. 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

M. PAYMENT

The payment of these design activities will be scheduled as following:

1. The first payment equivalent to 20% of the contract price will be paid to the consultant after the inception report was discussed and approved by the owner
2. The second payment equivalent to 10% of the contract price will be paid to the consultant after the preliminary design was discussed and approved by the owner
3. The third payment equivalent to 15% of the contract price will be paid to the consultant after the development design was discussed and approved by the owner
4. The fourth payment equivalent to 30% of the contract price will be paid to the consultant after the draft final report was discussed and approved by the owner
5. The fifth payment equivalent to 25% of the contract price will be paid to the consultant after the final report was reviewed, approved, submitted to the owner and until the finalization of the procurement process.

The schedule of payment as following:

No	Reports	Phases	Contract amount payment percentage
1	Inception Report	First	20%
2	Preliminary design	second	10%
3	Development design	Third	15%
4	Draft Final Report	Fourth	30%
5	Final Report and Finally Procurement process	Fifth	25%



MINISTÉRIO DA JUSTIÇA
POLÍCIA CIENTÍFICA INVESTIGAÇÃO CRIMINAL
DEPARTAMENTO DE APOIO

Cost Estimate of Remuneration

TERM OF REFERENCE - DETAILED ENGINEERING DESIGN
Scientific and Criminal Investigation Police Central Office Building

No	DESCRIPTIONS	UNIT	QTY	DURATION	UNIT PRICE (US\$)	COST (US\$)
I	REMUNERATION					
	Koy Experis International					
1	Team Leader/Architect	Month	1	6	\$ 12.400,00	\$ 74.400,00
2	Structural Engineer	Month	1	4	\$ 9.150,00	\$ 36.600,00
3	Quantity Surveyor and Cost Estimator Engineer	Month	1	4	\$ 8.350,00	\$ 33.400,00
4	Geotechnical Engineer	Month	1	3	\$ 7.550,00	\$ 22.650,00
5	Information Technology Engineer (IT)	Month	1	2	\$ 6.750,00	\$ 13.500,00
6	Mechanical, Electrical Engineer & Plumbing	Month	1	2	\$ 5.250,00	\$ 10.500,00
7	Electrical Engineer	Month	1	2	\$ 5.250,00	\$ 10.500,00
8	Plumbing and Sanitation Engineer	Month	1	2	\$ 5.250,00	\$ 10.500,00
	Sub-Total		8	25		\$ 212.050,00
II	Key Experts National					
1	Architect/Landscape (Deputy)	month	1	6	\$ 3.550,00	\$ 21.300,00
2	Structural Engineer	month	1	4	\$ 3.550,00	\$ 14.200,00
3	Quantity Surveyor and Cost Estimator Engineer	month	1	5	\$ 3.550,00	\$ 17.750,00
4	Water Supply and Sanitation Engineer	month	1	3	\$ 3.550,00	\$ 10.650,00
5	Mechanical, Electrical Engineer & Plumbing	month	1	3	\$ 3.550,00	\$ 10.650,00
6	Topographical Survey & Mapping Location	month	1	3	\$ 3.550,00	\$ 10.650,00
7	Environmental Specialist	month	1	2	\$ 3.550,00	\$ 7.100,00
8	Geodetic Engineer	month	1	2	\$ 3.550,00	\$ 7.100,00
9	Information Technology Engineer (IT)	month		3	\$ 3.550,00	\$ 10.650,00
	Sub-Total		8	31		\$ 110.050,00
III	Supporting Personnel					
1	Office Manager	Month	1	6	\$ 750,00	\$ 4.500,00
2	Office Boy	Month	1	6	\$ 225,00	\$ 1.350,00
3	Driver	Month	1	6	\$ 275,00	\$ 1.650,00
	Sub-Total		3	18		\$ 7.500,00
IV	REIMBURSABLES					
1	International Transportation	R-Trip	2	6	\$ 1.500,00	\$ 18.000,00
2	Local Transportation (vehicle Rent & Fuel)	Month	1	6	\$ 1.500,00	\$ 9.000,00
3	Communication Cost	Month	15	6	\$ 50,00	\$ 4.500,00
	Sub-Total		18	18		\$ 31.500,00
V	SITE INVESTIGATIONS					
1	Soil investigation	Lump Sum	1	1	\$ 12.000,00	\$ 12.000,00
2	Topographical Survey & Mapping Location	Lump Sum	1	1	\$ 12.000,00	\$ 12.000,00
	Sub-Total					\$ 24.000,00

VI REPORTING						
1	Inception Report (6 Bundies)	L.S	1	\$ 1.500,00	\$ 1.500,00	
2	Monthiy Process Report (6 Bundies)	L.S	1	\$ 1.500,00	\$ 1.500,00	
3	Draft final Report (6 Bundies)	L.S	1	\$ 1.500,00	\$ 1.500,00	
4	Final Report (6 Bundies)	L.S	1	\$ 1.500,00	\$ 1.500,00	
		Sub-Total				\$ 6.000,00
VII FACILITIES						
1	Office Establisment	Month	1	\$ 2.000,00	\$ 12.000,00	
2	Office Equipment & Furnilure	Lump sum	1	\$ 10.000,00	\$ 10.000,00	
3	Office Operetions (Office Suplies, Toner, etc)	Month	1	\$ 500,00	\$ 3.000,00	
		Sub-Total				\$ 25.000,00
		GRAND TOTAL				\$ 416.100,00

Prepared by:

Launrindo Barros Alves
 Engineer of MJ

Checked by:

Ricardo Soares
 Chief of DA

Approved by:

Dr. Vicente Fernandes e Brito
 Director of PCIC



COST ESTIMATION

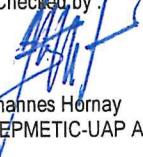
CONSULTANT SERVICES FOR DETAILED ENGINEERING DESIGN (DED) FOR THE NEW CONSTRUCTION OF SCIENTIFIC POLICE AND INVESTIGATION CRIMINAL CENTRAL OFFICE BUILDING IN DILI MUNICIPALITY

No.	Descriptions	Unit	Quantity		Unit Price	Cost (USD \$)
			Personel	Duration		
A	International Key Experts					
1	Team Leader/ Architect andscape	Month	1	6	\$12,400.00	\$ 74,400.00
2	Structural Engineer	Month	1	5	\$ 8,850.00	\$ 44,250.00
3	Geotechnical Engineer	Month	1	2	\$ 5,975.00	\$ 11,950.00
4	Mechanical, Electrical and Plumbing Engineer	Month	1	2	\$ 5,975.00	\$ 11,950.00
	SubTotal International Key Experts		4	15		\$ 142,550.00
B	National Key Experts					
1	Architect/Landscape (Deputy)	Month	1	5	\$ 3,325.00	\$ 16,625.00
2	Structural Engineer	Month	1	6	\$ 3,325.00	\$ 19,950.00
3	Quantity Surveyor and Cost Estimator Engineer	Month	1	4	\$ 3,325.00	\$ 13,300.00
4	Water Supply and Sanitation Engineer	Month	1	3	\$ 3,325.00	\$ 9,975.00
5	Mechanical, Electrical Engineer & Plumbing	Month	1	3	\$ 3,325.00	\$ 9,975.00
6	Environmental Specialist	Month	1	2	\$ 3,325.00	\$ 6,650.00
7	Geodetic Engineer	Month	1	2	\$ 3,325.00	\$ 6,650.00
8	Information Technology Engineer (IT)	Month	1	2	\$ 3,325.00	\$ 6,650.00
	SubTotal National Key Experts		8	27		\$ 89,775.00
C	Supporting Personnel					
1	Office Manager	Month	1	6	\$ 750.00	\$ 4,500.00
2	Office Boy	Month	1	6	\$ 225.00	\$ 1,350.00
3	Driver	Month	1	6	\$ 275.00	\$ 1,650.00
	SubTotal Supporting Personnel		3	18		\$ 7,500.00
D	Reimbursables					
1	International Transportation	R.Trip	2	4	\$ 1,500.00	\$ 12,000.00
2	Local Transportation (Vehicle Rent & Fuel)	Month	1	6	\$ 1,600.00	\$ 9,600.00
3	Telecommunication	Month	12	6	\$ 35.00	\$ 2,520.00
	SubTotal Reimbursables					\$ 24,120.00
E	Reporting					
1	Inception Report	Ls	1		\$ 1,500.00	\$ 1,500.00
2	Interim Report	Ls	1		\$ 1,500.00	\$ 1,500.00
3	Draft Final	Ls	1		\$ 1,500.00	\$ 1,500.00
4	Final Report	Ls	1		\$ 1,500.00	\$ 1,500.00
	SubTotal Reporting					\$ 6,000.00
F	Site Investigation					
1	Topographical Survey	Ls	1		\$15,000.00	\$ 15,000.00
2	Soil Investigation	Ls	1		\$20,000.00	\$ 20,000.00
	SubTotal Site Investigation					\$ 35,000.00
G	Facilities					
1	Office Establishment (Office space, etc.)	Month		6	\$ 2,000.00	\$ 12,000.00
2	Office Equipment and Furniture (Comp, Printer, Scanner, etc)	Ls	1		\$10,000.00	\$ 10,000.00
3	Office Operations (Office supplies, software, toner, etc)	Month		6	\$ 350.00	\$ 2,100.00
	SubTotal Facilities					\$ 24,100.00
						Grand Total \$ 329,045.00

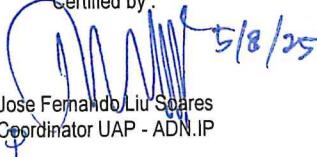
Verified by :


Melenia da C. Barros
Adviser National - ADN.IP

Checked by :


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

Certified by :


Jose Fernando Liu Soares
Coordinator UAP - ADN.IP



**REPÚBLICA DEMOCRÁTICA DE TIMOR LESTE
MINISTÉRIO DA JUSTIÇA**

TERM OF REFERENCE (TOR)

**DETAILED ENGINEERING DESIGN (DED)
FOR THE NEW CONSTRUCTION OF SCIENTIFIC POLICE AND INVESTIGATION
CRIMINAL CENTRAL OFFICE BUILDING IN DILI MUNICIPALITY.**

AUGUST 2025

TABLE OF CONTENTS

TABLE OF CONTENTS	1
I. INTRODUCTION	2
1.1 Definition.....	2
1.2. Background.....	2
1.3. Objective.....	12
1.4. Project Location	12
II. SCOPE OF WORK	13
III. OUTPUT OF DESIGN ACTIVITIES.....	29
3.1. Inception Report.....	29
3.2. Interim Report.....	30
3.3 Draft Final Report.....	31
3.4. Final Report	31
IV. DESIGN CRITERIA.....	32
4.1. General Criteria.....	32
4.2. Specific Criteria.....	35
V. DESIGN PROCESS	35
VI. DESIGN INPUT	35
6.1. Information.....	35
6.2. Personel.....	37
6.3. Person-Month Requirement.....	41
6.4. Facilities provided by the government timor Leste.....	42
6.5. Facilities Provided by the Consultant.....	42
VII. DESIGN COST, PAYMENT AND RETENTION	42
VIII. WORK PROGRAM.....	43

I. INTRODUCTION

1.1. DEFINITIONS

- a. **Project name:** The Project refers to the Detailed Engineering Design (DED) for the New Construction of Scientific Police and Investigation Criminal Central Office Building in Dili Municipality.
- b. **Project Owner:** The owner of this project activity is the Scientific Police of Investigation Criminal (PCIC) of Democratic Republic of Timor-Leste.
- c. **Management of Activities:** The overall Management of the project activities will be led by a Project Manager appointed by the Scientific Police of Investigation Criminal (PCIC) in cooperation with the relevant public Institutions
- d. **Procurement Process:** The procurement process will be carry out by the National Procurement Commission (NPC). National Procurement Commission will arrange pre-bid meeting, receive the proposal, evaluate the proposals and propose the winner.
- e. **Consultant:** The design consultant is the consulting company which has been determined the owner of the procurement process and who will sign the contract together with the owner

1.2. BACKGROUND

The Scientific and Criminal Investigation Police (PCIC) plays a vital and strategic role in Timor-Leste's criminal justice system, being entrusted with the responsibility to support judicial authorities in the prevention, detection, and investigation of criminal offenses. As a specialized technical and scientific institution, the PCIC is mandated to ensure the national centralization of criminal information, promote operational coordination of investigative activities, and reinforce international police cooperation, with a particular focus on addressing serious, complex, and organized crime.

The legal framework governing the PCIC's responsibilities and competences is clearly established in the Code of Criminal Procedure, and its operations are firmly anchored in the principles enshrined in the Constitution of the Democratic Republic of Timor-Leste and all relevant national legislation. The institution's conduct is guided by the principles of democratic legality, impartiality, scientific objectivity, and unwavering respect for the rights, freedoms, and fundamental guarantees of all citizens. Within this context, the PCIC is recognized as a key pillar in the fight

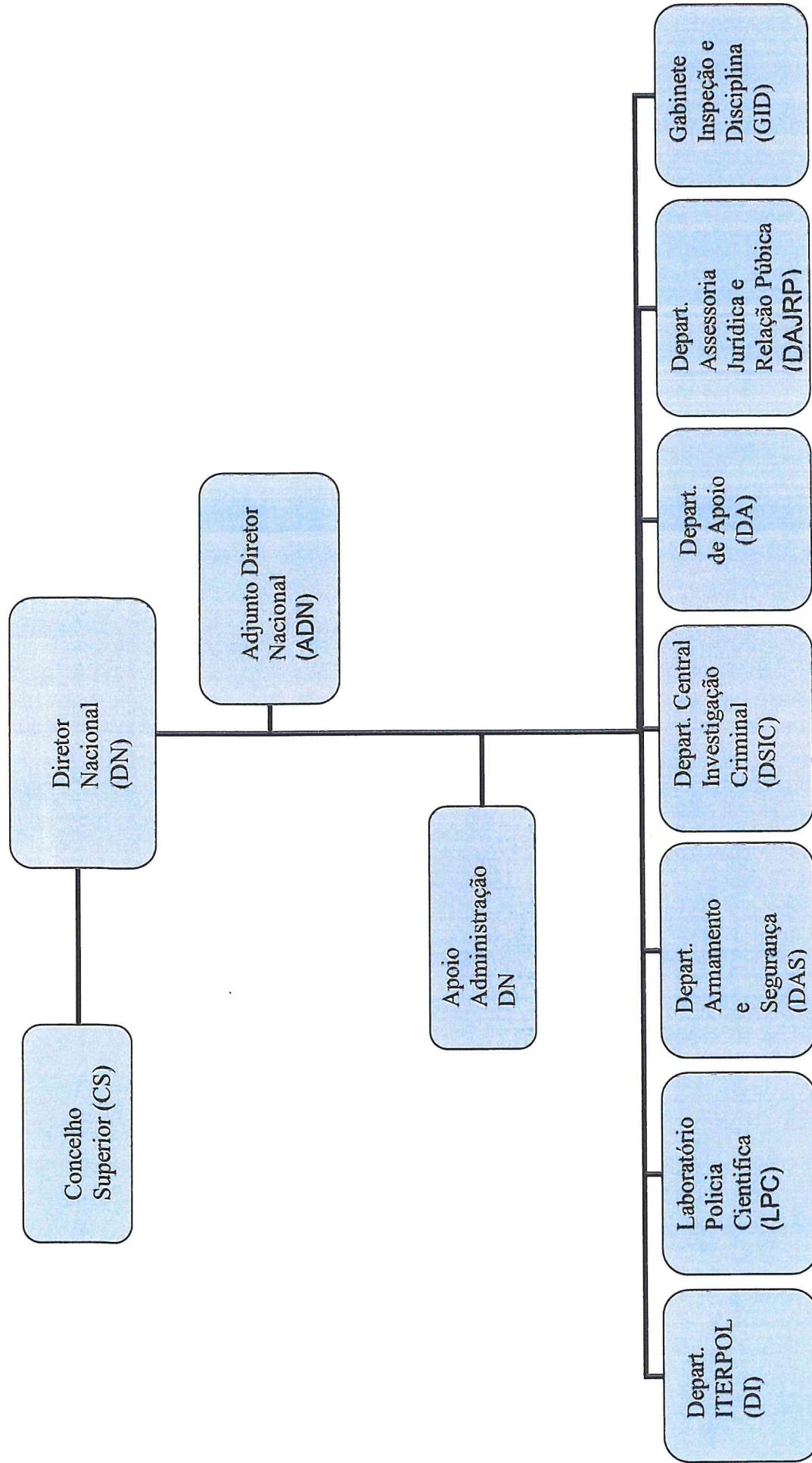
against crime, making a meaningful contribution to upholding the rule of law, maintaining public order, and enhancing the sense of security across the country.

In order to ensure the continued effectiveness and sustainability of its institutional mission, it has become increasingly necessary **to construct a New Central Office Building for the PCIC**. This facility must be tailored to meet the technical and operational needs required for modern criminal investigations and forensic services. The current infrastructure is no longer adequate to address the evolving nature of criminal threats, nor to accommodate the growing need for integration of specialized departments, forensic laboratories, criminal intelligence systems, and international cooperation units under a unified and secure operational environment.

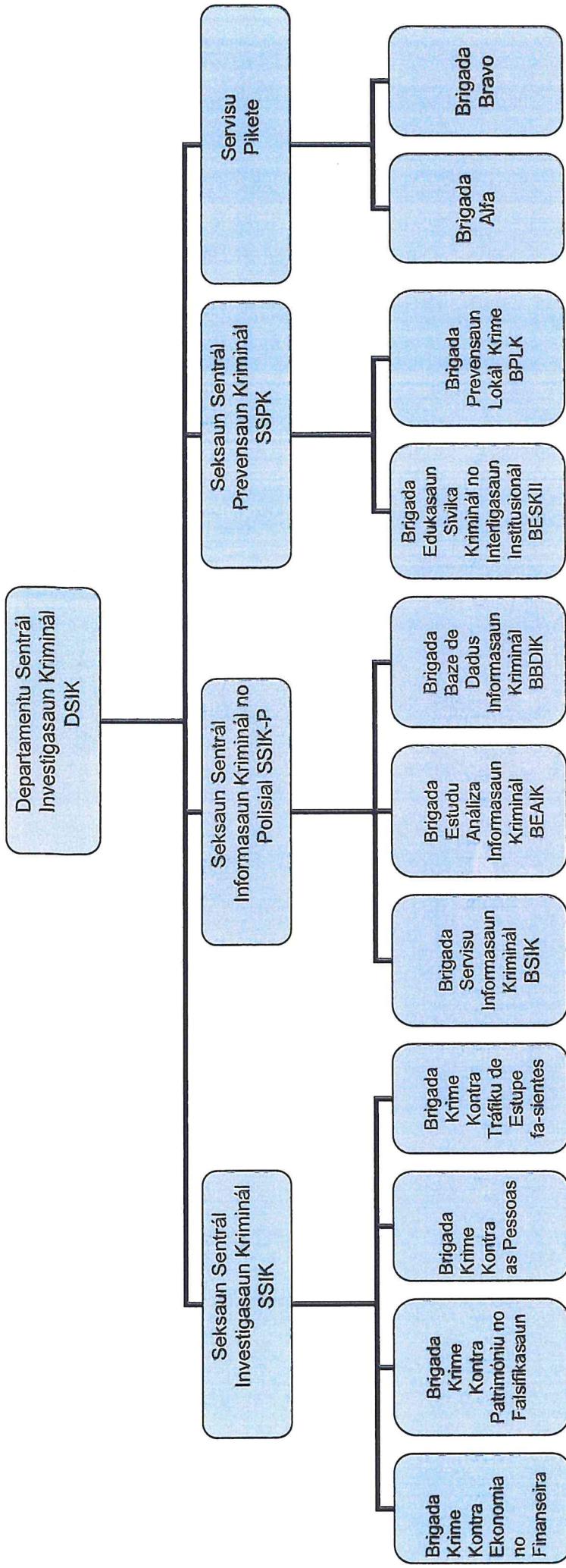
Accordingly, **the design and Construction of the new PCIC headquarters** should follow an architectural and engineering model that reflects the specific needs of the institution. It should include properly delineated functional spaces, state-of-the-art laboratories, integrated security systems, and infrastructure capable of ensuring the confidentiality, integrity, and efficient handling of sensitive information. This initiative represents a strategic investment in the development of national capabilities, which will not only enhance the PCIC's operational readiness but also raise the overall standards of justice and law enforcement in Timor-Leste, in alignment with international best practices.

In light of the above, the development of the **new central headquarters for the PCIC** is respectfully presented as an indispensable step towards the full implementation of its constitutional mandate. It will contribute meaningfully to the reinforcement of justice sector institutions, the consolidation of democratic governance, and the protection and well-being of the citizens of Timor-Leste.

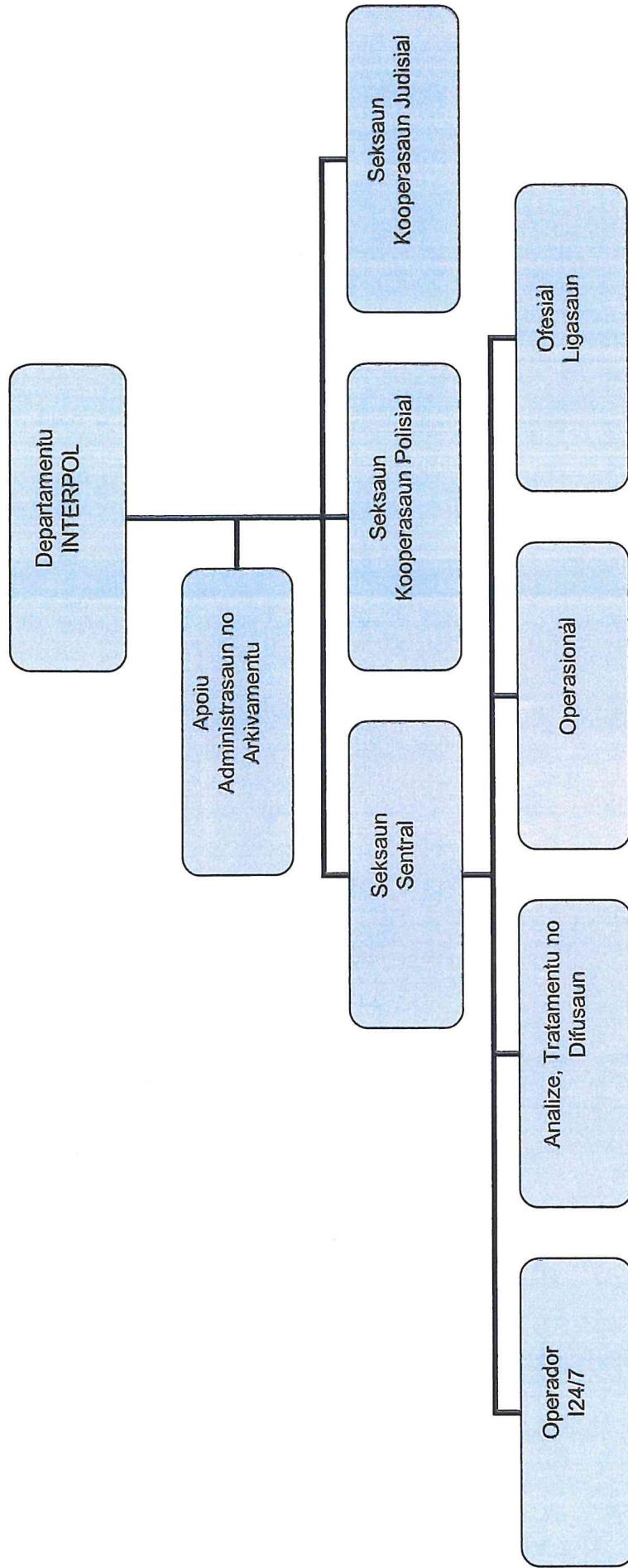
ORGANOGRAMA PCIC



ORGANOGRAMA DEPARTAMENTU SENTRAL INVESTIGASAUN KRIMINÁL - DSIK

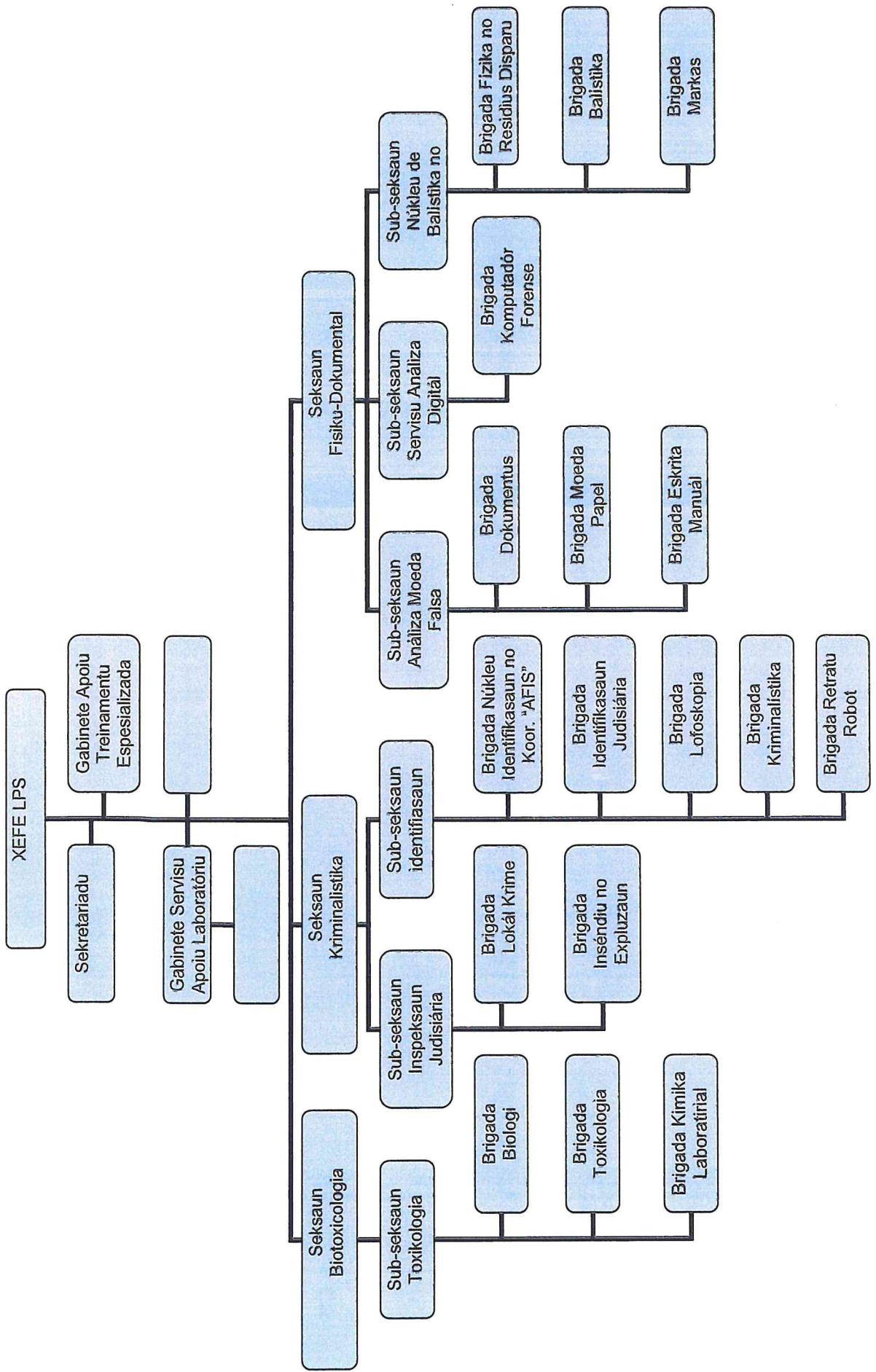


ORGANOGRAMA DEPARTAMENTU INTERPOL - DI

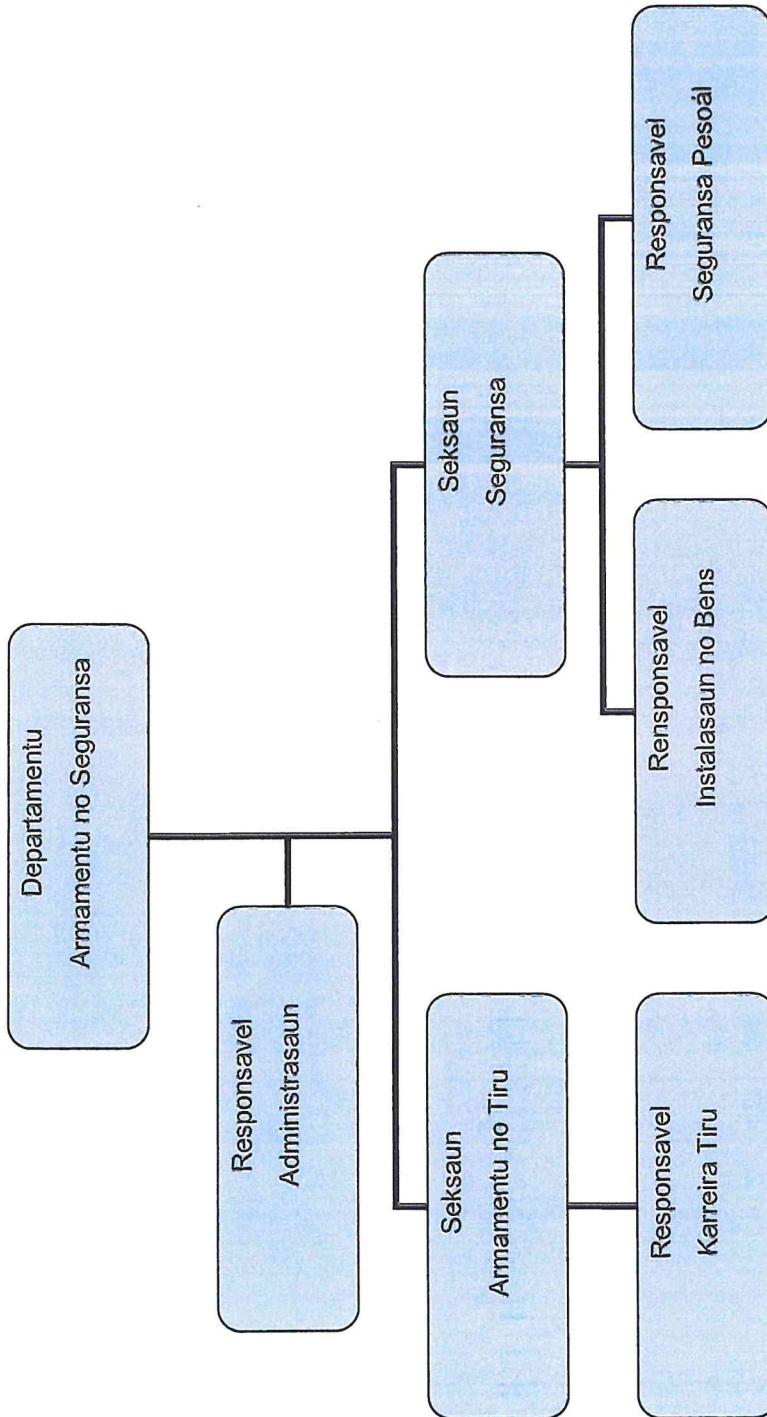


ToR DED for the New Construction of Scientific Police and Investigation Criminal Central Office Building in Dili Municipality.

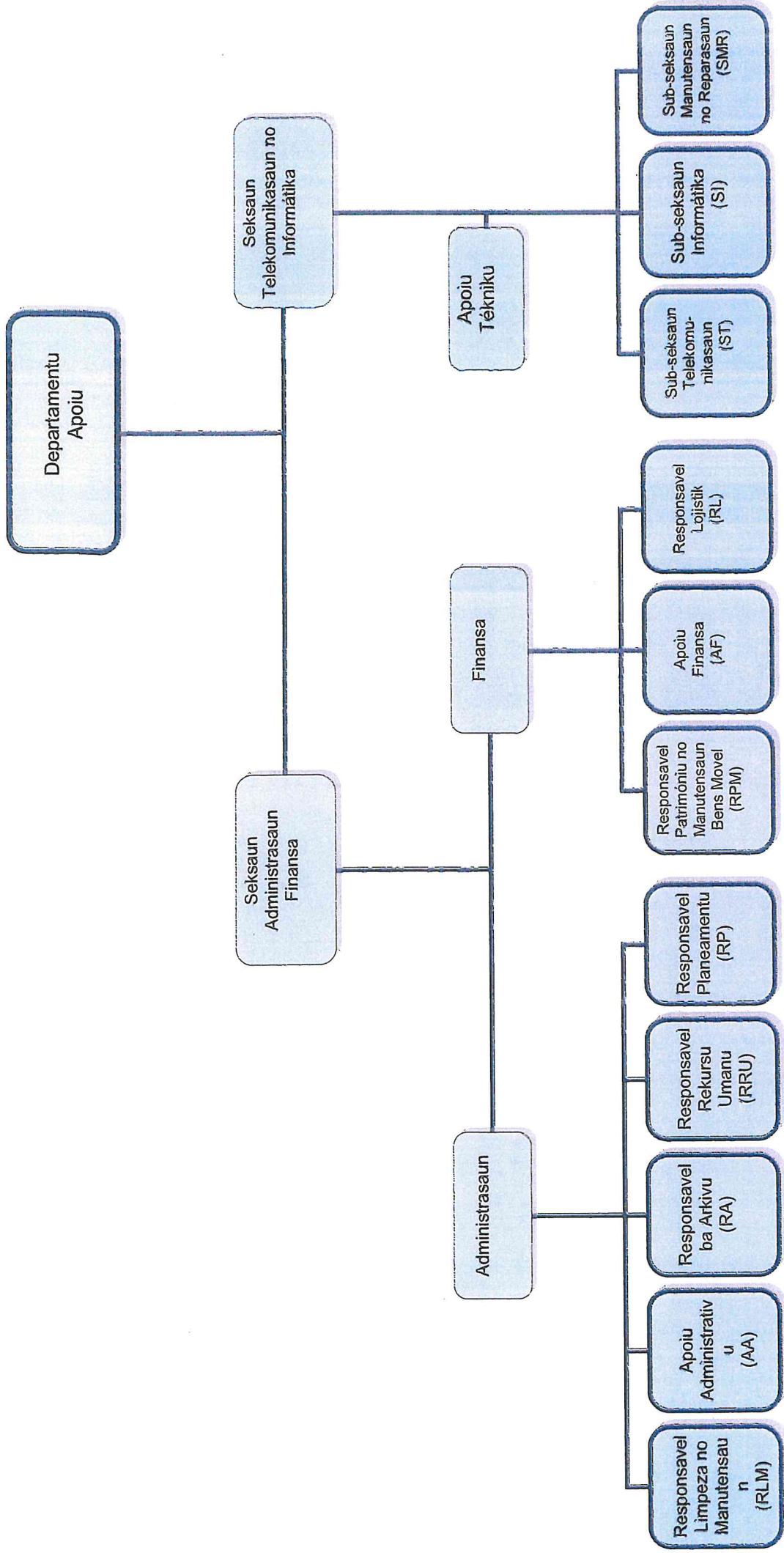
ORGANOGRAMA LABORATORIU POLISIA SIENTIFIKA - LPS



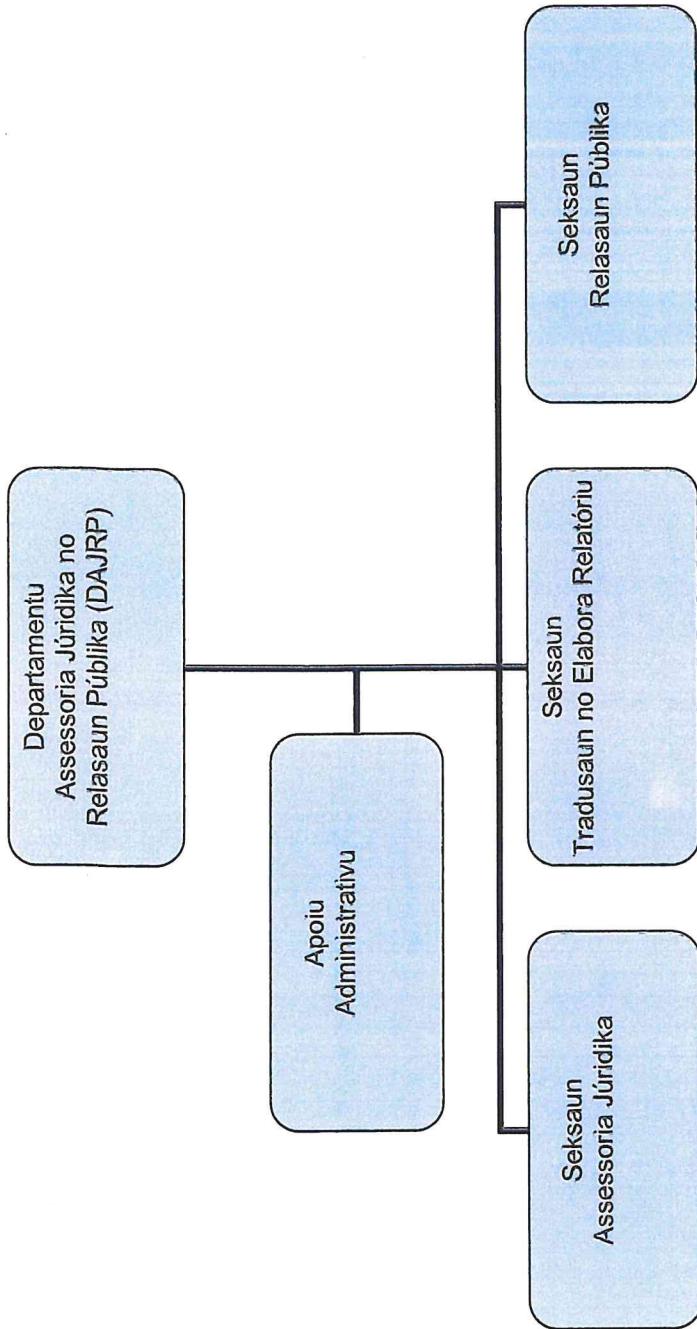
ORGANOGRAMA DEPARTAMENTU ARMAMENTU NO SEGURANSA - DAS



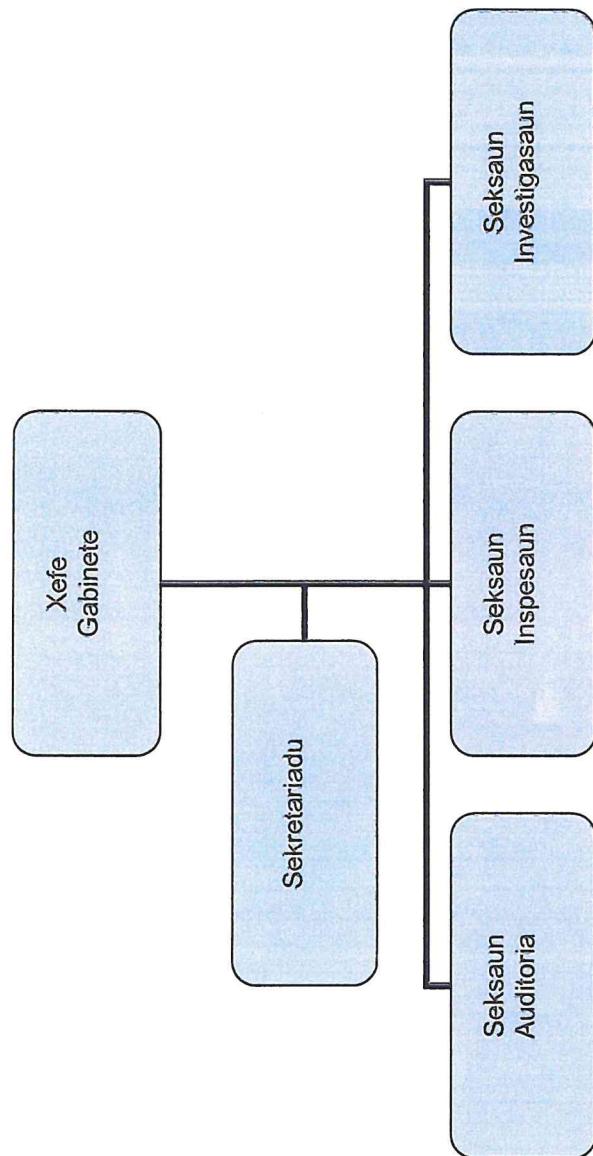
ORGANOGRAMA DEPARTAMENTU APOIU – DA



ORGANOGRAMA DEPARTAMENTU ASSESSORIA JÚRIDICA NO RELASAUN PÚBLICA - DAJRP



ORGANOGRAMA GABINETE INSPESAUN NO DISPLINA · GID



1.3. OBJECTIVES

- 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. In this task, the Design 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.
- c. The objective of this TOR is to provide technical guidance and instructions to interested consulting companies so that they can fulfil the technical specifications in terms of architectural, structural and functional aspects.
- d. The objective of the Detailed Engineering Design (DED) is to provide a comprehensive technical framework to guide the construction of the new Construction of Scientific and Criminal Investigation Police Central Office Building. This framework must ensure that all components of the project are meticulously designed to comply with technical, regulatory, and safety requirements/standards, while also optimizing available resource utilization and minimizing risks during both the construction and operational phases.

1.4. LOCATION

The location of the New Construction of the Scientific and Criminal Investigation Police Central Office Building situated in Sub-Village (Aldeia) Andevil, Village (Soco) Bairo Pite, Administrative Post Dom Aleixo, and Municipality of Dili.

The total Land area is about 8186 square meters. The land is property of the Government of Timor Leste.

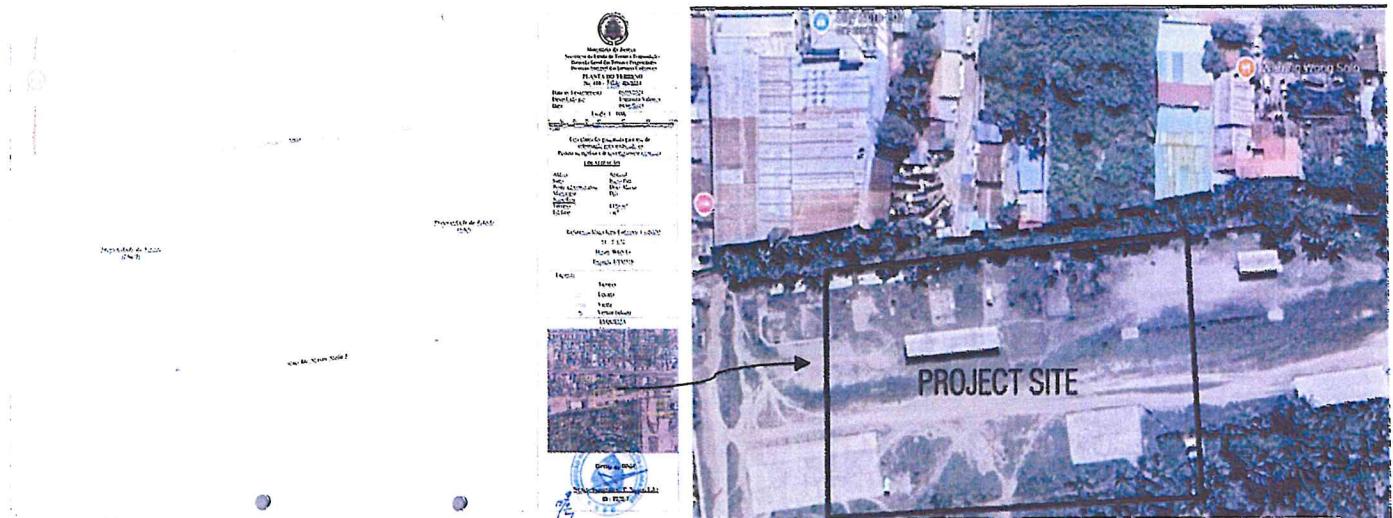


Figure – Location Plan for the Scientific Police of Investigation Criminal Central Office Building

II. SCOPE OF WORKS

To meet the requirement for this project, the consultant should follow the process and carry out the following tasks, but not be limited to:

1. Carry out the topographical surveys, Geotechnical studies, and other necessary investigation for the new project location. The consultant is responsible for validating the information and collecting additional field data as may be required for finalizing the design
2. The Geotechnical studies must cover both the index and engineering properties of the soil. The report should cover the following, but not limited to:
 - a. SPT (use Indonesian National Standard [SNI] / American Society of Civil Engineering [ASCE] / ASTM or any other international standard as reference for conducting this test). Recommended minimum 3 hole or 3 point borehole
 - b. Expansion index test to determine soil expansiveness. Depending upon the depth/volume.
 - c. Geophysical Test-Seismic Refraction Survey
 - d. A description of the existing site, which should include a map, diagrams, or photos, with regards to its location, current land uses, and topography as well as adjacent land uses and their potential impact on the site.
 - e. A plot showing the location all of test boring and/or excavations
 - f. Descriptions and classifications of the materials encountered
 - g. Expected total and differential settlement
 - h. Laboratory test result of soil samples
 - i. Field borehole log containing the following information:
 - Project location
 - Depth of borehole
 - Ground elevation
 - Ground water table elevation
 - Date started and finished
 - j. Discuss the suitability of the site's soil for the proposed development and its planned structures
 - k. Provide a rationale for any recommendations of soil improvement if needed based on the test result
 - l. Identify recommended construction method and materials
 - m. Provide recommendations on foundation design and construction based on the site's sub surface conditions
 - n. Identify any concerns or recommendations for the site's drainage, taking into account prior, during and post-construction conditions

- o. Provide the result of any further sub surface geological investigation and testing that may be required to accurately gauge soil conditions
 - 3. Revise the existing DED in all architectural, Civil, Structural, MEP aspects, feasibility study with recommended using basement or not and other relevant engineering disciplines as deemed necessary according to the result of topographical, and geotechnical investigation of the new project location.
 - 4. To formulate the design concept of the Scientific and Criminal Investigation Police Central Office Building in coordination with the owner. The concept design approach should follow, if not all, the design concept of the existing design, however, any sound engineering advice that will contribute to the value of Engineering principle is highly recommended
 - 5. Undertake an initial Environment Impact Assessment (EIA) and prepare report. The consultant will address the following issues:
 - a. Delineate the environmental impacts of building construction activities associated with the project
 - b. Describe and assess the impacts
 - c. Describe feasible mitigation measures for minimizing, eliminating, offsetting unavoidable adverse impacts; and
 - d. To recommend the most appropriate mitigation and/or enhancement measures
 - 6. The Environment Report should be consulted with ANLA (Autoridade Nacional de Licensa Ambiental) for its approval.
 - 7. Develop up to three (3) Design Alternative
- The consultant is required to develop up to three conceptual / Preliminary Design prior to prepare detail engineering design. The three conceptual designs shall include video simulation of the design and shall incorporate conceptual / preliminary design relevant work services as indicated and must have one final approval by the project owner.
- 8. In the primary design stage, the subject of which the concept has been completed, the design should include:
 - a. Drawing illustrating the situation map, site plan, layout, elevations, and cross sections
 - b. A technical report containing the description of the choice of building concept, a sub-system of structure, and a sub-system of MEP to be used
 - c. Architectural cost estimate are based on rough calculations and current market values
 - d. Green building concept
 - 9. Prepare a plan development that covers:
 - a. Design of architecture that covers the drawing describing the site plan, floor plan, layout, elevations, cross section, and main detailed drawings, explaining the room program utilization for the whole building area comprehensively
 - b. Design of structure and the description of the concept and its calculation, soil test, and foundation design
 - c. Design of utilities and the description of the concept and its calculation that cover air management system, lighting, electrical including generator, plumbing, water supply, sanitation, drainage, fire protection, and works safety
 - d. Technical specification describe the classifications, type, and characteristic of materials to be used



- e. Preliminary cost estimate that cover the aspect of local social culture, history, architecture, structure, and MEP to conform to the detailed design concept
10. Preparation of a detailed design that covers the following:
- a. Detailed design of architecture, civil, structure, utilities, and MEP to conform to the design standard and specification
 - b. Technical Specifications
 - c. Bill of Quantity (BoQ)
 - d. Cost Estimate (including Unit Prices Analysis and backup Quantity)
 - e. Construction schedule and "S" curve
11. During the civil works bidding period, the consultant work shall include but not necessarily be limited to the following:
- a. Assist the project owner in the conduct of pre-bidding conference and pre-bidding site inspections to answer possible queries that may be raised by interested bidders on the design plan and provide other information that might be needed
 - b. Prepare for approval of any necessary revision or addenda to the tender document during the bidding period. Any costs associated with these activities should be part of the proposal
12. The design should ensure easy access for disable people
13. The design should consider minimal consumption of energy by applying the concept of Green Building.
14. The building should increase the quality of the environment surroundings.
15. The results of design services should fulfil the regulations, standards and technical guidance of design that are generally in effect
16. The design consultant is responsible professionally for the design services to conform to the regulations and follow ethical code and professionalism
17. Provide Terms of Reference for the Consultant Supervision Service for the Construction of this project
18. The consultant should ensure knowledge and skill transfers between key experts and assistants of key experts.

19. Space Requirement

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
	LANDSCAPING	1	Parking area	
			Access road	
			Ramp + Step including disable access	
			Fencing around and main gate	
			Security post including toilet	
			Office board name	
			Terrace, etc.	
1	GROUND FLOOR	1	Storage samples evidence - Lpc	
			Laundry room	
			Archive area c - Lpc	
			Work warehouse forensic ballistics - Lpc	
			Chamber test fire - Lpc	
			Storage - Lpc	
			Warehouse supplies - Lpc	
			Archive area a - LPC	
			Archive area b - Lpc	
			Hall (-1)f	
			Storage r. Technical area - lift 1 and 2	
			Control zone omr	
			Reception omr.	
			Securities r. Omr	
			Regie omr	
			Smoking r. Omr	
			Operating meeting room	
			Interpreters and translation omr	
			Antech. Emerg. Exit - omr	
			Room 1 - omr	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Definitive archive	
			Room 2 - omr	
			Supplies depository	
			Room 3 - omr	
			Warehouse b supplies	
			Kitchen - omr	
			Warehouse small apprehended objects	
			Photovoltaic - batteries	
			Arms safe	
			Data centre support	
			Data centre support	
			Cleaners Changing R.	
			Weighing/verification drugs	
			Drug's safe	
			Safety antec. - detention zone	
			Individual cell - n.º 1	
			Prisoners reception	
			Individual cell - n.º 2	
			Common cell - n.º 3	
			Prisoners shower	
			Pericial exam's - slc -lpc	
			Contaminated zone	
			Dressing r. Contaminated	
			Storage contaminated	
			Decontamination z.	
			Dressing r. clean zone	
			Storage decontaminates	
			Clean zone	
			Car wash	
			Support - car wash	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Electricity 2	
			Electricity 1	
			Warehouse large apprehended objects	
			Covered parking	
			Gun's cleanup/warehouse arms - pfr	
			Dressing r. - prf	
			Safely observation - prf	
			Control r. Prf	
			Warehouse - prf	
			Pistol firing range	
			Reagents w. Treatment	
			Machines water pumps	
			Water tank 1	
			Water tank 2	
			Water tank 3	
			Water tank 4	
			Internal access prf	
			Central hall	
			Antech. Central hall	
			Circ. Hall central zone	
			Hall - central/west zone f(-1)	
			Antch. - central/west zone	
			Antch. - pfr	
			Emerg. Exit - pistol firing range	
			Pfr access	
			Accessed exterior - emerg. Exit	
			Dist. Hall	
			Technical area - data center	
			Technical area f(-1)-01	
			Technical area b02 (-1)f	
			Technical area (-1)f-03	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Technical area f(-1)-04	
			Wc. F. B1	
			Wc. M. B2	
			Wc. F.	
			Wc. M	
			Lpc - central secretary	
2	LEVEL-01	1	Perical collections 1	
			Lab. - sen. Loc. Crime 0.1	
			Perical collections 2	
			Chief secretary	
			Area chief - slc	
			Lab. - sen. Loc. Crime 0.2	
			Compressor - compresses air	
			Laboratory gas	
			Ext. Hall - lpc	
			Lpc foyer/grand hall/control reception	
			Lab. Slc - p0 - lpc	
			Circ. Hall - lpc	
			Emergency r. Ante-chamber lpc - f0	
			Central secretary	
			Treasury	
			Area chief	
			Director unit Financial e patrimony	
			Archive	
			Sector accounting	
			Public relations	
			Chief sector	
			Human resources	
			Shop/stewardship	
			H. Security cctv	
			Camera cont. Sec. Building	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Chief security building	
			Noble hall / multipurpose r.	
			Waiting room pi	
			Sector arms / shooting	
			Workshop / armament	
			Ext. Photo recog. Persons	
			Hall sleep. R. Picket	
			Sleep. R. Pick. 1	
			Sleep. R. Pick. 2	
			Sleep. R. Chief pick.	
			Cab. S.r. Pick	
			Pic. Public attend 1	
			Common room	
			Pic. Public attend 1	
			Bar zone	
			Picket - insp. Chief/triage	
			Picket staying service	
			Kitchen net - picket	
			Cafeteria/seated eating zone	
			Occupational medicine/medic. Treat.	
			Security building staying service	
			Gym	
			Kitchen - cooking	
			Control/conference/weighing food	
			Call. Friz.	
			Freez. Fish	
			Freez. Meat	
			Freez. Veg.	
			Dirty zone	
			Motor vehicle ordinance	
			Esplanade	
			Ext. Hall - west z.	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Kitchen gas	
			Pic foyer/grand hall/control reception	
			Circ. 1 east zone	
			Circ. 2 east zone	
			Accessed picket	
			Hall picket	
			Circ. Hall central zone	
			Hall - central/west zone	
			Hall west zone	
			Access hall bar/cafeteria	
			Pass communication	
			Technical area 0f-04	
			Technical area 0f-04	
			Technical area f0-01	
			Technical area f0-02	
			Technical area 0f-03	
			Wc. M.v.o	
			Wc.m/f	
			Wc m.	
			Wc. Dis. Pers	
			Wc. F	
			Wc. Priv	
			Wc. Priv	
			Wc. Priv	
			Wc m.	
			Wc f.	
			Balneary f.	
			Balneary m.	
			Sup. Technical 2 - phys.-doc	
			Sup. Technical 3 - phys.-doc	
			Sup. Technical 1 - phys.-doc	

ToR DED for the New Construction of Scientific Police and Investigation Criminal Central Office Building in Dili Municipality.

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
3	LEVEL-02	1	Doc. Archive - phys. - doc Area chief - phys. - doc. Input/output doc. - phys. - doc Lab. Phy.- doc 1.1 Lab. Phy.- doc 1.3 Lab. Phy.- doc 1.2 Ext. Hall. - lpc Distribution mail hall Lab. Hall physic - documentary Cric. Hall. - lpc Lab. Antech. Emerg. Exit Void 1.1 - lpc Void 1.2 - lpc Ext. Hall - west z Ext. Hall - east z Distribution mail hall Circ. Hall east zone Circ. Hall west zone Hall - central/west zone Hall uiic - west zone Hall - west zone Pass communication Void central hall Void central hall Void central hall Void exterior Brig. Insp. Chief Brig. Inspectors Brig. Inspectors Achieve/meeting r. Inv. Brig. Hall disturbs. Brig. Insp. Chief	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Brig. Inspectors	
			Brig. Inspectors	
			Coordinator	
			Achieve/meeting r. Inv.	
			Support investigation	
			Brig. Hall disturbs.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Brig. Hall diatribe.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Brig. Hall disturbs.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Support investigation	
			achieved/meeting r. Inv.	
			Coordinator	
			Archive uiic	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Sector chief	
			Support cleaning	
			Brig. Analysis - uiic	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. inspectors arrest's/captures	
			Brig. inspectors arrest's/captures	
			Coordinator	
			Support investigation	
			Secretary uiic	
			Uiic director	
			Area chief	
			Brig. Research - uiic	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. inspectors - missing persons	
			Brig. inspectors - missing person	
			Technical area f1-01	
			Technical area f1-02	
			Technical area f1-03	
			Technical area 2f-04	
			Wc.m/f	
			Wc. F	
			Wc. M	
			Wc. M	
			Wc. F	
			Ext. Hall - lpc	
			Lpc director	
			Suyp. Technical 2 bio-toxic.	
			Meeting room lpc	
			Sup. Technical 1 bio- toxic	
			Secretary direction lpc	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
4	LEVEL-03	1	Area chief bio-toxic Lab. Bio-tox. 2.1 Lab. Bio-tox. 2.3 Lab. Bio-tox. 2.2 Distribution main hall Lab. Hall bio-toxicology Circ. Hall - lpc Lab. Antech. Emerg. Exit Strairs 5 Stairs 6 - ext. Lpc Technical area 2f-04 Wc f/m Ext. Hall - east z Ext. Hall - west z Brig. Hall distrib. Brig. Insp. Chief Brig. Inspectors Brig. Inspectors Achieve/meeting r. Inv. Brig. Hall distrib. Brig. Insp. Chief Brig. Inspectors Brig. Inspectors Coordinator Achieve/meeting r. Inv. Support investigation Brig. Hall distrib. Brig. Insp. Chief Brig. Inspectors Brig. Inspectors Brig. Hall distrib. Brig. Insp. Chief	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Brig. Inspectors	
			Brig. Inspectors	
			Antechamber recogs. R.	
			Antec. Accused's	
			Recognition r./observation	
			L. Recog./accused's	
			Wait. R. Accused's/figurant	
			Support investigation	
			Wait. R. Witnesses/victims	
			Coordinator	
			Antechamber child. Obs.	
			Observation/recording	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Children's environment quest.	
			Witnesses	
			Support cleaning	
			Wiretapping	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Uti - technical	
			Coordinator	
			Uti - computer support personal	
			Support investigation	
			Brig. Hall distrib.	
			Brig. Insp. Chief - foll/wat.	
			Brig. Inspectors - followed/watched	
			Secretary uti	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Uti - director	
			Area chief	
			Uti - computer exams/open space	
			Brig. Hall distrib.	
			Brig. Insp. Chief - foll. /wat.	
			Brig.Inspectors- followed/watched	
			Void exterior	
			Distribution main hall	
			Circ. Hall east zone	
			Circ. Hall central zone	
			Hall - central/west zone	
			Hall - west zone	
			Restricted hall- west zone	
			Technical area 2f-01	
			Technical area 2f-02	
			Technical area 2f-03	
			Void central hall	
			Void central hall	
			Void central hall	
			Void central hall	
			Wc. F	
			Wc.m	
			Wc. M	
			Wc. F	
			Meeting room n. Dir.	
			Exterior assessor n. Dir.	
			R. Machines/support meeting room	
			Waiting room dir.	
			Kitchen - n. Dir.	
			Secretary national direction	
			Adjunct national direction	
5	LEVEL-04	1		

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Assessor national director	
			National director	
			Bodyguards/drivers - n. Dir	
			Archive/meeting r. Inv	
			Access common wc n. Dir.	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Support investigation	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Coordinator	
			Support cleaning	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Archive/meeting r. Inv	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Coordinator	
			Support investigation	
			Radio7telecommunications	
			Ext. Hall - east z	
			Central dist. Hall	
			Circ. N dir. F3	
			Circ. N dir. F3	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Circ. Hall central zone	
			Hall - central/west zone	
			Roof - technical zone - west zone	
			Technical area f3-01	
			Technical area f3-03	
			Technical area f3-02	
			Void exterior	
			Void central hall	
			Wc.f	
			Wc.m	
			Wc.m	
			Wc.f	
			Wc.f	
			Wc priv. Director	

Notes:

All space requirement referring to the existing Drawing and if have any modification for spaces rooms with necessary be confirmed during re-design process.

III. OUTPUT OF DESIGN ACTIVITIES

The output by the design consultant shall consist of the report presented systematically and contains the following:

3.1. Inception Report

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

- a. The concept of technical design includes the concept of room organization, number and qualification of team members, methodology of implementation and responsibilities
- b. The concept of schematic technical design includes room program, number of rooms and organization of room connection

- c. Report of existing site data and information including soil investigations, topography, and construction materials survey and any information from the user regarding the need for room and scope of services, facilities required, the capacity of rooms, total number of users, and other purposes needed
- d. Consultant knowledge and skill transfer plan.

These documents should be submitted in one (1) original and five (5) copies and six (6) electronic copies in Ms Word, Excel, PDF and CAD format in CD and/or other form of electronic copies, in format A4 and A3
This design concept should be approved by the Project Owner in the 1st month of assignment, before proceeding to the preliminary design stage.

Comments on the Inception Report will be prepared and discussed between the Consultant and the Project Owner/Project Manager and an agreed technical design concept will be approved by the owner enabling the design consultant to continue his work

3.2. Interim Report

The interim report provides the following:

a. The stage of Preliminary design will consist of the following:

- 1) Preliminary design drawings of building in the aspect of architecture, structure, building utilities and environment
- 2) Outline of work plan and Specifications
- 3) Preliminary Cost Estimates
- 4) Initial Environmental impact assessment
- 5) Results of consultations with the Owner

These documents should be submitted in one (1) original and five (5) copies and six (6) electronic copies in Ms Word, Excel, PDF and CAD format in CD and/or other form of electronic copies, in format A4 and A3

This preliminary design should be discussed with the PSC and approved by the owner in the 2nd month of assignment, before continuing to the stage of design development

b. The stage of design development will consist of the following:

- 1) Drawing of design development of architecture, structure and supporting utilities based on the approved preliminary design
- 2) Description of design concept and its calculations needed
- 3) Draft Cost Estimates
- 4) Draft works schedule and specifications

These documents should be submitted in one (1) original and five (5) copies and six (6) electronic copies in Ms Word, Excel, PDF and CAD format in CD and/or other form of electronic copies, in format A4 and A3

This development design should be approved by the owner in the 4th month of assignment, before continuing to the stage detailed design

Comments on the Interim Report will be prepared and discussed between the Design Consultant and the Project Owner/Project Manager and an agreed technical design concept will be approved by the owner enabling the consultant to continue his works

3.3. Draft Final Report

The stage of detailed design will consist of the following:

- 1) Detailed engineering design drawings (size A1) of building for construction works
- 2) Technical Specifications
- 3) Bill of Quantities
- 4) List of price of labour and Materials
- 5) Cost Estimates (including Unit Prices Analysis and Backup Quantity)
- 6) Construction Schedule and "S" Curve
- 7) Design Report of architecture, structure, utilities, mechanical/electrical and other calculations needed
- 8) Knowledge and skills transfer report

These documents should be submitted in one (1) original and five (5) copies and six (6) electronic copies in Ms Word, Excel, PDF and CAD format in CD and/or other form of electronic copies, in format A4 and A3

This Draft Final Report should be submitted to the Owner in the 5th month of assignment.

Comments on the Draft Final Report will be prepared and discussed between the Design Consultant and the Project Owner/Project Manager and an agreed technical design concept will be approved by the owner enabling the design consultant to continue his works. The draft of the final report should be presented with a 3D presentation, showing sealed building models and providing exterior layout and interior building including the surrounding area

3.4. Final Report

This final report should be submitted to the owner in the 6st month of assignment as the result of the draft final report that has already been discussed and approved by the owner

These documents should be submitted in one (1) original and five (5) copies and six (6) electronic copies in Ms Word, Excel, PDF and CAD format in CD and/or other form of electronic copies, in format A4 and A3

The final Report should be presented with a scaled building model and animation of the internal and external designed area.

IV. DESIGN CRITERIA

4.1. GENERAL CRITERIA

The Design Consultant should take notice of the general criteria of the building to conform to

Its functionality and complexity, and are as follows:

a. Conditions of allotment and intensity:

- 1) To ensure that the building is constructed based on the regulation 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 users, community and environment.
- 4) To conform to the state budget principles:
 - i. Economical, not luxurious, efficient and conforms to the technical purposes specified.
 - ii. To be focused and controlled to conform to the plan, program, and its functions.
 - iii. To utilize local products and resources as much as possible to promote national prosperity

b. Conditions of architecture and environment:

- 1) To ensure that the building is constructed based on the environment
- 2) Characteristics, determination of the nature of building and local culture, in order
- 3) To obtain balance, harmony and compatibility with the environment.
- 4) To ensure the creation of green space that is balanced and in harmony with the Environment.
- 5) To ensure that the building is constructed and utilized with no negative impact to the environment.

c. Conditions of building structure:

- 1) To ensure the structural stability of the building to support the rising loads as the Result of its utilization to conform to its functions, and as the result of the natural and human behaviour.
- 2) To ensure the safety of the people from possible accidents or injury due to the Failure of the building structure.
- 3) To ensure the welfare of the people from losses or damages of their properties due to the failure of the building structure.
- 4) To ensure the protection for the other properties from physical damages due to the failure of the building structure.

d. Conditions of water supply:

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

- 1) Fulfil the quality standard, sufficient discharge minimum 100 litters/person/day.
- 2) Fulfil the requirement for fire protection adequate for minimum 45 minutes operation of fire tackling.

e. Conditions of sanitation facilities:

- 1) To ensure the provision of adequate sanitation facilities to support the activities inside the building to conform to its functions.
- 2) To ensure the creation of clean, hygiene 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.

f. Conditions of waste water:

- 1) To ensure that the construction of the building 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 kitchens, bathrooms, and washrooms should use pipes to conform to the specifications
- 3) The discharge of the waste water should use treatment plant

g. Conditions of solid waste:

- 1) To ensure the availability of trash bins and temporary solid waste collecting Points for 3 litters/person/day
- 2) The temporary solid waste collecting points should be made of watertight Materials and enclosures.

h. Conditions of drainage:

- 1) To ensure the provision of drainage canals that could retain the rainfall water before discharging to the city drainage canals.
- 2) To ensure the provision of drainage canals that could manage the flood that historically happened in the plot of land

i. Conditions of electrical installations, lightning rod, and communications facilities:

- 1) To ensure that the installations 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 that the provision of communication facilities adequately support the Activities inside the building to conform to its functions.

j. Conditions of lighting:

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

k. Conditions of ventilations and air conditions:

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

l. Conditions of gas installations:

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

m. 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.

n. Conditions 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.

o. Conditions 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 inside the building.
- 2) To ensure the creation of efforts to protect the dwellers from pains and injuries during evacuation in emergency situations.
- 3) To ensure the provision of easy access for the disabled.

p. Conditions of fire:

To ensure that the building will 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 to other properties.

q. Conditions of emergency situation, exit signs and early warning systems of danger:

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

4.2. SPECIFIC CRITERIA

The specific criteria relate to the construction of Scientific and Criminal Investigation Police Central Office Building to be designed, either from the aspect of special functions or other technical aspects and are as follows:

- a. It relates to the effort of conservation for the existing building, if any
- b. The unity of designing the building with its facade, aesthetics, and the scope of services in the surroundings, such as the framework of environment and city planning
- c. Solutions and contextual limitations, such as aspects of local social culture, geography, climate, and others

V. DESIGN PROCESS

1. In the process of design services to produce the outputs required, the Design Consultant should prepare a schedule of periodic meetings with the Project Owner.
2. In the periodic meetings, it should be determined which inception products, intermediate products, and main products shall 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 work time schedule is six (6) months from the date of the Consultant's receipt of a notice from the Project Owner instructing the Consultant to begin carrying out the services.

VI. DESIGN INPUT

6.1. INFORMATION

- a. To implement the tasks, the Design Consultant should collect additional information/data part from the information provided by the Project Owner.

- b. The Design Consultant should check the validity of information to be used in the implementation of his tasks. The fault of design works as the result of lack of the information shall be the responsibility of the Design Consultant.
- c. The information required that should be obtained for design are as follows:
 - 1) Information regarding the land covers
 - a) Physical condition of the location, such as the extent of the area, boundaries, and topography
 - b) Soil conditions as the result of soil tests
 - c) Condition of ground water
 - 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
 - d) Special equipment, types, weight, and dimension
 - 3) information regarding the followings:
 - a) Condition of adjacent buildings whose may pose a structural or Security threat to the site
 - b) Condition of adjacent services connection points (power point, Phone)
 - c) Condition of the surrounding of the building within the intervention area for key elements that are to be retained or protected and for use included on the project (trees, fences, sidewalks, sewage)
 - d) Condition of all existing facilities (fences, gates, footpaths, access and security).
 - 4) Needs of building covers:
 - a) Room program
 - b) Need of organization of room usage
 - 5) Need of possible changes of room or building function
 - 6) Needs of building utilities covers:
 - a) Water supply and sanitation
 - i. The current needs and the projection in the future
 - ii. Water source, piping networks and its capacity

- b) Rainfall and drainage
 - i. Location of city drainage
 - ii. Discharging to outlet of the site
- c) Waste water and solid waste
- d) Electrical network
 - i. Power
 - ii. Source of power and specifications
 - iii. Power reserved if needed (capacity, specification)
- e) Air conditioning system
 - i. Loads
 - ii. Breakdown of loads
 - iii. System required
- f) Communication network (telephone, fax, radio, intercom)
 - i. Needs of speaking points
 - ii. International and multi-user video conferencing facilities
 - iii. System required
- g) Vertical transportation in the building
 - i. Type and capacity in the Building
 - ii. Interval and waiting time
 - iii. Escalator and conveyor
- h) Fire protection system
 - i. Detector (classification, type)
 - ii. Fire alarm (classification)
 - iii. Fire extinguisher and accessories
(Classification, capacity)
- i) Security system
 - i. Alarm (Classification, type)
 - ii. Systems required
- j) Information and Communication Technology
- k) Others as required

The consultant is required to consult further with the owner regarding other requirement to be included in the design which are considered essential

6.2. PERSONNEL

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

A. International Key Experts

1) Team Leader/Architect / Project Manager

Team Leader should have a Master's Degree in Architectural Engineering with minimum 12 years' relevant experiences in designing multi-stories building (minimum 5-stories high). Previous work experiences in Timor-Leste and proficiency in English, Tetum, Bahasa Indonesia, or Portuguese. The tasks of Team Leader are following:

- a) Lead, administrate and manage the Team to fulfil the project assignment
- b) To plan, coordinate and control all activities and personnel involve in this works, to ensure the satisfactory and timely completion of the services
- c) To prepare implementation guidance in the stage of data collection, processing, and final presentation of the whole services
- d) Facilitate and support the team to fulfil the assignment
- e) Lead the coordination and consultation meeting with the Client and other institutions related to the project assignment
- f) To plan and implement all activities covering design of structures
- g) Review the concept design, drawing, BoQ, cost construction, Technical Specification and other technical documents to ensure the output assignment meet the overall objectives
- h) Lead the presentation and report to the Client as required by this ToR

2) Civil/Structural Engineer

Structural Engineer should have a Bachelor Degree or higher level of education in Civil Engineering with minimum 10 years' relevant experience in structural designing multi-stories building (minimum 5-stories high). The Consultant will have to submit in this bid a Certificate of Expertise issued by professional institution. Previous work experience in Timor-Leste and proficiency in Tetum, English, Bahasa Indonesia, or Portuguese.

The Tasks of civil Engineer are the followings:

- a) Prepare the structural design in coordination with other engineering team;
- b) Analyses of structure building, pressure, load and other technical requirements
- c) Ensure the quality and calculation of structure design
- d) Analysis topographical and geotechnical data to improve the structure and building design
- e) Support and advise the team leader for presentation and report

3) Geotechnical/Soils Engineer

Geotechnical/Soil Engineer should have a Bachelor Degree or Higher Level of education in Geotechnical/Soil Engineering with minimum 6 years' relevant experiences in geotechnical services. The Consultant will have to submit in this bid a certificate of Expertise issued by a professional institution. Previous work experiences in Timor-Leste and proficiency in Tetum, English, Bahasa Indonesia, or Portuguese.

The tasks of Geotechnical/Soil Engineer are the followings:

- a) Plan, coordinate and perform Soils survey and demarcation of site
- b) Soil data analysis, design and development
- c) Provide input to the other experts related to this design services
- d) Assist and advise the Team Leader on Geotechnical/Soil Investigation including seismic events and material survey issues as required
- e) Data collection and analysis of for soil test
- f) Support and advise the team leader for presentation and report.

4) Mechanical, Electrical & Plumbing Engineer

Mechanical, Electrical & Plumbing Engineer should have a Bachelor's Degree or higher level of education in Mechanical, Electrical & Plumbing Engineering with minimum 6 years' relevant experience in designing mechanical, Electrical & Plumbing works for multi-stories building (minimum 5 stories high) project. The Consultant will have to submit in this bid a Certificate of Expertise issued by a professional institution. Previous works experience in Timor-Leste and proficiency in Tetum, English, Bahasa Indonesia, or Portuguese.

The tasks of Mechanical & Electrical Engineer are the followings:

- a) To plan and implement all activities covering MEP design
- b) Details design and drawing of electrical installation to the building and other infrastructures as required by ToR
- c) Support the overall review the designs
- d) Support the team in developing the Technical Specification
- e) Identify construction material, cost material and other technical specification.
- f) Represent the Consultant during technical presentation to the Client
- g) Support and advise the team leader for presentation and report.

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

Education: Bachelor's in civil engineering

Experience: Minimum 5 Years

2) Architect/Landscape

Education: Bachelor's in architecture

Experience: Minimum 5 Years

3) Environmental Specialist

Education: Bachelor's in environmental

Experience: Minimum 5 Years.

4) Geotechnical Engineer

Education: Bachelor in Geotechnical Engineering

Experience: Minimum 5 Years

5) Mechanical, Electrical Engineer & Plumbing Engineer

Education: Bachelor's in mechanical engineering

Experience: Minimum 5 Years

6) Geodetic Engineer

Education: Bachelor in Geodetic
Engineering Experience: Minimum 5 Years

7) Quantity Surveyor & Cost Estimator

Education: Bachelor's in civil engineering
Experience: Minimum 5 Years

8) Water Supply and Sanitation Engineer

Education: Bachelor in Relevant area
Experience: Minimum 5 Years

9) 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.

6.3. Person-Month Requirement

It is estimated that key personnel will be required, as tabulated below:

No	Descriptions	Unit	Quantity	
			Person	Duration (month)
A	International Key Experts			
1	Team Leader/Architect	Month	1	6
2	Structural Engineer	Month	1	5
3	Geotechnical Engineer	Month	1	2
4	Mechanical, Electrical Engineer & Plumbing Engineer	Month	1	2
Sub Total			4	15
B	Key Expert National			
1	Structural Engineer (Deputy)	Month	1	5
2	Architect/Landscape	Month	1	6
3	Quantity Surveyor and Cost Estimator Engineer	Month	1	4
4	Water supply and Sanitation Engineer	Month	1	3
5	Mechanical, Electrical Engineer & Plumbing Engineer	Month	1	3
6	Environmental Specialist	Month	1	2
7	Geodetic Engineer	Month	1	2
8	Information Technology Engineer (IT)	Month	1	2
Sub Total			8	27
C	Technical and Administration staffs			
1	Officer Manager	Month	1	6
2	Office Boy	Month	1	6
3	Driver	Month	1	6
Sub Total			3	18

The design consultant must submit its proposal based on 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. In any case, the assigned expert needs to be replaced, the substitute experts must possess the same qualifications.

6.4. FACILITIES PROVIDED BY GOVERNMENT OF TIMOR LESTE

The Government will provide the following:

- a. Assistance and advice on the processing of visas and work permits for consultant staff as requested
- b. The Ministry of Justice of Republic Democratic of Timor-Leste on behalf of owner will provide required data and information such as existing assets, regulations, organization chart and other facilities. The consultant should check the validity of information to be used in the implementation of their task. The consultant should collect additional information required apart from the data and information provided by the owner.

6.5. FACILITIES PROVIDED BY THE CONSULTANT

The Consultant will provide the following:

- a. Office accommodation in the site location and all furnishings and office equipment
- b. All survey equipment as required
- c. Computing, drafting and mapping equipment and software
- d. Transport to and from site surveys and for other local transport in Timor-Leste
- e. Travel costs to and from Timor-Leste

VII. DESIGN COST, PAYMENT AND RETENTION

1. 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.
2. 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
3. The payment of these design activities will be scheduled as follows:
 - a) The first payment equivalent to 15% of the contract price will be paid to the design consultant after the inception report was discussed and approved by the owner.
 - b) The second payment equivalent to 15% of the contract price will be paid to the design consultant after the preliminary design is discussed and approved by the owner.
 - c) The third payment equivalent to 20% of the contract price will be paid to the design consultant after the Development design is discussed and approved by the owner.
 - d) The fourth payment equivalent to 50% of the contract price will be paid to the design consultant after the Final report has been reviewed, approved and submitted to the owner.
 - e) 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:
 - a. Work schedule in detail
 - b. Manning schedule
 - c. Allocation of expert and their discipline and expertise. The curriculum vitae and a letter of availability to work of the proposed expert should be attached
 - d. 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



AGÊNCIA DE DESENVOLVIMENTO NACIONAL, I. P.

COST ESTIMATION

CONSULTANT SERVICES FOR DETAILED ENGINEERING DESIGN (DED) FOR THE NEW CONSTRUCTION OF SCIENTIFIC POLICE AND INVESTIGATION CRIMINAL CENTRAL OFFICE BUILDING IN DILI MUNICIPALITY

No.	Descriptions	Unit	Quantity		Unit Price	Cost (USD \$)
			Personel	Duration		
A	International Key Experts					
1	Team Leader/ Architect andscape	Month	1	6	\$12,400.00	\$ 74,400.00
2	Structural Engineer	Month	1	5	\$ 8,850.00	\$ 44,250.00
3	Geotechnical Engineer	Month	1	2	\$ 5,975.00	\$ 11,950.00
4	Mechanical, Electrical and Plumbing Engineer	Month	1	2	\$ 5,975.00	\$ 11,950.00
	SubTotal International Key Experts		4	15		\$ 142,550.00
B	National Key Experts					
1	Architect/Landscape (Deputy)	Month	1	5	\$ 3,325.00	\$ 16,625.00
2	Structural Engineer	Month	1	6	\$ 3,325.00	\$ 19,950.00
3	Quantity Surveyor and Cost Estimator Engineer	Month	1	4	\$ 3,325.00	\$ 13,300.00
4	Water Supply and Sanitation Engineer	Month	1	3	\$ 3,325.00	\$ 9,975.00
5	Mechanical, Electrical Engineer & Plumbing	Month	1	3	\$ 3,325.00	\$ 9,975.00
6	Environmental Specialist	Month	1	2	\$ 3,325.00	\$ 6,650.00
7	Geodetic Engineer	Month	1	2	\$ 3,325.00	\$ 6,650.00
8	Information Technology Engineer (IT)	Month	1	2	\$ 3,325.00	\$ 6,650.00
	SubTotal National Key Experts		8	27		\$ 89,775.00
C	Supporting Personnel					
1	Office Manager	Month	1	6	\$ 750.00	\$ 4,500.00
2	Office Boy	Month	1	6	\$ 225.00	\$ 1,350.00
3	Driver	Month	1	6	\$ 275.00	\$ 1,650.00
	SubTotal Supporting Personnel		3	18		\$ 7,500.00
D	Reimbursables					
1	International Transportation	R.Trip	2	4	\$ 1,500.00	\$ 12,000.00
2	Local Transportation (Vehicle Rent & Fuel)	Month	1	6	\$ 1,600.00	\$ 9,600.00
3	Telecommunication	Month	12	6	\$ 35.00	\$ 2,520.00
	SubTotal Reimbursables					\$ 24,120.00
E	Reporting					
1	Inception Report	Ls	1		\$ 1,500.00	\$ 1,500.00
2	Interim Report	Ls	1		\$ 1,500.00	\$ 1,500.00
3	Draft Final	Ls	1		\$ 1,500.00	\$ 1,500.00
4	Final Report	Ls	1		\$ 1,500.00	\$ 1,500.00
	SubTotal Reporting					\$ 6,000.00
F	Site Investigation					
1	Topographical Survey	Ls	1		\$15,000.00	\$ 15,000.00
2	Soil Investigation	Ls	1		\$20,000.00	\$ 20,000.00
	SubTotal Site Investigation					\$ 35,000.00
G	Facilities					
1	Office Establishment (Office space, etc.)	Month		6	\$ 2,000.00	\$ 12,000.00
2	Office Equipment and Furniture (Comp, Printer, Scanner, etc)	Ls	1		\$10,000.00	\$ 10,000.00
3	Office Operations (Office supplies, software, toner, etc)	Month		6	\$ 350.00	\$ 2,100.00
	SubTotal Facilities					\$ 24,100.00
						Grand Total \$ 329,045.00

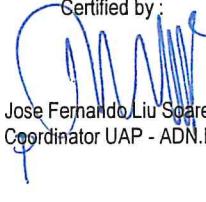
Verified by :


Melenia da C. Barros
Adviser National - ADN.I.P

Checked by :


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

Certified by :


5/8/25
Jose Fernando Liu Soares
Coordinator UAP - ADN.I.P



**REPÚBLICA DEMOCRÁTICA DE TIMOR LESTE
MINISTÉRIO DA JUSTIÇA**

TERM OF REFERENCE (TOR)

**DETAILED ENGINEERING DESIGN (DED)
FOR THE NEW CONSTRUCTION OF SCIENTIFIC POLICE AND INVESTIGATION
CRIMINAL CENTRAL OFFICE BUILDING IN DILI MUNICIPALITY.**

AUGUST 2025

TABLE OF CONTENTS

TABLE OF CONTENTS	1
I. INTRODUCTION	2
1.1 Definition.....	2
1.2. Background.....	2
1.3. Objective.....	12
1.4. Project Location	12
II. SCOPE OF WORK	13
III. OUTPUT OF DESIGN ACTIVITIES.....	29
3.1. Inception Report.....	29
3.2. Interim Report.....	30
3.3 Draft Final Report.....	31
3.4. Final Report	31
IV. DESIGN CRITERIA.....	32
4.1. General Criteria.....	32
4.2. Specific Criteria.....	35
V. DESIGN PROCESS	35
VI. DESIGN INPUT	35
6.1. Information.....	35
6.2. Personel.....	37
6.3. Person-Month Requirement.....	41
6.4. Facilities provided by the government timor Leste.....	42
6.5. Facilities Provided by the Consultant.....	42
VII. DESIGN COST, PAYMENT AND RETENTION	42
VIII. WORK PROGRAM.....	43

I. INTRODUCTION

1.1. DEFINITIONS

- a. **Project name:** The Project refers to the Detailed Engineering Design (DED) for the New Construction of Scientific Police and Investigation Criminal Central Office Building in Dili Municipality.
- b. **Project Owner:** The owner of this project activity is the Scientific Police of Investigation Criminal (PCIC) of Democratic Republic of Timor-Leste.
- c. **Management of Activities:** The overall Management of the project activities will be led by a Project Manager appointed by the Scientific Police of Investigation Criminal (PCIC) in cooperation with the relevant public Institutions
- d. **Procurement Process:** The procurement process will be carry out by the National Procurement Commission (NPC). National Procurement Commission will arrange pre-bid meeting, receive the proposal, evaluate the proposals and propose the winner.
- e. **Consultant:** The design consultant is the consulting company which has been determined the owner of the procurement process and who will sign the contract together with the owner

1.2. BACKGROUND

The Scientific and Criminal Investigation Police (PCIC) plays a vital and strategic role in Timor-Leste's criminal justice system, being entrusted with the responsibility to support judicial authorities in the prevention, detection, and investigation of criminal offenses. As a specialized technical and scientific institution, the PCIC is mandated to ensure the national centralization of criminal information, promote operational coordination of investigative activities, and reinforce international police cooperation, with a particular focus on addressing serious, complex, and organized crime.

The legal framework governing the PCIC's responsibilities and competences is clearly established in the Code of Criminal Procedure, and its operations are firmly anchored in the principles enshrined in the Constitution of the Democratic Republic of Timor-Leste and all relevant national legislation. The institution's conduct is guided by the principles of democratic legality, impartiality, scientific objectivity, and unwavering respect for the rights, freedoms, and fundamental guarantees of all citizens. Within this context, the PCIC is recognized as a key pillar in the fight

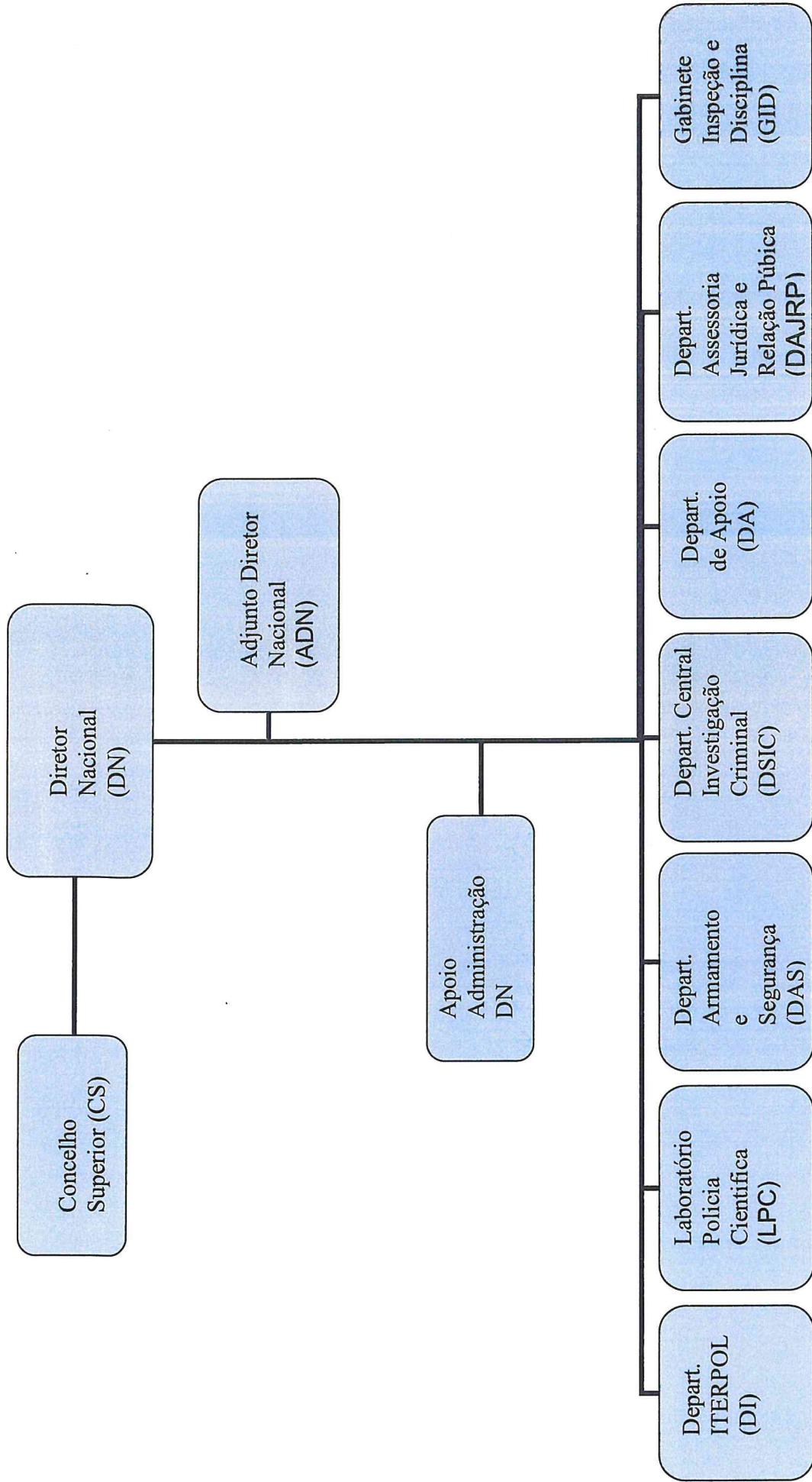
against crime, making a meaningful contribution to upholding the rule of law, maintaining public order, and enhancing the sense of security across the country.

In order to ensure the continued effectiveness and sustainability of its institutional mission, it has become increasingly necessary **to construct a New Central Office Building for the PCIC**. This facility must be tailored to meet the technical and operational needs required for modern criminal investigations and forensic services. The current infrastructure is no longer adequate to address the evolving nature of criminal threats, nor to accommodate the growing need for integration of specialized departments, forensic laboratories, criminal intelligence systems, and international cooperation units under a unified and secure operational environment.

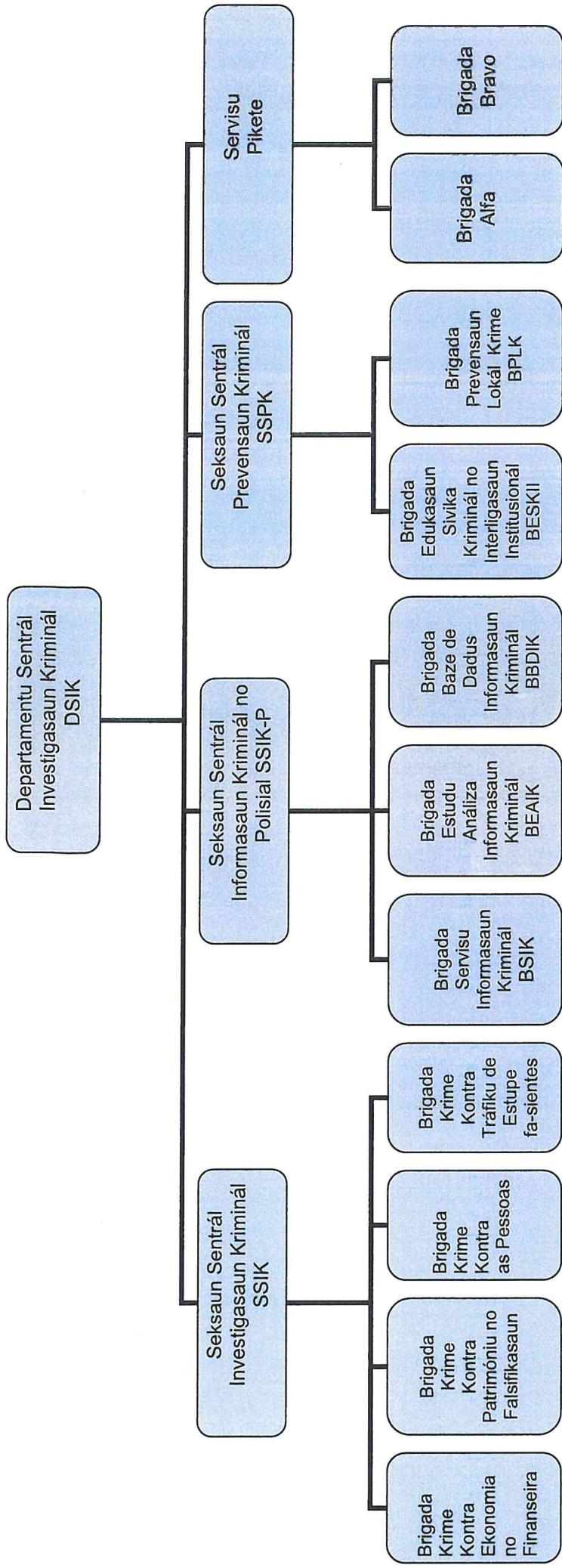
Accordingly, **the design and Construction of the new PCIC headquarters** should follow an architectural and engineering model that reflects the specific needs of the institution. It should include properly delineated functional spaces, state-of-the-art laboratories, integrated security systems, and infrastructure capable of ensuring the confidentiality, integrity, and efficient handling of sensitive information. This initiative represents a strategic investment in the development of national capabilities, which will not only enhance the PCIC's operational readiness but also raise the overall standards of justice and law enforcement in Timor-Leste, in alignment with international best practices.

In light of the above, the development of the **new central headquarters for the PCIC** is respectfully presented as an indispensable step towards the full implementation of its constitutional mandate. It will contribute meaningfully to the reinforcement of justice sector institutions, the consolidation of democratic governance, and the protection and well-being of the citizens of Timor-Leste.

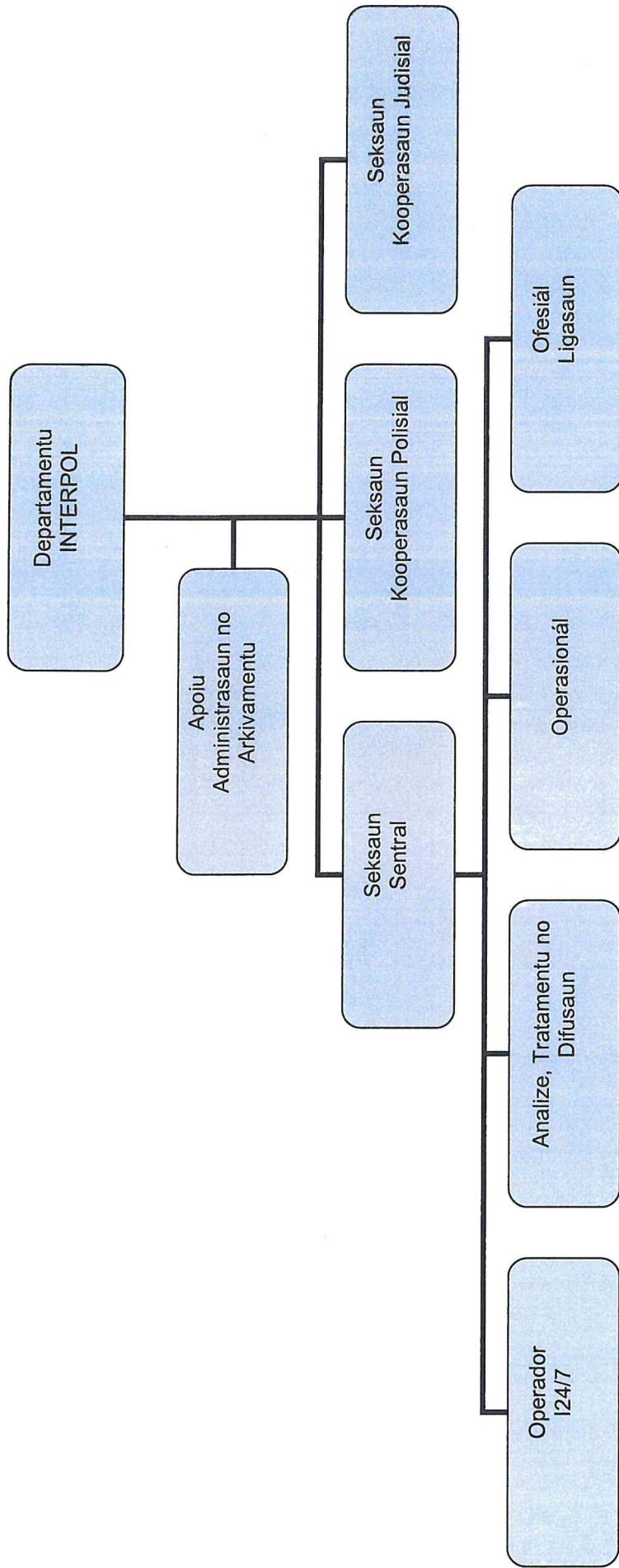
ORGANOGRAMA PCIC



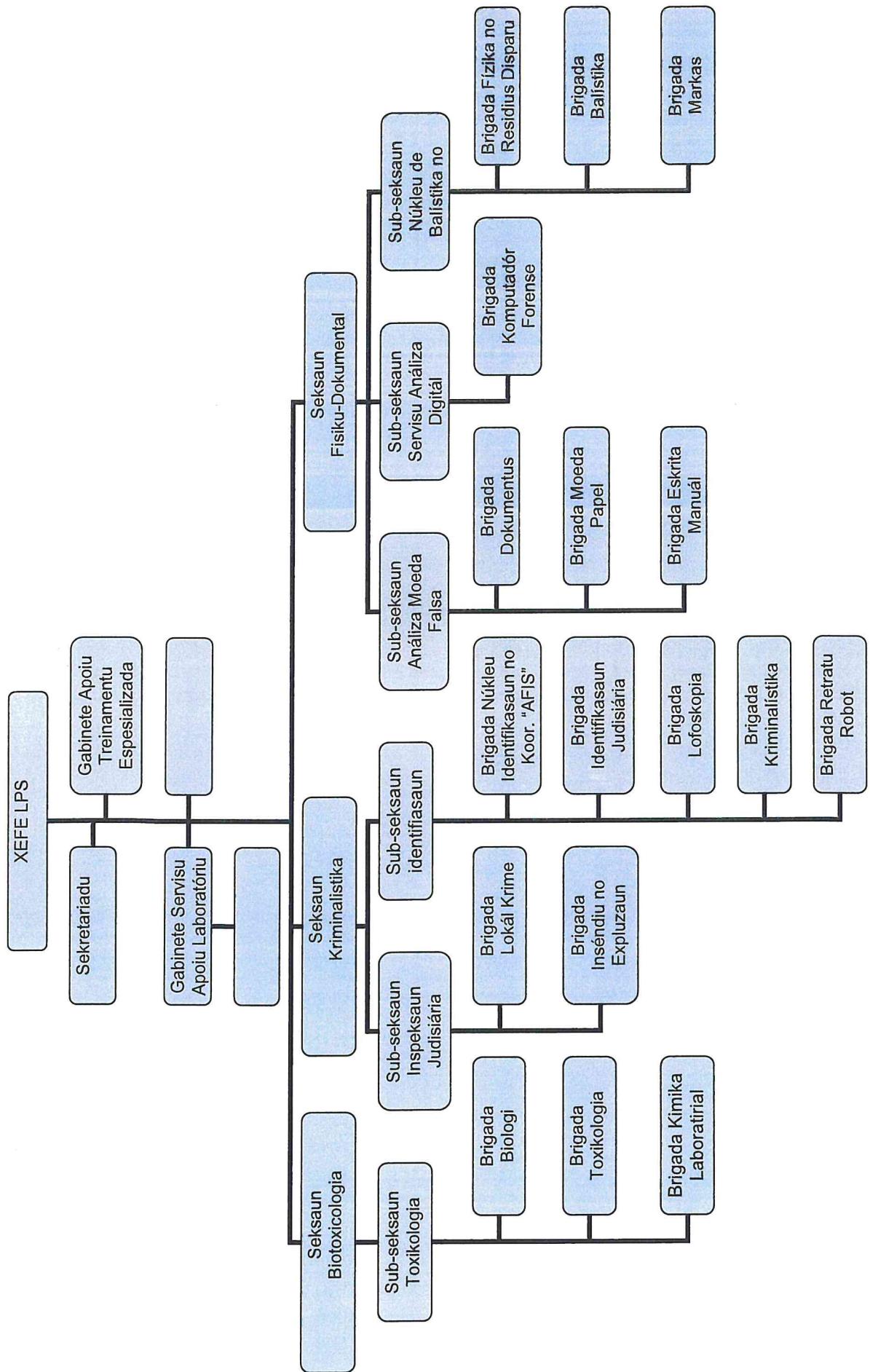
ORGANOGRAMA DEPARTAMENTU SENTRÁL INVESTIGASAUN KRIMINÁL - DSIK



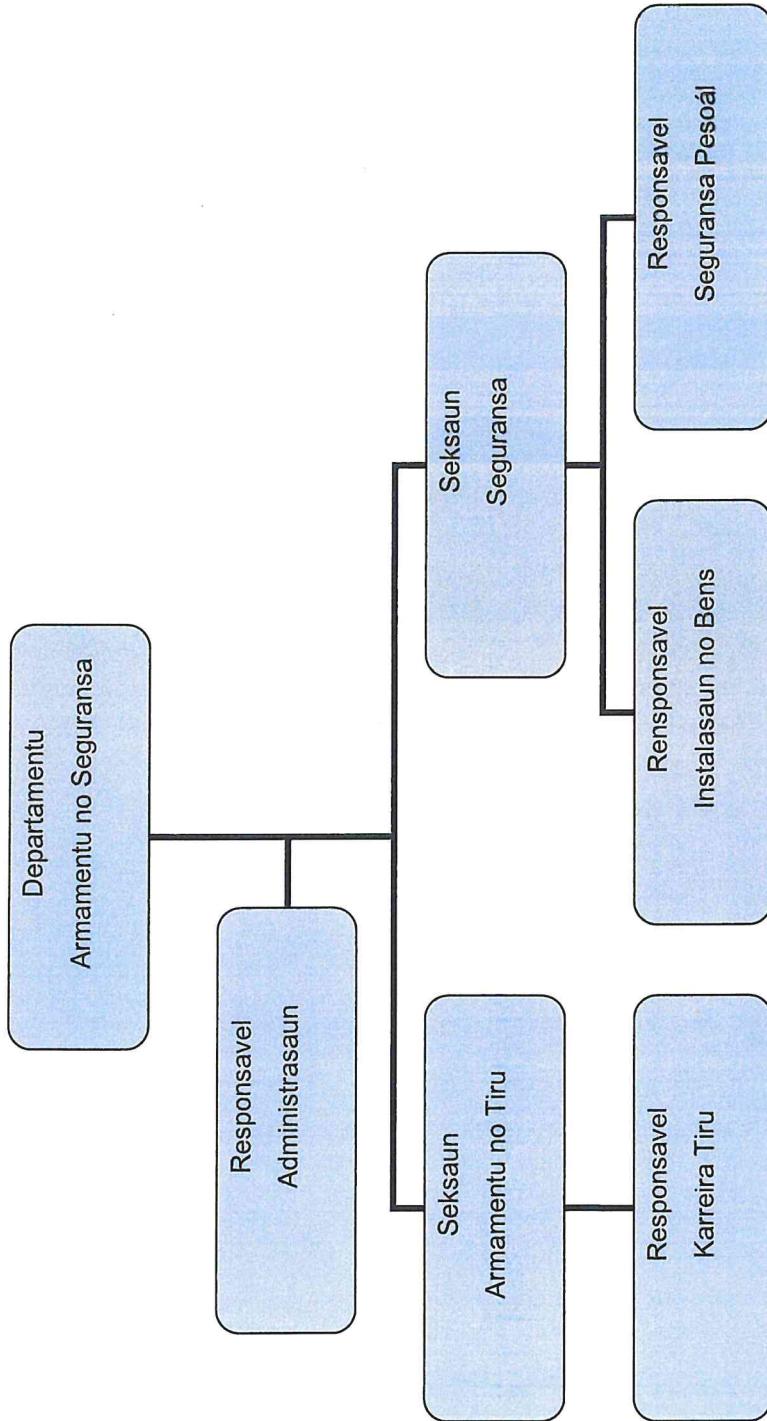
ORGANOGRAMA DEPARTAMENTU INTERPOL - DI



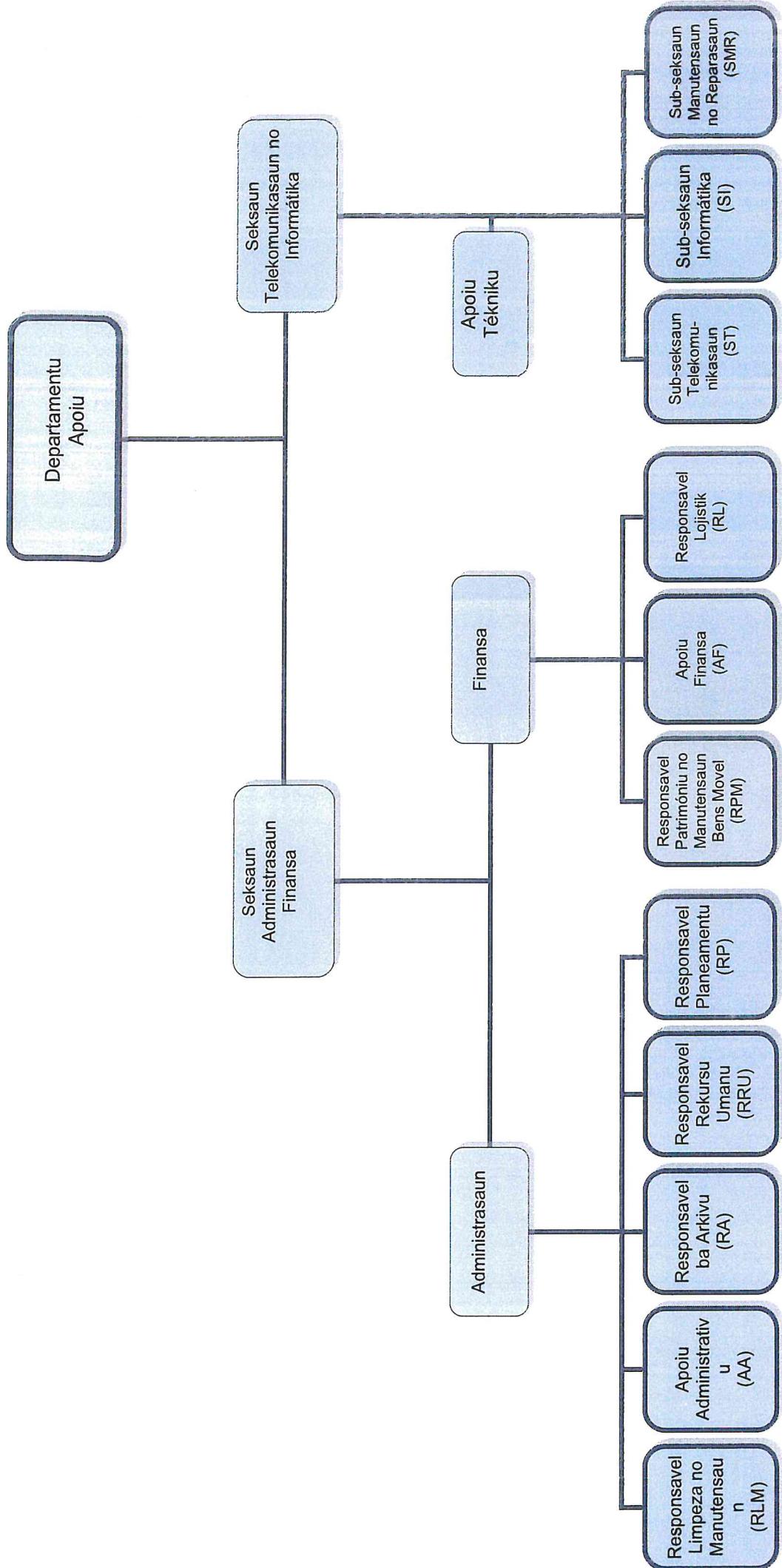
ORGANOGRAMA LABORATORIU POLISIA SIENTIFIKA - LPS



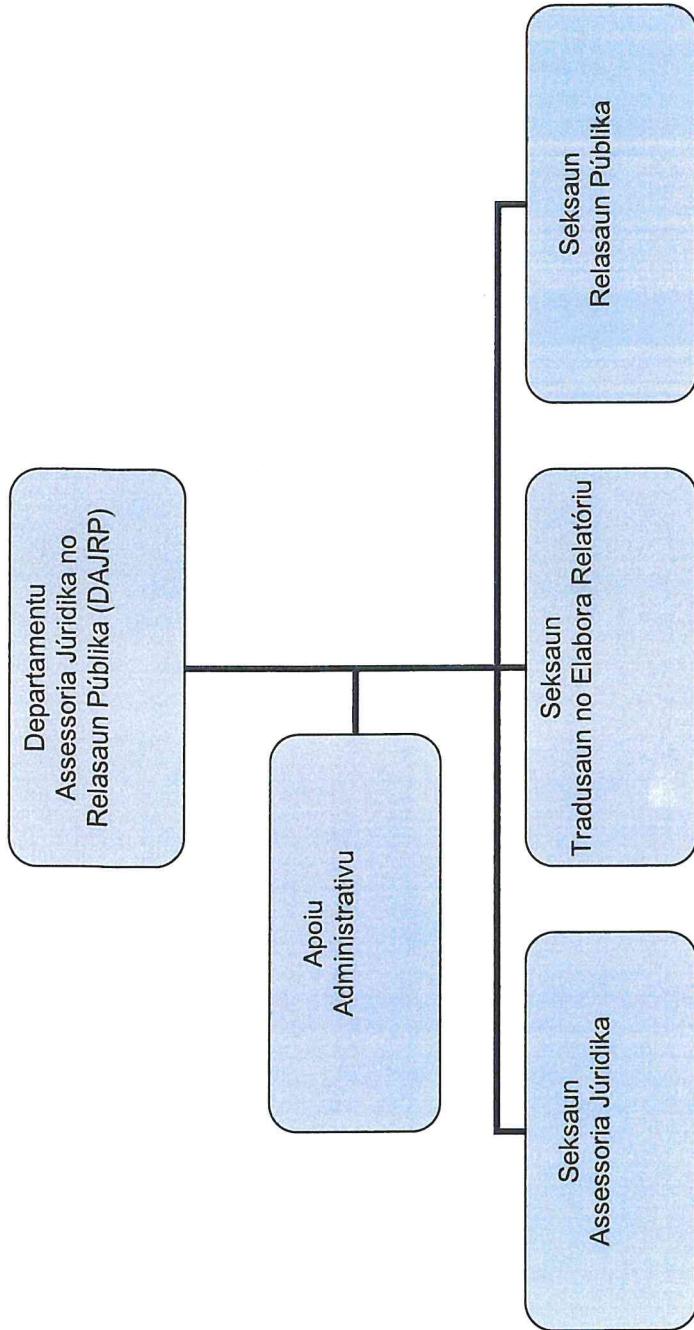
ORGANOGRAMA DEPARTAMENTU ARMAMENTU NO SEGURANSA - DAS



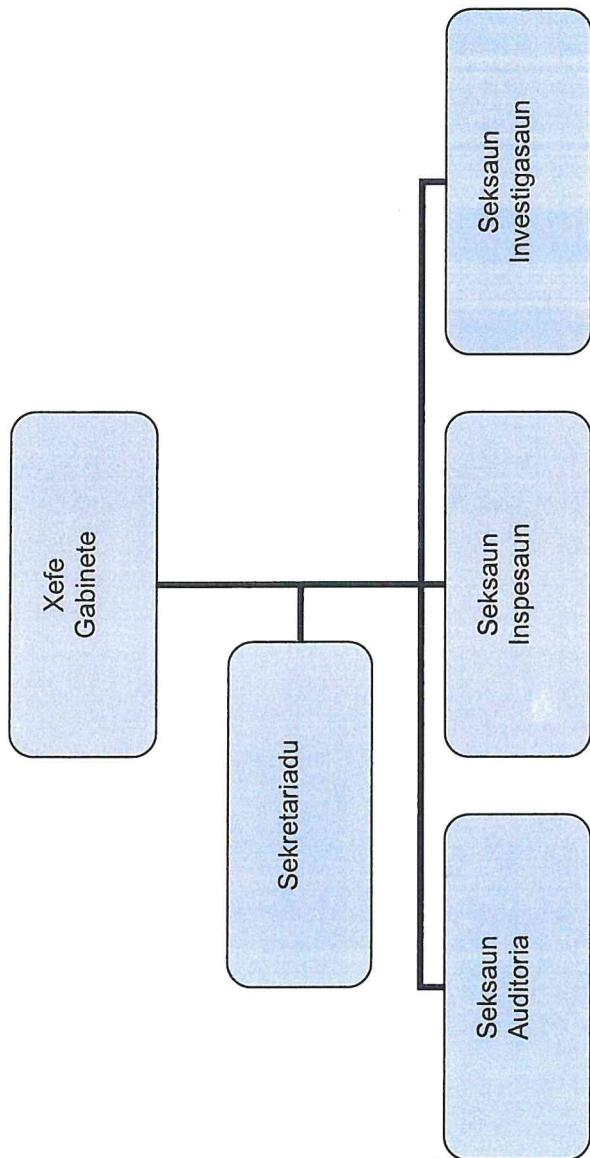
ORGANOGRAMA DEPARTAMENTU APOIU – DA



ORGANOGRAMA DEPARTAMENTU ASSESSORIA JÚRIDICA NO RELASAUN PÚBLIKA - DAJRP



ORGANOGRAMA GABINETE INSPESAUN no DISPLINA - GID



1.3. OBJECTIVES

- 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. In this task, the Design 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.
- c. The objective of this TOR is to provide technical guidance and instructions to interested consulting companies so that they can fulfil the technical specifications in terms of architectural, structural and functional aspects.
- d. The objective of the Detailed Engineering Design (DED) is to provide a comprehensive technical framework to guide the construction of the new Construction of Scientific and Criminal Investigation Police Central Office Building. This framework must ensure that all components of the project are meticulously designed to comply with technical, regulatory, and safety requirements/standards, while also optimizing available resource utilization and minimizing risks during both the construction and operational phases.

1.4. LOCATION

The location of the New Construction of the Scientific and Criminal Investigation Police Central Office Building situated in Sub-Village (Aldeia) Andevil, Village (Soco) Bairo Pite, Administrative Post Dom Aleixo, and Municipality of Dili.

The total Land area is about 8186 square meters. The land is property of the Government of Timor Leste.

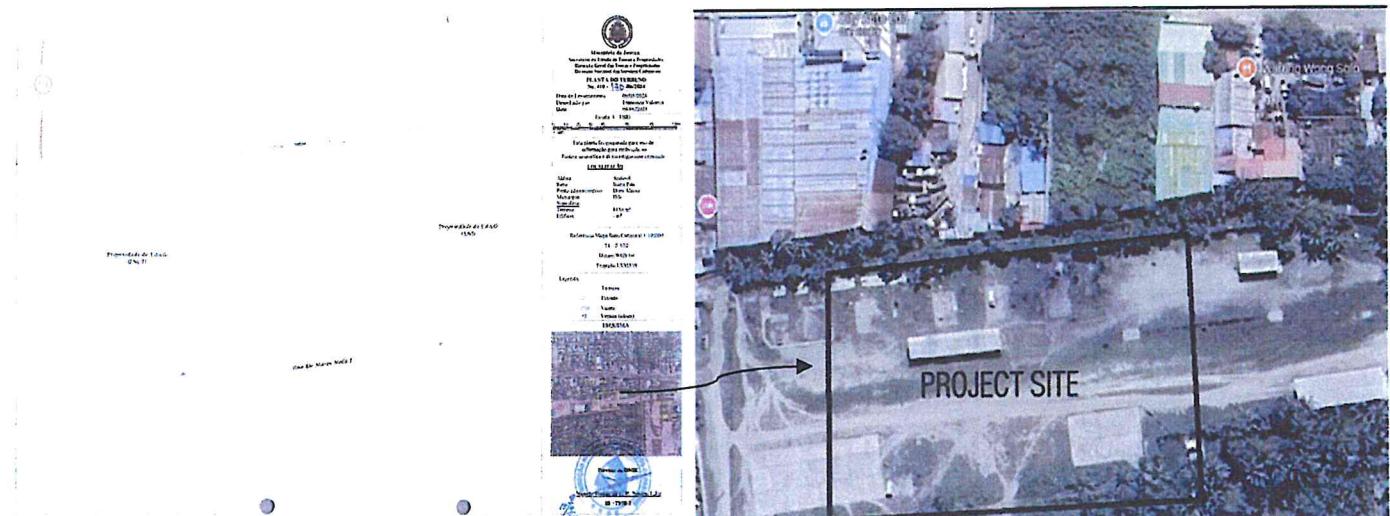


Figure – Location Plan for the Scientific Police of Investigation Criminal Central Office Building

II. SCOPE OF WORKS

To meet the requirement for this project, the consultant should follow the process and carry out the following tasks, but not be limited to:

1. Carry out the topographical surveys, Geotechnical studies, and other necessary investigation for the new project location. The consultant is responsible for validating the information and collecting additional field data as may be required for finalizing the design
2. The Geotechnical studies must cover both the index and engineering properties of the soil. The report should cover the following, but not limited to:
 - a. SPT (use Indonesian National Standard [SNI] / American Society of Civil Engineering [ASCE] / ASTM or any other international standard as reference for conducting this test). Recommended minimum 3 hole or 3 point borehole
 - b. Expansion index test to determine soil expansiveness. Depending upon the depth/volume.
 - c. Geophysical Test-Seismic Refraction Survey
 - d. A description of the existing site, which should include a map, diagrams, or photos, with regards to its location, current land uses, and topography as well as adjacent land uses and their potential impact on the site.
 - e. A plot showing the location all of test boring and/or excavations
 - f. Descriptions and classifications of the materials encountered
 - g. Expected total and differential settlement
 - h. Laboratory test result of soil samples
 - i. Field borehole log containing the following information:
 - Project location
 - Depth of borehole
 - Ground elevation
 - Ground water table elevation
 - Date started and finished
 - j. Discuss the suitability of the site's soil for the proposed development and its planned structures
 - k. Provide a rationale for any recommendations of soil improvement if needed based on the test result
 - l. Identify recommended construction method and materials
 - m. Provide recommendations on foundation design and construction based on the site's sub surface conditions
 - n. Identify any concerns or recommendations for the site's drainage, taking into account prior, during and post-construction conditions

- o. Provide the result of any further sub surface geological investigation and testing that may be required to accurately gauge soil conditions
 - 3. Revise the existing DED in all architectural, Civil, Structural, MEP aspects, feasibility study with recommended using basement or not and other relevant engineering disciplines as deemed necessary according to the result of topographical, and geotechnical investigation of the new project location.
 - 4. To formulate the design concept of the Scientific and Criminal Investigation Police Central Office Building in coordination with the owner. The concept design approach should follow, if not all, the design concept of the existing design, however, any sound engineering advice that will contribute to the value of Engineering principle is highly recommended
 - 5. Undertake an initial Environment Impact Assessment (EIA) and prepare report. The consultant will address the following issues:
 - a. Delineate the environmental impacts of building construction activities associated with the project
 - b. Describe and assess the impacts
 - c. Describe feasible mitigation measures for minimizing, eliminating, offsetting unavoidable adverse impacts; and
 - d. To recommend the most appropriate mitigation and/or enhancement measures
 - 6. The Environment Report should be consulted with ANLA (Autoridade Nacional de Licensa Ambiental) for its approval.
 - 7. Develop up to three (3) Design Alternative
- The consultant is required to develop up to three conceptual / Preliminary Design prior to prepare detail engineering design. The three conceptual designs shall include video simulation of the design and shall incorporate conceptual / preliminary design relevant work services as indicated and must have one final approval by the project owner.
- 8. In the primary design stage, the subject of which the concept has been completed, the design should include:
 - a. Drawing illustrating the situation map, site plan, layout, elevations, and cross sections
 - b. A technical report containing the description of the choice of building concept, a sub-system of structure, and a sub-system of MEP to be used
 - c. Architectural cost estimate are based on rough calculations and current market values
 - d. Green building concept
 - 9. Prepare a plan development that covers:
 - a. Design of architecture that covers the drawing describing the site plan, floor plan, layout, elevations, cross section, and main detailed drawings, explaining the room program utilization for the whole building area comprehensively
 - b. Design of structure and the description of the concept and its calculation, soil test, and foundation design
 - c. Design of utilities and the description of the concept and its calculation that cover air management system, lighting, electrical including generator, plumbing, water supply, sanitation, drainage, fire protection, and works safety
 - d. Technical specification describe the classifications, type, and characteristic of materials to be used

- e. Preliminary cost estimate that cover the aspect of local social culture, history, architecture, structure, and MEP to conform to the detailed design concept
10. Preparation of a detailed design that covers the following:
- a. Detailed design of architecture, civil, structure, utilities, and MEP to conform to the design standard and specification
 - b. Technical Specifications
 - c. Bill of Quantity (BoQ)
 - d. Cost Estimate (including Unit Prices Analysis and backup Quantity)
 - e. Construction schedule and "S" curve
11. During the civil works bidding period, the consultant work shall include but not necessarily be limited to the following:
- a. Assist the project owner in the conduct of pre-bidding conference and pre-bidding site inspections to answer possible queries that may be raised by interested bidders on the design plan and provide other information that might be needed
 - b. Prepare for approval of any necessary revision or addenda to the tender document during the bidding period. Any costs associated with these activities should be part of the proposal
12. The design should ensure easy access for disable people
13. The design should consider minimal consumption of energy by applying the concept of Green Building.
14. The building should increase the quality of the environment surroundings.
15. The results of design services should fulfil the regulations, standards and technical guidance of design that are generally in effect
16. The design consultant is responsible professionally for the design services to conform to the regulations and follow ethical code and professionalism
17. Provide Terms of Reference for the Consultant Supervision Service for the Construction of this project
18. The consultant should ensure knowledge and skill transfers between key experts and assistants of key experts.

19. Space Requirement

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
	LANDSCAPING	1	Parking area Access road Ramp + Step including disable access Fencing around and main gate Security post including toilet Office board name Terrace, etc.	
1	GROUND FLOOR	1	Storage samples evidence - Lpc Laundry room Archive area c - Lpc Work warehouse forensic ballistics - Lpc Chamber test fire - Lpc Storage - Lpc Warehouse supplies - Lpc Archive area a - LPC Archive area b - Lpc Hall (-1)f Storage r. Technical area - lift 1 and 2 Control zone omr Reception omr. Securities r. Omr Regie omr Smoking r. Omr Operating meeting room Interpreters and translation omr Antech. Emerg. Exit - omr Room 1 - omr	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Definitive archive	
			Room 2 - omr	
			Supplies depository	
			Room 3 - omr	
			Warehouse b supplies	
			Kitchen - omr	
			Warehouse small apprehended objects	
			Photovoltaic - batteries	
			Arms safe	
			Data centre support	
			Data centre support	
			Cleaners Changing R.	
			Weighing/verification drugs	
			Drug's safe	
			Safety antec. - detention zone	
			Individual cell - n.º 1	
			Prisoners reception	
			Individual cell - n.º 2	
			Common cell - n.º 3	
			Prisoners shower	
			Pericial exam's - slc -lpc	
			Contaminated zone	
			Dressing r. Contaminated	
			Storage contaminated	
			Decontamination z.	
			Dressing r. clean zone	
			Storage decontaminates	
			Clean zone	
			Car wash	
			Support - car wash	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Electricity 2	
			Electricity 1	
			Warehouse large apprehended objects	
			Covered parking	
			Gun's cleanup/warehouse arms - pfr	
			Dressing r. - prf	
			Safely observation - prf	
			Control r. Prf	
			Warehouse - prf	
			Pistol firing range	
			Reagents w. Treatment	
			Machines water pumps	
			Water tank 1	
			Water tank 2	
			Water tank 3	
			Water tank 4	
			Internal access prf	
			Central hall	
			Antech. Central hall	
			Circ. Hall central zone	
			Hall - central/west zone f(-1)	
			Antch. - central/west zone	
			Antch. - pfr	
			Emerg. Exit - pistol firing range	
			Pfr access	
			Accessed exterior - emerg. Exit	
			Dist. Hall	
			Technical area - data center	
			Technical area f(-1)-01	
			Technical area b02 (-1)f	
			Technical area (-1)f-03	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Technical area f(-1)-04	
			Wc. F. B1	
			Wc. M. B2	
			Wc. F.	
			Wc. M	
			Lpc - central secretary	
2	LEVEL-01	1	Perical collections 1	
			Lab. - sen. Loc. Crime 0.1	
			Perical collections 2	
			Chief secretary	
			Area chief - slc	
			Lab. - sen. Loc. Crime 0.2	
			Compressor - compresses air	
			Laboratory gas	
			Ext. Hall - lpc	
			Lpc foyer/grand hall/control reception	
			Lab. Slc - p0 - lpc	
			Circ. Hall - lpc	
			Emergency r. Ante-chamber lpc - f0	
			Central secretary	
			Treasury	
			Area chief	
			Director unit Financial e patrimony	
			Archive	
			Sector accounting	
			Public relations	
			Chief sector	
			Human resources	
			Shop/stewardship	
			H. Security cctv	
			Camera cont. Sec. Building	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Chief security building	
			Noble hall / multipurpose r.	
			Waiting room pi	
			Sector arms / shooting	
			Workshop / armament	
			Ext. Photo recog. Persons	
			Hall sleep. R. Picket	
			Sleep. R. Pick. 1	
			Sleep. R. Pick. 2	
			Sleep. R. Chief pick.	
			Cab. S.r. Pick	
			Pic. Public attend 1	
			Common room	
			Pic. Public attend 1	
			Bar zone	
			Picket - insp. Chief/triage	
			Picket staying service	
			Kitchen net - picket	
			Cafeteria/seated eating zone	
			Occupational medicine/medic. Treat.	
			Security building staying service	
			Gym	
			Kitchen - cooking	
			Control/conference/weighing food	
			Call. Friz.	
			Freez. Fish	
			Freez. Meat	
			Freez. Veg.	
			Dirty zone	
			Motor vehicle ordinance	
			Esplanade	
			Ext. Hall - west z.	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Kitchen gas	
			Pic foyer/grand hall/control reception	
			Circ. 1 east zone	
			Circ. 2 east zone	
			Accessed picket	
			Hall picket	
			Circ. Hall central zone	
			Hall - central/west zone	
			Hall west zone	
			Access hall bar/cafeteria	
			Pass communication	
			Technical area Of-04	
			Technical area Of-04	
			Technical area f0-01	
			Technical area f0-02	
			Technical area Of-03	
			Wc. M.v.o	
			Wc.m/f	
			Wc m.	
			Wc. Dis. Pers	
			Wc. F	
			Wc. Priv	
			Wc. Priv	
			Wc. Priv	
			Wc m.	
			Wc f.	
			Balneary f.	
			Balneary m.	
			Sup. Technical 2 - phys.-doc	
			Sup. Technical 3 - phys.-doc	
			Sup. Technical 1 - phys.-doc	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
3	LEVEL-02	1	Doc. Archive - phys. - doc Area chief - phys. - doc. Input/output doc. - phys. - doc Lab. Phy.- doc 1.1 Lab. Phy.- doc 1.3 Lab. Phy.- doc 1.2 Ext. Hall. - lpc Distribution mail hall Lab. Hall physic - documentary Cric. Hall. - lpc Lab. Antech. Emerg. Exit Void 1.1 - lpc Void 1.2 - lpc Ext. Hall - west z Ext. Hall - east z Distribution mail hall Circ. Hall east zone Circ. Hall west zone Hall - central/west zone Hall uiic - west zone Hall - west zone Pass communication Void central hall Void central hall Void central hall Void exterior Brig. Insp. Chief Brig. Inspectors Brig. Inspectors Achieve/meeting r. Inv. Brig. Hall disturbs. Brig. Insp. Chief	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Brig. Inspectors	
			Brig. Inspectors	
			Coordinator	
			Achieve/meeting r. Inv.	
			Support investigation	
			Brig. Hall disturbs.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Brig. Hall diatribe.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Brig. Hall disturbs.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Support investigation	
			achieved/meeting r. Inv.	
			Coordinator	
			Archive uiic	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Sector chief	
			Support cleaning	
			Brig. Analysis - uiic	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. inspectors arrest's/captures	
			Brig. inspectors arrest's/captures	
			Coordinator	
			Support investigation	
			Secretary uiic	
			Uiic director	
			Area chief	
			Brig. Research - uiic	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. inspectors - missing persons	
			Brig. inspectors - missing person	
			Technical area f1-01	
			Technical area f1-02	
			Technical area f1-03	
			Technical area 2f-04	
			Wc.m/f	
			Wc. F	
			Wc. M	
			Wc. M	
			Wc. F	
			Ext. Hall - lpc	
			Lpc director	
			Suyp. Technical 2 bio-toxic.	
			Meeting room lpc	
			Sup. Technical 1 bio- toxic	
			Secretary direction lpc	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
4	LEVEL-03	1	Area chief bio-toxic Lab. Bio-tox. 2.1 Lab. Bio-tox. 2.3 Lab. Bio-tox. 2.2 Distribution main hall Lab. Hall bio-toxicology Circ. Hall - lpc Lab. Antech. Emerg. Exit Strairs 5 Stairs 6 - ext. Lpc Technical area 2f-04 Wc f/m Ext. Hall - east z Ext. Hall - west z Brig. Hall distrib. Brig. Insp. Chief Brig. Inspectors Brig. Inspectors Achieve/meeting r. Inv. Brig. Hall distrib. Brig. Insp. Chief Brig. Inspectors Brig. Inspectors Coordinator Achieve/meeting r. Inv. Support investigation Brig. Hall distrib. Brig. Insp. Chief Brig. Inspectors Brig. Inspectors Brig. Hall distrib. Brig. Insp. Chief	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Brig. Inspectors	
			Brig. Inspectors	
			Antechamber recogs. R.	
			Antec. Accused's	
			Recognition r./observation	
			L. Recog./accused's	
			Wait. R. Accused's/figurant	
			Support investigation	
			Wait. R. Witnesses/victims	
			Coordinator	
			Antechamber child. Obs.	
			Observation/recording	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Children's environment quest.	
			Witnesses	
			Support cleaning	
			Wiretapping	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Uti - technical	
			Coordinator	
			Uti - computer support personal	
			Support investigation	
			Brig. Hall distrib.	
			Brig. Insp. Chief - foll/wat.	
			Brig. Inspectors - followed/watched	
			Secretary uti	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Uti - director	
			Area chief	
			Uti - computer exams/open space	
			Brig. Hall distrib.	
			Brig. Insp. Chief - foll. /wat.	
			Brig.Inspectors- followed/watched	
			Void exterior	
			Distribution main hall	
			Circ. Hall east zone	
			Circ. Hall central zone	
			Hall - central/west zone	
			Hall - west zone	
			Restricted hall- west zone	
			Technical area 2f-01	
			Technical area 2f-02	
			Technical area 2f-03	
			Void central hall	
			Void central hall	
			Void central hall	
			Void central hall	
			Wc. F	
			Wc.m	
			Wc. M	
			Wc. F	
			Meeting room n. Dir.	
			Exterior assessor n. Dir.	
			R. Machines/support meeting room	
			Waiting room dir.	
			Kitchen - n. Dir.	
			Secretary national direction	
			Adjunct national direction	
5	LEVEL-04	1		

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Assessor national director	
			National director	
			Bodyguards/drivers - n. Dir	
			Archive/meeting r. Inv	
			Access common wc n. Dir.	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Support investigation	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Coordinator	
			Support cleaning	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Archive/meeting r. Inv	
			Brig. Hall distrib.	
			Brig. Insp. Chief	
			Brig. Inspectors	
			Brig. Inspectors	
			Coordinator	
			Support investigation	
			Radio7telecommunications	
			Ext. Hall - east z	
			Central dist. Hall	
			Circ. N dir. F3	
			Circ. N dir. F3	

NO	SPACE	QTY	BREAKDOWN OF ROOM	TOTAL ROOM PLANNING
			Circ. Hall central zone	
			Hall - central/west zone	
			Roof - technical zone - west zone	
			Technical area f3-01	
			Technical area f3-03	
			Technical area f3-02	
			Void exterior	
			Void central hall	
			Wc.f	
			Wc.m	
			Wc.m	
			Wc.f	
			Wc.f	
			Wc.m	
			Wc priv. Director	

Notes:

All space requirement referring to the existing Drawing and if have any modification for spaces rooms with necessary be confirmed during re-design process.

III. OUTPUT OF DESIGN ACTIVITIES

The output by the design consultant shall consist of the report presented systematically and contains the following:

3.1. Inception Report

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

- a. The concept of technical design includes the concept of room organization, number and qualification of team members, methodology of implementation and responsibilities
- b. The concept of schematic technical design includes room program, number of rooms and organization of room connection

- c. Report of existing site data and information including soil investigations, topography, and construction materials survey and any information from the user regarding the need for room and scope of services, facilities required, the capacity of rooms, total number of users, and other purposes needed
- d. Consultant knowledge and skill transfer plan.

These documents should be submitted in one (1) original and five (5) copies and six (6) electronic copies in Ms Word, Excel, PDF and CAD format in CD and/or other form of electronic copies, in format A4 and A3
This design concept should be approved by the Project Owner in the 1st month of assignment, before proceeding to the preliminary design stage.

Comments on the Inception Report will be prepared and discussed between the Consultant and the Project Owner/Project Manager and an agreed technical design concept will be approved by the owner enabling the design consultant to continue his work

3.2. Interim Report

The interim report provides the following:

a. The stage of Preliminary design will consist of the following:

- 1) Preliminary design drawings of building in the aspect of architecture, structure, building utilities and environment
- 2) Outline of work plan and Specifications
- 3) Preliminary Cost Estimates
- 4) Initial Environmental impact assessment
- 5) Results of consultations with the Owner

These documents should be submitted in one (1) original and five (5) copies and six (6) electronic copies in Ms Word, Excel, PDF and CAD format in CD and/or other form of electronic copies, in format A4 and A3

This preliminary design should be discussed with the PSC and approved by the owner in the 2nd month of assignment, before continuing to the stage of design development

b. The stage of design development will consist of the following:

- 1) Drawing of design development of architecture, structure and supporting utilities based on the approved preliminary design
- 2) Description of design concept and its calculations needed
- 3) Draft Cost Estimates
- 4) Draft works schedule and specifications

These documents should be submitted in one (1) original and five (5) copies and six (6) electronic copies in Ms Word, Excel, PDF and CAD format in CD and/or other form of electronic copies, in format A4 and A3

This development design should be approved by the owner in the 4th month of assignment, before continuing to the stage detailed design

Comments on the Interim Report will be prepared and discussed between the Design Consultant and the Project Owner/Project Manager and an agreed technical design concept will be approved by the owner enabling the consultant to continue his works

3.3. Draft Final Report

The stage of detailed design will consist of the following:

- 1) Detailed engineering design drawings (size A1) of building for construction works
- 2) Technical Specifications
- 3) Bill of Quantities
- 4) List of price of labour and Materials
- 5) Cost Estimates (including Unit Prices Analysis and Backup Quantity)
- 6) Construction Schedule and "S" Curve
- 7) Design Report of architecture, structure, utilities, mechanical/electrical and other calculations needed
- 8) Knowledge and skills transfer report

These documents should be submitted in one (1) original and five (5) copies and six (6) electronic copies in Ms Word, Excel, PDF and CAD format in CD and/or other form of electronic copies, in format A4 and A3

This Draft Final Report should be submitted to the Owner in the 5th month of assignment.

Comments on the Draft Final Report will be prepared and discussed between the Design Consultant and the Project Owner/Project Manager and an agreed technical design concept will be approved by the owner enabling the design consultant to continue his works. The draft of the final report should be presented with a 3D presentation, showing sealed building models and providing exterior layout and interior building including the surrounding area

3.4. Final Report

This final report should be submitted to the owner in the 6st month of assignment as the result of the draft final report that has already been discussed and approved by the owner

These documents should be submitted in one (1) original and five (5) copies and six (6) electronic copies in Ms Word, Excel, PDF and CAD format in CD and/or other form of electronic copies, in format A4 and A3

The final Report should be presented with a scaled building model and animation of the internal and external designed area.

IV. DESIGN CRITERIA

4.1. GENERAL CRITERIA

The Design Consultant should take notice of the general criteria of the building to conform to

Its functionality and complexity, and are as follows:

a. Conditions of allotment and intensity:

- 1) To ensure that the building is constructed based on the regulation 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 users, community and environment.
- 4) To conform to the state budget principles:
 - i. Economical, not luxurious, efficient and conforms to the technical purposes specified.
 - ii. To be focused and controlled to conform to the plan, program, and its functions.
 - iii. To utilize local products and resources as much as possible to promote national prosperity

b. Conditions of architecture and environment:

- 1) To ensure that the building is constructed based on the environment
- 2) Characteristics, determination of the nature of building and local culture, in order
- 3) To obtain balance, harmony and compatibility with the environment.
- 4) To ensure the creation of green space that is balanced and in harmony with the Environment.
- 5) To ensure that the building is constructed and utilized with no negative impact to the environment.

c. Conditions of building structure:

- 1) To ensure the structural stability of the building to support the rising loads as the Result of its utilization to conform to its functions, and as the result of the natural and human behaviour.
- 2) To ensure the safety of the people from possible accidents or injury due to the Failure of the building structure.
- 3) To ensure the welfare of the people from losses or damages of their properties due to the failure of the building structure.
- 4) To ensure the protection for the other properties from physical damages due to the failure of the building structure.

d. Conditions of water supply:

To ensure that the construction of the building is provided with water supply

facilities:

- 1) Fulfil the quality standard, sufficient discharge minimum 100 litters/person/day.
- 2) Fulfil the requirement for fire protection adequate for minimum 45 minutes operation of fire tackling.

e. Conditions of sanitation facilities:

- 1) To ensure the provision of adequate sanitation facilities to support the activities inside the building to conform to its functions.
- 2) To ensure the creation of clean, hygiene 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.

f. Conditions of waste water:

- 1) To ensure that the construction of the building 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 kitchens, bathrooms, and washrooms should use pipes to conform to the specifications
- 3) The discharge of the waste water should use treatment plant

g. Conditions of solid waste:

- 1) To ensure the availability of trash bins and temporary solid waste collecting Points for 3 litters/person/day
- 2) The temporary solid waste collecting points should be made of watertight Materials and enclosures.

h. Conditions of drainage:

- 1) To ensure the provision of drainage canals that could retain the rainfall water before discharging to the city drainage canals.
- 2) To ensure the provision of drainage canals that could manage the flood that historically happened in the plot of land

i. Conditions of electrical installations, lightning rod, and communications facilities:

- 1) To ensure that the installations 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 that the provision of communication facilities adequately support the Activities inside the building to conform to its functions.

j. Conditions of lighting:

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

k. Conditions of ventilations and air conditions:

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

l. Conditions of gas installations:

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

m. 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.

n. Conditions 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.

o. Conditions 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 inside the building.
- 2) To ensure the creation of efforts to protect the dwellers from pains and injuries during evacuation in emergency situations.
- 3) To ensure the provision of easy access for the disabled.

p. Conditions of fire:

To ensure that the building will 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 to other properties.

q. Conditions of emergency situation, exit signs and early warning systems of danger:

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

4.2. SPECIFIC CRITERIA

The specific criteria relate to the construction of Scientific and Criminal Investigation Police Central Office Building to be designed, either from the aspect of special functions or other technical aspects and are as follows:

- a. It relates to the effort of conservation for the existing building, if any
- b. The unity of designing the building with its facade, aesthetics, and the scope of services in the surroundings, such as the framework of environment and city planning
- c. Solutions and contextual limitations, such as aspects of local social culture, geography, climate, and others

V. DESIGN PROCESS

1. In the process of design services to produce the outputs required, the Design Consultant should prepare a schedule of periodic meetings with the Project Owner.
2. In the periodic meetings, it should be determined which inception products, intermediate products, and main products shall 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 work time schedule is six (6) months from the date of the Consultant's receipt of a notice from the Project Owner instructing the Consultant to begin carrying out the services.

VI. DESIGN INPUT

6.1. INFORMATION

- a. To implement the tasks, the Design Consultant should collect additional information/data part from the information provided by the Project Owner.

- b. The Design Consultant should check the validity of information to be used in the implementation of his tasks. The fault of design works as the result of lack of the information shall be the responsibility of the Design Consultant.
- c. The information required that should be obtained for design are as follows:
- 1) Information regarding the land covers
 - a) Physical condition of the location, such as the extent of the area, boundaries, and topography
 - b) Soil conditions as the result of soil tests
 - c) Condition of ground water
 - 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
 - d) Special equipment, types, weight, and dimension
 - 3) information regarding the followings:
 - a) Condition of adjacent buildings whose may pose a structural or Security threat to the site
 - b) Condition of adjacent services connection points (power point, Phone)
 - c) Condition of the surrounding of the building within the intervention area for key elements that are to be retained or protected and for use included on the project (trees, fences, sidewalks, sewage)
 - e) Condition of all existing facilities (fences, gates, footpaths, access and security).
 - 4) Needs of building covers:
 - a) Room program
 - b) Need of organization of room usage
 - 5) Need of possible changes of room or building function
 - 6) Needs of building utilities covers:
 - a) Water supply and sanitation
 - i. The current needs and the projection in the future
 - ii. Water source, piping networks and its capacity

- b) Rainfall and drainage
 - i. Location of city drainage
 - ii. Discharging to outlet of the site
- c) Waste water and solid waste
- d) Electrical network
 - i. Power
 - ii. Source of power and specifications
 - iii. Power reserved if needed (capacity, specification)
- e) Air conditioning system
 - i. Loads
 - ii. Breakdown of loads
 - iii. System required
- f) Communication network (telephone, fax, radio, intercom)
 - i. Needs of speaking points
 - ii. International and multi-user video conferencing facilities
 - iii. System required
- g) Vertical transportation in the building
 - i. Type and capacity in the Building
 - ii. Interval and waiting time
 - iii. Escalator and conveyor
- h) Fire protection system
 - i. Detector (classification, type)
 - ii. Fire alarm (classification)
 - iii. Fire extinguisher and accessories
(Classification, capacity)
- i) Security system
 - i. Alarm (Classification, type)
 - ii. Systems required
- j) Information and Communication Technology
- k) Others as required

The consultant is required to consult further with the owner regarding other requirement to be included in the design which are considered essential

6.2. PERSONNEL

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

A. International Key Experts

1) Team Leader/Architect / Project Manager

Team Leader should have a Master's Degree in Architectural Engineering with minimum 12 years' relevant experiences in designing multi-stories building (minimum 5-stories high). Previous work experiences in Timor-Leste and proficiency in English, Tetum, Bahasa Indonesia, or Portuguese. The tasks of Team Leader are following:

- a) Lead, administrate and manage the Team to fulfil the project assignment
- b) To plan, coordinate and control all activities and personnel involve in this works, to ensure the satisfactory and timely completion of the services
- c) To prepare implementation guidance in the stage of data collection, processing, and final presentation of the whole services
- d) Facilitate and support the team to fulfil the assignment
- e) Lead the coordination and consultation meeting with the Client and other institutions related to the project assignment
- f) To plan and implement all activities covering design of structures
- g) Review the concept design, drawing, BoQ, cost construction, Technical Specification and other technical documents to ensure the output assignment meet the overall objectives
- h) Lead the presentation and report to the Client as required by this ToR

2) Civil/Structural Engineer

Structural Engineer should have a Bachelor Degree or higher level of education in Civil Engineering with minimum 10 years' relevant experience in structural designing multi-stories building (minimum 5-stories high). The Consultant will have to submit in this bid a Certificate of Expertise issued by professional institution. Previous work experience in Timor-Leste and proficiency in Tetum, English, Bahasa Indonesia, or Portuguese.

The Tasks of civil Engineer are the followings:

- a) Prepare the structural design in coordination with other engineering team;
- b) Analyses of structure building, pressure, load and other technical requirements
- c) Ensure the quality and calculation of structure design
- d) Analysis topographical and geotechnical data to improve the structure and building design
- e) Support and advise the team leader for presentation and report

3) Geotechnical/Soils Engineer

Geotechnical/Soil Engineer should have a Bachelor Degree or Higher Level of education in Geotechnical/Soil Engineering with minimum 6 years' relevant experiences in geotechnical services. The Consultant will have to submit in this bid a certificate of Expertise issued by a professional institution. Previous work experiences in Timor-Leste and proficiency in Tetum, English, Bahasa Indonesia, or Portuguese.

The tasks of Geotechnical/Soil Engineer are the followings:

- a) Plan, coordinate and perform Soils survey and demarcation of site
- b) Soil data analysis, design and development
- c) Provide input to the other experts related to this design services
- d) Assist and advise the Team Leader on Geotechnical/Soil Investigation including seismic events and material survey issues as required
- e) Data collection and analysis of for soil test
- f) Support and advise the team leader for presentation and report.

4) Mechanical, Electrical & Plumbing Engineer

Mechanical, Electrical & Plumbing Engineer should have a Bachelor's Degree or higher level of education in Mechanical, Electrical & Plumbing Engineering with minimum 6 years' relevant experience in designing mechanical, Electrical & Plumbing works for multi-stories building (minimum 5 stories high) project.

The Consultant will have to submit in this bid a Certificate of Expertise issued by a professional institution. Previous works experience in Timor-Leste and proficiency in Tetum, English, Bahasa Indonesia, or Portuguese.

The tasks of Mechanical & Electrical Engineer are the followings:

- a) To plan and implement all activities covering MEP design
- b) Details design and drawing of electrical installation to the building and other infrastructures as required by ToR
- c) Support the overall review the designs
- d) Support the team in developing the Technical Specification
- e) Identify construction material, cost material and other technical specification.
- f) Represent the Consultant during technical presentation to the Client
- g) Support and advise the team leader for presentation and report.

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

Education: Bachelor's in civil engineering

Experience: Minimum 5 Years

2) Architect/Landscape

Education: Bachelor's in architecture

Experience: Minimum 5 Years

3) Environmental Specialist

Education: Bachelor's in environmental

Experience: Minimum 5 Years.

4) Geotechnical Engineer

Education: Bachelor in Geotechnical Engineering

Experience: Minimum 5 Years

5) Mechanical, Electrical Engineer & Plumbing Engineer

Education: Bachelor's in mechanical engineering

Experience: Minimum 5 Years

6) Geodetic Engineer

Education: Bachelor in Geodetic

Engineering Experience: Minimum 5 Years

7) Quantity Surveyor & Cost Estimator

Education: Bachelor's in civil engineering

Experience: Minimum 5 Years

8) Water Supply and Sanitation Engineer

Education: Bachelor in Relevant area

Experience: Minimum 5 Years

9) 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.

6.3. Person-Month Requirement

It is estimated that key personnel will be required, as tabulated below:

No	Descriptions	Unit	Quantity	
			Person	Duration (month)
A	International Key Experts			
1	Team Leader/Architect	Month	1	6
2	Structural Engineer	Month	1	5
3	Geotechnical Engineer	Month	1	2
4	Mechanical, Electrical Engineer & Plumbing Engineer	Month	1	2
Sub Total			4	15
B	Key Expert National			
1	Structural Engineer (Deputy)	Month	1	5
2	Architect/Landscape	Month	1	6
3	Quantity Surveyor and Cost Estimator Engineer	Month	1	4
4	Water supply and Sanitation Engineer	Month	1	3
5	Mechanical, Electrical Engineer & Plumbing Engineer	Month	1	3
6	Environmental Specialist	Month	1	2
7	Geodetic Engineer	Month	1	2
8	Information Technology Engineer (IT)	Month	1	2
Sub Total			8	27
C	Technical and Administration staffs			
1	Officer Manager	Month	1	6
2	Office Boy	Month	1	6
3	Driver	Month	1	6
Sub Total			3	18

The design consultant must submit its proposal based on 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. In any case, the assigned expert needs to be replaced, the substitute experts must possess the same qualifications.

6.4. FACILITIES PROVIDED BY GOVERNMENT OF TIMOR LESTE

The Government will provide the following:

- a. Assistance and advice on the processing of visas and work permits for consultant staff as requested
- b. The Ministry of Justice of Republic Democratic of Timor-Leste on behalf of owner will provide required data and information such as existing assets, regulations, organization chart and other facilities. The consultant should check the validity of information to be used in the implementation of their task. The consultant should collect additional information required apart from the data and information provided by the owner.

6.5. FACILITIES PROVIDED BY THE CONSULTANT

The Consultant will provide the following:

- a. Office accommodation in the site location and all furnishings and office equipment
- b. All survey equipment as required
- c. Computing, drafting and mapping equipment and software
- d. Transport to and from site surveys and for other local transport in Timor-Leste
- e. Travel costs to and from Timor-Leste

VII. DESIGN COST, PAYMENT AND RETENTION

1. 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.
2. 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
3. The payment of these design activities will be scheduled as follows:
 - a) The first payment equivalent to 15% of the contract price will be paid to the design consultant after the inception report was discussed and approved by the owner.
 - b) The second payment equivalent to 15% of the contract price will be paid to the design consultant after the preliminary design is discussed and approved by the owner.
 - c) The third payment equivalent to 20% of the contract price will be paid to the design consultant after the Development design is discussed and approved by the owner.
 - d) The fourth payment equivalent to 50% of the contract price will be paid to the design consultant after the Final report has been reviewed, approved and submitted to the owner.
 - e) 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:
 - a. Work schedule in detail
 - b. Manning schedule
 - c. Allocation of expert and their discipline and expertise. The curriculum vitae and a letter of availability to work of the proposed expert should be attached
 - d. 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