



**Instituto de Geociências de Timor-Leste, Instituto Público  
(IGTL)**

---

**REQUEST FOR QUOTATION**

**NU: SDC/01/IGTL/I/2026**

**REQUEST FOR QUOTATION  
DOCUMENT**

**PROVISION OF VENUE, ACCOMMODATION, AND  
TRANSPORTATION SERVICES FOR THE IGTL GEOSCIENCE  
CONFERENCE 2026**



## CONTENT

1	INVITATION	3
2	PROCEDURE PROGRAM	5
3	ANNEX I - PROPOSAL TEMPLATE	9
4	ANNEX II - DECLARATION OF ACCEPTANCE OF THE TERMS OF REFERENCE	11
5	ANNEX III - DECLARATION OF NON-IMPEDIMENT	12
6	ANNEX IV – EVALUATION MODEL	13
7	ANNEX V - TERMS OF REFERENCE	16



## I INVITATION

<b>1. Procedure Identification</b>
SDC/01/IGTL/I/2026 – Provision of Venue, Accommodation, and Transportation Services for the IGTL Geoscience Conference 2026
<b>2. Contracting Authority:</b>
Instituto de Geociências de Timor-Leste, Instituto Público
<b>3. Contact Details of the Contracting Authority:</b>
City 8, CBD Piso 2, Rua Hás-Laran, Manleuana, Dili – Timor-Leste, Telephone: 3310179
<b>4. Entity or Procurement Service</b>
Unidade de Aprovisionamento – IGTL
<b>5. Contact Details of the Procuring Entity or Service</b>
City 8, CBD Piso 2, Rua Hás-Laran, Manleuana, Dili – Timor-Leste, Telephone: 3310179
<b>6. Object of the procedure</b>
Provision of Venue, Accommodation, and Transportation Services for the IGTL Geoscience Conference 2026
<b>7. Type of Procedure</b>
Request for Quotation
<b>8. Place of Contract Execution</b>
Instituto de Geociências de Timor-Leste, Instituto Público, City 8, CBD Piso 2, Rua Has-Laran, Manleuana, Dili, Timor-Leste
<b>9. Deadline for the performance of the services and/or the duration of the contract</b>
1 month
<b>10. Required Eligibility Documents</b>
<b>Disqualifying criteria (mandatory):</b> failure to comply with any of the following criteria will result in the disqualification of the proposal.
<ul style="list-style-type: none"><li>• Valid commercial registration certificate;</li><li>• Valid registration certificate;</li><li>• Valid economic activity license;</li><li>• Valid tax certificate (certificate of no outstanding debts);</li><li>• Company statutes/articles of association;</li><li>• Company ownership registration title and a valid voter card, national identity card, or passport.</li></ul>
<b>11. Qualifications and required qualification documents</b>
<b>Disqualifying criteria (mandatory):</b> failure to comply with any of the following will result in the disqualification of the proposal.
<b>1. Financial capacity:</b>
<ul style="list-style-type: none"><li>• Proof of financial capacity corresponding to at least 50% of the value of the financial proposal.</li><li>• This must be demonstrated through a bank statement showing cash flow for the last three months.</li></ul>
<b>2. List of contracts:</b>
<ul style="list-style-type: none"><li>• Submission of a list of contracts for similar or nearly similar services in terms of complexity.</li></ul>
<b>3. Experience documentation:</b>





<ul style="list-style-type: none"> <li>Submission of copies of contracts for similar service provision.</li> </ul>
<b>12. Form of consultation of the procedural documents</b>
Interested bidders can obtain information about this Request for Quotation at the IGTL office during working hours.
<b>13. Price for Supplying the Procurement Documents</b>
Free <input checked="" type="checkbox"/>
Price: .....
<b>14. Pre-Bid Conference</b>
Not applicable
<b>15. Method of Submission of Proposals</b>
<ul style="list-style-type: none"> <li>Proposals must follow the model provided in Annex I.</li> <li>Proposals must be submitted in a sealed and opaque envelope, clearly indicating on the front the identification of the procedure and the contracting authority.</li> <li>Proposals must be delivered, against a receipt, to the address of the procuring entity or service within the deadline for submission of proposals.</li> </ul>
<b>16. Deadline for Submission of Proposals</b>
Proposals must be submitted within [... <u>4</u> ... days], by [16:30], Dili time zone, Timor-Leste, on [... <u>15</u> ...] [... <u>January</u> ...] [... <u>2026</u> ...].
<b>17. Urgent Procedure</b>
Yes <input type="checkbox"/>
No <input checked="" type="checkbox"/>
<b>18. Minimum Validity Period of Proposals</b>
30 days
<b>19. Award Criterion</b>
Best price-quality ratio
<b>20. Guarantees</b>
Performance guarantee:
Yes <input type="checkbox"/>
No <input checked="" type="checkbox"/>
Quality guarantee:
Yes <input type="checkbox"/>
No <input checked="" type="checkbox"/>
<b>21. Author of the Invitation</b>
Name: Victor Aleluia de Sousa Vicente
Position: Vice-Presidente do IGTL
<b>22. Date of Opening of the Procedure / Publication of the Notice on the Procurement Portal</b>
... <u>12</u> ... of January 2026



## 2 PROCEDURE PROGRAM

1. Procedure Identification:	SDC/01/IGTL/II/2026 – Provision of Venue, Accommodation, and Transportation Services for the IGTL Geoscience Conference 2026
2. Contracting Authority:	Instituto de Geociências de Timor-Leste, Instituto Público
3. Contact details of the contracting authority:	website: <a href="http://www.igtl.tl">www.igtl.tl</a> ; Phone: (+670) 3310179
4. Entity or Procurement Service	Unidade de Aprovisionamento – IGTL
5. Contact details of the procurement entity or service	IGTL, IP, City 8, CBD Level 2, Rua Hás laran, Manleuana, Dili – Timor-Leste Phone: 3310179
6. Object of the procedure	Provision of Venue, Accommodation, and Transportation Services for the IGTL Geoscience Conference 2026
7. Type of procedure	Request for Quotation
8. Place for Contract Execution	Instituto de Geociências de Timor-Leste, Instituto Público, City 8, CBD Piso 2, Rua Has-Laran, Manleuana, Dili, Timor-Leste
9. Deadline for the performance of the services and/or the duration of the contract	1 Month
10. Required qualification documents	<p>Disqualifying criteria (mandatory): failure to comply with any of the following criteria will result in the disqualification of the proposal.</p> <ul style="list-style-type: none"> <li>• Valid commercial registration certificate;</li> <li>• Valid registration certificate;</li> <li>• Valid economic activity license;</li> <li>• Valid tax certificate (certificate of no outstanding debts);</li> <li>• Company statutes/articles of association;</li> <li>• Company ownership registration title and a valid voter card, national identity card, or passport.</li> </ul>
11. Qualifications and required qualification documents	<p>Disqualifying criteria (mandatory): failure to comply with any of the following will result in the disqualification of the proposal.</p> <p><b>Financial capacity:</b></p> <ul style="list-style-type: none"> <li>• Proof of financial capacity corresponding to at least 50% of the value of the financial proposal.</li> <li>• This must be demonstrated through a bank statement showing cash flow for the last three months.</li> </ul> <p><b>List of contracts:</b></p> <ul style="list-style-type: none"> <li>• Submission of a list of contracts for similar or nearly similar services in terms of complexity.</li> </ul> <p><b>Experience documentation:</b></p>



	<ul style="list-style-type: none"> <li>• Submission of copies of contracts for similar service provision.</li> </ul>
<b>12. Form of consultation of the procedural documents</b>	Interested bidders can obtain information about this Request for Quotation at the IGTL office during working hours.
<b>13. Clarifications and rectification of documents</b> <ul style="list-style-type: none"> <li>• Interested parties must request the clarifications necessary for a proper understanding and interpretation of the parts of the procedure and submit a list in which they expressly and unequivocally identify the errors and omissions in the parts of the procedure that they have detected before one third of the deadline set for the submission of proposals has elapsed.</li> <li>• Clarifications are requested in writing, by means of a letter delivered to the address of the entity or procurement service or sent to the email address of the entity or procurement service.</li> </ul>	
<b>14. Competitor</b> <ul style="list-style-type: none"> <li>• Any natural or legal person or group may be a competitor.</li> <li>• Members of a competing group may not be candidates or competitors in the same procedure, nor may they be part of another competing group.</li> <li>• Natural or legal persons who: <ul style="list-style-type: none"> <li>a. Are in a situation or process of insolvency, cessation or suspension of activity, dissolution or liquidation;</li> <li>b. Are in default of any pecuniary obligation owed to the State or any other public entity, in particular taxes and social security contributions;</li> <li>c. Have been convicted, by a final judgment, within the last five years, of a crime related to their professional conduct, to the provision of false declarations or of erroneous information regarding their qualifications for the conclusion of a contract with a contracting authority;</li> <li>d. They have been convicted of corruption, influence peddling, fraud, tax fraud, money laundering, criminal association, terrorism, terrorist financing or human trafficking by a final judgment within the last ten years;</li> <li>e. Have provided, directly or indirectly, technical advice in the preparation or drafting of procedural documents;</li> <li>f. Are affected by conflicts of interest that cannot be effectively corrected by other less burdensome measures than exclusion;</li> <li>g. Have, in the last two years, terminated a contract without just cause or have been ordered by a final decision to pay compensation for breach of contract;</li> <li>h. Have been subject to an accessory sanction prohibiting participation in procurement procedures which has not expired;</li> <li>i. Adopt, participate in, support or encourage the conduct listed in no. 1 of article 31 of the Procurement and Public Contracts Code.</li> </ul> </li> <li>• The impediment provided for in the previous number also applies to legal persons when their managers, administrators or management bodies are in any of the situations listed therein.</li> </ul>	
<b>15. Form of submission of proposals</b> <ul style="list-style-type: none"> <li>• The Proposals must follow the model set out in Annex I.</li> <li>• The proposals must be placed in an opaque, sealed envelope, with the identification of the procedure and the contracting authority indicated on the front.</li> <li>• The proposals must be delivered, against receipt of delivery, to the address of the procurement entity or service within the deadline for the submission of proposals.</li> </ul>	
<b>16. Documents constituting the proposal</b> <ul style="list-style-type: none"> <li>• The proposal is made up of the following documents:</li> </ul>	



<ul style="list-style-type: none"> <li>a. The competitor's declaration, under a pledge of honor, of unconditional acceptance of the terms of reference, according to the model provided for in annex II;</li> <li>b. Declaration by the competitor, on his honor, that he is not prevented from participating in the provisioning procedure, in accordance with the model provided for in annex III;</li> <li>c. Technical proposal, which includes the documents relating to the conditions of execution;</li> <li>d. Financial proposal, which includes the price;</li> <li>e. Note justifying an abnormally low price, when the price presented in the proposal is abnormally low;</li> </ul>	
<b>20. Language</b> <ul style="list-style-type: none"> <li>• Proposals must be submitted in Portuguese, Tetum or English.</li> <li>• The documents accompanying the proposal may be submitted in the original foreign language version together with a translation into one of the official languages.</li> </ul>	
<b>21. Documents that must accompany the proposals and the form of submission</b> <ul style="list-style-type: none"> <li>• The proposal must be accompanied by the copies of following documents <ul style="list-style-type: none"> <li>a. Valid commercial registration certificate;</li> <li>b. Valid registration certificate;</li> <li>c. Valid economic activity license;</li> <li>d. Valid tax certificate (certificate of no outstanding debts);</li> <li>e. Company statutes/articles of association;</li> <li>f. Company ownership registration title and a valid voter card, national identity card, or passport.</li> </ul> </li> </ul> <p><b>The documents listed in the previous number must be presented in the same way as the proposal.</b></p>	
<b>22. Deadline for submission of proposals</b> <p>The deadline for submission of proposal will be on <u>15</u> of January 2026 at 16:30 Timor-Leste time. Late application will not be considered.</p>	
<b>23. Urgent Deadline</b>	No
<b>24. Deadline for correcting irregularities found in the documents submitted</b>	3 days
<b>25. Opening of proposals</b>	Proposal will be opened by the Evaluation team
<b>26. Minimum Proposal validity period</b>	60 days
<b>27. Existence of a negotiation phase and modality</b>	No
<b>28. Award criteria</b>	The best price-quality ratio
<b>29. Evaluation model</b>	The evaluation model is presented in Annex IV.
<b>30. Existence of essential factors</b>	No
<b>31. Tie-breaking criteria</b> <ul style="list-style-type: none"> <li>• In the event of a tie, the proposals will be ranked in descending order taking into account the best score obtained in the factors and sub-factors of the technical evaluation with the highest evaluation weight.</li> </ul>	





<ul style="list-style-type: none"> <li>In the event of a remaining tie, the proposals will be drawn by lot.</li> </ul>	
32. <b>Numeric value below which proposals are excluded</b>	Minimal 60 point
<b>33. Guarantee</b>  <b>Performance Guarantee:</b>  Yes <input type="checkbox"/>  No <input checked="" type="checkbox"/>  <b>Quality Guarantee:</b>  Yes <input type="checkbox"/>  No <input checked="" type="checkbox"/>	
<b>34. Calendar</b>  The dates contained in this timetable are indicative and depend on the date on which the procedure is opened.	
<b>Phases</b>	<b>Date</b>
Announcement	...12... January 2026
Deadline for submission of proposals	...15... January 2026 (16:30)
Opening of proposals	Proposal will be opened by the Evaluation team
Award of contract	10 days after the date of the notification of evaluation result.
Signing of contract	Within 5 days upon receiving acceptance letter
<b>35. Applicable legislation and jurisdiction</b> <ul style="list-style-type: none"> <li>In all that is omitted from this program, the provisions of the Legal Regime for Procurement, Public Contracts and the respective infractions, approved by Decree-Law no. 22/2022, of May 11, shall apply.</li> <li>In the event of any disputes, these will be settled using Timorese law at the Dili District Court, expressly waiving any other.</li> </ul>	

Dili, January 13, 2026

Job Brites dos Santos  
President of IGTL



### **3 ANNEX I - PROPOSAL TEMPLATE**

The proposal must be organized according to the structure of this model and include all the elements referred to in it, unless there is any aspect that is not applicable or does not exist and which must be expressly stated as such, otherwise it will be considered missing.

The document may not exceed 50 (fifty) pages, preferably in A4 format, Arial 10 font and 1.5 spacing.

The page limit does not apply to the documents accompanying the proposal, namely the qualification documents, the classification documents and the curriculum vitae.

All the requirements set out in the technical specifications are mandatory and failure to comply with them, or omission of the elements set out in this model, will constitute grounds for exclusion.

## **MODEL**

### **CHAPTER I - INTRODUCTION**

Where the bidder presents its understanding of the work and services to be provided and other content that it considers pertinent as an introduction to its proposal.

### **CHAPTER 2 - PROPOSED SERVICES**

In this chapter, the bidder must demonstrate the suitability of the proposal to the requirements and specifications described in Part II of the Terms of Reference.

To this end, the bidder must describe the main technical activities of the service, indicating the tools they intend to use;

### **CHAPTER 3 - IMPLEMENTATION**

In this chapter, the bidder must demonstrate that the proposal meets the implementation requirements of Part II of the Terms of Reference.

To this end, the bidder must describe the project implementation methodology, detailing activities, results, responsibility and interdependence.

### **CHAPTER 4 - ORGANIZATION AND TEAM**

The proposal must present and describe:

1. The organizational structure of the team and other parties involved, and the composition of the team assigned to the execution of the contract.
2. For each member of the team, their profile, academic background, main skills, the role and responsibilities they will carry out in the planned team, as well as the certifications defined in the Terms of Reference by profile.
3. The information provided above must be accompanied by an up-to-date curriculum vitae and proof of the certifications declared.





## CHAPTER 5 - FINANCIAL CONDITIONS

In this chapter, the proposal must present the following elements relating to the financial conditions:

1. The overall price of the service, i.e. the price to be paid by the Public Contractor for the execution of all the services that are the object of the contract to be concluded;
2. Detailed unit price figures. Prices must be indicated in numerals and in full. In the event of contradiction, the values indicated in full shall prevail.



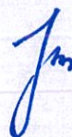


#### 4 ANNEX II - DECLARATION OF ACCEPTANCE OF THE TERMS OF REFERENCE

[Name of the company/grouping/entrepreneur], [Identification document number], with registered office at [address], hereby represented by [name] in the capacity of its legal representative (in the case of a company/grouping), declares, on oath, that it unconditionally accepts the specifications for the procurement procedure [identification of the procedure].

Dili, [Date]

[Name, position and signature]





## 5 ANNEX III - DECLARATION OF NON-IMPEDIMENT

[Name of the company/grouping/entrepreneur], [Identification document number], with registered office at [address], hereby represented by [name] as its legal representative (in the case of a company/grouping), declares, under oath, that it is not prevented from participating in the provisioning procedure because it does not find itself in any of the situations provided for in article 29 of the Procurement and Public Contracts Code.

Dili, [Date]

[Name, position and signature]





## 6 ANNEX IV – EVALUATION MODEL

The award criteria are the best price-quality ratio.

The proposals will be evaluated according to the factors, sub-factors and weightings described below:

Components	Weighting	Factors	Weighting	Indicator	Weighting
Technical	60%	Technical factor 1 – Experience in Similar or Nearly Similar Services (Provision of Venue, Accommodation, and Transportation Services for conferences or large events)	30%	<ul style="list-style-type: none"> <li>Proven experience in providing venue, accommodation, and transportation services for conferences, workshops, or large-scale events of similar size and complexity.</li> <li>Submission of copies of similar contracts, completion certificates, or reference letters.</li> <li>Experience with international speakers and multi-day events is considered an advantage.</li> </ul>	
		Technical factor 2 – Compliance with ToR and Quality of Technical Proposal	20%	<ul style="list-style-type: none"> <li>Demonstrated understanding of the ToR objectives and scope of work.</li> <li>Full compliance with venue requirements (capacity, seating arrangements, AV, interpretation equipment, Wi-Fi, catering areas, security).</li> <li>Compliance with accommodation standards (location, room quality, services).</li> <li>Compliance with transportation requirements (airport transfers, daily</li> </ul>	







The overall score of the proposals will be equal to the sum of the scores of the factors, taking into account the weighting of each factor, obtained using the following formula:

$$(\text{Technical factor 1} \times \dots\%) + (\text{Technical factor 2} \times \dots\%) + (\text{Technical factor 3} \times \dots\%) + (\text{Financial factor 1} \times \dots\%) = \text{Overall score}$$



## 7 ANNEX V - TERMS OF REFERENCE

<b>Identification of the procedure:</b>	SDC/01/IGTL/I/2026
<b>Contracting authority:</b>	Instituto de Geociências de Timor-Leste, Instituto Público (IGTL)
<b>Object of the procedure:</b>	Provision of Venue, Accommodation, and Transportation Services for the IGTL Geoscience Conference 2026



## **PART I**

### **LEGAL CLAUSES**

#### **Clause 1**

##### **Terms of Reference and contract**

1. These Terms of Reference comprise the clauses of the contract to be concluded following the procurement procedure for contractual object in accordance with the technical specifications contained in Part II of the Terms of Reference.
2. The contract to be concluded also includes the clarifications and rectifications relating to the specifications made by the contracting authority, the proposal awarded and the clarifications relating to the proposal made by the author of the proposal.

#### **Clause 2**

##### **Contractual object**

The contractual object is the Provision of Venue, Accommodation, and Transportation Services for the IGTL Geoscience Conference 2026.

#### **Clause 3**

##### **Obligations of the private contractor**

The private company shall provide the service with the highest quality standards and specifications.

#### **Clause 4**

##### **Obligations of the public contractor**

The public contractor shall supervise the provision of services, ensure that the service are delivered according to the required terms of reference or specification, and execute the payment in a timely manner.

#### **Clause 5**

##### **Place of execution of contractual services**

Instituto de Geociências de Timor-Leste, Instituto Público, City 8, CBD Piso 2, Rua Has-Laran, Manleuana, Dili, Timor-Leste.

#### **Clause 6**

##### **Deadline for the execution of contractual services or the duration of the contract**

The duration of the contract is 1 month.



## **Clause 7**

### **Payment**

1. Upon completion of the service, the selected company shall submit an invoice to IGTL for processing.
2. Payment shall only be made once the selected company has fully complied with all contractual obligations as of the date the invoice is submitted.
3. IGTL shall process and release payment within **sixty (60) days** following completion of the service and receipt of the corresponding invoice.

## **Clause 8**

### **Intellectual property**

1. Ownership of intellectual property rights over any works and materials developed, created, modified or customized by the private contractor for the public contractor or by the public contractor under the Contract, including in particular writings, reports, schemes, drawings, images, photographs, specifications, parameterizations, data in electronic format and tabulations, surveys and questionnaires, inventions, technical innovations, know-how, processes, techniques, research methods, documents or any other creations, of any nature or medium, belongs to the public contractor, with the agreed contract price being considered sufficient consideration for this.
2. With the acceptance of the goods, services and/or works which are the object of this contract, ownership of them is transferred to the public contractor, as well as of all the documents drawn up by the private contractor, and the public contractor may use, reproduce, alter and transfer them freely, without any restrictions and without the need for authorization from the private contractor.
3. The private contractor shall be liable for the infringement of any patent, design, license, project, trademark, name or any other intellectual, industrial or similar property rights relating to the goods, services or works covered by the contract, namely projects, studies, computer programs, equipment, materials, documentation or work carried out.

## **Clause 9**

### **Confidentiality**

1. The private contractor undertakes not to disclose any information and documentation, technical and non-technical, commercial or otherwise, of which it becomes aware under or in connection with the performance of the contract.
2. No document or data to which the private contractor has access, directly or indirectly, within the scope of the contract may be reproduced without the express written authorization of the public contractor.
3. The private contractor undertakes not to use the information obtained for purposes unrelated to the performance of the contract.



4. The duty of confidentiality shall remain in force after the termination of the obligations arising from the contract.
5. The duty of confidentiality does not apply to information and documentation which has been proven to be in the public domain, or which the private contractor is legally obliged to disclose by law, legal proceedings or at the request of regulatory authorities or other competent administrative bodies.

## **Clause 10**

### **Termination of the contractual position**

Without prejudice to the other situations provided for in the Procurement and Public Contracts Code, in the event of non-compliance with the contractual obligations by the private contractor, the public contractor may notify the private contractor to transfer its contractual position to a competitor ranked in a subsequent position, to be indicated by the public contractor.

## **Clause 11**

### **Communications and notifications**

1. The notifications and communications to be made within the scope of the contractual execution are made under the terms of article 20 of the Procurement and Public Contracts Code.
2. The parties' contact details are as follows:
  - a) Public Contractor:  
Unidade de Aprovisionamento – IGTL  
Address: City 8, CBD Piso 2, Rua Has Laran, Manleuana, Díli, Timor-Leste  
Phone: (+670) 33 10-179  
E-mail: [aprovisionamento@igtltl](mailto:aprovisionamento@igtltl)
  - b) Private contractor:  
[Name and position]  
[Address]  
[Email address]

## **Clause 12**

### **Contractual penalties**

1. In the event of non-compliance with the deadlines set out in this contract due to a cause attributable to the Private Contractor, a pecuniary penalty of 1% (one percent) may be applied for each day of delay until effective compliance.
2. Without prejudice to the provisions in previous number, failure by the Private Contractor to comply with any of the obligations arising from this contract, shall entitle the Public Contractor communicate, in writing, the loss of interest in contracting and the immediate resolution of the contract cumulatively with the effectuation of contractual and extra-contractual civil liability for damages caused.

## **Clause 13**



### **Settlement of disputes**

Any omissions and disputes relating to this public contract that cannot be resolved by mutual agreement between the parties shall be submitted to the **RJA** in force and, in the absence of mutual agreement, to the jurisdiction of the **District Court of Dili, East Timor**.

### **Clause 14**

#### **Applicable law**

This contract is governed by the legislation of the Democratic Republic of Timor-Leste, in particular by Decree-Law No. 1/2025 of January 8 *Procurement and Public Contracts Code*.



**PART II**  
**TECHNICAL CLAUSES**

**Terms of Reference (TOR)**

**Project Title: Provision of Venue, Accommodation, and Transportation  
Services  
For the IGTL Geoscience Conference 2026**

**Dates: February 5-6, 2026**

**1. Background**

The IGTL Geoscience Conference 2026, titled "Geoscience for Nation Building: Data, Resources and Resilience for Timor-Leste's Future," is an international event organized by Instituto de Geonciências de Timor Leste (IGTL, I.P) to promote geoscience research, innovation, and collaboration focused on Timor-Leste's sustainable development. The conference will take place on 5-6 February 2026 and will host approximately 12 keynote speakers from various international and local institutions.

The conference aims to bring together experts, researchers, and policymakers to discuss critical topics such as Geoscience for Disaster Risk Reduction: Protecting Lives, Infrastructure, and National Development; and Geoscience, Mineral Resources & Energy for Economic Growth of Timor Leste. To ensure the success of this event, a suitable venue must be secured in Timor-Leste, along with comprehensive arrangements for the keynote speakers' accommodation and transportation. This ToR outlines the requirements for engaging a service provider or internal team to handle these logistics.

**2. Objectives**

The primary objectives of this ToR are:

- To secure a high-quality venue in Timor-Leste that meets the conference's requirements for capacity, facilities, and accessibility.
- To arrange safe, comfortable, and convenient accommodation for the 12 keynote speakers.
- To provide efficient transportation services for the keynote speakers, including airport transfers and local mobility during the conference period.
- To ensure all arrangements are completed on time, within budget, and in compliance with health, safety, and environmental standards.

**3. Scope of Work**

The scope of work includes, but is not limited to, the following activities:

**3.1 Venue**

- Provide a suitable venue in Timor-Leste (e.g., conference centers, hotels) that can accommodate approximately 200-300 participants, Round Table and Classroom seating style.
- Ensure the venue has the necessary facilities, including:
  - Main conference hall with audio-visual equipment and high-speed, reliable Wi-Fi throughout the venue.



- Full audio-visual package: projectors, screens, microphones (lapel and handheld), sound system, and a dedicated technician on-site for the duration of the conference.
- Simultaneous interpretation equipment (if required).
- Podium and stage for speakers
- A spacious area for registration, coffee breaks, lunches, and poster sessions.
- Breakout rooms for workshops or parallel sessions.
- Catering areas for meals and refreshments.
- Parking and security arrangements.
- Book the venue for the full duration of the conference (5-6 February 2026), including setup time (e.g., 4 February 2026).
- Negotiate and finalize contracts, including costs for venue hire, technical support, and any additional services.

### **3.2 Accommodation for Keynote Speakers**

- Arrange accommodation for 12 keynote speakers for a minimum of 4-5 nights (e.g., 3-7 February 2026) to cover arrival, conference days, and departure.
- Select hotels or guesthouses in close proximity to the venue, preferably in Dili or another accessible location in Timor-Leste.
- Ensure rooms are of a high standard (e.g., single or double occupancy with en-suite bathrooms, air-conditioning, and Wi-Fi).
- Coordinate with speakers to confirm preferences (e.g., dietary requirements, accessibility needs) and handle bookings accordingly.
- Include provisions for any additional services, such as airport shuttles from the accommodation if not covered under transportation.

### **3.3 Transportation for Keynote Speakers**

- Arrange ground transportation for the 12 keynote speakers, including:
  - Airport transfers (e.g., from Presidente Nicolau Lobato International Airport in Dili to their accommodation and the venue).
  - Local transportation during the conference (e.g., daily shuttles between accommodation and venue, and for any site visits or events).
- Ensure vehicles are safe, reliable, and appropriate (e.g., air-conditioned cars or vans for groups).
- Coordinate schedules based on speakers' flight details and conference itinerary.
- Comply with local regulations, including insurance, driver licensing, and health protocols.

### **3.4 General Requirements**

- Conduct site visits and inspections to verify the suitability of venues, hotels, and transportation options.
- Manage all communications with vendors, speakers, and the organizing committee.
- Ensure environmental sustainability (e.g., select eco-friendly venues or transportation options where possible).
- Handle any contingencies, such as alternative arrangements in case of unforeseen issues (e.g., venue unavailability).

## **4. Deliverables**

The following deliverables must be provided by the service provider or responsible party:



- A detailed proposal for venue options, including cost estimates, floor plans, and availability, submitted within 2 weeks of assignment.
- Confirmed venue booking contract and payment schedule.
- Confirmed accommodation bookings for the 12 keynote speakers, including itineraries and confirmation letters.
- Confirmed transportation schedule and arrangements, including a logistics plan.
- A final report summarizing all arrangements, costs, and any risks or issues, to be submitted 1 week before the conference.
- Post-event feedback on the services provided.

## 5. Timeline

The following key milestones must be adhered to:

- Issuance of ToR: Immediate (upon approval).
- Submission of initial proposals (venue, accommodation, transportation options): Within 2 weeks from the start date.
- Finalization of bookings: By 19 January 2026 (to allow time for contracts and adjustments).
- Confirmation of all arrangements: By 26 January 2026.
- Conference dates: 5-6 February 2026.
- Post-event review: Within 2 weeks after the conference (by 20 of February 2026).

## 6. Budget and Resources

- The total budget for venue booking, accommodation, and transportation must include:
  - Venue hires and setup
  - Accommodation for 12 speakers
  - Transportation
  - Catering cost per person
  - Hotel room rate per night
  - Cost per airport transfer and per day for shuttle services
  - Total consolidated cost for all services
  - Payment schedule and terms
- The service provider must provide a detailed breakdown of costs and justify any expenses. Resources may include access to the organizing committee for coordination and decision-making.

## 7. Roles and Responsibilities

- Service Provider (e.g., event management company or internal logistics team): Responsible for all planning, execution, and reporting as outlined in the scope. They must liaise with vendors and speakers.
- Organizing Committee: Provide necessary information (e.g., speaker details, conference agenda), approve proposals, and oversee the overall process.
- Keynote Speakers: Provide travel itineraries and preferences in a timely manner.

## 8. Evaluation Criteria

Success will be evaluated based on:

- Timely delivery of all deliverables.
- Adherence to budget and quality standards (e.g., venue suitability, speaker satisfaction).



- Compliance with legal, health, and safety requirements.

### **9. Submission Guidelines**

Interested service providers should submit a proposal including:

- Company profile and relevant experience.
- Understanding of the requirements.
- Detailed proposed solution and cost breakdown.
- Evidence of past successful events of a similar nature.

### **10. Reporting and Monitoring**

- The service provider must submit bi-weekly progress reports to the organizing committee.
- Any changes to the scope or timeline must be approved in writing.
- Risks (e.g., venue cancellations) must be identified and mitigated proactively.