



**GABINETE DE ADMINISTRAÇÃO
DIVISÃO DE APROVISIONAMENTO**

**REQUEST FOR QUOTATION (RFQ)
Maintenance Service Air-Conditioners and freight forwarding handling**

Banco Central De Timor-Leste is soliciting competitive bids from interested and qualified vendors for regular maintenance service air-conditioner and freight forwarding handling.
This Invitation to Bids (RFQ) is part of the BCTL's Procurement Committee process to fulfill best practice for transparency and accountability.

REQUIREMENTS

1. The RFQ shall be conducted following a formal procedure wherein Technical Bids and Financial shall be submitted separately in a sealed envelope.
2. Bids shall remain valid for a period of 20 (twenty) days after the Bid RFQ submission date of 7 November 2025
3. Interested Bidders may obtain further details regarding this RFQ from the BCTL Procurement Division
4. Bids should be marked "Confidential" with the bid number and submitted directly to the Tender Box located at BCTL office (Front Desk) no later than 4.00pm on 26 November 2025.
5. Bidders should clearly state full name, address, telephone, email address and name of the principal contact or representative.
6. Bidders shall provide a copy of business registration, tax details, Certidão Dívidas as legalized including company profile.

The invitations are provided as follows:

RFQ Ref.: BCTL-25.042

- Regular maintenance service for air-conditioner's

RFQ Ref.: BCTL-25.043

- Freight Forwarding Handling

For more details, please consult with BCTL during office working hours to access and collect all necessary information and **Tender bid Documents** as needed. Should you have any further questions please do not hesitate to contact telephone: 3313 718. the (BCTL-Procurement Division) Ext: 217 during office hours.

Dili; 6 November 2025


Ana Paula Amaral
Director of Administration



REQUEST FOR QUOTATION (RFQ) Ref. No.: BCTL -25.043

The Banco Central de Timor-Leste (hereinafter referred to BCTL) hereby solicits your quotation for the items listed in Requirement sheet. Early delivery will be of paramount importance.

REQUIREMENT

You are kindly requested to submit your quotation by facsimile to no. + 670 3313 716, or hand delivery to BCTL attention (Herculano T. de araujo) before the close of business (November 26th 2025).

No.	Description	Qty	Unit	Unit Price	Total Price
1	Freight Forwarding Handling charges				
	▪ Handling the goods that arrive in Dili Port or in Dili airport sea local charge	lots	unit		
	▪ Bill local handling charge sea freight LCL import tariff	lots	Unit		
	▪ Dili local handling Charge airfreight imports local charge	lots	unit		
	<i>The specification for all items freight charges sees in the attached</i>				

In addition to price your Quotation should include following information:

Delivery date (after receipt of order) _____

Payment terms (discounts) _____

In addition to price your Quotation should include following information:

Delivery date (after receipt of order) _____

Payment terms (discounts) _____

Validity of Quotation (20 days from offer) _____

Name of Authorized Representative: _____

Signature: _____

Title: _____

Name & Address of Vendor: _____

Telephone No: (_____) Facsimile No: (_____) _____

INSTRUCTION TO VENDORS:

The deadline for submission of the bids under this RFQ is November 26th, 2025

Quotations and correspondence must be in the English Language only. Submission on other language will be not considered. Quotation may be submitted in hard copy of facsimile to the following address:

Banco Central de Timor Leste
Procurement Division
Avª Xavier do Amaral No.9, PO BOX 59, Dili Timor Leste
Telp: + (670) 3313718 Fax: + (670) 3313 716

All quotations must include the following:

- Unit and total price in USD for the items listed in the requirement sheet.
- Discounts, if there are any, are to be offered separately with a clear notion whether they are valid for partial order for complete orders.
- Specify the brand names proposed and statement of compliance with the attached.
- Delivery charges and terms of delivery to Dili
- Delivery date

Changes of substitutions or other alterations to the technical specifications in the requirements stipulated in this RFQ will not be accepted unless approved in writing by BCTL.

This RFQ contains no contractual offer of any kind. Any quotation submitted will be regarded as a firm quotation made by the vendor.

No contractual relationship will exist except pursuant to a written purchase order or contract document signed by a BCTL duly authorized official from the procurement Division.

This RFQ does not commit the BCTL to consider any quotation or to award a purchase order or contract. The BCTL may accept any or all quotation in whole or in part.

All quotations will be evaluated in accordance with the provisions of the BCTL Regulations as well as the requirements of this Request for Proposal. The following criteria will be considered in evaluating the quotations:

- Business Registration Legalize
- Lowest price offered.
- compliance with technical requirements.
- delivery time offered.
- discounts offered.
- warranty offered.
- Technical support after warranty period

BCTL preclude advance payments and payments by letter of credit, except in special circumstances. Such provisions in a quotation will be prejudicial to its evaluation by the BCTL.

Your quotation shall remain open and valid for no less than 20 days from the date of closing indicated in this Request for Quotation.

BCTL reserves the right to split an award between any vendor in any combination as it may be appropriate.

Any award resulting from this Request for Quotation will be subject to the BCTL General Conditions for Contracts for purchase of goods as attached.

Payment will be made by bank transfer within 30 days upon our Satisfactory Receipt and Inspection Report and submission of your invoice to Procurement Division.

Queries

Queries arising from this RFQ should be directed to director of Administration.

Yours sincerely



Herculano Tavares de Araujo
Manager Procurement.



THE DETAILS SPECIFICATION OF FREIGHT FORWARD HANDLING

1) HANDLING THE GOODS THAT ARRIVE IN DILI PORT OR IN DILI AIRPORT SEA LOCAL HANDLING CHARGE

LCL SHIPMENT

No.	Description's	Rate in US\$	Rate in US\$
		Per 20FT/BL	Per 40FT/BL
1	CUSTOM CLEARANCE		
2	Port Handling Fee (INSPECTION Fee)		
3	DDC (Destination Documents fee)		
4	Delivery Order (DO) Fee		
5	LO/LO (LIFT ON / LIFT OFF)		
6	Withholding Tax		
7	DISTINATION STUFFING / UNSTAFFING CHARGE WITH MANPOWER		
8	DESTINATION FOR TERMINAL HOLDING CHARGE		
9	DESTINATION DEPOT / YARD STORAGE		
10	TRUCKING From Tibar port to Dili CITY Limit		
11	Customs Clearance- SMALL Vehicle (inspection & plate including)		

2) BIL LOCAL HANDLING CHARGE- SEAFREIGHT LCL IMPORT TARIF

No.	Description's	Rates in US\$
		PER WM / BL
1	CUSTOM CLEARANCE	
2	Destination AWB FEE	
3	Destination Documents processing fee	
4	Destinanton Handling charge	
5	Destination CFS Charge	
6	Destination Forklift Charge	
7	Destination Terminal Handling Charge	
8	Security Surcharge	
9	Delivery LCL empty container	
10	East Timor withholding tax	
11	Storage Charge after first 10 Days Free	
12	Destination Agency & DO Fee (If not via Bollore TSL Console)	
13	Destination Delivery from Tibar port to Dili City Limit	

3) DILI LOCAL HANDLING CHARGE-AIRFREIGHT IMPORT LOCAL TARIF

No.	Description	Rates and US\$
1	Destination Documents processing fee	
2	Destination Airport charge	
3	Destination Terminal Handling • Minimum • 50-750 KGS • Above 750 KGS	
4	Detonation storage Charge	
5	Destination import custos Clearance	
6	Manpower 9IF Requested	
	• minimum • Over 100 KGS	
7	Destination Delivery Charge from Airport to Dili City Limit	
	• Minimum • Up to 100 KGS • Up to 100 KGS • Up to 200 KGS • Up to 500 KGS • Up to 1000 KGS • Over 1000 KGS • DG Handling Charge	



REQUEST FOR QUOTATION (RFQ) Ref. No.: BCTL -25.042

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No.	Description	Qty	Unit	Unit Price	Total Price
1	Regular Maintenance service for Airconditioners				
	▪ Air conditioners at Office Dili	56	unit		
	▪ Air conditioners at Sede Regional Raean	11	Unit		
	<i>The specification for all items sees in the attached</i>				

In addition to price your Quotation should include following information:

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Payment terms (discounts) _____

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Payment terms (discounts) _____

Validity of Quotation (20 days from offer) _____

Name of Authorized Representative: _____

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Title: _____

Name & Address of Vendor: _____

Telephone No: (_____) Facsimile No: (_____) _____

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Queries

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Yours sincerely



Herculano Tavares de Araujo
Manager Procurement.



List Air Conditioner BCTL DIII

No.	Description	DEPART/DIV		Time	Condition AC	Remarks
				24 Hour	Date Services	
1	Air Conditioner PANASONIC CEILING 2PK	Governor Office	1			
2	Air Conditioner PANASONIC CEILING 2PK	Board Room	1			
3	Air Conditioner DAIKIN 2PK		1			
4	Air Conditioner SHARP 2 PK	ICAU	1			
5	Air Conditioner TCL 2PK	DG Rafael Office	1			
6	Air Conditioner BEKO 1 PK	DFSS Meeting Room	1			
7	Air Conditioner LG 3PK	Supervision Department	1			
8	Air Conditioner DAIKIN 3 PK		1			
9	Air Conditioner LG 2PK	Economic Department	1			
10	Air Conditioner BEKO 1.5PK	Accounting & Budget	1			
11	Air Conditioner TCL 1.5PK	Cris Room	1			
12	Air Conditioner PANASONIC 5HP	Accounting Department	1			
13	Air Conditioner PANASONIC 1.5HP	DG Sara Room	1			
14	Air Conditioner TCL 1.5PK	Settlement Room	1			
15	Air Conditioner TCL 2PK	Swift Room	1	24 Hour		
16	Air Conditioner TCL 2PK	Counting Room	2			
17	Air Conditioner TCL 2PK,	DOM Room	2			
18	Air Conditioner TCL 2PK,	Counting Coin Room DOM	1			
19	Air Conditioner TCL 2PK,		1			

20	Air Conditioner SHARP 2PK	East Vault DOM	2	24 -Hour		
21	Air Conditioner TCL 2PK		1			
22	Air Conditioner DAIKIN 1.5PK	Reserve Vault DOM	1	24 Hour		
23	Air Conditioner DAIKIN 1.5PK	IT Server Room	1	24 Hour	06-Mar-24	Fase
24	Air Conditioner GREE 1.5PK		1			
25	Air Conditioner TCL 2PK	Cobe House Clearing	1			
26	Air Conditioner TCL 2PK	Teller Room	1			
27	Air Conditioner BEKO 2PK	Security Room	1	24 Hour		
28	Air Conditioner BEKO 1.5PK	Corporate Division	1			
29	Air Conditioner DAIKIN 3HP	Lobby Area	1			
30	Air Conditioner TCL 2PK	Procurement Division	1			
31	Air Conditioner DAIKIN 1PH	IT Division	1	24 Hour		
32	Air Conditioner TCL 2PK		1			
33	Air Conditioner SCHNEIDER	IT Store Room ATS	2	24 Hour		
34	Air Conditioner SCHNEIDER					
35	Air Conditioner BEKO 1PK	ED-PF Office Room	1			
36	Air Conditioner PANASONIC CEILLING 3.5PK	Petroleum Fund	1			
37	Air Conditioner GREE 2PK	ED-FIU Room	1			
38	Air Conditioning LG 2PK	FIU Room	1			
39	Air Conditioner LG 2PK	P24	1			
40	Air Conditioner GREE 1.5PK	Training Room	2			
41	Air Conditioner GREE 1.5PK					
42	Air Conditioner LG BEKO 1PK	Stationery ROOM	1			
43	Air Conditioner POLITRON 1.5PK	PNTL Room	1			

44	Air Conditioner POLITRON 1.5PK	Insurance Coby House	1			
45	Air Conditioner BEKO 2PK	Arquivu Coby House	1			
46	Air Conditioner BEKO 2PK	Ex DG Room	1			
47	Air Conditioner BEKO 2PK	Ex HR Room	1			
48	Air Conditioner BEKO 2PK	DFS Room	1			
49	Air Conditioner TCL 2PK	ATAM Coin	2			
50	Air Conditioner BEKO 1.5PK	COBY House Arquivu	1			
51	Air Conditioner TCL 1.5PK	Real Centavos Coin	1			
52	Air Conditioner POLITRON 1.5PK	Driver Room	1			
NB. All Outdoor AC Service Clean			56			

Prepared by:

Checking By: *Bernardo Poe Han de Jesus*





List Air Conditioner BCTL RAEOA

No.	Description	QUANTITY	Fatin	Unit Price US\$	Total Amount US\$
1	Air Conditioner DAIKIN 2 PK	1	SERVER IT		
2	Air Conditioner PANASONIC 2PK	1	IT		
3	Air Conditioner PANASONIC 2PK	1	TELLER		
4	Air Conditioner DAIKIN 2PK	1	DIRECTOR		
5	Air Conditioner DAIKIN 2PK	1	LOBBY		
6	Air Conditioner PANASONIC 2PK	1	LOBBY		
7	Air Conditioner PANASONIC 1PK	1	TRAINING ROOM		
8	Air Conditioner PANASONIC 1PK	1	CURRENCY		
9	Air Conditioner PANASONIC 1PK	1	MEETTING ROOM		
10	Air Conditioner PANASONIC 1PK	1	MEETTING ROOM		
11	Air Conditioner PANASONIC 1PK	1	MEETTING ROOM		

NB. All Outdoor AC Service Clean

Prepared by:


Bernardo Roe Van de Jesus