

REQUEST FOR PROPOSAL (RFP)

Office Furniture




MRT/PROC&SC/RFP/25/001

1. BACKGROUND



The MURAK RAI TIMOR, E.P., (MRT, E.P.) is a Timor-Leste State Owned Mining Enterprise, established pursuant to Decree-Law No.64/2023 of 06 September, having its office at Timor Plaza CBD 10, Dili Central Mall, Level 4, Unit 401-403, Avenida Presidente Nicolau Lobato, Comoro, Dom Aleixo, Dili, Timor-Leste.

In order to facilitate MRT, E.P. to providing standard workplace for employees as well as creating positive working environment, MRT, E.P., is seeking for qualified Timor-Leste Suppliers company that is able to supply good quality office furniture.

Following are the Minimum Office Furniture specification requirements:

No	Descriptions	Photo	Qty
OFFICE X 5			
1	Office Table 180cmx75cmx70cm		5
2	Chair for Office		5
3	Visitor Chair		10

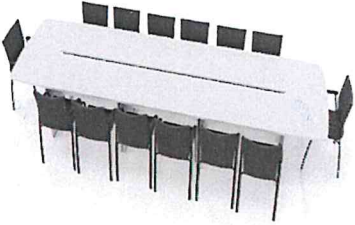

4	Horizontal Cupboard for Document 180cmx40cmx90cm		5
NOC ROOM			
1	Office Chair		3
PANTRY			
1	Table for Pantry 180cmx75cmx70cm		1
2	Chair for Pantry		4
OPEN WORKSPACE			
1	1 PERSON DESK WITH SCREEN		2
2	2 PERSON DESK BACK 2 BACK WITH SCREEN		2
3	4 PERSON DESK BACK 2 BACK WITH SCREEN		9




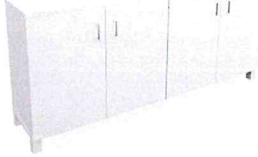



4	Office Chair		42
5	Horizontal Cupboard for Document (Tambour) 120cmx47,50cmx120cm		4



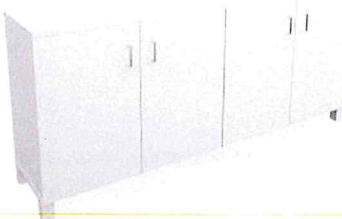
RECEPTION

1	Receptionist Table 180cmx75cmx116cm		1
2	Receptionist Chair		1
3	Bench for Visitor		2


CONFERENCE ROOM



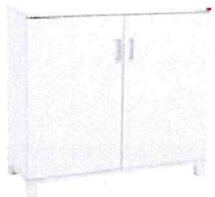
3	Meeting Table White Top without wheel for 12 Persons 350cmx120cm		1
1	Meeting Chair		12

4	Smart TV 85"		1
3	Standing Bracket for smart TV 85"with wheel		1
2	Metal 2 door slide cupboard 90cmx40,60cmx90cm		1
3	Horizontal Cupboard for Document 180cmx40cmx90cm		1
MEETING ROOM I			
1	Meeting Table white top with wheel for 12 Persons 350cmx1200cm		1
2	Meeting Chair		12
4	Smart TV 98"		1




3	Standing Bracket for smart TV 98"with wheel		1
3	Metal 2 door slide cupboard 90cmx40,60cmx90cm		2
4	Horizontal Cupboard for Document 180cmx40cmx90cm		1




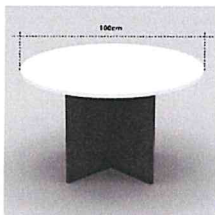

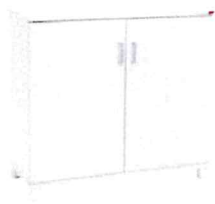
MEETING ROOM II



1	Meeting table white top with wheel for 8 person 240cmx120cm		1
2	Meeting Chair		8
3	Smart TV 85"		1

4	Standing Bracket for smart TV 85"with wheel		1
5	Metal 2 door slide cupboard 90cmx40,60cmx90cm		1
6	Cupboard two doors 90cmx40cmx90cm		1

MEETING ROOM III

1	Meeting table white top with wheel for 8 person 240cmx120cm		1
2	Meeting Chair		8
3	Smart TV 85"		1

4	Standing Bracket for smart TV 85"with wheel		1
5	Metal 2 door slide cupboard 90cmx40,60cmx90cm		1
6	Cupboard two doors 90cmx40cmx90cm		1
SMALL MEETING ROOM			
1	Round Table for small room		1
2	Meeting Chair		4
3	Cupboard two doors 90cmx40cmx90cm		1

4	Smart TV 65"		1
5	Standing Bracket for smart TV 65"with wheel		1

2. SELECTION CRITERIA

The interested local companies are requested to provide the following information in their proposal:

1. Company experiences and capacity to supply Office Furniture;
2. Personal Qualification;
3. Vendor Conflict of Interest declaration;
4. Valid Timor – Leste Business Registration including Tin and Certidão de Dívidas (for local company);
5. Declaration of any Affiliation with other companies;
6. Bank Statement with last 3 months transaction from the date of the proposal submission;
7. Company Organization Structure;
8. Financial Proposal;

Note:

- *The proposal to be submitted to MRT, E.P., shall be written in English or Tetun and in sequence/following the numbering in the selection criteria outlined above.*
- *The Financial quote or Price shall be in USD*
- *Interested provider is recommended to visit MRT, E.P., office and facilities to better estimate their proposal.*

3. SUBMISSION

A Request for Proposal should be in sealed envelope, mark “**Confidential**” and mentioned the procurement reference number for the attention of **Mrs. Sandra Lay Ribeiro, President Office Coordinator** and submitted as follow by E-mail: bid@mrt.com.tl.

hand or courier to:

Murak Rai Timor, E.P.,
 HQ, CBD 10, Dili Central Mall, Level 4, Unit 401-403
 Avenida Presidente Nicolau Lobato, Dili, Timor-Leste
 +670 73516661

4. LODGEMENT

Lodgement will be closed at 16:00 hours Timor-Leste time, on Friday, **16th May, 2025**. Late applications will not be considered.

5. FURTHER INFORMATION

Requests for further information should be made by email or telephone and directed to Mrs. Sandra Lay Ribeiro at sandra.ribeiro@mrt.com.tl or on +670 73516661.

Dili, 16 April, 2025


Sandra Lay Ribeiro


MURAK RAI TIMOR, E.P.
President Office Coordinator