Palladium
MAKE IT POSSIBLE

Addendum 1 to RFP:

Third Party Payroll and Employer of Record in Timor-Leste

Ref.	Question	Answer
1	Will the roles be filled by local hires, expatriates, or a mix of both?	Local Hires only
2	Are these intended to be permanent roles or fixed-term contracts? If fixed term, could you advise on the expected contract duration?	Projects usually run for 4-5 years, however there are various points in the project where we may engage new hires hence there can be shorter contracts of up to 2 years.
3	Will all 10 employees commence at the same time, or is a phased onboarding anticipated?	There are approximately 22 existing staff that will commence when this agreement starts - 10 under TPP and 12 under EOR.
4	If expatriates are involved, could you please confirm their nationalities?	Not applicable.
5	For the purpose of payroll cost simulation, could you share the estimated monthly gross salary range per role or per employee?	If fees are calculated as a percentage of payroll, please use the following figures for mock calculation purposes and assume 5 resources at the average of each level. **Level** — **Range for salary per Annum including Employee Social Security Contribution 4%** 1 — 4,500 - 7,000 2 — 7,001 - 25,000 3 — 25,001 - 60,000 4 — 60,001 - 110,000
6	On page 5 of the RFP, Client Reference letters are mentioned. We do not have verifiable client references from Timor-Leste specifically. We can provide references from other countries. Would this be acceptable to qualify?	Please review Annex 2: Selection Criteria.
7	Does the indicated number of payroll employees include existing employees, or is it for expected new hires?	There will be existing and new hires supported through this arrangement.

8	The RFP indicates that the staff will be local. Will Palladium be handling the recruitment of local workers?	Palladium will manage the recruitment of all applicable positions.

All other information as set out in the RFP dated 2 January 2026 remains unchanged.

- End of Addendum 1 -