



**Instituto do Petróleo e Geologia – Instituto Público  
(IPG)**


**REQUEST FOR QUOTATION**

**Rental of Multifunction Printing Machine and Related Services**

Public procurement procedure under Decree Law No.10/2005, of November 21, on the Provisioning Judicial Regime (PJR), as amended, and Decree-Law no. 12/2005, on the Legal Regime of Public Contracts, of 21 November, for the **Rental of Multifunction Printing Machine and Related Services** for the Institute of Petroleum and Geology, IP of the Democratic Republic of Timor-Leste for the period of 1 April – 31 December 2022.

Please provide your quotation for the **Rental of Multifunction Printing Machine and Related Services** should be submitted to the Instituto do Petróleo e Geologia – Instituto Público (IPG), Rua Aimutin, Dili, Timor-Leste **17:00 OTL, 15 April 2022**.

<b>RFQ NAME</b>	<b>Rental of Multifunction Printing Machine and Related Services</b>	<b>RFQ: 003/IPG/2022</b>
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No	Description	Quantity (Unit)	Unit Price	Total Price
1	<b>Rental of Multifunction Printing Machine and Related Services</b>			
			<b>TOTAL</b>	
Delivery period <i>(to be completed by suppliers)</i>				
Final Delivery destination		Instituto do Petróleo e Geologia – Instituto Público (IPG), Rua Aimutin, Dili, Timor-Leste or outside IPG office if requested.		
Warranty Period <i>(To be completed by suppliers)</i>				
Quotation/Proposal validity period		30 days		
Manufacturers Authorization		Not Required		
Performance Security		Not Required		
 <b>Gabriel G. A. de Oliveira</b> President of IPG 01 April 2022		(sign & stamp) Vendor's Authorized Officer Date:		
We certify that we comply with eligibility requirements of instructions to vendors clauses 2 <sup>a</sup> to 2d. (Overleaf). If our offer is accepted, we undertake (a) to deliver goods & services in accordance with our offer above (b) to abide by this proposal for the Validity Period stated above.				



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**The Evaluation Criteria for the Quotation will be as follows:**

**A. Administration Requirements**

- Valid and Legalized Certificate of Debt / Certidão Dívidas Validu no Legalizado.
- Valid and Legalized Certificate of Commerce / Certidão de Negócio Validu no Legalizado.
- Legalized To Whom It May Concern / Para Quem é Interessado Legalizado.
- TIN;
- Bank Statement / Balance Sheet / Extratu da Conta Bankaria;
- Electoral ID from the company owner / Cartão Eleitoral husi na'in ba Companhia;

**B. Analyze and Price Comparison**

- Price Comparison will be based to LEAST COST SELECTION (LCS)

**Please attached the factory brochure and the specification sheet.**



# Instituto do Petróleo e Geologia – Instituto Público (IPG)

## Instruction to Vendors

1. **Scope**
  - a. The purchaser is the Instituto do Petróleo e Geologia – Instituto Público (IPG), Rua Aimutin, Comoro, Dili, Timor-Leste.
  - b. This request for proposal applies to the **Rental of Multifunction Printing Machine and Related Services.**
2. **Vendor Eligibility – The vendor’s firm must**

Be a bona fide business unit known by the Purchaser to be suitably qualified, experienced and financial resourced:

  - a. Profile Company include Valid Business Registration, Valid Certificate of Debt / Dívidas, TIN, Bank Statement and copy of contract for similar work with government and agencies client).
  - b. Must be registered as Vendor in Timor-Leste Ministry of Finance free balance System.
3. **Responding to the Request for Quotation / Proposal**
  - a. The Vendor shall verify the description and specification of all items.
  - b. The vendor shall enter unit prices, extended prices and total price on the Request for Quotation / Proposal form.
  - c. The Vendor shall verify its agreement with stated provisions for proposal validity, delivery period, warranty period, manufacturer’s authorization and performance security. All variations from stated conditions shall be explained in a covering letter.
4. **Quotation / Proposal Price**
  - a. All prices should be quoted in US Dollars.
  - b. Prices shall be fixed for the duration of the specified period for delivery.
  - c. Unless otherwise stated, the proposal shall be for the fully quantity stated on the Request for Proposal.
5. **Proposal Submission**
  - a. Suppliers may submit more than one proposal, provided these are for substantively different goods/services meeting the same description or specification.
  - b. Proposal should be in sealed envelope that submitted to the **Instituto do Petróleo e Geologia – Instituto Público (IPG), Procurement Unit, Rua Aimutin Comoro, Dili**, no later than the specified time and date.
  - c. The procurement service reserve the right to retain and open late proposal if the number of proposal received is less than three.
  - d. The language shall be: **English or Tetum.**
  - e. The result of the proposal evaluation shall be advised, denoting the successful vendor and unsuccessful vendors.
6. **Proposal Evaluation and Contract Award**
  - a. Proposal shall be evaluated to establish substantial responsiveness to eligibility requirements, technical description/specification, quantity and commercial conditions.
  - b. Upon performing verification and arithmetic correction, quotations which identified as responsive substantially will be re-evaluated to choose the lowest price, which will be the basis for awarding the contract.
  - c. Award notification shall be effected through the issuance of a Purchase Order by the Purchaser.
  - d. The vendor shall confirm acceptance of the Purchase Order by email or by taking the Order in Original.
  - e. Notwithstanding the above, the Purchaser reserves the right to accept or reject any proposal, or to cancel the proposal process at any time prior to award.



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### 7. Performance Security

- a. If a Performance Security is required, the Purchaser shall issue a Letter of Acceptance which shall serve as notification of award.
- b. The vendor shall provide a Performance Security within seven days, in the amount specified in the Request for Quotation / Proposal.

**For notices the Purchaser's address shall be:**

Instituto do Petróleo e Geologia – Instituto Público (IPG)

Rua. Delta 1, Aimutin, Comoro, Dili, Timor-Leste

City / Country: Dili, Timor-Leste

Electronic mail address: [tlebre@ipg.tl](mailto:tlebre@ipg.tl) or [hfreitas@ipg.tl](mailto:hfreitas@ipg.tl)

### 8. Payment

Payment shall be made in following manner:

- a. Payments shall be executed only if the selected supplier has fulfilled all its contractual obligations by the date on which the invoice is submitted.
- b. Payment will be made within 30 days after the completion of the service and received the invoice.
- c. The currency for payment shall be: **US Dollars only.**

### 9. Corrupt & Fraudulent Practices

The purchaser requires that Vendors observe the highest standards of ethics during the procurement and execution of RD/TL government contracts, to the extent that corrupt, fraudulent, collusive and coercive practices and conflict of interest occurring in proposal, delivery and completion processes may result in disqualification, termination of purchase order and penal sanctions.



## Instituto do Petróleo e Geologia – Instituto Público (IPG)

### TERMS OF REFERENCE RENTAL SERVICES FOR MULTIFUNCTION PRINTING (SCAN, PRINT AND COPY)

#### BACKGROUND INFORMATION

The Instituto do Petróleo e Geologia, Instituto Público (IPG, I.P.) is one of the Public Institutions within the Ministry of Petroleum and Mineral of the government of Timor Leste that was established under the Decree Law no 33/2012. The key principal activity of this Institution is to develop studies of geology, mineral resources including oil and gas as researching the Geo-Hazards as well as hydrogeology of the country as a means to support the sustainable development of Timor - Leste.

#### OBJECTIVES

The Instituto do Petróleo e Geologia, Instituto Público (IPG, I.P.) intends to sign a framework contract with competent and eligible entity for the provision of Printer/Copier Machine Rental Services from reputable supplier to meet and respond to the needs of printing and copying for IPG Main Office located at Rua: Delta 1, Aimutin, Comoro Dili, Timor Leste for one (1) year period from period of 1 April 2022 – 31 December 2021 with the possibility of extension for another year upon satisfaction of performance evaluation.

#### SCOPE OF WORK

1. The agreement shall commence upon installation of said equipment at the location set forth and agreed to by IPG for a term of one (1) year.
2. Provide and maintain Printing machine, particularly described hereunder as per the specifications.
3. Machine shall be inspected on a monthly basis, and services such as adjustment and repair whenever required to keep the machines in good working condition on a normal business day and working hours.
4. "On-call" repair services should be provided within the day or not later than the following day upon receipt of the request.
5. If there is a need to pull out the machine for repair, a temporary replacement should be delivered on the same day, with the same or better functional specifications as the unit under repair, even if it is a different model or make.
6. If there is a need for additional units, service units shall be provided upon request of IPG at the same cost and under same terms and conditions.

#### REQUIREMENTS

To provide and make available the following goods and services to IPG at no extra cost:

1. Maintenance and repair services, inclusive of spare parts.
2. Toner and other consumable items will be supplied by service provider "except paper".
3. All costs for installation and delivery of the machines will be borne by supplier;
4. Provide free operator training to the end user.

#### SPECIFICATION

Printer/Copier/Scanner machine shall meet the minimum of following specifications:

1. Printer/Copier/Scanner should offer great output and paper handling
2. Printer/Copier/Scanner should be able to print/copy/scan in full colour
3. Minimum pages per minute is approximately 20-25 page for BW and colour
4. The printer/copier/scanner machine must have a built in network capability
5. Printer/Copier/Scanner must be able to print/copy/scan one or two sided document automatically



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6. Multi-sized paper (A4 and A3)
7. Extra printing features is desirable

### **PAYMENT**

1. Upon completion of the services the selected supplier shall submit a monthly invoice to IPG.
2. Payments shall be executed only if the selected supplier has fulfilled all its contractual obligations by the date on which the invoice is submitted.
3. Payment will be made within 30 days after the completion of the service and received of the supplier invoice on a monthly basis.