



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


**REQUEST FOR PROPOSAL**

**Provision of Office Maintenance 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 **Provision of Office Maintenance Services** for the Institute of Petroleum and Geology, IP of the Democratic Republic of Timor-Leste.

Please provide your quotation for the **Provision of Office Maintenance Services** should be submitted to the Instituto do Petróleo e Geologia – Instituto Público (IPG), Rua Aimutin, Dili, Timor-Leste **17:00 OTL, 15 July 2022.**

<b>RFP NAME</b>	<b>Provision of Office Maintenance Services</b>	<b>RFP: 024/IPG/2022</b>
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No	Description	Quantity (Unit)	Unit Price	Total Price
1	<b>Provision of Office Maintenance 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		5 %		
 <p><b>Gabriel G. A. de Oliveira</b> President of IPG 01 July 2022</p>		<p align="center">(sign &amp; stamp) Vendor's Authorized Officer Date:</p>		
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.				

Rua : Delta 1, Aimutin, Comoro  
Dili, Timor Leste  
Telp. (670) 3310-179  
Website: www.ipg.tl



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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.
- TIN;
- Bank Statement / Balance Sheet / Extratu da Conta Bankaria;
- Electoral ID/copy of passport from the company owner / Cartão Eleitoral /kopia pasaporte husi na'in ba Companhia;

**B. Analyze and Price Comparison**

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



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## 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 **Provision of Office Maintenance 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. Registered as Vendor in Timor-Leste Ministry of Finance free balance System (preferable)
3. **Responding to the Request for Quotation / Proposal**
  - a. Prospective suppliers are expected to complete price schedule in annex I
  - b. The Vendor shall verify the description and specification of all items.
  - c. The vendor shall enter unit prices, extended prices and total price on the Request for Quotation / Proposal form.
  - d. 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.



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

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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: [jsoares@ipg.tl](mailto:jsoares@ipg.tl) or [hfreytas@ipg.tl](mailto:hfreytas@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 RDTL 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.



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**ANNEX I**

**TERMS OF REFERENCE (TOR)  
PROVISION OF OFFICE MAINTENANCE SERVICES TO THE INSTITUTO DO  
PETRÓLEO E GEOLOGIA - INSTITUTO PÚBLICO (IPG - I.P)**

**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 so 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 high quality office maintenance for six (6) month's period from 1 July 2022 – 31 December 2022 at IPG office Rua: Delta 1, Aimutin, Comoro Dili, Timor Leste.

**REQUIREMENTS**

- Free Check-up and inspection of all doors, windows, toilet at IPG office when required.
- Submit Check-up and inspection report prepared and signed by the office maintenance technician, recommendations and the cost of maintenance service when required.
- Provide on call basis for office maintenance service as requested.
- Technical support must be provided in situations that require the presence of personnel of the contractor at IPG site as urgently needed to perform critical activities such as fixing or solving problems related to the office building maintenance.
- Technical support for office maintenance shall be provided within three (4) hours response time during office hours and four (5) hours if after office hours or during weekends/holidays.
- Contractor's technical personnel must be available/reachable all throughout the period of contract (24/7)

**PAYMENT**

1. Upon completion of the services the selected Contractor shall submit a separate invoice to IPG for each order made.



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

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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 the invoice.