



Instituto de Geociências de Timor-Leste, Instituto Público (IGTL)

SOLICITAÇÃO DE COTAÇÕES

FORNECIMENTO DE SERVIÇOS DE ORGANIZAÇÃO DE EVENTOS PARA A CONFERÊNCIA INTERNACIONAL DE GEOCIÊNCIAS 2026

SDC/02/IGTL/I/2026

INTRODUÇÃO

O Instituto de Geociências de Timor-Leste (IGTL) é um instituto público criado pelo Decreto-Lei n.º 60/2023, de 6 de setembro, que altera o Decreto-Lei n.º 33/2012, de 18 de julho. A sua missão principal é conduzir investigações de geociências no território de Timor-Leste e nas áreas marítimas sob a sua jurisdição. A fim de cumprir a sua missão, o IGTL pretende contratar uma empresa competitivo e fiável que assegure o fornecimento de serviços de organização de eventos para a conferência internacional de geociências 2026.

SUBMISSÃO E PRAZO

A proposta completa deve ser submetida num envelope selado, marcado como "**CONFIDENCIAL**" e mencionando o número de referência do processo de contratação, dirigida ao Unidade de Aprovisionamento, e entregue em mãos ou por correio para: **Instituto de Geociências de Timor-Leste, City 8, CBD Level 2, Rua Has-Laran, Manleuana, Díli, Timor-Leste**, ou por email para aprovisionamento@igtl.tl. O prazo para a submissão da proposta será no dia **15** de janeiro de 2026 às **16:30** horas de Timor-Leste. Candidaturas tardias não serão consideradas.

INFORMAÇÕES ADICIONAIS

Questões ou pedidos de informações adicionais devem ser feitos por carta ou email para aprovisionamento@igtl.tl.

Nota: O Termos de Referência podem ser obtidos mediante pedido escrito por email ou descarregados em formato PDF a partir do site do IGTL em www.igtl.tl.

REQUEST FOR QUOTATION

PROVISION OF EVENT ORGANIZER SERVICES FOR THE INTERNATIONAL GEOSCIENCE CONFERENCE 2026 EVENT

SDC/02/IGTL/I/2026

BACKGROUND

The Instituto de Geociências de Timor-Leste (IGTL) is a public institute established through Decree Law No. 60/2023 on September 6th, amending Decree Law No. 33/2012 from July 18th. Its primary mission is to conduct geoscience investigations in Timor-Leste's territory and maritime areas under its jurisdiction. In order to fulfill its mission, IGTL wishes to engage with a competitive and reliable company for the Provision of Event Organizer Services for the International Geoscience Conference 2026 Event.

SUBMISSION AND DEADLINE

The completed proposal should be submitted in a sealed envelope, marked "**CONFIDENTIAL**" and mentioned the procurement reference number for the attention of Procurement Unit, and submitted by hand or courier to: **Instituto de Geociências de Timor-Leste, City 8, CBD Level 2, Rua Has-Laran, Manleuana, Dili, Timor-Leste**, or by email to aprovisionamento@igtl.tl. The deadline for submission of proposal will be on **15** of January 2026 at **16:30** Timor-Leste time. Late application will not be considered.

FURTHER INFORMATION

Question or request for further information should be made by letter or email to aprovisionamento@igtl.tl.

Note: The Terms of Reference document could be obtained by sending a written request via email or downloaded as a PDF copy from the IGTL website at www.igtl.tl.

Dili, **13** de janeiro de 2026

Job Brites dos Santos
Presidente do IGTL



**Instituto de Geociências de Timor-Leste, Instituto Público
(IGTL)**

REQUEST FOR QUOTATION

NU: SDC/02/IGTL/I/2026

**REQUEST FOR QUOTATION
DOCUMENT**

**PROVISION OF EVENT ORGANIZER SERVICES FOR THE
INTERNATIONAL GEOSCIENCE CONFERENCE 2026 EVENT**

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I INVITATION

1. Procedure Identification

SDC/02/IGTL/I/2026 – Provision of Event Organizer Services for the International Geoscience Conference 2026 Event

2. Contracting Authority:

Instituto de Geociências de Timor-Leste, Instituto Público

3. Contact Details of the Contracting Authority:

City 8, CBD Piso 2, Rua Hás-Laran, Manleuana, Dili – Timor-Leste, Telefone: 3310179

4. Entity or Procurement Service

Unidade de Aprovisionamento – IGTL

5. Contact Details of the Procuring Entity or Service

City 8, CBD Piso 2, Rua Hás-Laran, Manleuana, Dili – Timor-Leste, Telefone: 3310179

6. Object of the procedure

Provision of Event Organizer Services for the International Geoscience Conference 2026 Event

7. Type of Procedure

Request for Quotation

8. Place of Contract Execution

Instituto de Geociências de Timor-Leste, Instituto Público, City 8, CBD Piso 2, Rua Has-Laran, Manleuana, Dili, Timor-Leste

9. Deadline for the performance of the services and/or the duration of the contract

1 month

10. Required Eligibility Documents

Disqualifying criteria (mandatory): failure to comply with any of the following criteria will result in the disqualification of the proposal.

- Valid commercial registration certificate;
- Valid registration certificate;
- Valid economic activity license;
- Valid tax certificate (certificate of no outstanding debts);
- Company statutes/articles of association;
- Company ownership registration title and a valid voter card, national identity card, or passport.

11. Qualifications and required qualification documents

Disqualifying criteria (mandatory): failure to comply with any of the following will result in the disqualification of the proposal.

1. Financial capacity:

- Proof of financial capacity corresponding to at least 50% of the value of the financial proposal.
- This must be demonstrated through a bank statement showing cash flow for the last three months.

2. List of contracts:

- Submission of a list of contracts for similar or nearly similar services in terms of complexity.

3. Experience documentation:

- Submission of copies of contracts for similar service provision.

12. Form of consultation of the procedural documents

Interested bidders can obtain information about this Request for Quotation at the IGTL office during working hours.

13. Price for Supplying the Procurement Documents
Free <input checked="" type="checkbox"/>
Price:
14. Pre-Bid Conference
Not applicable
15. Method of Submission of Proposals
<ul style="list-style-type: none"> Proposals must follow the model provided in Annex I. Proposals must be submitted in a sealed and opaque envelope, clearly indicating on the front the identification of the procedure and the contracting authority. Proposals must be delivered, against a receipt, to the address of the procuring entity or service within the deadline for submission of proposals.
16. Deadline for Submission of Proposals
Proposals must be submitted within [...] days, by [16:30], Dili time zone, Timor-Leste, on [...18...] [...] January [...] 2026].
17. Urgent Procedure
Yes <input type="checkbox"/>
No <input checked="" type="checkbox"/>
18. Minimum Validity Period of Proposals
30 days
19. Award Criterion
Best price-quality ratio
20. Guarantees
Performance guarantee:
Yes <input type="checkbox"/>
No <input checked="" type="checkbox"/>
Quality guarantee:
Yes <input type="checkbox"/>
No <input checked="" type="checkbox"/>
21. Author of the Invitation
Name: Victor Aleluia de Sousa Vicente
Position: Vice-Presidente do IGTL
22. Date of Opening of the Procedure / Publication of the Notice on the Procurement Portal
12 of January 2026



2 PROCEDURE PROGRAM

1. Procedure Identification:	SDC/02/IGTL/I/2026 – Provision of Event Organizer Services for the International Geoscience Conference 2026 Event
2. Contracting Authority:	Instituto de Geociências de Timor-Leste, Instituto Público
3. Contact details of the contracting authority:	website: www.igtl.tl ; Phone: (+670) 3310179
4. Entity or Procurement Service	Unidade de Aprovisionamento – IGTL
5. Contact details of the procurement entity or service	IGTL, IP, City 8, CBD Level 2, Rua Hás Iaran, Manleuana, Dili – Timor-Leste Phone: 3310179
6. Object of the procedure	Provision of Event Organizer Services for the International Geoscience Conference 2026 Event
7. Type of procedure	Request for Quotation
8. Place for Contract Execution	Instituto de Geociências de Timor-Leste, Instituto Público, City 8, CBD Piso 2, Rua Has-Laran, Manleuana, Dili, Timor-Leste
9. Deadline for the performance of the services and/or the duration of the contract	1 Month
10. Required qualification documents	<p>Disqualifying criteria (mandatory): failure to comply with any of the following criteria will result in the disqualification of the proposal.</p> <ul style="list-style-type: none"> • Valid commercial registration certificate; • Valid registration certificate; • Valid economic activity license; • Valid tax certificate (certificate of no outstanding debts); • Company statutes/articles of association; • Company ownership registration title and a valid voter card, national identity card, or passport.
11. Qualifications and required qualification documents	<p>Disqualifying criteria (mandatory): failure to comply with any of the following will result in the disqualification of the proposal.</p> <p>Financial capacity:</p> <ul style="list-style-type: none"> • Proof of financial capacity corresponding to at least 50% of the value of the financial proposal. • This must be demonstrated through a bank statement showing cash flow for the last three months. <p>List of contracts:</p> 

	<ul style="list-style-type: none"> Submission of a list of contracts for similar or nearly similar services in terms of complexity. <p>Experience documentation:</p> <ul style="list-style-type: none"> Submission of copies of contracts for similar service provision.
12. Form of consultation of the procedural documents	Interested bidders can obtain information about this Request for Quotation at the IGTL office during working hours.
13. Clarifications and rectification of documents	<ul style="list-style-type: none"> Interested parties must request the clarifications necessary for a proper understanding and interpretation of the parts of the procedure and submit a list in which they expressly and unequivocally identify the errors and omissions in the parts of the procedure that they have detected before one third of the deadline set for the submission of proposals has elapsed Clarifications are requested in writing, by means of a letter delivered to the address of the entity or procurement service or sent to the email address of the entity or procurement service.
14. Competitor	<ul style="list-style-type: none"> Any natural or legal person or group may be a competitor. Members of a competing group may not be candidates or competitors in the same procedure, nor may they be part of another competing group. Natural or legal persons who: <ul style="list-style-type: none"> Are in a situation or process of insolvency, cessation or suspension of activity, dissolution or liquidation; Are in default of any pecuniary obligation owed to the State or any other public entity, in particular taxes and social security contributions; Have been convicted, by a final judgment, within the last five years, of a crime related to their professional conduct, to the provision of false declarations or of erroneous information regarding their qualifications for the conclusion of a contract with a contracting authority; They have been convicted of corruption, influence peddling, fraud, tax fraud, money laundering, criminal association, terrorism, terrorist financing or human trafficking by a final judgment within the last ten years; Have provided, directly or indirectly, technical advice in the preparation or drafting of procedural documents; Are affected by conflicts of interest that cannot be effectively corrected by other less burdensome measures than exclusion; Have, in the last two years, terminated a contract without just cause or have been ordered by a final decision to pay compensation for breach of contract; Have been subject to an accessory sanction prohibiting participation in procurement procedures which has not expired; Adopt, participate in, support or encourage the conduct listed in no. 1 of article 31 of the Procurement and Public Contracts Code.



- The impediment provided for in the previous number also applies to legal persons when their managers, administrators or management bodies are in any of the situations listed therein.

15. Form of submission of proposals

- The Proposals must follow the model set out in Annex I.
- The proposals must be placed in an opaque, sealed envelope, with the identification of the procedure and the contracting authority indicated on the front.
- The proposals must be delivered, against receipt of delivery, to the address of the procurement entity or service within the deadline for the submission of proposals.

16. Documents constituting the proposal

- The proposal is made up of the following documents:
 - a. The competitor's declaration, under a pledge of honor, of unconditional acceptance of the terms of reference, according to the model provided for in annex II;
 - b. Declaration by the competitor, on his honor, that he is not prevented from participating in the provisioning procedure, in accordance with the model provided for in annex III;
 - c. Technical proposal, which includes the documents relating to the conditions of execution;
 - d. Financial proposal, which includes the price;
 - e. Note justifying an abnormally low price, when the price presented in the proposal is abnormally low;

20. Language

- Proposals must be submitted in Portuguese, Tetum or English.
- The documents accompanying the proposal may be submitted in the original foreign language version together with a translation into one of the official languages.

21. Documents that must accompany the proposals and the form of submission

- The proposal must be accompanied by the copies of following documents
 - a. Valid commercial registration certificate;
 - b. Valid registration certificate;
 - c. Valid economic activity license;
 - d. Valid tax certificate (certificate of no outstanding debts);
 - e. Company statutes/articles of association;
 - f. Company ownership registration title and a valid voter card, national identity card, or passport.

The documents listed in the previous number must be presented in the same way as the proposal.

22. Deadline for submission of proposals

The deadline for submission of proposal will be on ...15... of January 2026 at 16:30 Timor-Leste time. Late application will not be considered.

23. Urgent Deadline	No
24. Deadline for correcting irregularities found in the documents submitted	3 days

25. Opening of proposals	Proposal will be opened by the Evaluation team
26. Minimum Proposal validity period	60 days
27. Existence of a negotiation phase and modality	No
28. Award criteria	The best price-quality ratio
29. Evaluation model	The evaluation model is presented in Annex IV.
30. Existence of essential factors	No

31. Tie-breaking criteria

- In the event of a tie, the proposals will be ranked in descending order taking into account the best score obtained in the factors and sub-factors of the technical evaluation with the highest evaluation weight.
- In the event of a remaining tie, the proposals will be drawn by lot.

32. Numeric value below which proposals are excluded

Minimal 60 point

33. Guarantee

Performance Guarantee:

Yes

No

Quality Guarantee:

Yes

No

34. Calendar

The dates contained in this timetable are indicative and depend on the date on which the procedure is opened.

Phases	Date
Announcement12.... January 2026
Deadline for submission of proposals15.... January 2026 (16:30)
Opening of proposals	Proposal will be opened by the Evaluation team

Award of contract	10 days after the date of the notification of evaluation result.
Signing of contract	Within 5 days upon receiving acceptance letter

35. Applicable legislation and jurisdiction

- In all that is omitted from this program, the provisions of the Legal Regime for Procurement, Public Contracts and the respective infractions, approved by Decree-Law no. 22/2022, of May 11, shall apply.
- In the event of any disputes, these will be settled using Timorese law at the Dili District Court, expressly waiving any other.

Dili, January 2026

Job Brites dos Santos
President of IGTL

3 ANNEX I - PROPOSAL TEMPLATE

The proposal must be organized according to the structure of this model and include all the elements referred to in it, unless there is any aspect that is not applicable or does not exist and which must be expressly stated as such, otherwise it will be considered missing.

The document may not exceed 50 (fifty) pages, preferably in A4 format, Arial 10 font and 1.5 spacing.

The page limit does not apply to the documents accompanying the proposal, namely the qualification documents, the classification documents and the curriculum vitae.

All the requirements set out in the technical specifications are mandatory and failure to comply with them, or omission of the elements set out in this model, will constitute grounds for exclusion.

MODEL

CHAPTER I - INTRODUCTION

Where the bidder presents its understanding of the work and services to be provided and other content that it considers pertinent as an introduction to its proposal.

CHAPTER 2 - PROPOSED SERVICES

In this chapter, the bidder must demonstrate the suitability of the proposal to the requirements and specifications described in Part II of the Terms of Reference.

To this end, the bidder must describe the main technical activities of the service, indicating the tools they intend to use;

CHAPTER 3 - IMPLEMENTATION

In this chapter, the bidder must demonstrate that the proposal meets the implementation requirements of Part II of the Terms of Reference.

To this end, the bidder must describe the project implementation methodology, detailing activities, results, responsibility and interdependence.

CHAPTER 4 - ORGANIZATION AND TEAM

The proposal must present and describe:

1. The organizational structure of the team and other parties involved, and the composition of the team assigned to the execution of the contract.
2. For each member of the team, their profile, academic background, main skills, the role and responsibilities they will carry out in the planned team, as well as the certifications defined in the Terms of Reference by profile.
3. The information provided above must be accompanied by an up-to-date curriculum vitae and proof of the certifications declared.

CHAPTER 5 - FINANCIAL CONDITIONS

In this chapter, the proposal must present the following elements relating to the financial conditions:

1. The overall price of the service, i.e. the price to be paid by the Public Contractor for the execution of all the services that are the object of the contract to be concluded;
2. Detailed unit price figures. Prices must be indicated in numerals and in full. In the event of contradiction, the values indicated in full shall prevail.

A handwritten signature in blue ink, appearing to read "Jm".

4 ANNEX II - DECLARATION OF ACCEPTANCE OF THE TERMS OF REFERENCE

[Name of the company/grouping/entrepreneur], [Identification document number], with registered office at [address], hereby represented by [name] in the capacity of its legal representative (in the case of a company/grouping), declares, on oath, that it unconditionally accepts the specifications for the **procurement procedure** [identification of the procedure].

Dili, [Date]

[Name, position and signature]

A handwritten signature in blue ink, appearing to read 'Jm'.

5 ANNEX III - DECLARATION OF NON-IMPEDIMENT

[Name of the company/grouping/entrepreneur], [Identification document number], with registered office at [address], hereby represented by [name] as its legal representative (in the case of a company/grouping), declares, under oath, that it is not prevented from participating in the provisioning procedure because it does not find itself in any of the situations provided for in article 29 of the Procurement and Public Contracts Code.

Dili, [Date]

[Name, position and signature]

A handwritten signature in blue ink, appearing to read 'Jm'.

6 ANNEX IV – EVALUATION MODEL

The award criteria are the best price-quality ratio.

The proposals will be evaluated according to the factors, sub-factors and weightings described below.

Components	Weighting	Factors	Weighting	Indicator	Weighting
Technical	60%	Technical factor I – Experience in Similar or Comparable Services	25%	<ul style="list-style-type: none"> • Demonstrated coordinating and managing venue arrangements, accommodation, and transportation logistics for conferences, workshops, or large-scale events of similar size and complexity; • Submission of documentary evidence, such as copies of contracts, completion certificates, or reference letters, confirming the provision of similar services; • Proven experience in events involving international participants, multi-day programs, or VVIP/VIP attendance shall be considered an added advantage. 	<ul style="list-style-type: none"> • Demonstrated experience in managing venue arrangements, accommodation, and transportation logistics for conferences, workshops, or large-scale events of similar size and complexity; • Submission of documentary evidence, such as copies of contracts, completion certificates, or reference letters, confirming the provision of similar services; • Proven experience in events involving international participants, multi-day programs, or VVIP/VIP attendance shall be considered an added advantage.
		Technical factor 2 – Compliance with Terms of Reference and Quality of Technical Proposal	20%	<ul style="list-style-type: none"> • Demonstrated understanding of the objectives and scope of the ToR. • Compliance with venue coordination requirements (capacity, layout, AV, interpretation equipment, Wi-Fi, catering areas, security). • Compliance with accommodation requirements (location, standards, services). 	<ul style="list-style-type: none"> • Demonstrated understanding of the objectives and scope of the ToR. • Compliance with venue coordination requirements (capacity, layout, AV, interpretation equipment, Wi-Fi, catering areas, security). • Compliance with accommodation requirements (location, standards, services).

[Signature]

		<ul style="list-style-type: none"> • Compliance with transportation requirements (airport transfers, shuttles, vehicle standards, legal compliance). 	
Technical factor 3 – Work Plan, Timeline, and Risk Management	10%	<ul style="list-style-type: none"> • Clear and feasible work plan covering pre-event, event, and post-event phases. • Ability to meet required milestones (final arrangements by 19 January 2026 and confirmation by 26 January 2026). • Identification of operational risks (e.g. venue unavailability, transport delays) and proposed mitigation measures. • Coordination, reporting, and contingency arrangements during the conference. 	
Technical Factor 4 – Qualifications of Key Personnel	5%	<ul style="list-style-type: none"> • Availability of qualified key personnel, particularly the designated Project Manager / Event Coordinator. • Relevant academic qualifications and/or professional training. • Demonstrated experience in coordinating similar events. • Submission of CVs clearly identifying roles and relevant experience 	
Financial	40%	<p>Financial factor 1 - Price</p> <p>40%</p> <ul style="list-style-type: none"> • The lowest evaluated price (Proposal X) will obtain the maximum score of 40% (or 40 points). • Other proposals will be scored proportionally using the formula: 	<p>130</p>

		Score = (Lowest Price / Evaluated Price) × 40%
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The factors are scored on a scale of 0 to 100 points.

Proposals are excluded if they score below 60 points in any of the factors.

The financial factor is only evaluated for proposals that are not excluded in the technical evaluation.

The overall score of the proposals will be equal to the sum of the scores of the factors, taking into account the weighting of each factor, obtained using the following formula:

$$(\text{Technical factor 1} \times \dots\%) + (\text{Technical factor 2} \times \dots\%) + (\text{Technical factor 3} \times \dots\%) + (\text{Financial factor 1} \times \dots\%) = \text{Overall score}$$



7 ANNEX V - TERMS OF REFERENCE

Identification of the procedure:	SDC/02/IGTL/I/2026
Contracting authority:	Instituto de Geociências de Timor-Leste, Instituto Público (IGTL)
Object of the procedure:	Provision of Event Organizer Services for the International Geoscience Conference 2026 Event

PART I

LEGAL CLAUSES

Clause 1

Terms of Reference and contract

1. These Terms of Reference comprise the clauses of the contract to be concluded following the procurement procedure for contractual object in accordance with the technical specifications contained in Part II of the Terms of Reference.
2. The contract to be concluded also includes the clarifications and rectifications relating to the specifications made by the contracting authority, the proposal awarded and the clarifications relating to the proposal made by the author of the proposal.

Clause 2

Contractual object

The contractual object is the Provision of Event Organizer Services for the International Geoscience Conference 2026 Event.

Clause 3

Obligations of the private contractor

The private company shall provide the service with the highest quality standards and specifications.

Clause 4

Obligations of the public contractor

The public contractor shall supervise the provision of services, ensure that the service are delivered according to the required terms of reference or specification, and execute the payment in a timely manner.

Clause 5

Place of execution of contractual services

Instituto de Geociências de Timor-Leste, Instituto Público, City 8, CBD Piso 2, Rua Has-Laran, Manleuana, Dili, Timor-Leste.

Clause 6

Deadline for the execution of contractual services or the duration of the contract

The duration of the contract is 1 month.



Clause 7

Payment

1. Upon completion of the service, the selected company shall submit an invoice to IGTL for processing.
2. Payment shall only be made once the selected company has fully complied with all contractual obligations as of the date the invoice is submitted.
3. IGTL shall process and release payment within **sixty (60) days** following completion of the service and receipt of the corresponding invoice.

Clause 8

Intellectual property

1. Ownership of intellectual property rights over any works and materials developed, created, modified or customized by the private contractor for the public contractor or by the public contractor under the Contract, including in particular writings, reports, schemes, drawings, images, photographs, specifications, parameterizations, data in electronic format and tabulations, surveys and questionnaires, inventions, technical innovations, know-how, processes, techniques, research methods, documents or any other creations, of any nature or medium, belongs to the public contractor, with the agreed contract price being considered sufficient consideration for this.
2. With the acceptance of the goods, services and/or works which are the object of this contract, ownership of them is transferred to the public contractor, as well as of all the documents drawn up by the private contractor, and the public contractor may use, reproduce, alter and transfer them freely, without any restrictions and without the need for authorization from the private contractor.
3. The private contractor shall be liable for the infringement of any patent, design, license, project, trademark, name or any other intellectual, industrial or similar property rights relating to the goods, services or works covered by the contract, namely projects, studies, computer programs, equipment, materials, documentation or work carried out.

Clause 9

Confidentiality

1. The private contractor undertakes not to disclose any information and documentation, technical and non-technical, commercial or otherwise, of which it becomes aware under or in connection with the performance of the contract.
2. No document or data to which the private contractor has access, directly or indirectly, within the scope of the contract may be reproduced without the express written authorization of the public contractor.
3. The private contractor undertakes not to use the information obtained for purposes unrelated to the performance of the contract.



4. The duty of confidentiality shall remain in force after the termination of the obligations arising from the contract.
5. The duty of confidentiality does not apply to information and documentation which has been proven to be in the public domain, or which the private contractor is legally obliged to disclose by law, legal proceedings or at the request of regulatory authorities or other competent administrative bodies.

Clause 10

Termination of the contractual position

Without prejudice to the other situations provided for in the Procurement and Public Contracts Code, in the event of non-compliance with the contractual obligations by the private contractor, the public contractor may notify the private contractor to transfer its contractual position to a competitor ranked in a subsequent position, to be indicated by the public contractor.

Clause 11

Communications and notifications

1. The notifications and communications to be made within the scope of the contractual execution are made under the terms of article 20 of the Procurement and Public Contracts Code.
2. The parties' contact details are as follows:
 - a) Public Contractor:
Unidade de Aprovisionamento – IGTL
Address: City 8, CBD Piso 2, Rua Has Laran, Manleuana, Díli, Timor-Leste
Phone: (+670) 3310-179
E-mail: aprovacionamento@igtl.tl
 - b) Private contractor:
[Name and position]
[Address]
[Email address]

Clause 12

Contractual penalties

1. In the event of non-compliance with the deadlines set out in this contract due to a cause attributable to the Private Contractor, a pecuniary penalty of 1% (one percent) may be applied for each day of delay until effective compliance.
2. Without prejudice to the provisions in previous number, failure by the Private Contractor to comply with any of the obligations arising from this contract, shall entitle the Public Contractor to communicate, in writing, the loss of interest in contracting and the immediate resolution of the contract cumulatively with the effectuation of contractual and extra-contractual civil liability for damages caused.
- 3.



Clause 13

Settlement of disputes

Any omissions and disputes relating to this public contract that cannot be resolved by mutual agreement between the parties shall be submitted to the **RJA** in force and, in the absence of mutual agreement, to the jurisdiction of the **District Court of Dili, East Timor**.

Clause 14

Applicable law

This contract is governed by the legislation of the Democratic Republic of Timor-Leste, in particular by Decree-Law No. 1/2025 of January 8 *Procurement and Public Contracts Code*.

A handwritten signature in blue ink, appearing to read "fr".

PART II
TECHNICAL CLAUSES
Terms of Reference (TOR)

1. Project Title

Provision of Event Organizer Services for the International Geoscience Conference 2026

2. Conference Dates

5–6 February 2026

3. Background and Purpose

The Instituto de Geociências de Timor-Leste (IGTL, I.P.), a public institute, intends to organize the International Geoscience Conference 2026, an international scientific event to be held on 5–6 February 2026. The conference will bring together approximately 10–50 national and international geoscientists, researchers, industry professionals, and policymakers to present scientific research, exchange knowledge, and discuss future directions in geoscience relevant to national development.

For this purpose, IGTL seeks to contract a professional Event Organizer (EO) to provide event management and coordination services, in accordance with the applicable Public Procurement Legal Regime of Timor-Leste, ensuring transparency, competition, value for money, and accountability.

The EO shall act exclusively as a service provider and coordinating agent, without financial autonomy over public funds, and under the supervision and approval of IGTL.

4. Objectives of the Assignment

The objectives of this ToR are to:

- Ensure the professional planning, coordination, and execution of the International Geoscience Conference 2026;
- Guarantee that all logistical and operational arrangements are delivered in a timely, efficient, and cost-effective manner;
- Ensure compliance with applicable legal, health, safety, and public procurement requirements;
- Enhance the quality, visibility, and international standing of the conference;
- Ensure proper reporting, financial transparency, and accountability for all services provided.

5. Scope of Services

The Event Organizer shall provide management, coordination, and support services only, as detailed below. All strategic decisions, supplier selection, contractual commitments, and financial payments remain subject to prior written approval by IGTL.

5.1. Pre-Event Planning and Project Management

- Appoint a dedicated Project Manager as the single focal point for coordination with IGTL;
- Prepare a detailed project plan, timeline, and task matrix, aligned with conference milestones;
- Participate in coordination meetings with the Conference Organizing Committee, as required;
- Prepare periodic progress reports in accordance with Section 8 of this ToR.

5.2. Invitation and Participant Management (VVIP, VIP, Speakers, Participants)

- Support IGTL in preparing and maintaining an official invitation list, categorized by participant type;
- Design and manage the dispatch of invitations (physical and/or electronic), based on formats approved by IGTL;
- Establish and manage an RSVP tracking system;
- Act as liaison for logistical coordination with VVIPs, VIPs, and speakers, strictly within parameters approved by IGTL;
- Provide regular invitation and attendance status reports to IGTL.

5.3. Venue, Accommodation, and Transport Coordination

- Coordinate, upon prior approval by IGTL, the configuration of room layouts, registration areas, meeting spaces, and catering zones with the selected service providers;
- Facilitate coordination of accommodation arrangements and transportation logistics exclusively as an intermediary, noting that all reservations, contractual commitments, and payments shall be executed directly by IGTL;
- Verify and report that all proposed venues, accommodation providers, and transportation operators hold valid licenses and comply with applicable national legal, health, safety, and security requirements, without prejudice to IGTL's final verification.

5.4. Registration and Delegate Management

- Manage participant registration data in compliance with applicable data protection rules;
- Support on-site registration and information desks during the conference.

Financial Note: Any registration fees, if applicable, shall be collected directly by IGTL or through a payment mechanism explicitly authorized by IGTL. The EO shall not retain or control public funds.

5.5. Exhibition Management

- Develop an exhibition floor plan and manage booth allocation.
- Provide full logistics support for exhibitors (power, internet, furniture).

5.6. Technical Production and Audio-Visual Coordination

- Coordinate audio-visual, interpretation, and technical service providers;
- Ensure technical readiness and on-site coordination during the event;
- All technical solutions must be approved by IGTL prior to contracting.

5.7. Catering and Hospitality Coordination

- Coordinate catering services (coffee breaks, lunches, receptions) with the catering provider.
- Ensure compliance with health, safety, and dietary requirements.

5.8. On-Site Event Management

- Provide an on-site coordination team during the conference;
- Coordinate suppliers and resolve operational issues in real time, reporting immediately to IGTL;
- Operate an information/help desk for participants.

5.9. Marketing and Communication Support

- Support IGTL in implementing approved communication and promotional activities;

- Prepare draft communication materials for approval;
- No paid advertising or commitments may be undertaken without prior written authorization.

5.10. Post-Event Activities

- Support post-event debriefing;
- Prepare a final technical and financial report;
- Assist IGTL in closing supplier contracts and documentation.

6. Deliverables

The EO shall deliver, at a minimum:

1. Approved project plan and implementation timeline;
2. Periodic progress reports;
3. Operational registration platform;
4. Attendance and participation summaries;
5. On-site event coordination during the 2-day conference;
6. Final report including activities undertaken, challenges, lessons learned, and financial reconciliation.

All deliverables are subject to formal written acceptance by IGTL.

7. Implementation Schedule

- Contract signature and commencement: Upon award;
- Submission of detailed project plan: Within 10 working days of contract signature;
- Final confirmation of logistics: By 26 January 2026;
- Conference implementation: 5–6 February 2026;
- Final report submission: Within 15 calendar days after the conference.

8. Budget and Financial Provisions

- The EO shall operate within the maximum budget approved by IGTL;
- The EO shall not incur expenses or contractual commitments without prior written authorization;
- Any budget variation exceeding thresholds defined in the contract requires IGTL approval;
- Payments shall be made in accordance with the contract and upon acceptance of deliverables.

9. Roles and Responsibilities

9.1. Event Organizer

- Provide professional event management services in accordance with this ToR;
- Act as a coordinating agent only, without autonomous financial authority;
- Ensure compliance with applicable laws and procurement rules;
- Maintain confidentiality and avoid conflicts of interest.

9.2. IGTL

- Provide strategic direction and approvals;
- Approve suppliers, budgets, and key decisions;
- Make payments directly to suppliers or to the EO as contractually defined.

10. Reporting and Monitoring

- Progress reports at key milestones, as agreed with IGTL;
- Immediate notification of risks, delays, or issues;
- All changes to scope or schedule require written approval.



11. Proposal Submission Requirements

Bidders shall submit:

- Company profile and legal documentation;
- Demonstrated experience in similar international conferences;
- Detailed methodology and work plan;
- CV of the proposed Project Manager;
- Detailed and itemized financial proposal distinguishing professional fees from third-party costs.

12. Evaluation Criteria

Proposals shall be evaluated in accordance with the criteria defined in the procurement dossier, based on:

- Technical quality and understanding of the assignment;
- Relevant experience and past performance;
- Qualifications of key personnel;
- Financial proposal and value for money.

13. Legal and Contractual Framework

This ToR and the resulting contract shall be governed by the Public Procurement Legal Regime of Timor-Leste, and any applicable regulations. Any disputes shall be resolved in accordance with national law.