




REQUEST FOR QUOTATION

RFQ NAME	Simultaneous Translation for 4 th IPG International Geosciences Conference, Dili 23-26 October 2018	RFQ No.	RFQ: 004/IPG-PROC/VIII/2018
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Please provide your quotation for the following services should be submitted to the Procurement Unit, Institute of Petroleum and Geology (IPG) – Public Institution, address: Rua Aimutin, Dili-Timor Leste or by e-mail to jsaores@ipg.tl / rdasilva@ipg.tl on or before 17:00 Dili Time (GMT/UTC +9) **17 September 2018**.

No.	Description	Quantity	Unit	Unit Price	Extended Price
1	Simultaneous Translation for 4 th IPG International Geosciences Conference, Dili 23-26 October 2018 (see page 2 for instruction to supplier page 3 for the TOR)				
				TOTAL	
Delivery period			Four (4) days		
Warranty Period (<i>to be completed by Supplier</i>)		months		
Quotation Validity period			60 days		
Manufacturers Authorization			If Required		
Performance Security			If Required		
Country (s) of origin of services				
 Helio C. Guterres President of IPG 27 August 2018			(Name, sign & stamp) Supplier's Authorized Officer Date:		
We certify that we comply with eligibility requirements of Instructions to Supplier. If our offer is accepted, we undertake (a) to deliver goods & services in accordance with our offer above, (b) to provide the Performance Security in the prescribed form, amount & time, (c) to abide by this quotation for the Validity Period stated above.					
IF AVAILABLE, PLEASE ATTACH SUPPLIER'S BROCHURE & SPECIFICATION SHEETS					

Instructions to Suppliers

1. Scope

- a. the Purchaser is the the Institute of Petroleum and Geology (IPG) – Public Institution, address: Rua Delta 1, Aimutin, Comoro, Dili, Timor Leste
- b. this Request for Quotation applies to the purchase of simultaneous translation services.

2. Supplier Eligibility - the Supplier's firm / individual must

- a. be a bona fide business unit known by the Purchaser to be suitably qualified, experienced and financially resourced.
- b. provide an authenticated copy of its currently valid Business Registration Certificate, or valid ID card for individual

Notwithstanding that requirements b may be waived if previously submitted documents are valid for the specified delivery period

3. Responding to the Request for Quotation

- a. the Supplier shall verify the description and specification of all items
- b. the Supplier shall enter unit prices, extended prices and total price on the Request for Quotation form
- c. the Supplier shall verify its agreement with stated provisions for quotation validity, delivery period, warranty period, manufacturer's authorization & performance security. All variations from stated conditions shall be explained in a covering letter.

4. Quotation Price :

- a. all prices shall be quoted in US Dollars
- b. prices shall be fixed for the duration of the specified period for delivery.
- c. unless otherwise stated, the quotation shall be for the full quantity stated on the Request for Quotation
- d. quoted price should be in net price. Tax to Timor-Leste Government will be supplier's responsibility.

5. Bid Security

- a. a Bid Security is not required.
- b. Supplier who withdraws during the period of quotation validity, does not accept correction of errors, fails to accept the Purchase Order if offered or fails to produce the Performance Security (if required) will be excluded from participating in RFQ & ITB processes for one year.

6. Quotation Submission

- a. Supplier may submit more than one quotation, provided these are for substantively different goods meeting the same description or specification.
- b. quotations should be submitted to the Procurement Unit, Institute of Petroleum and Geology (IPG), Rua Delta 1, Aimutin, Comoro, Dili, Timor-Leste or by e-mail to jsoares@ipg.tl or rdasilva@ipg.tl no later than the specified time & date.

- c. the Procurement Service reserves the right to retain and open late quotations if the number of quotations received is less than three.

- d. The language shall be: English

7. Quotation Opening

- a. the opening of quotations will be undertaken by officers of the Procurement Service & the evaluation team members and will not be attended by Suppliers or members of the public
- b. the results of the quotation evaluation shall be publicized or informed, denoting the successful Supplier and unsuccessful Suppliers

8. Quotation Evaluation & Contract Award

- a. quotations shall be evaluated to establish substantial responsiveness to eligibility requirements, technical description/ specification, quantity and commercial conditions
- b. after arithmetical checking and correction, quotations found to be substantially responsive shall be evaluated for lowest price, which shall be the basis of award
- c. award notification shall be effected through the issuance of a Purchase Order by the Purchaser
- d. the Supplier shall confirm acceptance of the Purchase Order by e-mail or by taking the Order in Original
- e. notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations, or to cancel the quotation process at any time prior to award

9. 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 Supplier shall provide a Performance Security within seven days, in the amount specified in the Request for Quotations

10. Delivery of Services

- a. delivery shall be made to the specified place of delivery within the specified delivery period

11. Payment

- a. the Purchaser shall make payment to the Supplier within 30 days upon delivery and completion of the services

12. Corrupt & Fraudulent Practices

The Purchaser requires that Suppliers 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 quotation, delivery & completion processes may result in disqualification, termination of purchase order and penal sanctions



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ANNEX I. TERMS OF REFERENCES

I. Role of Summary

The Institute of Petroleum and Geology (IPG) intends to hire company or personal for simultaneous translation during 4th IPG International Geosciences Conference on Timor-Leste Geological Data and Information for Economic Diversification and Development, Dili 23-26 October 2018.

Therefore, IPG invites company or personal to provide quotations for the following simultaneous translation services:

1. English to Tetun – Tetun to English
2. Portuguese to Tetun-Tetun to Portuguese
3. Bahasa Indonesia to Tetun-Tetun to Bahasa Indonesia

II. Responsibilities

1. To translate the presentation into English-Tetun (vice versa), Bahasa Indonesia-Tetun (vice versa), Portuguese-Tetun (vice versa) during conference days.
2. To control and actively during conference days.
3. To interpret the idioms and objective of presentation
4. To interpret the manner/style, soul and question/answers
5. To interpret and speak clearly
6. To resume the presentation
7. The Simultaneous Translator must be on time and standby during the conference days.



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III. General Qualification:

1. Ability in English, Portuguese, Bahasa Indonesia and Tetun
2. Fluently in subject to be translated
3. Fluently in source language including structural of language, tradition, specific terms and the subject that will be translated.
4. Fluently in idioms and the objective of presentation
5. Understand the manner/style, soul and question/answers.
6. Have enough time and do not dependent on the others.
7. Have enough experience and good practices in English, Portuguese Bahasa Indonesia and Tetun
8. Must be a Timorese Citizen

IV. Specific Qualification:

1. The background study: Must be in geology, geophysics, petroleum, mining engineering, environmental and/or relevant studies.
2. Minimum 2 years study in English, Portuguese countries or Indonesia
3. Good knowledge in using the terms of geology
4. Must be understand the idioms of geology
5. Ability to translate to the public
6. Must have/has good knowledge and practice of simultaneous translation in to English, Portuguese and Bahasa Indonesia and Tetun
7. Must be speak clearly and Ability to resume the presentation

V. Applicant Required Documents

1. Diploma in geology, geophysics, petroleum, mining engineering, environmental and/or relevant studies.



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2. For company or consultant, it is required to submit their profile, and for the personal applicant it is required to submit their personal CV/Resume.
3. For personal applicant, it is required to submit the certificates of experiences in relevant area.

VI. Term of Work

This work is effective as of **23-26 October 2018**, subject to budget of. 4th IPG International Geosciences Conference on Timor-Leste Geological Data and Information for Economic Diversification and Development

VII. Short List

1. The results of the selected applicant for the **interview** will be published in the IPG website: www.ipg.tl, and informed through the Personal Contact Number and Email.
2. Interview for the successful applicant will be required