



Instituto do Petróleo e Geologia – Instituto Público (IPG)

REQUEST FOR QUOTATION Vehicle Rental Services to IPG

Public procurement procedure under the 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 **Vehicle Rental Services** for the Institute of Petroleum and Geology, IP of the Democratic Republic of Timor-Leste.

Please provide your quotation for the **Vehicle Rental Services** and related services should be submitted to the Instituto do Petróleo e Geologia – Instituto Público (IPG), Rua Aimutin, Dili, Timor-Leste or by email to tlebre@ipg.tl or clopes@ipg.tl, on or before 17:00 OTL, **25 June 2021**.

| | | | |
|-----------------|---------------------------------------|----------------|-----------------------------|
| RFQ NAME | Vehicle Rental Services to IPG | RFQ No. | 003/IPG-PROC/VI/2021 |
|-----------------|---------------------------------------|----------------|-----------------------------|

| No | Description | Quantity | Unit Price | Total Price |
|---|--------------------------------|----------|---|-------------|
| 1 | Vehicle Rental Services to IPG | 8 | | |
| | | | TOTAL | |
| Delivery period (to be completed by suppliers) | | | | |
| Final Delivery destination | | | Instituto do Petróleo e Geologia – Instituto Público (IPG), Rua Aimutin, Dili, Timor-Leste | |
| Warranty Period (To be completed by suppliers) | | | | |
| Quotation validity period | | | 60 days | |
| Manufacturers Authorization | | | Not Required | |
| Performance Security | | | If advance payment is required, a valid bank guarantee for equivalent amount must be provided until goods are received by purchaser | |
|  Gabriel G. A. de Oliveira President of IPG 11 June 2021 | | | (sign & stamp) Vendor's Authorized Officer Date | |
| We certify that we comply with eligibility requirements of instructions to vendors clauses 2ª 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 quotation 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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Specification of Vehicle Rental Services to IPG

| No. | Item | Quantity | Unit Price | Total Price |
|--|--|----------|------------|-------------|
| 1 | Rental of Land Cruiser Station Wagon 4D and/or 4WD Double Cab | 8 Units | | |
| Rental of Vehicles as described below in good running condition: | | | | |
| a) Vehicles should be 4 WD, off road Land Cruiser or Pick up double cab (diesel) without driver. | | | | |
| b) The vehicles should be in good running condition, bidders are requested to provide the photos of vehicles (from 4 sides). | | | | |
| c) The Insurance should be covered for vehicles during the contract period. | | | | |
| d) Fuel will supplied by the IPG throughout the entire rental period of the vehicles. | | | | |
| e) All vehicles will be equipped with jack and tire changing tools in good working order. | | | | |
| f) Starting date: June 2021. | | | | |
| g) Duration of the rental: Minimum 6 months and renewable on mutual agreement if required in future. | | | | |
| h) The IPG will not bear any vehicles maintenance cost. | | | | |



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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 Quotation applies to the purchase of Antivirus and related services.

2. Vendor Eligibility – The vendor's firm must

- a. Be a bona fide business unit known by the Purchaser to be suitably qualified, experienced and financial resourced (Valid Business Registration, Valid Certificate of Debt, Tax Identification Number and Bank Statement).

3. Responding to the Request for Quotation

- a. The Vendor shall verify the description and specification of all items.
- b. The vendor shall enter unit prices and total price on the Request for Quotation form.
- c. The Vendor shall verify its agreement with stated provisions for quotation 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 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 quotation shall be for the fully quantity stated on the Request for Quotation.

5. Quotation Submission

- a. Suppliers may present more than one quotation, as long as it is for different goods that correspond to a similar description or specification.
- b. Quotation should be submitted to the **Instituto do Petróleo e Geologia – Instituto Público (IPG), Rua Aimutin Comoro, Dili**, or by email no later than the specified time and 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**.
- e. The result of the quotation evaluation shall be advised, denoting the successful vendor and unsuccessful vendors.

6. Quotation Evaluation and Contract Award

- a. Quotation shall be evaluated to establish substantial responsiveness to eligibility requirements, technical description/specification, quantity and commercial conditions.
- b. Award notification shall be effected through the issuance of a Purchase Order by the Purchaser.
- c. The vendor shall confirm acceptance of the Purchase Order by email or by taking the Order in Original.
- d. 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.

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.

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: Dili

Country: Timor-Leste

Electronic mail address: tlebre@ipg.tl or clopes@ipg.tl

Rua : Delta 1, Aimutin, Comoro
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8. Payment

Payment shall be made in following manner:

- a. Advance Payment: 25 (twenty-five) percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of claim and a bank guarantee for equivalent amount valid until the Goods are delivered and in the form provided in the bidding documents or another form acceptable to the Purchaser.
- b. Final Payment: 75 (seventy-five) percent of the Contract Price of Goods shall be paid within thirty (30) days of presentation of claim supported by a certificate completion from the Purchaser declaring that the Goods have been delivered and that all other contracted services have been performed.
- 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 quotation, delivery and completion processes may result in disqualification, termination of purchase order and penal sanctions.