



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

### Letter of Invitation

RFB/NCB/002/IPG/VII/2021

Dili, 28 July 2021

1. The Instituto do Petróleo e Geologia – Instituto Público (IPG) is public institution of the Government of Timor-Leste is inviting proposals from qualified national suppliers for the:

#### **Supply of Electronic Data Processing (EDP) Equipment.**

2. Funding for these services will be made from the Instituto do Petróleo e Geologia – Instituto Público (IPG), Dili, Timor-Leste.
3. The project is located in Instituto do Petróleo e Geologia – Instituto Público (IPG), Dili, Timor-Leste.
4. The Scope of Good & Services covers conducting the Supply of Electronic Data Processing (EDP) Equipment.
5. A supplier will be selected under the **Quality and Cost Based Selection (QCBS)** procedures as describe in the NCB documents.
6. The bidding shall be conducting as a two envelope procedure, wherein the Technical Proposal and Financial Proposal shall be submitted together in separately-sealed envelopes.
7. Interested national supplier may obtain further information from:

***Ms. Theresia Ida S. Lebre***

*Interim Procurement Team Leader*

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

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*Rua: Delta 1, Aimutin, Comoro, Dili, Timor-Leste*

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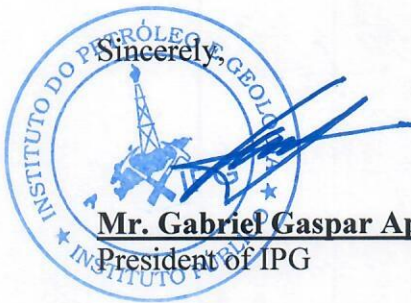
8. Participation in this bidding process is open to all interested national supplier. The attention of interested supplier is drawn to the specification requirements detailed in the NCB.

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



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

9. The NCB is available free-of-charge to any interested national supplier by sending a writing request by email after which a PDF copy of the NCB will be sent also by email.
10. A pre-bid meeting will be held at **10.00 hour's** local time on **02 August 2021** at the same address specified above.
11. The proposal must be received in the Tender Box located at the same address specified above no later than **16.00 hours** local time on **11 August 2021**. Late proposals will be rejected.
12. Technical Proposal will be opened immediately after the closing time for the submission of the proposals at the same address specified above in the presence of supplier who wish to attend.



**Mr. Gabriel Gaspar Apácio de Oliveira**  
President of IPG





**INSTITUTO DO PETRÓLEO E GEOLOGIA, IP**

Rua Delta 1, Aimutin, Comoro, Dili, Timor – Leste

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**REQUEST FOR BIDS  
(NATIONAL COMPETITIVE BIDDING)**

**PROJECT TITLE:  
SUPPLY OF ELECTRONIC DATA PROCESSING (EDP)  
EQUIPMENT**

**TENDER ID: RFB/NCB/002/IPG/VII/2021**

Issued on: 28 July 2021

JULY 2021

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## **PART 1 – Bidding Procedures**

## Section I. Instructions to Bidders

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## Section I. Instructions to Bidders

### A. General

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| <b>1. Scope of Bid</b>                     | <p>1.1 In connection with the Invitation for Bids <b>specified in the Bid Data Sheet (BDS)</b>, the Purchaser, <b>as specified in the BDS</b>, issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section VII, Schedule of Requirements. The name, identification and number of lots (contracts) of this National Competitive Bidding (NCB) procurement are <b>specified in the BDS</b>.</p> <p>1.2 Throughout these Bidding Documents:</p> <ul style="list-style-type: none"> <li>(a) the term "in writing" means communicated in written form (e.g. by mail, e-mail, fax) with proof of receipt</li> <li>(b) if the context so requires, "singular" means "plural" and vice versa; and</li> <li>(c) "day" means calendar day.</li> </ul>  |
| <b>2. Source of Funds</b>                  | <p>2.1 The Purchaser has been allocated funds from its current budget year appropriations and intends to apply a portion of the funds to eligible payments under the Contract for which this Bidding Document is issued.</p>  |
| <b>3. Corrupt and Fraudulent Practices</b> | <p>3.1 The IPG, IP requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Section VI.</p> <p>3.2 In further pursuance of this policy, Bidders shall permit and shall cause its agents (whether declared or not), sub-contractors, sub-consultants, service providers, or suppliers and any personnel thereof, to permit the IPG, IP to request financial documents relating to the submission of bid and contract performance (in the case of award).</p>  |
| <b>4. Eligible Bidders</b>                 | <p>4.1 This Invitation for Bids is open to eligible Bidders from Democratic Republic of Timor-Leste. The Bidder must be licensed and domiciled in Timor-Leste and must be at least 51% Timorese-owned by authenticated copies of its Certificate of Ownership and Voter's Cards of its National shareholders.</p> <p>4.2 A Bidder may be a national firm that is a private entity or a combination of entities in the form of a Joint venture (JV) under an existing agreement or with the intent to enter into such agreement supported by a letter of intent. In case of a joint venture, all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.</p> <p>4.3 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to be in a</p> |



conflict of interest with one or more parties in this bidding process, if, including but not limited to:

- (a) they have controlling shareholders in common; or
- (b) they receive or have received any direct or indirect subsidy from any of them; or
- (c) they have the same legal representative as another Bidder for the purpose of this bidding; or
- (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to material information or improperly influence the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process; or
- (e) a bidder participates in more than one bid in this bidding process either individually or as a partner in a joint venture. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which such Bidder is involved; or
- (f) a bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the bid; or
- (g) they have a close business or family relationship with a professional staff of the Purchaser who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the procurement process and execution of the contract

4.4 A firm that is under a declaration of ineligibility by the Purchaser in accordance with ITB 3, as the date of the deadline for bid submission or thereafter, shall be disqualified.

4.5 The Bidder shall have fulfilled its obligations to pay taxes and security contributions under the relevant national laws and regulations.

4.6 A Bidder shall provide such evidence of eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.

#### **B. Contents of Bidding Document**

#### **5. Sections of Bidding Document**

31.1 The Bidding Documents consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any

Addenda issued in accordance with ITB Clause 7.

**PART 1 Bidding Procedures**

- Section I. Instructions to Bidders (ITB)
- Section II. Bidding Data Sheet (BDS)
- Section III. Evaluation and Qualification Criteria
- Section IV. Bidding Forms

**PART 2 Supply Requirements**

- Section IV. Supply Requirements

**PART 3 Contract**

- Section VIII. General Conditions of Contract (GCC)
- Section IX. Special Conditions of Contract (SCC)
- Section X. Contract Forms

31.1 The Invitation for Bids issued by the Purchaser is not part of the Bidding Document.

31.1 The Purchaser is not responsible for the completeness of the Bidding Document and its addenda, if they are not obtained directly from the Purchaser.

31.1 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation as is required by the Bidding Documents, may result in the rejection of the Bid.

**6. Clarification of Bidding Documents, Site Visit, Pre-Bid Meeting**

6.1 A prospective Bidder requiring any clarification of the Bidding Document shall contact the Purchaser in writing at the Purchaser's address indicated in the BDS. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than ten (10) days, prior to the deadline for submission of Bids. The Purchaser shall forward copies of its response to all Bidders who have acquired the Bidding Document directly from it, including a description of the inquiry but without identifying the source. Should the Purchaser deem it necessary to amend the Bidding Document, as a result of clarification, it should do so following the procedure under ITB Clause 7 and Sub-Clause 21.2.

**7. Amendment of Bidding Document**

- 7.1 At any time prior to the deadline for submission of Bids, the Purchaser may amend the Bidding Document by issuing addenda.
- 7.2 Any amendment issued shall be an integral part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents from the Purchaser in accordance with ITB.
- 7.3 To give prospective Bidders reasonable time in which to take an



amendment into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB 21.2.

### **C. Preparation of Bids**

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| <b>8. Cost of Bidding</b>                        | 8.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.   |
| <b>9. Language of Bid</b>                        | 11.1 The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in Tetum – Portuguese - English Language, unless specified otherwise in the BDS. Supporting documents and printed literature furnished by the Bidder as part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into the Tetum – Portuguese - English Language, in which case, for purposes of interpretation of the Bid, such translation shall govern.   |
| <b>10. Documents<br/>Comprising the Bid</b>      | <p>10.1 The Bid shall comprise the following:</p> <ul style="list-style-type: none"><li>(a) Letter of Bid in accordance with ITB;</li><li>(b) completed schedules, in accordance with ITB;</li><li>(c) Bid-Securing Declaration;</li><li>(d) Written confirmation authorizing the signatory of the Bid to commit the Bidder;</li><li>(e) documentary evidence establishing the Bidder's qualifications to perform the contract if its bid is accepted;</li><li>(f) documentary evidence establishing the Bidder's eligibility to bid;</li><li>(g) documentary evidence that the Goods and Related Services conform to the Bidding Documents;</li><li>(h) any other document <b>required in the BDS.</b></li></ul> <p>10.2 In addition to the requirements under ITB bids submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful bid shall be signed by all members and submitted with the bid, together with a copy of the proposed Agreement.</p> <p>10.3 The Bidder shall furnish in the Letter of Bid information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid.</p> |
| <b>11. Letter of Bid and<br/>Price Schedules</b> | 11.1 The Letter of Bid and Price Schedules shall be prepared using the relevant forms furnished in Section IV, Bidding Forms. The forms must be completed without any alterations to the text, and no substitutes shall be  |



accepted except as provided under ITB 20.2. All blank spaces shall be filled in with the information requested.

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| <b>12. Alternative Bids</b>  | 12.1. Unless otherwise <b>specified in the BDS</b> , alternative bids shall not be considered.   |
| <b>13. Bid Prices and Discounts</b>  | <p>13.1 The prices and discounts quoted by the Bidder in the Letter of Bid and in the Price Bid Submission shall conform to the requirements specified below.</p> <p>13.2 The price to be quoted in the Letter of Bid in accordance with ITB shall be the total price of the bid, excluding any discounts offered.</p> <p>13.3 The Bidder shall quote any discounts and the methodology for their application in the Price Bid Submission Sheet.</p> <p>13.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account, <b>unless otherwise specified in the BDS</b>. A bid submitted with an adjustable price quotation shall be treated as non responsive and shall be rejected, pursuant to ITB Clause 27. However, if in accordance with the BDS, prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.</p> |
| <b>14. Currencies of Bid and Payment</b>                                       | 14.1 The currency of the bid and the currency of payments shall be entirely in the currency specified in the BDS.  |
| <b>15. Documents Establishing the Eligibility and Conformity of the Bidder</b> | 15.1 To establish the eligibility of the Goods and Related Services in accordance with ITB 4, Bidders shall submit as part of its Technical Bid the evidence indicated for each qualification criteria specified in Section III, Evaluation and Qualification Criteria.  |
| <b>16. Period of Validity of Bids</b>  | <p>16.1. Bids shall remain valid for the period <b>specified in the BDS</b> after the bid submission deadline date prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.</p> <p>16.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. A Bidder granting the request shall not be required or permitted to modify its bid, except as provided in ITB 18.1. it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its Bid.</p>   |



## 17. Bid Security

- 17.1 The Bidder shall furnish as part of its bid a Bid-Securing Declaration in original form.
- 17.2 A Bid Securing Declaration shall use the form included in Section IV, Bidding Forms.
- 17.3 Any Bid not accompanied by a substantially responsive Bid Securing Declaration, shall be rejected by the Purchaser as non-responsive
- 17.4 The Bid Securing Declaration shall be executed:
- (a) if a Bidder withdraws its bid during the period of bid validity as specified in ITB Clause 16.1., except as provided in ITB Sub-Clause 16.2; or
  - (b) if the successful Bidder fails to:
    - (i) sign the Contract in accordance with ITB Clause 35; or
    - (ii) furnish a performance security in accordance with ITB Clause 36; or
    - (iii) accept the correction of its Bid Price pursuant to ITB Clause 28.
- 17.5 The Bid- Securing Declaration of a JV must be in the name of the JV that submits the bid. If the JV has not been legally constituted into a legally enforceable JV at the time of bidding, the Bid-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITB 4.1 and ITB 11.2

## 18. Format and Signing of Bid

- 18.1 The Bidder shall prepare one (1) original of the documents of the Technical Bid and one (1) original of the Price Bid and clearly mark each "ORIGINAL – TECHNICAL BID" and "ORIGINAL – PRICE BID". In addition, the Bidder shall submit copies of the bid, in the number **specified in the BDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.
- 18.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation **as specified in the BDS** and shall be attached to the bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the bid where entries or amendments have been made shall be signed or initialed by the person signing the bid.
- 18.3 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the bid.

### D. Submission and Opening of Bids

## 19. Sealing and

- 19.1. The Bidder shall enclose the original and all copies of the bid, in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" – "ORIGINAL



**Marking of Bids**

TECHNICAL BID" & ORIGINAL – PRICE BID" and "Copy," – "COPY – TECHNICAL BID & COPY PRICE BID". These envelopes containing the original and the copies shall then be enclosed in one single envelope.

19.2. The inner and outer envelopes shall:

- (a) bear the name and address of the Bidder;
- (b) be addressed to the Purchaser at the address specified in the BDS;
- (c) bear the specific identification of this bidding process indicated in BDS;
- (d) bear a warning "NOT TO OPEN" before the time and date for bid opening.

19.3. If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

**20. Deadline for Submission of Bids**

20.1. Bids must be received by the Purchaser at the address and no later than the date and time **specified in the BDS**.

20.2. The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

**21. Late Bids**

21.1. The Purchaser shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 20. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

**22. Withdrawal, Substitution, and Modification of Bids**

23.1. A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the valid authorization in accordance with ITB 18.2, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:

- (a) submitted in accordance with ITB Clause 18 and 19 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION;" and
- (b) received by the Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 20.

23.2. Bids requested to be withdrawn in accordance with ITB Sub-Clause 22.1 shall be returned unopened to the Bidders.

23.3. No bid shall be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the



period of bid validity specified by the Bidder on the Letter of Bid or any extension thereof.

### 23. Bid Opening

- 23.1. The Purchaser shall conduct the opening of Technical Bids in the presence of Bidders' designated representatives and anyone who choose to attend, at the address, date and time specified in the BDS.
- 23.2. The Price will remain unopened and will be held in custody of the Purchaser until the time of opening of the Price Bids. The date, time and location of the opening of Price Bids will be advised in writing by the Purchaser. If the Technical Bid and the Price Bid are submitted together in one envelope, the Purchaser may reject the Bid. Alternatively, the Price Bid may be immediately resealed for later evaluation.
- 23.3. First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. If the withdrawal envelope does not contain a copy of the valid authorization confirming the signature as a person duly authorized to sign on behalf of the Bidder, the corresponding bid will be opened. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at bid opening. Envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only bids that are opened and read out at Bid opening shall be considered further.
- 23.4. All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the total Bid Prices, per lot (contract) if applicable, including any discounts and alternative bids; the presence or absence of a Bid Securing Declaration; and any other details as the Purchaser may consider appropriate. Only discounts and alternative bids read out at Bid opening shall be considered for evaluation. The Letter of Bid and the Price Schedules are to be initialed by representatives of the Purchaser attending bid opening in the manner **specified in the BDS**. The Purchaser shall neither discuss the merits of any bid nor reject any bid (except for late bids, in accordance with ITB 25.1).
- 23.5. The Purchaser shall prepare a record of the bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, or modification; the Bid Price, per lot (contract) if applicable, including any discounts, and alternative bids; and the presence or absence of a Bid Security, if one was required. The Bidders' representatives who are present shall be requested to sign the record.



The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders.

- 23.6. In accordance with the applicable law, the Purchaser shall open the Price Bids of only the Bidders with the top two technical scores based on the result of the Technical Evaluation.
- 23.7. At the end of the evaluation of the Technical Bids, the Purchaser will invite the Bidders with the top two technical scores to attend the opening of the Price Bids. The date, time and location of the opening of Price Bids will be advised in writing by the Purchaser. Bidders shall be given reasonable notice of the opening of Price Bids.
- 23.8. The Purchaser will notify Bidders in writing who have been rejected and return their Price Bids unopened.
- 23.9. The Bidder's representatives who are present shall be requested to sign a register evidencing their attendance.

#### **E. Evaluation and Comparison of Bids**

#### **24. Confidentiality**

- 24.1. Information relating to the evaluation of bids and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with the bidding process until information on Contract Award is communication to all Bidders.
- 24.2. Any effort by a Bidder to influence the Purchaser in the evaluation of the bid or contract award decisions may result in the rejection of its Bid.
- 24.3. Notwithstanding ITB Sub-Clause 24.2, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it should do so in writing.

#### **25. Clarification of Bids**

- 25.1 To assist in the examination, evaluation, comparison of the bids, and qualification of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids, in accordance with ITB 27.



- 26. Determination of Responsiveness**
- 26.1 The Purchaser's determination of a bid's responsiveness is to be based on the contents of the Technical Bid itself.
- 26.2 If a bid is not substantially responsive to the requirements of Bidding Documents, it shall be rejected by the Purchaser and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.
- 27. Nonconformities, Errors and Omissions**
- 27.1 The Purchaser may regard a Bid as responsive even if it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set forth in the Bidding Document or if it contains errors or oversights that are capable of being corrected without affecting the substance of the Bid.
- 27.2 Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- 27.3 Provided that a bid is substantially responsive, the Purchaser shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component.
- 28. Evaluation of Bids**
- 28.1 The Purchaser shall use the criteria and methodologies listed in this Clause. No other evaluation criteria or methodologies shall be permitted.
- 28.2 To evaluate a Bid, the Purchaser shall consider the following:
- (a) evaluation will be done for Items or Lots (contracts), as **specified in the BDS**; and the Bid Price as quoted in accordance;
  - (b) price adjustment due to discounts offered in accordance;
  - (c) price adjustment due to quantifiable nonmaterial nonconformities in accordance;
  - (d) the additional evaluation factors are specified in Section III, Evaluation and Qualification Criteria;
- 28.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.
- 28.4 If the Bidding Documents allow Bidders to quote separate prices for different lots (contracts), the methodology to determine the lowest evaluated price of the lot (contract) combinations, including any discounts offered in the Letter of Bid Form, is specified in Section III, Evaluation and Qualification Criteria



28.5 The Purchaser's evaluation of a bid will exclude and not take into account:

any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

28.6 The Purchaser's evaluation of a bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with ITB. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids, unless otherwise **specified in the BDS** from amongst those set out in Section III, Evaluation and Qualification Criteria.

**29. Comparison of Bids**

29.1 The Purchaser shall compare the evaluated prices of all substantially responsive bids established in accordance with ITB 33.2 to determine the lowest evaluated bid. The comparison shall be on the basis of DDP (place of destination) prices, together with prices for any required installation, training, commissioning and other services.

**30. Qualification of the Bidder**

30.1 The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

30.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder.

30.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's qualifications to perform satisfactorily.

**31. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids**

31.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders. In case of annulment, all bids submitted shall be promptly returned to the Bidders.

**F. Award of Contract**

**32. Award Criteria**

31.1 The Purchaser shall award the Contract to the Bidder with the highest combined technical and financial score evaluated with the procedure specified under Section III, Evaluation and Qualification Criteria, provided further that the Bidder has remained qualified to perform the Contract satisfactorily, on conducting verification needed. A Bid shall be rejected if it is found on verification that the qualification criteria as specified in Section III, Evaluation and Qualification Criteria



are no longer by the Bidder with the first highest combined technical and financial score. In this event the Purchaser shall proceed to the Bidder with the second highest combined technical and financial scores to make a similar reassessment of that Bidder's capabilities to perform satisfactorily.

**33. Purchaser's Right to Vary Quantities at Time of Award**

33.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VII, Schedule of Requirements, provided this does not exceed the percentages **specified in the BDS**, and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

**34. Notification of Award**

34.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification letter called the "Letter of Acceptance" shall specify the sum that the Purchaser will pay the Supplier in consideration of the supply of Goods (hereinafter and in the Conditions of Contract and Contract Forms called "the Contract Price"). At the same time, the Purchaser shall also notify all other Bidders of the results of the bidding and shall publish on the national website *online* the results identifying the bid and lot (contract) numbers and the following information:

- (i) name of each Bidder who submitted a Bid;
- (ii) bid prices as read out at Bid Opening;
- (iii) name and evaluated prices of each Bid that was evaluated;
- (iv) name of the successful Bidder, and the Price it offered, as well as the duration and summary scope of the contract awarded.

34.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

34.3 The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, after notification of award, requests in writing the grounds on which its bid was not selected.

**35. Signing of Contract**

35.1 Promptly after notification, the Purchaser shall send the successful Bidder the Contract Agreement.

35.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Purchaser.

**36. Performance Security**

36.1 Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC, using for that purpose the Performance Security Form included in Section VIII, Contract Forms.

36.2 Failure of the successful Bidder to submit the above-mentioned

Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and execution of the bid securing declaration. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose bid is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

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## Section II. Bid Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General
ITB 1.1	The reference number of the Invitation for Bids is: IFB No.: <b>RFB/NCB/002/IPG/VII/2021</b>
ITB 1.1	The Purchaser is: <b>Instituto do Petróleo e Geologia, Instituto Público</b> Office address: Rua Delta 1, Aimutin Comoro, Dili. Timor-Leste
ITB 1.1	The name of the contract is: <b>SUPPLY OF ELECTRONIC DATA PROCESSING (EDP) EQUIPMENT</b>
ITB 2.1	Source of Funds:  Instituto do Petróleo e Geologia, Instituto Público, approved budget for fiscal year 2021. Maximum budget estimated for this contract is USD 168,050.00 (One Hundred Sixty-Eight Thousand and Fifty US Dollar only).

	<b>B. Contents of Bidding Documents</b>
<b>ITB 6.1</b>	<p>For <u>Clarification of bid purposes</u> only, the Purchaser's address is:</p> <p>Attention:</p> <p><i>Dra. Theresia Ida Lebre – Interim Procurement Team Leader</i></p> <p><b>IPG-Instituto do Petróleo e Geologia</b> Rua Delta 1, Aimutin Comoro, Dili. Timor-Leste</p> <p>Telephone: +670 3310 179</p> <p>Electronic mail address: <a href="mailto:tlebre@ipg.tl">tlebre@ipg.tl</a></p>
<b>ITB 6.1.</b>	<p>A Pre-Bid meeting shall take place at the following date, time and place:</p> <p>Date: <b>02 August 2021</b></p> <p>Time: <b>10.00 OTL</b></p> <p>Place: <b>IPG Office, Rua Delta 1, Aimutin Comoro, Dili. Timor-Leste</b></p> <p>Due to the Pandemic COVID-19 and Government Regulations on prevention and mitigation of COVID-19, the attendance to the pre-bid meeting is <b>not mandatory</b>, however, the bidders are encouraged to attend.</p>



	<b>C. Preparation of Bids</b>
<b>ITB 9.1</b>	The language of the Bid is: <b>TETUM – PORTUGUESE - ENGLISH</b>
<b>ITB 12.1</b>	Alternative Bids <b>ARE NOT</b> permitted.
<b>ITB 13.5</b>	The prices quoted by the Bidder shall be: <b>FIXED PRICE</b>
<b>ITB 14.1</b>	The currency of the Bid and Payment shall be: <b>United States Dollar (US)</b>
<b>ITB 16.1</b>	The bid validity period shall be <b><i>one-hundred twenty (120)</i></b> days.
<b>ITB 17.1</b>	<p>A Bid Security is required.</p> <p>The Bid Security shall be in the form of an unconditional <b>Bank Guarantee</b> and uses the form provided in Section IV – Bidding Forms.</p> <p>The amount of Bid Security is USD 16,805.00 (Sixteen Thousand Eight Hundred Five US Dollar only). The requirement is equal and applicable to all participating bidders.</p>

	<b>D. Submission and Opening of Bids</b>
<b>ITB 18.1</b>	<p>The number of copies is as follows:</p> <p>Technical Bid: one (1) original and two (2) copies</p> <p>Price Bid: one (1) original and two (2) copies</p>
<b>ITB 18.2</b>	<p>The written confirmation of authorization to sign on behalf of the Bidder shall consist of:</p> <p>a) A Power of Attorney with appropriate certification of signatory's authority.</p> <p>b) A Joint Venture shall include an undertaking signed by all parties (i) stating that all parties shall be jointly and severally liable, and (ii) nominating a Representative who shall have authority to conduct all business for and on behalf of any and all the parties of the Joint Venture during the bidding process and, in the event the Joint Venture is awarded the Contract, during contract execution.</p>
<b>ITB 20.1</b>	<p>For <b><u>bid submission purposes</u></b> only, the Purchaser's address is:</p> <p>Attention:</p> <p>Direção de Aprovisionamento</p> <p><b>Instituto do Petróleo e Geologia</b></p> <p>Rua Delta 1, Aimutin Comoro, Dili. Timor-Leste</p> <p><b>The deadline for bid submission is:</b></p> <p>Date: <b>11 August 2021</b></p> <p>Time: <b>16.00 OTL</b></p>
<b>ITB 25.1</b>	<p>The bid opening shall take place at:</p> <p>Direção de Aprovisionamento</p> <p><b>Instituto do Petróleo e Geologia</b></p> <p>Rua Delta 1, Aimutin Comoro, Dili. Timor-Leste</p> <p>Date: <b>11 August 2021</b></p> <p>Time: <b>16.00 OTL</b></p>



### Section III. Evaluation and Qualification Criteria

The evaluation shall be based on the documents that the Bidder has submitted with its Bid. Therefore, the Bidder is reminded to submit all the necessary information and documentation to enable the Purchaser to make an evaluation. Failure of the Bidder to provide the necessary information may result in the rejection of the Bid.

Bid evaluation shall be undertaken in two stages. The first stage will be the Evaluation of Technical Bids applying the technical evaluation criteria, sub-criteria, and scoring system specified below. The maximum technical score is 100 points and the minimum technical passing score is 70 point. Only top two bidder scored higher are invited for opening of their Price Proposal.

The second stage will be the evaluation of the price proposals of only the Bidders with the top two ranked technical POINT based on the result of the first stage evaluation above. To determine the "price score", the lowest evaluated bid price X will automatically score 100 POINTS for the price component evaluation. Other bidders with bid price Y will be assigned a price proposal POINT =  $100 (X / Y)$ .

The final ranking shall be determined by combining the Technical and Price scores, applying a Technical: Price Ratio of 70:30. The Purchaser shall award the Contract to the Bidder with the highest combined technical and Financial score evaluated with the Procedure specified under Section III: Evaluation and Qualification Criteria.

#### Technical Evaluation:

The technical evaluation will be undertaken in two steps. The first step will be the determination of the Bidder's compliance to the basic bid and eligibility requirements to be undertaken on a "Pass or Fail" basis.

1. The following documentation shall be checked (comply Y/N):
  - a. Technical and Financial Bid are submitted in separated sealed envelopes, for technical proposal one (1) original and two (2) copies.
  - b. Signatory to the bid is authorized to commit the Bidder as evidenced by a Power of Attorney submitted with the Bid;
  - c. Valid Business Registration Certificate, Business License and Tax payment certificated, Social security;
  - d. Articles of Incorporation which proof of at least 51% Timorese Ownership;
  - e. Bid Security, in accordance with ITB Clause 17;
  - f. Latest Tax Payment Certificate from Timor-Leste Revenue Service.
2. The Purchaser shall also examine the Technical Bids to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any reservation.
3. The Purchaser shall also confirm that all requirements specified in Section V, Schedule of Supply of the Bidding Document have been met without any material deviation.
4. The Purchaser shall also confirm that:
  - a. The Bidder is not subject to current sanctions or declaration of ineligibility for fraud and corruption by the Purchaser;
  - b. Bidder does not have a conflict of interest with one or more parties participating in or executing this bidding process; and
  - c. In the case of a joint venture, confirm that the Bidder submitted a certification that all parties shall be jointly and severally liable and that the Bidder has nominated a Representative who shall have the authority to conduct all business for and on behalf of any and all parties of the joint venture during the bidding process, and in the event the joint venture is awarded a contract, also during contract execution.



Note: Only those Bidders who passed the Step 1 evaluation shall be considered further in the Step 2 – Technical evaluation which is to evaluate and score the technical bids on the criteria and scoring system provided below:

Step 2. Technical Evaluation

**SUPPLY OF ELECTRONIC DATA PROCESSING (EDP) EQUIPMENT**

Criteria	Minimum Requirements	Evaluation Weight	Score (D)	Point (St)
A	B	C	D	E=(C x D)
1. Experiences				
a. General Experience	The bidder company should be in existence from last five years. Experience under similar contracts in the role of prime contractor/service provider (single entity or JV member), or management contractor/service provider for at least last three (3) years prior to the bid submission deadline.	5		



Criteria	Minimum Requirements	Evaluation Weight	Score (D)	Point (St)
A	B	C	D	E=(C x D)
b. Contracts of Similar Size and Nature (Similar Experience)	The bidder company must have been awarded two similar size contracts in the last five (5) years that have been successfully completed and that are similar to the proposed works. The similarity of the service provider participation shall be based on the physical size, nature of works, complexity, methods, technology or other characteristics of the contract	10		
c. Specific technical Requirements	Technical requirement for drill	15		
2. Financial Capacity				
a) Soundness of the Bidder's Financial Position	Submission of financial statements acceptable to the Purchaser, for the last two (2) years.	5		
b) Cash Flow Capacity	Available cash in bank or stand-by line of credit from a financial institution to meet the project cash flow requirement of US\$ 170,000.00 (One Hundred Seventy Thousand US Dollar only)	10		
3. Technical Specifications for drill services	Meet technical specifications requirements as specified in SECTION 5 – TECHNICAL SPECIFICATIONS IN THIS BID DOCUMENTS.	30		





Criteria	Minimum Requirements	Evaluation Weight	Score (D)	Point (St)
A	B	C	D	E=(C x D)
4. Supply Methodology	Proposed method of supply including completion and detailed description of the resources to be used (As stated in SECTION V of the bidding documents) to the final destination within 15 days after notice to proceed issued	5		
5. Technical Expertise	Minimum three (3) satisfactory contract completion certificates in Timor-Leste during the last 6 years (15,000-200,000 USD)	20		
<b>MAXIMUM TECHNICAL PASSING POINT (St)</b>				100
<b>MINIMUM TECHNICAL PASSING POINT (St)</b>				70

The scoring (D) shall be in accordance with the following table:

Score Scale (D) for technical evaluation	Score Definition
0	Not acceptable, has not met any reasonable criteria
0.1 – 0.2	Has only met few minimum requirements, and is not acceptable
0.3 – 0.5	Has only met some minimum requirements but not all, and may not be acceptable
0.6 – 0.7	Has met most of the minimum requirements, and may be acceptable
0.8 – 0.9	Has met all of the minimum requirements, and is acceptable
1	Has met and exceeded all requirements, and is acceptable

The Bidder will be ranked from the highest to the lowest scored point,

**ONLY Bidders with the top two scores (THE BEST ONE and TWO) from those passed minimum passing point will be invited to open their Financial Proposal envelope**



### Section IV. Supply of Requirements

No.	Item	Specifications	Quantity
1	Supply of PC (Desktops)	<b>HP All in one PC 24-dp01400z AIO PC or Equivalent</b> <ul style="list-style-type: none"> <li>• processor: AMD Ryzen™ 5 3500U (2.1 GHz base clock, up to 3.7 GHz max boost clock, 4 MB L3 cache, 4 cores)</li> <li>• RAM: 16 GB DDR4-2400 SDRAM (2 x 8 GB)</li> <li>• Display: 23.8" diagonal FHD IPS ZBD anti-glare WLED-backlit three-sided micro-edge touch screen, 250 nits, 72% NTSC (1920 x 1080)</li> <li>• Hard Drive: 1 TB 7200 rpm SATA</li> <li>• Graphics Coprocessor: Integrated: AMD Radeon™ Vega 8 GraphicsCard Description: Dedicated</li> <li>• Network Interface: Integrated 10/100/1000 Gigabit Ethernet LAN</li> <li>• Wireless Technology: Realtek Wi-Fi 5 (2x2) and Bluetooth® 5 Combo</li> <li>• External I/O Ports: Side:1 headphone/microphone combo; 1 SuperSpeed USB Type-A 5Gbps signaling rate (Battery Charging 1.2) Rear:2 SuperSpeed USB Type-A 5Gbps signaling rate; 2 USB 2.0 Type-A</li> <li>• Power Supply: 65 W Smart AC power adapter</li> </ul>	6
		<b>Dell precision Tower 7920 Workstation or Equivalent</b> <ul style="list-style-type: none"> <li>• Processor: Intel Xeon Silver 4210R (2.4GHz, 3.2GHz Turbo,10C, 9.6GT/s 2UPI, 13.75MB Cache, HT (100W)) DDR4-2400</li> <li>• Memory: 64GB 2x32GB DDR4 2933MHz RDIMM ECC Memory</li> <li>• Storage: 2.5 1.92TB SATA AG Enterprise Solid State Drive</li> <li>• Graphic: NVIDIA® Quadro® P1000, 4GB, 4 mDP (7X20T)</li> <li>• Dell Wireless Keyboard and Mouse</li> <li>• Windows 10 Pro for Workstations (6 Cores Plus)</li> <li>• 1 Year Warranty</li> </ul>	3
		<b>Dell Optilex 5070 MT or Equivalent</b> <ul style="list-style-type: none"> <li>• Processor: Intel® Core™ i7-9700 (8 Cores/12MB/8T/3.0GHz to 4.8GHz/65W)</li> <li>• Operating System: Windows 10 Pro 64 bit</li> <li>• Graphic Card: AMD Radeon™ R5 430 (DP/DP)</li> <li>• RAM: 16GB (2x8GB) 2666MHz DDR4 Memory</li> <li>• HDD: 2.5 inch SATA hard drive drive up to 2TB</li> </ul>	3
		<b>Dell or Equivalent Workstation</b> <ul style="list-style-type: none"> <li>• 12-Core 3.0GHz Intel Xeon Broadwell E5-2687W v4 [24-cores / 48-threads] (2 x CPU)</li> <li>• 4TB SATA 2.5" Solid-State Drive (Primary Storage)</li> <li>• 8 TB 7200 RPM 128 MB Cache Hard Drive (3 units, for drive bay 2,</li> </ul>	2



		3 and 4) <ul style="list-style-type: none"> <li>• NVIDIA Quadro P6000 24GB</li> <li>• 128GB (8x 16GB) of 2400MHz DDR4 ECC Registered Memory</li> <li>• Slim DVD Writer</li> <li>• Intel X540-T2   Dual-Port   RJ45   PCIe 2.0   10GbE Network Adapter</li> <li>• Windows 10 Professional 64-bit</li> <li>• USB Keyboard</li> <li>• USB Optical Mouse</li> </ul>	
		<b>Dell Inspiron 27 7000 Silver touch All-in-One PC or equivalent</b> <ul style="list-style-type: none"> <li>• 11th Generation Intel® Core™ i7-1165G7 Processor (PC All-In-One)</li> <li>• Windows 10 Professional 64-bit</li> <li>• NVIDIA® GeForce® MX330 with 2GB GDDR5 graphics memory</li> <li>• 27-inch FHD (1920 x 1080) Infinity Touch Display</li> <li>• 512GB Solid State Drive (Boot) + 1TB 5400 rpm Hard Drive Storage</li> <li>• 16GB, 1x16GB, DDR4, 2666MHz</li> </ul>	3
2	Supply of Monitors	<ul style="list-style-type: none"> <li>• LED edge light system</li> <li>• Aspect Ratio 21:9</li> <li>• Native Resolution 3440 x 1440 at 60Hz</li> <li>• Pixel Pitch 0.233 mm x 0.233 mm</li> <li>• Brightness 300 cd/m2 (typical)</li> <li>• Contrast Ratio 1000: 1 (typical)</li> <li>• Color Support 1.074 Billion colors</li> <li>• Input Connectors</li> <li>• 2 x HDMI 2.0 (HDCP 2.2)</li> <li>• 1 x DP 1.2 (HDCP 2.2)</li> <li>• 2 x USB 3.0 Upstream port</li> <li>• 2 x USB 3.0 Downstream port (side)</li> <li>• 2 x USB 3.0 Downstream port (bottom)</li> <li>• 1 x USB Type-C (DisplayPort DP1.2</li> <li>• Alternate Mode, Power Delivery up to 90W (Typical), and USB2.0)</li> <li>• Display Position Adjustments</li> <li>• Height adjustable (115 mm)</li> <li>• Tilt (-5° to 21°)</li> <li>• Swivel (-30° to 30°)</li> <li>• Screen Coating</li> <li>• Antiglare with hard coating 3H</li> <li>• Dimensions (WxDxH) - with stand</li> <li>• 813.6 mm (32.03") x 226.4 mm (8.91") x 417.0 mm ~ 532.0 mm (16.42" ~ 20.94")</li> <li>• 1 Year Warranty</li> </ul>	3



		<ul style="list-style-type: none"> <li>• LED</li> <li>• 5120 x 2160 at 60Hz</li> <li>• 300 cd/m<sup>2</sup> (typical)</li> <li>• 5 ms (gray to gray - FAST mode), 8 ms (gray to gray - NORMAL mode)</li> <li>• 1 x DP 1.4 ( HDCP 2.2) ( 10 bit Color @ 60HZ)</li> <li>• 2 x HDMI 2.0 ( HDCP 2.2) (10 bit Color @ 30HZ)</li> <li>• 1 x Thunderbolt(TM) 3 ; (Alternate Mode with Display Port 1.4, super speed USB 3.2 Gen 2 (10Gbps) Upstream , Power Delivery upto 90W*) , certified for Windows® and Mac®</li> <li>• 1 X USB Type B Upstream Port</li> <li>• 1 x USB Type-C Downstream Port , super speed USB 3.2 Gen 2 with charging capability of 15W ( Maximum)</li> <li>• 4 x super speed USB Type-A 10 Gbps (USB 3.2 Gen 2) ports</li> <li>• 1 x super speed Type A USB 10 Gbps (USB 3.2 Gen 2) with BC1.2 charging capability at 2A (max)</li> <li>• 1 x audio line-out port (3.5mm Jack)</li> <li>• 1 X RJ45 Port</li> <li>• Anti-Glare with Hard- Coating 3H</li> <li>• TCO Certified Displays 8</li> <li>• 20.94 lb</li> <li>• 37.27 inches x 9.76 inches x 18.02 inches ~ 22.73 inches</li> <li>• Energy Star Compliance (ES8.0), EPEAT, TCO</li> <li>• 39.7 inches</li> <li>• USB 3.2</li> <li>• 21:9</li> <li>• 0.1815 mm x 0.1815 mm</li> <li>• 1000:1 (typical)</li> <li>• 1.07 Billion</li> <li>• tilt: 5°/21° , Swivel:30°/30° , Height Adjustable: 120 mm</li> </ul>	3
3	Supply of Laptops	<b>Lenovo Thinkpad P52S Mobile Workstation or Equivalent</b> <ul style="list-style-type: none"> <li>• Processor Intel® Core™ i7 8550</li> <li>• Operating System Windows 10 Pro bit</li> <li>• Display 15.6''FHD (1920 x 1080)</li> <li>• NVIDIA® Quadro® T1000 4GB</li> <li>• Camera 720p HD camera with dual array microphone and thinkshtter</li> <li>• 16 GB DDR4 2933MHz (2 x 8 GB)</li> <li>• Storage 1 TB PCIe SSD</li> <li>• Battery 10 hours, 6 cell, 90 Whr</li> <li>• 1 Year Warranty</li> </ul>	4

	<b>Lenovo Thinkpad Edge E480 or Equivalent</b> <ul style="list-style-type: none"> <li>• Processor Intel® Core™ i7 8<sup>th</sup> Generation</li> <li>• Operating System Windows 10 Pro</li> <li>• Display 14" FHD (1920 x 1080) antiglare</li> <li>• Nvidia Quadro P500 2GB Graphic card</li> <li>• Camera 720p HD camera with dual array microphone and thinkshtter</li> <li>• RAM 8 GB</li> <li>• HDD 1 TB</li> <li>• 1 Year Warranty</li> </ul>	5
	<b>Lenovo Thinkpad P52 Mobile Workstation or Equivalent</b> <ul style="list-style-type: none"> <li>• Processor Intel® Core™ i7-8850, 6 core processor with vPro (2.60GHz, up to 4.30GHz with Turbo Boost Technology, 9MB Cache)</li> <li>• Display 15.6" FHD (1920 x 1080)</li> <li>• Graphics NVIDIA® Quadro® P2000 4GB</li> <li>• Memory 32GB DDR4 (16GBX2)</li> <li>• Storage 2TB SSD</li> <li>• Windows 10 Pro 64 bit</li> <li>• Battery 6 Cell Li-Polymer Battery 90Wh</li> <li>• 1 Year Warranty</li> </ul>	2
	<b>Lenovo Thinkpad P52 Mobile Workstation or Equivalent</b> <ul style="list-style-type: none"> <li>• Processor Intel® Core™ i7 8750 (6-Core, 9MB Cache, 2.2GHz Up To 4.1GHz)</li> <li>• Display 15.6" FHD (1920 x 1080)</li> <li>• Graphics NVIDIA® Quadro® P1000 4GB</li> <li>• Memory 16GB DDR4</li> <li>• Storage 1TB SSD</li> <li>• Windows 10 Pro 64 bit</li> <li>• Battery 6 Cell Li-Polymer Battery 90Wh</li> <li>• 1 Year Warranty</li> </ul>	2
	<b>Lenovo Thinkpad P52s Mobile Workstation or Equivalent</b> <ul style="list-style-type: none"> <li>• Processor Intel® Core™ i7 8550</li> <li>• Operating System: Windows 10 Pro 64 bit</li> <li>• Display: 15.6" FHD (1920 x 1080),</li> <li>• Graphics: NVIDIA® Quadro® P500 2GB</li> <li>• Camera: 720p HD Camera with dual array microphone and ThinkShutter</li> <li>• Memory: 16GB</li> <li>• Storage: 1TB SSD</li> <li>• Battery: 10 hours*, 6 cell, 90 Whr</li> <li>• 1 Year Warranty</li> </ul>	3



		<ul style="list-style-type: none"> <li>• Windows 10 Pro 64bit</li> <li>• Intel® Core™ i7-1065G7</li> <li>• Processor Quad-Core 1.30 GHz</li> <li>• Intel® Iris Plus Graphics share memory</li> <li>• 14" full HD (1920 x 1080) 16:9</li> <li>• IPS Touchscreen</li> <li>• 16GB, LPDDR4X</li> <li>• 1TB SSD</li> </ul>	4
		<b>Dell G7 15 or Equivalent</b> <ul style="list-style-type: none"> <li>• 10th Generation Intel Core i7-10750H</li> <li>• Windows 10 pro 64 bit</li> <li>• NVIDIA® GeForce® RTX TM 2070 8GB GDDR6 with Max-Q design</li> <li>• 15.6-in. Display</li> <li>• 1TB M.2 PCIe NVMe Solid State Drive</li> <li>• 32GB, 2x16GB, DDR4, 2933MHz</li> </ul>	2
4	Supply of External Hard Disc	<ul style="list-style-type: none"> <li>• Digital Storage Capacity: 3 TB</li> <li>• Compatible Devices: PC, Mac</li> <li>• Item Dimensions LxWxH: 4.37 x 3.23 x 0.83 inches</li> <li>• Form Factor: 3.5-inch</li> <li>• Item Weight: 8.1 ounces</li> <li>• Product Dimensions: 4.37 x 3.23 x 0.83 inches</li> <li>• Item Dimensions LxWxH: 4.37 x 3.23 x 0.83 inches</li> <li>• Processor Count 1</li> <li>• Computer Memory Type: DDR3 SDRAM</li> <li>• Flash Memory Size: 3</li> <li>• USB 3.0 and USB 2.0 Compatibility</li> <li>• Fast data transfers</li> <li>• Improve PC Performance</li> <li>• High Capacity; Compatibility Formatted NTFS for Windows 10, Windows 8.1, Windows 7; Reformatting may be required for other operating systems; Compatibility may vary depending on user's hardware configuration and operating system</li> </ul>	3
5	Supply of UPS	<b>OUTPUT</b> <ul style="list-style-type: none"> <li>• Output power capacity: 720Watts / 1.2kVA</li> <li>• Max Configurable Power (Watts): 720Watts / 1.2kVA</li> <li>• Nominal Output Voltage: 230V</li> <li>• Output Frequency (sync to mains): 50 Hz, 60 Hz</li> <li>• Output Frequency (not synced): 60Hz +/- 0.1% for 60Hz nominal, 50Hz +/- 0.1% for 50Hz nominal</li> </ul> <b>INPUT</b> <ul style="list-style-type: none"> <li>• Nominal Input Voltage: 230V</li> <li>• Input frequency: 50/60 Hz +/- 3 Hz (auto sensing)</li> <li>• Input Connections: IEC-320 C14</li> </ul>	3



		<ul style="list-style-type: none"> <li>• Input voltage range for main operations: 176 - 294V</li> <li>• Input voltage adjustable range for mains operation: 156 - 300V</li> </ul>	
		<ul style="list-style-type: none"> <li>• 625va</li> <li>• 325watt</li> <li>• AVR Stabilizer</li> <li>• Surge protection</li> <li>• 3 universal outlets</li> </ul>	25
6	Supply of Projector	<ul style="list-style-type: none"> <li>• Technology: 3LCD</li> <li>• Brightness: 3300 ansi</li> <li>• Resolution: XGA (1024 x 768)</li> <li>• Contraste Ratio 15.000: 1</li> <li>• Zoom Ratio: 1 - 1.35 (Digital Zoom)</li> <li>• Lamp Life: 6.000 H / 12.000 H</li> <li>• Keystone Correction: Manual Adjustment</li> <li>• Quick Corner: Yes</li> <li>• Connectivity: VGA, HDMI, USB ver. B</li> <li>• Power Consumption: 327 Watt</li> <li>• Dimension: 237 x 302 x 82 mm</li> </ul>	2
7	Supply of Printers	<p>Printing Technology:</p> <ul style="list-style-type: none"> <li>• Print Method: On-demand inkjet (Piezoelectric)</li> <li>• Maximum Print Resolution: 5760 x 1440 dpi (with Variable-Sized Droplet Technology)</li> <li>• Minimum Ink Droplet Volume: 1.5pl</li> <li>• Automatic Duplex Printing: No Print Direction: Bi-directional printing, Uni-directional printing</li> <li>• Nozzle Configuration: 90 per colour (Cyan, Light Cyan, Magenta, Light Magenta, Yellow, Black)</li> </ul> <p>Print Speed:</p> <ul style="list-style-type: none"> <li>• Draft, A4 (Black / Colour): Up to 15ppm / 15ppm</li> <li>• Photo Default: 10x15cm/4x6" - Approx. 45 sec per photo (Borderless)</li> </ul> <p>Paper Handling:</p> <ul style="list-style-type: none"> <li>• Number of Paper Trays: 1</li> <li>• Standard Paper Input Capacity: Up to 100 sheets, A4 Plain paper (75g/m<sup>2</sup>) Up to 30 sheets, Premium Glossy Photo Paper</li> <li>• Output Capacity: Up to 50 sheets, A4 Plain paper Up to 20 sheets, Premium Glossy Photo Paper</li> <li>• Maximum Paper Size: 12.95 x 44"</li> <li>• Paper Sizes: A3+, A3, B4, A4, A5, A6, B5, 10x15cm (4x6"), 13x18cm</li> </ul>	1



	<p>(5x7"), 16:9 wide size, Letter (8.5x11"), Legal (8.5x14"), Half Letter (5.5x8.5"), 9x13cm (3.5x5"), 13x20cm(5x8"), 20x25cm(8x10"), Envelopes: #10(4.125x9.5") DL(110x220mm), C4 (229x324mm), C6(114x162mm)</p> <ul style="list-style-type: none"> <li>• Paper Feed Method: Friction feed Print</li> <li>• Margin: 0mm top, left, right, bottom via custom settings. Otherwise 3mm top, left, right, bottom.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Printer Type:</li> <li>• Print, Scan, Copy, Fax with ADF</li> <li>• Print Method: PrecisionCore™</li> <li>• Printhead: Minimum Ink Droplet Volume: 2.8 pl, Maximum Resolution: 4,800 x 2,400 dpi (with Variable-Sized Droplet Technology)</li> <li>• Automatic 2-sided Printing: Yes (up to A3)</li> <li>• Automatic Duplex</li> <li>• Print speed up to 32ppm / 20ppm</li> <li>• Ethernet &amp; Wi-Fi Direct</li> <li>• 1 Year Warranty</li> </ul>	1
	<ul style="list-style-type: none"> <li>• Print Method: On-demand inkjet (Piezoelectric)Printhead</li> <li>• Minimum Ink Droplet Volume: 3pl</li> <li>• Maximum Resolution: 5760 x 1440 dpi (with Variable-Sized Droplet Technology)</li> <li>• High-yield ink bottles</li> <li>• Print speed up to 15ipm</li> <li>• 1 Year Warranty</li> </ul>	2
	<p>PROPERTIES</p> <ul style="list-style-type: none"> <li>• Paper Size: 8.5" x 13", 100 mm x 148 mm, 195 mm x 270 mm, 4 x 6", 5 x 7", A4, A6, B5, B6, C6, DL, Envelopes: #10 (4.125 x 9.5"), Letter</li> </ul> <p>TECHNOLOGY</p> <ul style="list-style-type: none"> <li>• Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per colour (Cyan, Magenta, Yellow)</li> <li>• Printing Method: Inkjet</li> <li>• Function: Copy, Print, Scan</li> <li>• Minimum Ink Droplet Volume: 3 pl</li> </ul> <p>PRINT</p> <ul style="list-style-type: none"> <li>• Print Speed (B/W): 33ppm/10ipm</li> <li>• Print Speed (Color): 15ppm/5ipm</li> <li>• Print Resolution: 5,760 x 1,440 dpi (with Variable-Sized Droplet Technology)</li> <li>• Page Yield: 4,500 (Black), 7,500 (Colour)</li> <li>• Cost Per Page: 7 Paise (Black), 18 Paise (Colour)</li> </ul>	1



		<p><b>PAPER HANDLING</b></p> <ul style="list-style-type: none"> <li>• Output Tray Capacity: Up to 30 sheets, A4 plain paper 20 sheets, Premium Glossy Photo Paper</li> <li>• Input Tray Capacity: Up to 100 sheets-A4 / Letter Plain paper (80 g/m2) Up to 20 sheets- Premium Glossy PhotoPaper 10 sheets-Envelope, 30 sheets-Postcard</li> </ul> <p><b>COPY</b></p> <ul style="list-style-type: none"> <li>• Maximum Copies: 20 copies</li> <li>• Copy Speed: Up to 7.0 ipm / 1.7 ipm</li> </ul> <p><b>SCAN</b></p> <ul style="list-style-type: none"> <li>• Scanner Type: Flatbed colour image scanner</li> <li>• Scan Speed: Monochrome (200 dpi) 11 sec Colour (200 dpi) 32 sec</li> <li>• Optical Resolution: 600 x 1200 dpi</li> <li>• Maximum Scan Area: 216 x 297 mm (8.5 x 11.7")</li> </ul> <p><b>DIMENSIONS &amp; WEIGHT</b></p> <ul style="list-style-type: none"> <li>• Dimensions: 375 mm x 347 mm x 179 mm</li> <li>• Weight (Kgs): 3.9 Kg</li> </ul> <p><b>CONNECTIVITY</b></p> <ul style="list-style-type: none"> <li>• Connectivity: USB 2.0</li> </ul> <p><b>PRINTER SOFTWARE</b></p> <ul style="list-style-type: none"> <li>• Operating System Compatibility: Windows XP / Vista / 7 / 8 / 8.1 / 10 Windows Server 2003 / 2008 / 2012 / 2016 , Only printing and scanning functions are supported for Windows , Server OS Mac OS X 10.6.8 or later</li> </ul> <p><b>POWER</b></p> <ul style="list-style-type: none"> <li>• Power Consumption: 12 W (operating), 3.9 W (standby), 0.4 W (sleep), 0.3 W (power off)</li> </ul> <p><b>WARRANTY</b></p> <ul style="list-style-type: none"> <li>• Warranty: 1 Year or 30,000 pages whichever is earlier</li> </ul>	
8	Supply of Drone	<ul style="list-style-type: none"> <li>• Aircraft</li> <li>• Takeoff Weight 1391 g</li> <li>• Diagonal Distance 350 mm</li> <li>• Max Service Ceiling Above Sea Level 19685 ft (6000 m)</li> <li>• Max Ascent Speed 6 m/s (automatic flight); 5 m/s (manual control)</li> <li>• Max Descent Speed 3 m/s</li> <li>• Max Speed 31 mph (50 kph) (P-mode)</li> <li>• 36 mph (58 kph) (A-mode)</li> <li>• Max Flight Time Approx. 30 minutes</li> <li>• Operating Temperature Range 32° to 104° F (0° to 40°C)</li> <li>• Hover Accuracy Range RTK enabled and functioning properly</li> <li>• Vertical : <math>\pm 0.1</math> m ; Horizontal : <math>\pm 0.1</math> m RTK disabled</li> <li>• Vertical : <math>\pm 0.1</math> m (with vision positioning )</li> <li>• <math>\pm 0.5</math> m (with GNSS positioning)</li> </ul>	1



	<ul style="list-style-type: none"><li>• Horizontal : <math>\pm 0.3</math> m (with vision positioning);</li><li>• <math>\pm 1.5</math> m (with GNSS positioning)</li><li>• Image Position Offset The position of the camera center is relative to the phase center of the onboard D-RTK antenna under the aircraft b</li></ul> <p>Packing list:</p> <ul style="list-style-type: none"><li>• 1x DJI Phantom 4 V2.0 RTK</li><li>• 1x High precision D RTK 2 Station Set (Global Version EU/US)</li><li>• 1x Remote control</li><li>• 1x Intelligent flight battery</li><li>• 2x Propeller (pair)</li><li>• 1x Battery charger with power cable</li><li>• 1x Transportation case</li><li>• 1x 16GB SD card</li></ul>	
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### Performance Security

*[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** *[insert name and Address of Purchaser]*

**Date:** *\_ [Insert date of issue]*

**PERFORMANCE GUARANTEE No.:** *[Insert guarantee reference number]*

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *\_ [insert name of Supplier, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[Insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the supply of *\_ [insert name of contract and brief description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (*[insert amount in words]*),<sup>1</sup> such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the .... Day of ....., 2...<sup>2</sup>, and any demand for payment under it must be received by us at this office indicated above on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.

<sup>1</sup> *The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, and denominated either in the currency (ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.*

<sup>2</sup> *Insert the date twenty-eight days after the expected completion date as described in GC Clause 17.4. The Purchaser should note that in the event of an extension of this date for completion of the Contract, the Purchaser would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Purchaser might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."*



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*[signature(s)]*

***Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.***

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