




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

## REQUEST FOR PROPOSAL Video Production Services

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 **Video Production Services** for the Institute of Petroleum and Geology, IP of the Democratic Republic of Timor-Leste.

Please provide your proposal for the **Video Production Services** and other 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](mailto:tlebre@ipg.tl) or [clopes@ipg.tl](mailto:clopes@ipg.tl) before 17:00 OTL, **13 August 2021**.

<b>RFP NAME</b>	<b>Video Production Services</b>		<b>RFP: 001/IPG-PROC/VII/2021</b>	
<b>No</b>	<b>Description</b>	<b>Quantity (Unit)</b>	<b>Unit Price</b>	<b>Total Price</b>
1	<b>Video Production Services</b>	1 Package		
			<b>TOTAL</b>	
Delivery period <i>(to be completed by Service Providers)</i>				
Final Delivery destination			Instituto do Petróleo e Geologia – Instituto Público (IPG), Rua Aimutin, Dili, Timor-Leste or outside IPG office if requested	
Warranty Period <i>(To be completed by Service Providers)</i>				
Proposal validity period			60 days	
Manufacturers Authorization			Not Required	
Performance Security			5% of the total amount of the contract must be provided until the services are received by purchaser and will return it to provider once the date of contract terminated.	
 <b>Gabriel G. A. de Oliveira</b> <b>President of IPG</b> <b>30 July 2021</b>			(sign & stamp) Vendor's Authorized Officer Date:	
We certify that we comply with eligibility requirements of instructions to vendors clauses 2 <sup>a</sup> to 2d. (Overleaf). If our offer is accepted, we undertake (a) to deliver goods & services in accordance with our offer above (b) to abide by this proposal for the Validity Period stated above.				

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





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

---

### Specification / Term of References Video Production Services

---

#### A. BACKGROUND

The Instituto do Petróleo e Geologia - Instituto Público (IPG) is one of the Public Institutions within the Ministry of Petroleum and Mineral of the government of Timor-Leste that was established under the Decree Law no 33/2012. The key principal activity of this Institution is to develop studies of geology, mineral resources including oil and gas so as researching the Geo-Hazards as well as hydrogeology of the country as a means to support the sustainable development of Timor-Leste.

#### B. OBJECTIVES

The Instituto do Petróleo e Geologia - Instituto Público (IPG) is seeking a service provider to supply high-quality video production services with various type of durations ranging from 60 min to 90 min that will be used for IPG's communication and information dissemination purposes. The service provider shall work in close coordination with the IPG Media team.

#### C. QUALIFICATIONS

##### 1. Minimum Requirement

The service provider must fulfil the following minimum requirements:

- 1.1. Minimum 5 years of relevant experience in editing broadcast quality video and audio.
- 1.2. Demonstrated experience of conception, production and editing of short video documentaries.
- 1.3. Experience with government and international agencies is an advantage;

##### 2. Skills and Competencies.

Demonstrated competencies in:

- 2.1. Editing broadcast quality video and audio: HD 1920x1080 or better.
- 2.2. Final Cut Pro X and/or Adobe Premiere editing.
- 2.3. Provide narration, translation in English subtitles.
- 2.4. Different video formats and video file conversions.
- 2.5. Converting of video files from and to multiple formats.
- 2.6. Online video publishing and file transfer skills.
- 2.7. Sound mixing and mastering skills.

##### 3. Qualification of the team member(s).

The team should comprise of either or both of the following experts:

###### 3.1. Videographer

- The Videographer will be an expert in commonly used video production equipment and editing tools.
- He/she will have a high level of creative and clear understanding of modern filming techniques.
- He/she will have at least five years of experience in the field of video production and be able to demonstrate a successful track record of high-quality film work.
- He/she shall have acquired a degree or equivalent qualification in a leading film production school/university or have equivalent experience.

###### 3.2. Animator

- The Animator will be an expert in commonly used animation production and editing tools.
- He/she will have a high level of creative and clear understanding of modern animation techniques, including work in different media.
- He/she will have at least five years of experience in the animation and be able to demonstrate a successful track record of high-quality work.



- He/she shall have acquired a degree or equivalent qualification in a leading animation school/university or have equivalent experience.
- 3.3. Video/Animation Editor
- The Video/Animation editor will be familiar with commonly used video editing software, equipment etc.
  - He/she will have a technical background in adjusting films/animations to fit into a wide array of digital media (including social media).
  - He/she will have at two-five years of experience in the field and be able to demonstrate a successful track record of service provision.
  - He/she shall have acquired a degree or equivalent qualification in a leading school/university or have equivalent experience.

#### **D. MAIN TASKS AND RESPONSIBILITIES**

The selected video service provider will be required to perform a variety of video production related services. These will include, but not limited to, the following:

1. Plan and execute footage collection /coverage activities.
2. Develop scripts incorporating interviews, new footage, background footage, logos/graphics/job titles, and background music.
3. Based on the script, produce a first draft.
4. Make up to two rounds of suggested changes to produce finished products.
5. Deliver videos (60 minutes to 90 minutes).
6. Provide narration, translation in English subtitles.
7. Use high quality multimedia equipment and software.
8. The service provider will be responsible for providing appropriate staffing for the efficient completion of the services.
9. Able to travel to field as needed by the IPG.
10. The service provider should indicate a senior manager assigned for this contract and provide her/his CV.
11. Provide links or copy of videos produced for past projects with the government, international agencies or individual

#### **E. DELIVERABLES**

1. Produced 1 corporate video in 2 version:
  - 1 corporate video with short version (no more than 1 minute);
  - 1 corporate video with long version (no more than 90 minutes but no less than 60 minutes).
2. Both video with high resolution and good quality.





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

### Instruction to Vendors

1. **Scope**
  - a. The purchaser is the Instituto do Petróleo e Geologia – Instituto Público (IPG), Rua Aimutin Comoro, Dili, Timor-Leste.
  - b. This request for Proposal applies to the purchase of **Video Production Services** and other related services.
2. **Vendor Eligibility – The vendor's firm must**
  - c. Be a bona fide business unit known by the Purchaser to be suitably qualified, experienced and financial resourced (Profile Company includes; copy of Valid Business Registration, copy of Valid Certificate of Debt, copy of Tax Identification Number, copy of Bank Statement and copy of contract for similar project with government and agencies client).
3. **Responding to the Request for Proposal**
  - 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 Proposal form.
  - c. The Vendor shall verify its agreement with stated provisions for proposal validity, delivery period, warranty period, manufacturer's authorization and performance security. All variations from stated conditions shall be explained in a covering letter.
4. **Proposal Price:**
  - a. All prices should be quoted in US Dollars include 10% of tax to Timor-Leste Tax Authority.
  - b. Prices shall be fixed for the duration of the specified period for delivery.
  - c. Unless otherwise stated, the proposal shall be for the fully quantity stated on the Request for Proposal.
5. **Proposal Submission**
  - a. Service Providers may present more than one proposal, as long as it is for different goods that correspond to a similar description or specification.
  - b. Proposal 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 proposals if the number of proposals received is less than three.
  - d. The language shall be: **English**.
  - e. The result of the proposal evaluation shall be advised, denoting the successful vendor and unsuccessful vendors.
6. **Proposal Evaluation and Contract Award**
  - a. Proposal shall be evaluated to establish substantial responsiveness to eligibility requirements, technical description/specification, quantity and commercial conditions.
  - b. 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 proposals, or to cancel the proposal 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 Proposal.

**For notices the Purchaser's address shall be:**  
Instituto do Petróleo e Geologia – Instituto Público (IPG)  
Rua. Delta 1, Aimutin, Comoro, Dili, Timor-Leste  
City: Dili  
Country: Timor-Leste  
Electronic mail address: [tlebre@ipg.tl](mailto:tlebre@ipg.tl) or [clopes@ipg.tl](mailto:clopes@ipg.tl)

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

6





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

---

### 8. **Payment**

Payment shall be made in following manner:

- a. 100 (hundred) percent of the Contract Price of Services shall be paid within thirty (30) days of presentation of claim supported by a certificate completion from the Purchaser declaring that the Services have been delivered and that all other contracted services have been performed.
- b. The currency for payment shall be: **US Dollars only.**

### 9. **Corrupt & Fraudulent Practices**

The purchaser requires that Service Provider observe the highest standards of ethics during the procurement and execution of RDTL government contracts, to the extent that corrupt, fraudulent, collusive and coercive practices and conflict of interest occurring in proposal, delivery and completion processes may result in disqualification, termination of purchase order and penal sanctions.