




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

REQUEST FOR QUOTATION
Supply of Office Supplies and Related Services

Public procurement procedure under 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 **Supply of Office Supplies and Related Services** for the Institute of Petroleum and Geology, IP of the Democratic Republic of Timor-Leste for the period of 1 April – 31 December 2022.

Please provide your quotation for the **Supply of Office Supplies and Related Services** should be submitted to the Instituto do Petróleo e Geologia – Instituto Público (IPG), Rua Aimutin, Dili, Timor-Leste **17:00 OTL, 15 April 2022.**

RFQ NAME	Supply of Office Supplies and Related Services	RFQ: 001/IPG/2022		
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No	Description	Quantity (Unit)	Unit Price	Total Price
1	Supply of Office Supplies and Related Services			
			TOTAL	
Delivery period <i>(to be completed by suppliers)</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 suppliers)</i>				
Quotation/Proposal validity period			30 days	
Manufacturers Authorization			Not Required	
Performance Security			Not Required	
 Gabriel G. A. de Oliveira President of IPG 01 April 2022			(sign & stamp) Vendor's Authorized Officer Date:	
We certify that we comply with eligibility requirements of instructions to vendors clauses 2 ^a 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.				



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The Evaluation Criteria for the Quotation will be as follows:

A. Administration Requirements

- Valid and Legalized Certificate of Debt / Certidão Dívidas Validu no Legalizado.
- Valid and Legalized Certificate of Commerce / Certidão de Negócio Validu no Legalizado.
- Legalized To Whom It May Concern / Para Quem é Interessado Legalizado.
- TIN;
- Bank Statement / Balance Sheet / Extratu da Conta Bankaria;
- Electoral ID from the company owner / Cartão Eleitoral husi na'in ba Companhia;

B. Analyze and Price Comparison

- Price Comparison will be based to LEAST COST SELECTION (LCS)

Please attached the factory brochure and the specification sheet.



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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 proposal applies to the **Supply of Office Supplies and Related Services**.

2. Vendor Eligibility – The vendor's firm must

Be a bona fide business unit known by the Purchaser to be suitably qualified, experienced and financial resourced:

- a. Profile Company include Valid Business Registration, Valid Certificate of Debt / Dívidas, TIN, Bank Statement and copy of contract for similar work with government and agencies client).
- b. Must be registered as Vendor in Timor-Leste Ministry of Finance free balance System.

3. Responding to the Request for Quotation / Proposal

- a. The Vendor shall verify the description and specification of all items.
- b. The vendor shall enter unit prices, extended prices and total price on the Request for Quotation / 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. Quotation / Proposal 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 proposal shall be for the fully quantity stated on the Request for Proposal.

5. Proposal Submission

- a. Suppliers may submit more than one proposal, provided these are for substantively different goods/services meeting the same description or specification.
- b. Proposal should be in sealed envelope that submitted to the **Instituto do Petróleo e Geologia – Instituto Público (IPG), Procurement Unit, Rua Aimutin Comoro, Dili**, no later than the specified time and date.
- c. The procurement service reserve the right to retain and open late proposal if the number of proposal received is less than three.
- d. The language shall be: **English or Tetum**.
- 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. Upon performing verification and arithmetic correction, quotations which identified as responsive substantially will be re-evaluated to choose the lowest price, which will be the basis for awarding the contract.
- c. Award notification shall be effected through the issuance of a Purchase Order by the Purchaser.
- d. The vendor shall confirm acceptance of the Purchase Order by email or by taking the Order in Original.
- e. Notwithstanding the above, the Purchaser reserves the right to accept or reject any proposal, or to cancel the proposal process at any time prior to award.



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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 / 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 / Country: Dili, Timor-Leste

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

8. Payment

Payment shall be made in following manner:

- a. Payments shall be executed only if the selected supplier has fulfilled all its contractual obligations by the date on which the invoice is submitted.
- b. Payment will be made within 30 days after the completion of the service and received the invoice.
- 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 proposal, delivery and completion processes may result in disqualification, termination of purchase order and penal sanctions.

Office Supplies List

No.	Item	Quantity	Total Supplies / per year	Price / Unit	Total
1	Amplop Jaya no. 90 Isi 100	1 Pak	32Pak		
2	Amplop Coklat Am Tali 310	1Pak isi 50Lembar	6 pak = 300 lembar		
3	Battery Alkaline AA	1 Papan	96 papan /4 Dos		
4	Battery Alkaline AAA	1 Papan	72 papan / 3 Dos		
5	Binder Clips no. 260 (1Dos 12Pcs)	1pc	7 Dos		
6	Binder Clips no. 111	1 box kecil	20 box Kecil		
7	Binder Clips no. 155	1 box Kecil	20 box Kecil		
8	Binder Clips no. 107	1 box Kecil	24 box Kecil		
9	Bold liner (Signature Pen) Blue	1Pc	72Pcs / 6 Pak		
10	Corection Pen "Kenko"	1 Pc	24pcs		
11	Clip Board	1Clip	15		
12	Cutter L-500	1pc	24 Pcs		
13	Double Tape 1"	1pc	9		
14	Double Tape 2"	1pc	5		
15	Desk Set DS 1015	1pc	5		
16	Data Folders or Box File	1	20		
17	Divide 5 Tab	1 Pak	50		
18	Divider 10 Tabs	1 Pak	25		
19	Document Keeper A4 EAGLE	1Pc	10		
20	Folder Teka no. 101 (Hitam)	1	100 - 150		
21	Folder Teka no. 103 (Hitam)	1	100 - 150		
22	Gunting JOYKO sc-848	1	20		
23	Gantungan Kunci	1	20		
24	HVS A4 80gsm (1dos 5Ream)	1 Ream	215 Ream / 43 Dos		
25	Isolasi Bening - Sedang (24mm)	1	10		
26	Isolasi Bening - Besar 2" (48mm)	1	10		
27	Isi Cutter L-500	1 Pak	12 Pcs		
28	Lakban Hitam 2"	1	5		
29	Lem "UHU" Stick - 40gr	1 Stick	50 Sticks		
30	Map Manila Folder (Map Kuning)	1 pak isi 100pcs	800pcs / 8 Pak		
31	Mika Plastik @Tebal 0,15	1 Pak isi 100lmb	1 Pak		



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32	Note Book Spiral A5	1pc	35		
33	OPF Marker SNOWMAN / 4S Permanent	1	10		
34	Punch Hole JOYKO 85B (Pelubang Kertas)	1	5		
35	Paper Clips no. 5	1 box Kecil	10 box kecil		
36	Pengaris Butterfly 15cm	1Pc	10pcs		
37	Pengaris Butterfly 50cm	1Pc	10pcs		
38	Pen Pilot G2-07 (Blue)	1Pc	210pcs		
39	Pen Pilot G2-07 (Black)	1Pc	36pcs		
40	Pencil Staedler 2B	1Pc	24pcs		
41	Pencil Warna Panjang JOYKO	1pak	10		
42	Penghapus Staedler 2B (Isi 40)	1pc	41		
43	Sheet Protector (1 Pak = 100 Sheets)	1Pak	10		
44	Sign Here	1 Pc	20		
45	Post It No. 654	1 Pc	50pcs		
46	Stabillo Boss Blue	1 Pc	6		
47	Stabillo Boss Green	1 Pc	6		
48	Stabillo Boss Pink	1 Pc	6		
49	Stabillo Boss Yellow	1 Pc	6		
50	Stapler JOYKO HD-50	1 Pc	10		
51	Stapler KANGARO no.10	1 Pc	10		
52	Staples Kangaro no. 10 (1pak = 20pcs)	1 Pc	20 pcs		
53	Staples no. 24/6	1 Pc	20 pcs		
54	Standing White Board non magnet	1	2		
55	Standing Layar Projector 150x200	1	1		
56	Staples Remover	1	10		
57	Spidol Snowman Black	1 Pc	12		
58	Spidol Snowman Blue	1 Pc	12		
59	Spidol Snowman Red	1 Pc	12		
60	Spidol Snowman Permanent Black	1 Pc	12		
61	Spidol Snowman Permanent Blue	1 Pc	12		
62	Spidol Snowman Permanent Red	1 Pc	12		
63	Toner 201 A Black	1	67		
64	Toner 201 A Yellow	1	50		

65	Toner 201 A Cyan	1	50		
66	Toner 201 A Magenta	1	45		
67	Toner 215 A Black	1	15		
68	Toner 215 A Yellow	1	10		
69	Toner 215 A Cyan	1	10		
70	Toner 215 A Magenta	1	10		
71	Toner Fuji Xerox CT201743	1	2		
72	Trigonal Clips no.1	1 box kecil	20 Dos Kecil		
73	USB 8GB	1	10		
74	USB 16GB	1	10		
75	USB 32GB	1	10		
76	External 1 TB	1	5		
77	External 2 TB	1	5		
78	White board cleaner (Liquid) - XTRA1	1 Botol	10 Botol		
Total					