




Instituto do Petróleo e Geologia – Instituto Público (IPG)

REQUEST FOR QUOTATION **Supply of Printing 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 Printing 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 Printing 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 Printing Services	RFQ: 002/IPG/2022		
No	Description	Quantity (Unit)	Unit Price	Total Price
1	Supply of Printing 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 Printing 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.



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Specification / Term of References

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.

OBJECTIVES

The Instituto do Petróleo e Geologia - Instituto Público (IPG) would like to engage with a competent and eligible Printing house, to support printing all types of visibility materials. This entails delivery of ordered printing materials based on Purchase Order (PO).

REQUIREMENTS

- a) Experience: 2+ more years in the print industry, equipped with machinery and staff
- b) Record of accomplishment: Identify clients for whom you have done similar work for the past two years.
- c) The number of printing orders may fluctuate over time in response to the needs IPG, but the price bracket proposed in the tenderers' offers will be adhered.
- d) For other printing request
- e) Work samples, including but not limited to the following: - Flyers, brochures, distinctive cover samples, posters and more.

SCOPE OF SERVICES

The printing services provider is expected to serve IPG, on a demand basis, variety of printing services with detail as follows:

- a) The printing service provider may only carry out printing requests, only after IPG has received a sample of the printed work and has approved.
- b) The contractor will be responsible for effectively and efficiently managing the printing, binding and delivery of requested materials, ensuring the quality of the print version approved.
- c) The contractor will be responsible for ensuring quality and deadlines related to the print component are met.

Printing Services to IPG:

No.	Descriptions	Material	Size	Quantity	Price (US)
1	Maps	Albatroz	A0	1	
		Albatroz	A1	1	
		Albatroz	A2	1	
		HVS	A0	1	
		HVS	A1	1	
		HVS	A2	1	
2	Reports	Glossy paper (perfect binding)	A4	1	
		HVS (spiral)	A4	1	
3	Brochures - both side print	Glossy paper	A4		
			A5		
		HVS	A4		
			A5		
4	Business Cards			1 box	
5	Staff ID cards			1	
6	Poster		A0		
			A1		
			A2		
7	Banner (1m x 1m)				
	Banner (2m x 1m)				
	Banner (2m x 3m)				
	Banner (6m x 2m)				

IPG may request printing service other than printing service listed under separate arrangement.

Printing Services to IPG:

No.	Descriptions	Material	Size	Quantity	Price (US)
1	Maps	Albatroz	A0	1	
		Albatroz	A1	1	
		Albatroz	A2	1	
		HVS	A0	1	
		HVS	A1	1	
		HVS	A2	1	
2	Reports	Glossy paper (perfect binding)	A4	1	
		HVS (spiral)	A4	1	
3	Brochures - both side print	Glossy paper	A4		
			A5		
		HVS	A4		
			A5		
4	Business Cards			1 box	
5	Staff ID cards			1	
6	Poster		A0		
			A1		
			A2		
7	Banner (1m x 1m)				
	Banner (2m x 1m)				
	Banner (2m x 3m)				
	Banner (6m x 2m)				

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