




Instituto do Petróleo e Geologia – Instituto Público (IPG)

REQUEST FOR PROPOSAL **External Audit 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 **External Audit Services** for the Institute of Petroleum and Geology, IP of the Democratic Republic of Timor-Leste.

Please provide your quotation for the **External Audit 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.**

RFP NAME	External Audit Services	RFP: 014/IPG/2022
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No	Description	Quantity (Unit)	Unit Price	Total Price
1	External Audit 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	
 <p>Gabriel G. A. de Oliveira President of IPG 01 April 2022</p>			<p>(sign & stamp) Vendor's Authorized Officer Date:</p>	
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 **External Audit 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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TERMS OF REFERENCE FOR EXTERNAL AUDITOR

1. Introduction

Institute of Petroleum and Geology (IPG) is one of the Public Institutions of the government of Timor Leste that was established under the Decree Kaw no 33/2012. The key principal activity of this Institution is to develop studies of geology, mineral resources including oil and gas as a means to support the sustainable development of the country. In exercising all its activities, IPG uses government funds to finance all the activities on scientific research for potential mineral and oil and gas resources in the territory of Timor Leste. To promote greater transparency and accountability on the annual budget allocation and execution, IPG wishes to procure the services of an audit firm for the purpose of auditing its financial reports for the year of 2020. The audit shall be carried out in accordance with the International Standards on Auditing. The audit shall be carried out by an external, independent and qualified auditor.

2. Objective and scope of Services

The audit will be conducted in accordance with the International Standards on Auditing and International Public Sector of Accounting Standards, and will include such tests of transactions from income and expense as considered necessary. These standards require that the Auditor plans and performs the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. The Auditor should understand IPG's accounting and internal control systems in order to assess adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained. Appropriate evidence should be obtained in order to draw reasonable conclusions. The audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles and evaluation the overall presentation of the financial statements.

3. Responsibility for identifying internal control

The Auditors will identify any weaknesses that comes to their notice during the course of audit which they think should be brought to the senior management and board. The main purpose of such reports are to communicate points that have come to attention during the audit:

- a. On the design and operation of the accounting and internal control systems and to make suggestions for their improvement;
- b. On encountered weaknesses in accounting and internal control systems and potential threats and risks to IPG

- c. On other constructive advice such as comments on potential improvements in efficiency
- d. On other matters such as comments on adjusted and unadjusted errors in the financial statements or on particular accounting policies and practices.
- e. The audit firm is expected to issue an opinion on the financial statements as a whole
- f. In addition to the audit report, the audit firm will prepare a management letter.

4. Audit experience and qualification

- a. The audit firm should be registered and have a license from an authorized national body.
- b. The firm should have relevant experience in accounting and auditing on government funded operations
- c. Relevant experience in dealing with NGOs and project work.
- d. The key audit team will comprise of one team leader and one technical specialists with at least 10 years experiences in auditing and with a sound knowledge of government financed activities.
- e. In addition he/she should be certified or member of a recognized accountancy professional body such as CPA or CA.

5. Timeframe

No	Activity and Contents of Reports	Duration
1	Management letter including all findings and recommendations	1 week after the commencement of assignment
2	Draft report detailing all the audit findings and recommendation for IPG	2 weeks after the commencement of assignment
3	Final audit report regarding expressing the Opinion for overall audit	3 days following receipt of IPG

6. Facilities to be provided by IPG and Audit Consultant

IPG shall provide the following facilities to consultant during his tenure of service:

- a. Office space and furniture
- b. Email and internet access
- c. Required office stationary
- d. Photocopying facilities



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The consultant shall be entirely responsible for all other facilities such as transport facilities, logistics, and others necessary equipment to maintaining necessary communication and coordination among relevant management team within IPG.

7. Proposals

The proposals shall be entirely drafted in Portuguese, Tetum or English. The proposal shall include at least:

- a. An expression of interest to provide the above mentioned consultancy services.
- b. An organization profile including previous related experiences
- c. Proposed detailed methodology to deliver required services
- d. A work plan and budget for the activities and final deadline
- e. The identity of the team members and respective CV's and certificate of qualification in recognized accountancy body such as CPA or CA ;
- f. Any other information that the Consultant deems relevant.

8. Submission Process

The completed proposal shall be in Hard copy and in a sealed envelope clearly marked should be submitted to:

Interim Head of Procurement

Instituto do Petróleo e Geologia- Instituto Público (IPG)

Rua Delta 1, Aimutin Comoro

Dili Timor Leste

9. Deadline

The deadline for submission of the proposal will be on **15 April 2022**.