



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

**REQUEST FOR QUOTATION
Provision of Software Training Service**

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 **Provision of Software Training Service** to the Institute of Petroleum and Geology, IP of the Democratic Republic of Timor-Leste.

Your quotation for the **Provision of Software Training Service** should be submitted to the Instituto do Petróleo e Geologia – Instituto Público (IPG), Rua Aimutin, Dili, Timor-Leste no **17:00 OTL, 15 July 2022**.

RFP NAME	Provide Software Training Service	RFP: 022/IPG/2022
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No	Description	Quantity (Unit)	Unit Price	Total Price
1	Provide Software Training Service			
			TOTAL	
Training Period			10 days	
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>			N/A	
Quotation/Proposal validity period			30 days	
Manufacturers Authorization			Not Required	
Performance Security			5 %	
 <p align="center">Gabriel G. A. de Oliveira President of IPG 30 June 2022</p>			<p align="center">(sign & stamp) Vendor's Authorized Officer</p> <p>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 Valídu no Legalizado.
- Valid and Legalized Certificate of Commerce / Certidão de Negócio Valídu no Legalizado.
- TIN;
- Bank Statement / Balance Sheet / Extratu da Conta Bankaria;
- Electoral ID/copy of passport from the company owner / Cartão Eleitoral /kopia pasaporte husi na'in ba Companhia;
- When preparing your quotation please be guided by instruction to vendor and the Term of Reference of this RFQ.

B. Analyze and Price Comparison

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



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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 **Provide Software Training Service**.
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 / Dividas, TIN, Bank Statement and copy of contract for similar work with government and agencies client).
 - b. Registered as Vendor in Timor-Leste Ministry of Finance free balance System (preferable)
3. **Responding to the Request for Quotation / Proposal**
 - a. The Vendor shall verify the description and breakdown of all items costs.
 - 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: jsoares@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.



Terms of Reference

Supply of Software Training Services to IPG

I. Background

Instituto do Petróleo e Geologia-Instituto Público (IPG) is a public research Institute, which is established under the Ministry of Petroleum and Mineral Resources, under decree-law no. 33/2012. The main objectives are to conduct scientific research and collect the geological data in Timor-Leste, which include Gas, Petroleum, Geological hazards, and Mineral resources, including groundwater.

Divisão Hidrogeologia & Recurso Mineral (DHRM-IPG) is responsible for doing research on hydrogeology and mineral resource in Timor-Leste.

In year 2022, DHRM-IPG has an obligation to implementing the program of *Quadro Nacional Geoscientistas e Servicos Corporativos*.

As part of the program, DHRM-IPG is seeking a consultant or Institute for implementing software training to elevate understanding of how to develop a hydrogeology conceptual model and numerical modelling of groundwater flow.

The training will use Rock Work and Visual MODFLOW-Flex software that covers theory and practice. The target training is DHRM-IPG staff, particularly Hydrogeological Team.

II. Objectives

The objective is to enhance understanding of the hydrogeological software on the theories and practices that align with the DHRM-IPG's work.

During the training, the trainer is expected to work closely with the trained candidates to understand how to develop a conceptual model by using Rock Work, and how to simulate the groundwater flow by Visual MODFLOW-Flex.



III. Scope of Services/Work

The training consultant/Institute shall:

- Provide qualified trainers/experts to conduct the training. Provide a quality training program that will enhance better understanding of modelling software (Rock Work and Visual MODFLOW-Flex) skills of the DHRM staff ;
- Post-training, the training firm/institute shall ensure that 75% of the trained candidates are able to use Rock Work and Visual MODFLOW-Flex software;
- Ensure assessment and certification of participants at the end of the training program.

IV. Expected outputs/deliverables

The firm is expected to deliver a good quality but simple to use training manual for modelling. Created gainful training leading to employment, which means the training content must be in line with IPG's work.

V. Requirements of the Software Training

- A Minimum Bachelor's degree in geology or hydrogeological discipline.
- At least 3-5 years of prior work experience in the field of training;
- Demonstrated experiences and skills in facilitating training and developing training modules
- Must have excellent communication and presentation (oral and written) skills in English.

VI. Location, duration, and timeframe of the training

The training will be held at the IPG office, Rua Delta 1, Aimutin, Comoro, Dili, Timor-Leste. Timeframe of the training: The training needs to be modular so that it can be of variable length between 5 to 10 days (5 days for Mod flow Flex Training and 5 days for Rock Work Training). It is expected to start from July 25th to August 4th, 2022. The Effective time for training is 8 hours: The morning season is started from 8:30 am to 12:30, and the afternoon season is started from 1:30 to 5:30 pm.



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VII. Documents to be included when submitting the proposals

While submitting the Technical Proposal, the Applicant shall, in particular, ensure to attach the following:

- i. Profile of the consultant (max 1 page) explaining why they are the most suitable for the work.
- ii. Relevant Experience (max 2 pages).
- iii. Detailed methodology and conceptual framework with expected deliverables and timelines (3-5 pages).
- iv. Recent CV

VIII. Price Schedule

The provider will indicate the cost of services in US dollars when submitting the proposal in the blow price schedule table.

The financial proposal shall specify a total lump sum amount (**including a breakdown of costs for travel, accommodation during in Dili, and the number of working days**) upon delivery of the services specified in the TOR.

Description	Unit cost(US\$)	Total Cost (US\$)
Return flight to and from Timor Leste		
Accommodation during in Dili, Timor Leste		
Professional service fee		
GRAND TOTAL		

Note:

The grand total will be subject to a 10% withheld tax by IPG and to be paid to Timor Leste tax authority.