



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

**REQUEST FOR PROPOSAL
Provide Airfare Tickets & 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 **Provide Airfare Tickets & Related Services** for the Institute of Petroleum and Geology, IP of the Democratic Republic of Timor-Leste.

Please provide your quotation for the **Provide Airfare Tickets & Related Services** should be submitted to the Instituto do Petróleo e Geologia – Instituto Público (IPG), Rua Aimutin, Dili, Timor-Leste **17:00 OTL, 23 September 2022.**

RFP NAME	Provide Airfare Tickets & Related Services	RFP: 033/IPG/2022
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No	Description	Quantity (Unit)	Unit Price	Total Price
1	Provide Airfare Tickets & 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		5 %		
 Gabriel G. A. de Oliveira President of IPG 12 September 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.				

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



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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.
- 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;

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 Airfare Tickets 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. Registered as Vendor in Timor-Leste Ministry of Finance free balance System (preferable)
3. **Responding to the Request for Quotation / Proposal**
 - a. Prospective suppliers are expected to complete price schedule in annex I
 - b. The Vendor shall verify the description and specification of all items.
 - c. The vendor shall enter unit prices, extended prices and total price on the Request for Quotation / Proposal form.
 - d. 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.



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**ANNEX I
PRICE SCHEDULE**

Suppliers are expected to complete the following price schedule scenario in responding to this RFQ:

TRIP SCHEDULE SCENARIO

No	Description	Date of Travel	Price/unit (US\$)	Total Price (US\$)
1	Return Flight Dili-Perth-Dili	16 September 2022- 26 September 2022		
2	Dili - Lisbon - Dili	16 September 2022-30 September 2022		
3	Dili - Jakarta - Dili	16 September 2022-30 September 2022		
4	Dili-Washington-Dili	16 September 2022-30 September 2022		

Note:

- 1. If the flight is not available on the indicated schedule, kindly provide options*
- 2. Provide up to minimum three (3) flight options*



**ANNEX II
TERMS OF REFERENCE**

**PROVISION OF AIRLINE TICKETS & RELATED SERVICES TO THE
INSTITUTO DO PETRÓLEO E GEOLOGIA - INSTITUTO PÚBLICO (IPG, I.P)**

BACKGROUND INFORMATION

The Instituto do Petróleo e Geologia, Instituto Público (IPG,I.P.) 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,I.P) intends to sign a framework contract with competent and eligible entity for the provision of high quality **Airline Tickets and Related Services** to The Instituto do Petróleo e Geologia, Instituto Público (IPG,I.P.) located at Rua: Delta 1, Aimutin, Comoro Dili for 3 Months period from **01 Oct – 31 Dec 2022** with the possibility of extension for another year upon satisfaction of client performance evaluation.

The travel agency shall provide full, prompt, accurate and expert international travel products and services to IPG,I.P The products and services include, but not limited to, the following:

1. RESERVATION AND TICKETING

- For every airfare ticket needs made by IPG,I.P. travel agency shall immediately make bookings and prepare appropriate itineraries and formal quotation based on the lowest fare and the most direct and convenient routing.
- In the event of loss, travel agency shall immediately replace airline tickets;
- In the event that required travel arrangements cannot be confirmed, the travel agency shall notify IPG,I.P.of the problem and present alternative routings/quotations for considerations;
- For wait-listed bookings, the travel agency shall provide regular daily feedback on the status of the flight;
- The travel agency shall reconfirm and revalidate airline tickets, re-issue tickets which are returned as a result of changed routing or fare structures and printed itineraries;
- The travel agency shall promptly issue and deliver accurately printed tickets and detailed itineraries, (in printed and electronic format) showing the accurate status of the airline on all segments of the journey;



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- The travel agency shall accurately advise IPG,I.P. of the ticketing deadlines and other relevant information every time reservations are made, in order to avoid cancellations of bookings;
- The travel agency shall propose fares/airline routings and guarantee that it shall obtain the lowest available airfare for the journey concerned. Such journeys shall be the most direct and economic routing;

2. AIRFARES AND AIRLINES ROUTINGS / ITINERARIES

- The travel agency shall propose fares/airline routings and guarantee that it shall obtain the lowest available airfare for the journey concerned. Such journeys shall be the most direct and economic routing;
- The travel agency may be requested to provide business class tickets where the travel time exceeds nine (9) hours in duration with a maximum four (4) hours break between flight segments;
- The travel agency shall assist IPG,I.P. in negotiating with airlines on preferred fare conditions, such as ticketing deadlines to be as flexible as possible (i.e. until the date of commencement of particular travel);

3. TRAVEL INFORMATION / ADVISORIES

The travel agency shall provide quick reference for requested destinations;

- The travel agency shall provide travelers with a complete automated itinerary document to include carrier(s), flight and voyage numbers, departure and arrival times for each segment of the trip, tax exempt information, etc.;
- The travel agency shall inform travelers, upon booking confirmation, of flight/ticket restrictions, involuntary stop-overs, hidden stops, and other inconveniences of the itinerary and provide required documentation for travels;
- The travel agency shall provide IPG,I.P. with online and offline relevant information on official destinations, i.e. visa requirements, security procedures, airport transfers/land transportation facilities, local points of interest, currency restrictions/ regulations, health precautions, weather conditions, etc.
- The travel agency shall promptly notify IPG,I.P. of airport closures, delayed or cancelled flights, as well as other changes that might affect or will require preparations from travelers, sufficiently before departure time;

4. FLIGHT CANCELLATION / RE-BOOKING AND REFUNDS

- The travel agency shall process duly authorized flight changes / cancellations when and as required;
- The travel agency shall limit refund charges at airline rate only, i.e. no additional charges will accrue to the travel agency;
- The travel agency shall absorb cancellation and / or change reservation date charges which are due to no fault of IPG,I.P.



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5. PAYMENT

Payments shall be executed only if the selected supplier has fulfilled all its contractual obligations by the date on which the invoice is submitted. Payment will be made within 30 days after the completion of the service and received of the supplier the invoice.

6. AVAILABILITY OF OTHER PRODUCTS AND SERVICES AS MAY BE REQUESTED

- Hotel reservation abroad that meets international standards (Three Stars);
- Provision of airport transport to and from hotels at destination point.
- Rental of cars and drivers in destination point;
- Assistance with obtaining visas for foreign countries from Embassies in Dili and in foreign countries.
- Preferred seating arrangements;
- Travel Insurance
- Any additional services or discounts/incentives that the applicant wishes to identify