



## Institute of Petroleum and Geology - Public Institute (IPG)

### REQUEST FOR QUOTATIONS Catering Services for the V IPG International Seminar

The present provisioning procedure, by request of quotation, is in accordance with the clauses registered in Law-Decree No. 10/2005 of November 21 of the Provisioning Judicial Regime (RJA), in Law-Decree No. 11/2005 of November 21 about the Administrative Infringements of the Provisioning Judicial Regime and the Public Contracts Legal Regime and in Law-Decree No. 12/2005 of November 21 and has as its object the acquisition of catering services for the V International Seminar of the Petroleum and Geology Institute - Public Institute, under the terms of the Technical Specifications in Annex A, attached to this document.

Bids must be submitted in a sealed envelope to the attention of the Institute of Petroleum and Geology - Public Institute (IPG), Rua Aimutin, Dili, Timor-Leste by **17:00 OTL, 27 September 2022**.

<b>Title of the Procedure by Request for Quotations</b>	<b>Provision of Catering Services</b>	<b>RfQ: 034/IPG/2022</b>
---	---------------------------------------	------------------------------

NO.	Description	Quantity (Un)	Unit Price	Total Price
1	<b>Catering Service</b>			
			<b>TOTAL</b>	
	Delivery time <i>(to be defined by the bidding company)</i>			
	Place of delivery	The services will be provided from 22 to 15-18 November 2022, at a location and within the timeframe set by the IPG.		
	<i>Warranty Period (to be defined by the bidder)</i>			
	Period of validity of the proposal	30 days		
	Manufacturer's authorisation form	Not applicable		
	Performance Guarantee	5 %		
	 <b>Gabriel G. A. de Oliveira</b> <b>President of the IPG and of the Directive Council</b> <b>14 September 2022</b>		(signature & stamp) Company legal Representative Date:	
We certify that we comply with eligibility requirements of instructions to vendors clauses 2 <sup>a</sup> to 2d. 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.				

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



## Institute of Petroleum and Geology - Public Institute (IPG)

### The Evaluation Criteria for the Quotation will be as follows:

#### **A. Compulsory documentation**

- Valid and legalised Debt Certificate.
- Authorisation to carry out business activity, legalised.
- Certificate of Commercial Registry.
- Valid and legalised Certificate of Commercial Registry.
- Bank Statement.
- Copy of the Electoral Card or Identity Card, and Passport if a foreign citizen.
- Copy of contracts with the Government of Timor-Leste, whose object is the supply of catering service to national and international events.

#### **B. Award Criteria**

- The award criterion must be the best quality-price ratio, assessed on a set of factors related to the capacity and experience of the bidder, and based on elements of contract execution.



# Institute of Petroleum and Geology - Public Institute (IPG)

---

## Instructions to Bidders

### 1. Scope of application

- a. The Contracting Authority is the Institute of Petroleum and Geology - Public Institute (IPG), Rua Aimutin, Comoro, Dili, Timor-Leste.
- b. This call for proposals applies to Catering Services for the V IPG International Conference.

### 2. Eligibility of Applicant

The bidder must be legally constituted as a company, and have a good image and recognized work with the Public Administration of the State, in this sense properly qualified, experienced and with proven financial resources.

In this sense, it is mandatory to present the company's presentation document, the valid Commercial Registry, the valid Debt Certificate, the Tax Identification Number (TIN), the bank statement of the last three months and a copy of identical contracts made for the State departments and bodies, and/or international agencies.

Must also be registered as a Vendor in the Timor-Leste Ministry of Finance Freebalance system.

### 3. Response to the Request for Quotation / Proposal

- a. The bidder should fill in the price matrix in Annex I
- b. The bidder should check the description and specification of all services.
- c. The bidder shall enter the unit prices and total price in the Request for Quotations / Bid form.
- d. The tenderer must signify his agreement to the stated provisions regarding the validity of the tender, delivery period, guarantee period, manufacturer's authorization and performance bond. All variations from the stated conditions shall be explained in an official letter to accompany the tender.

### 4. Quotation / Bid Price

- a. All prices must be quoted in US dollars.
- b. Prices must be fixed for the duration of the specified delivery period.
- c. Unless otherwise indicated, the tender must be for the total quantity indicated by the successful tenderer.



## Institute of Petroleum and Geology - Public Institute (IPG)

---

### 5. Presentation of the Proposal

- a. The proposal must be presented in a sealed envelope to be delivered to the attention of the Instituto do Petróleo e Geologia - Instituto Público (IPG), Unidade de Aprovisionamento, Rua Aimutin Comoro, Dili, no later than the specified time and date.
- b. The provisioning procedure documents, as well as the proposal documents, can be presented in Tetum, Portuguese and English.
- c. The result of the evaluation of the proposals received is communicated to all bidders, indicating the awarding decision.

### 6. Evaluation of the tenders and award of the contract

- a. Proposals are evaluated against eligibility requirements, technical description/specification, quantity and commercial terms.
- b. After verification and arithmetic correction, the quotations identified as substantially responsive will be re-evaluated to choose the lowest price, which will be the basis for the award of the contract.
- c. The notification of award will be made through the issuance of a Purchase Order by the awarding entity.
- d. The bidder upon whom the award decision has been made confirms acceptance of the Purchase Order by email or by receiving the Purchase Order in original.
- e. Notwithstanding the above, the Awarding Authority reserves the right to accept or reject any tender, or to cancel the tender process at any time prior to the award decision.

### 7. Performance Security

- a. If the total value of the contract requires a Performance Security, the awarding authority will issue a Letter of Acceptance, which includes the information about the necessary bond, to formalize the contract, which will serve as notification of award.
- b. The selected bidder shall provide a Performance Security within seven days, in the amount specified in the Request for Quotation / Bid.

For communication between the parties, contact should always be made between the bidder and the official contact of the IPG, to be referred:

Institute of Petroleum and Geology - Public Institute (IPG)  
Street. Delta 1, Aimutin, Comoro, Dili, Timor-Leste  
City / Country: Dili, Timor-Leste  
E-mail address: [jsoares@ipg.tl](mailto:jsoares@ipg.tl) or [hfreitas@ipg.tl](mailto:hfreitas@ipg.tl)



## Institute of Petroleum and Geology - Public Institute (IPG)

---

### **8. Payment**

Payment should be made as follows:

- a. Payments will only be executed if the selected bidder has fulfilled all its contractual obligations by the date on which the invoice is submitted.
- b. Payment will be made within 30 days of completion of the service and receipt of invoice.
- c. The currency for payment will be in USD US Dollars only.

### **9. Corrupt & Fraudulent Practices**

The contracting authority requires vendors to observe the highest ethical standards during the procurement and execution of contracts with the RDTL Government, in that corrupt, fraudulent and coercive practices and conflicts of interest that occur in the proposal, delivery and completion processes may result in disqualification, purchase order termination and criminal sanctions.



# Institute of Petroleum and Geology - Public Institute (IPG)

## Annex I

### TECHNICAL SPECIFICATIONS FOR SUBMISSION OF PRICE MATRIX

Acquisition of catering services under the scope of the IPG's V International Seminar, with the following minimum characteristics:

Example:

- 24 (twenty-four) Catering services for coffee-breaks, for an estimated number of 125 (one hundred and twenty-five) people;
- 4 (four) Catering services for coffee-breaks, for an estimated number of 200 (two hundred) people;
- 4 (four) Catering Services for a buffet for an estimated number of 125 (one hundred and twenty-five) people.
- In addition to this service, there is a food and drink station, which will be available during the day and outside buffet service hours.

The precise date of the event will be communicated by the adjudicator 1 (one) week in advance.

The proposed menu should contain at least the following items:

#### **Coffee-breaks**

**Beverages:** Selection of Teas; Coffee; Milk; Nectar type juice (Orange and Red Fruits); Red Cold Tea with Orange and Cinnamon; Individual bottles of water.

**Food:** SALGADOS - Mini puff pastries (mixed, meat and sausage, fresh cheese), pies, meat ball and pizza squares, other regional specialities (e.g. sweet potato, cassava, seaweed products).

**SWEETS** - Miniature pastries (coconut, cream, bean and chocolate and vanilla cake slices, muffins), biscuits (dry pastry), mini croissants, other regional specialities.

**FRUIT** - mini fruit kebabs, mini bowls with cut fruit (appropriately placed in chilled terrines or with ice).

#### **Buffet Lunch**

**Drinks:** Nectar type juice (Orange and Red Fruits); individual bottles of water.

**Food:** Starters - assorted breads; assorted snacks; cheese board; sausage board;

**SOUP** - vegetable soup; chicken soup, with shredded chicken;

**MEAT** – meat option, rice, potatoes, salads;

**FISH** - fish option, rice, potatoes, salads: .....;

**NATIONAL DESSERTS** - sponge cake, egg pudding, other specialities

**FRUIT** - mini fruit kebabs, mini cups with cut fruit, duly placed in chilled terrines or with ice.



## Institute of Petroleum and Geology - Public Institute (IPG)

---

It is the responsibility of the contractor:

- Transport, assembly and dismantling of the material/equipment/structures inherent to the service, to and from the event location, with the designation of the location being the responsibility of the adjudicator.
- All the necessary equipment for the correct execution of the service to be provided, namely crockery, glasses, cutlery, napkins, towels and other equipment.
- Ensure sufficient staffing for a fast, efficient and quality service.