



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

**REQUEST FOR QUOTATIONS**

**Acquisition of Catering Services, including Dining Hall and Music Entertainment,  
for the Official Farewell Dinner of the 5th IPG International Seminar**

The present provisioning procedure, by request of quotes, is in accordance with the clauses registered in Decree Law No. 10/2005 of November 21 about the Provisioning Judicial Regime (RJA), in Decree Law No. 11/2005 of November 21 about the Administrative Infringements of the Provisioning Judicial Regime and the Public Contracts Judicial Regime and in Decree Law No. 12/2005 of November 21 about the Public Contracts Judicial Regime. 12/2005 of November 21st on the Legal Regime of Public Contracts, and has as object the acquisition of catering services, including lounge space and musical entertainment, within the framework of the Official Farewell Dinner of the 5th International Seminar of the Instituto do Petróleo e Geologia - Public Institute, under the terms of the Technical Specifications in Annex A, attached hereto.

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, 19 October 2022**.

<b>Title of the Procedure by Request for Quotations</b>	<b>Supply of Catering Service, including space</b>	<b>RFQ: 038/IPG/2022</b>
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NO.	Description	Quantity (Un)	Unit Price	Total Price
1	<b>Supply of Catering Services, including the Dining Hall and Music Band</b>			
			<b>TOTAL</b>	
Delivery time <i>(to be defined by the bidding company)</i>				
Place of delivery		The service will be provided on November 19, 2022.		
<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		Not applicable		
 <b>Gabriel G. A. de Oliveira</b> <b>President of the IPG and of the Directive Council</b> <b>06 October 2022</b>		(signature & stamp) Company 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.				



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

#### 1. Compulsory documentation

- Valid and legalized Debt Certificate.
- Authorization to carry out business activity, legalized.
- Certificate of Commercial Registration.
- 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.

#### 2. 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 tenderer, and based on elements of contract execution.



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## 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 and other related services for the Farewell Dinner of the 5th IPG International Seminar.

### 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 complete the price matrix in Annex A.
- b. The bidder should check the description and specification of all services.
- c. The bidder shall put the unit prices and total price in the Request for Quotation / 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 authorisation 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.

### 5. Presentation of the Proposal

- a. The proposal must be submitted in a sealed envelope to be delivered to the attention of the Institute of Petroleum and Geology - Public Institute (IPG), Procurement Unit, Rua Aimutin Comoro, Dili, o by 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 tenderers, indicating the award decision.





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### 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. Notification of award will be made through the issuance of a Purchase Order by the Awarding Authority.
- 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 bond

- a. If the total value of the contract requires a Performance Bond, the awarding entity will issue a Letter of Acceptance, which includes the information of the required guarantee, to formalize the contract, which will serve as notification of award.
- b. The Seller shall provide a Performance Security within seven days in the amount specified in the Request for Quotation / Proposal.

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)

### 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 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, including lounge space and musical entertainment, for the Official Closing Dinner of the **5th IPG International Seminar**, with the following minimum characteristics:

1. Dining Hall for a minimum of two hundred and fifty (250) persons with air conditioning and sanitary facilities for use restricted to the guests of the event.
2. Animation with a music band.
3. Provision of two hundred and fifty (250) meals on a platter service, consisting of:
  - a. Entries
  - b. Fish Plate
  - c. Meat dish
  - d. Desserts (may be served on a platter or buffet)
  - e. Beverages (Mineral Water, Soft Drinks, Beer, White and Red Wine, Coffee and Tea)

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.