



Instituto do Petróleo e Geologia – Instituto Público (IPG)

REQUEST FOR QUOTATION

Provision of development of Human Resource Management System (HRMS)

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 development of Human Resource Management System (HRMS)** for the Institute of Petroleum and Geology, IP of the Democratic Republic of Timor-Leste.

Please provide your quotation for the **Provision of development of Human Resource Management System (HRMS)** should be submitted to the Instituto do Petróleo e Geologia – Instituto Público (IPG), Rua Aimutin, Dili, Timor-Leste **17:00 OTL, 27 October 2022.**

RFQ NAME	Provision of development of Human Resource Management System (HRMS)	RFQ: 041/IPG/2022
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No	Description	Quantity (Unit)	Unit Price	Total Price
1	Provision of development of Human Resource Management System (HRMS)			
			TOTAL	
Delivery period (to be completed by suppliers)				
Final Delivery destination			Instituto do Petróleo e Geologia – Instituto Público (IPG), Rua Aimutin, Dili, Timor-Leste or outside IPG office if requested.	
Warranty Period (To be completed by suppliers)				
Quotation/Proposal validity period			30 days	
Manufacturers Authorization			Not Required	
Performance Security			5 %	
<div> Gabriel G. A. de Oliveira President of IPG 17 October 2022</div>			<div>(sign & stamp) Vendor's Authorized Officer Date:</div>	
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 **Provision of development of Human Resource Management System (HRMS)**.

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.

ANNEX I

TERM OF REFERENCE

HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS)

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 Development of Human Resource Management System (HRMS) for The Instituto do Petróleo e Geologia, Instituto Público (IPG,I.P.) located at Rua: Delta 1, Aimutin, Comoro Dili.

The service provider shall have experiences in developing similar product to the government of Timor Leste and international entities in Timor Leste, provide full, prompt, accurate and expert in the area of information technology to IPG, I.P. The products and services include, but not limited to, the following:

Expected Modules of HRMS (The service provider should work closely with IPG HR and IT Team for the development of the modules)

1. Employee Information Management

The central point of HRMS is a centralized data collection module. This information creates the building blocks for interaction between other key modules. This module will store employee information such as name, gender, birth information, phone number, email, address, origin, country, formal education, non-formal education, previous work experience, family member, driver's license, emergency call, job title, department, division, position, employment status, contract duration, and history. This module also will record uploaded files of related documents such as citizens' cards, electoral, passports, diver licenses, certificated (formal and non-formal education), and so on.

2. Recruitment

The recruitment features should include all internal form filling and authorization processes, allowing HR to advertise the vacancies online. This module may include job opportunities, application tracking, applicant filters, and selection results.

3. Onboarding

This feature helps the new employee to fast adapt to the new work environment such as access to manual procedures as well as creating a user account for existing applications, email account, complete financial information, and logistic support.

4. Time and attendance

Tracking work hours of each employee, transforming the manual process to electronic. Time and attendance are required for a monthly payment of the employee. It should be accessed by the finance department.

5. Leave management

This feature is to allow the management team to plan leave requests from their employee, it is an automatic way to allocate, book, approve track, and monitor absences from the employee. Leave management should be linked to the time and attendance module. Leave approval required from higher authority, request and approval should be incorporated into the team calendar where appropriate. Leave management includes vacation, holidays, sick leave, parental leave, and so on.

6. Learning and Development

Training employees is a crucial HR function. This feature will allow each department to plan training for the staff. It composes of the individual training plan, feedback process, and tracking of the expenditure against the budget allocation.

7. Performance Evaluation Management

This module helps organizations to see how their employees are performing and contributing to the achievement of organizational goals. This feature allows management to evaluate the performance of the employee.

8. Payroll

A payroll management module uses centralized employee data to link and automate various parts of the process, such as calculating and distributing paychecks, considering relevant taxes, and giving access to pay slips.

9. TRIP

Record all field trip (local and overseas) and tracking of the expenditures.

TRAINING AND RELATED SERVICES

Free training, training manuals and on-site technical assistance for one year period.



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All modules and its documentation (technical documentation and non-technical documentation) developed should be provided to IPG.

MODULES VARIANCES

Flexibility in modules alterations based on IPG needs.

PRODUCT PRESENTATION

Final product shall be presented to the IPG Management for approval

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.