Instituto do Petróleo e Geologia – Instituto Público
(IPG)

REQUEST FOR QUOTATION
Supply of Software
(Agisoft Metashape Professional Edition)

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 **Supply of Software (Agisoft Metashape Professional Edition)** for the Institute of Petroleum and Geology, IP.

Please provide your quotation for the **Supply of Software (Agisoft Metashape Professional Edition) should be** submitted to the Instituto do Petróleo e Geologia – Instituto Público (IPG), Rua Aimutin, Dili, Timor-Leste **17:00 OTL, 14 June 2022**.

RFQ NAME	Supply of Software (Agisoft Metashape Professional Edition)	RFQ: 018/IPG/2022	

No	Description	Quantity (Unit)	Unit Price	Total Price
1	**Supply of Software (Agisoft Metashape Professional Edition)**			
			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	Required
Performance Security	Not Required

Gabriel G. A. de Oliveira
President of IPG
06 June 2022

(sign & stamp)
Vendor's Authorized Officer
Date:

We certify that we comply with eligibility requirements of instructions to vendors clauses 2ª 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.

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 Négocio Validu no Legalizado.*
- Legalized To Whom It May Concern / *Para Quem é Interressado Legalizado.*
- TIN;
- Bank Statement / Balance Sheet / *Extratu da Conta Bankaria;*
- Electoral ID from the company owner / *Cartão Eleitoral husi na'in ba Companhia;*

B. Analyze and Price Comparison
- Price Comparison will be based to LEAST COST SELECTION (LCS)

Please attached the factory brochure and the specification sheet.

Instituto do Petróleo e Geologia – Instituto Público (IPG)

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 **Supply of Software (Agisoft Metashape Professional Edition)**

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. Must be registered as Vendor in Timor-Leste Ministry of Finance free balance System.

3. **Responding to the Request for Quotation / Proposal**
   a. The Vendor shall verify the description and specification of all items.
   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.

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: 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.

END-USER LICENSE AGREEMENT FOR AGISOFT METASHAPE PROFESSIONAL VERSION 1.8

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With a Node-Locked Trial License LICENSOR grants you a non-exclusive, non-transferable right to install and use the PROGRAM: (a) worldwide; (b) during 30 (thirty) days after the first activation of the PROGRAM with the trial license key; the term of the license mentioned above can be terminated on conditions stated in the Section 9 of this EULA; (c) for evaluation purposes; the PROGRAM, executed under trial license, including any materials created with the help of it shall not be used for commercial purposes; (d) subject to the terms and conditions of this EULA. You may activate the PROGRAM on only one device and use it in executable form only.

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With a Floating Trial License LICENSOR grants you a non-exclusive, non-transferable right to install and use the PROGRAM: (a) worldwide; (b) during 30 (thirty) days after the first activation of the PROGRAM with the trial license key; the term of the license mentioned above can be terminated on conditions stated in the Section 9 of this EULA; (c) for evaluation purposes; the PROGRAM, executed under trial license, including any materials created with the help of it shall not be used for commercial purposes; (d) subject to the terms and conditions of this EULA. The PROGRAM can be installed on as many computers as desired; however, at any one time, can only be run on the maximum number of computers for which licenses have been received. You may use the PROGRAM in executable form only.

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You are also granted rights to use any updates of the PROGRAM versions 1.x.x, which LICENSOR makes generally available for download, free of charge. The current EULA shall not entitle you to updates to later versions of the PROGRAM (e.g., versions 2.x.x or later) nor to upgrades to separate products.

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