



PRE- QUOTATION MEETING

TG/PROC/RFQ/026/005

“LEASING OF PRINTING MACHINES SERVICE TO TIMOR GAP E.P.”

29 May 2026

AGENDA

- 1. Opening Remarks – Corporate Procurement Manager.**
- 2. Commercial Presentation – Helder Amaral**
- 3. Q & A**
- 4. Technical Presentation – Nelson Freitas**
- 5. Q & A**
- 6. Closing – Procurement Manager**

PRE- QUOTATION MEETING

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**“LEASING OF PRINTING MACHINES SERVICE TO TIMOR GAP
E.P.”**

COMMERCIAL PART

OUTLINE

Section 1 – Instruction to the Bidder

Section 2 - Evaluation and
Qualification Criteria

Section 3 – Forms of Quotation

Section 4 – Terms of Reference

Section 5 – Sample of Service
Agreement

SECTION 1- INTRODUCTION TO THE SUPPLIER

1. Scope

- a. The Purchaser is TIMOR GAP, E.P.
- b. This Request for Quotation applies for Leasing of Printing Machines service .

2. Supplier Eligibility

The Vendor's firm must.

- a. Be a bona fide company, suitably qualified, experienced, and financially resource, registered and operated in Timor Leste.
- b. Provide an authentic copy of its valid Business Registration Certificate and relevant supporting documents
- c. Provide a power of attorney authorizing the signatory of the Quotation to represent the supplier, sign the Quotation and contract.
- d. The Supplier should have a proper business office in Dili, Timor-Leste.
- e. Compliance with the Evaluation Criteria as per Section 2.

SECTION 1- INTRODUCTION TO THE SUPPLIER

3. Responding to RFQ

- a. The supplier shall verify the description of the scope of services based on the ToR.
- b. The supplier shall verify its agreement with stated quotation validity and delivery period provisions.

4. Quote Price

- a. All the price must be quoted in US Dollar currency.
- b. The Successful supplier shall be contacted for an initial period of 12 (twelve) months with the responsibility of contract renewal subject to satisfaction of supplier performance evaluation for the supplier services.
- c. The Quotation price ceiling is USD 30,000.00 for 12 months for the printer including toner, services and all applicable taxes. Quotation which offers the price is greater/more than the ceiling price, shall be disqualified/rejected.
- d. The supplier should submit its quotes in USD and the price to be quoted shall provide the breakdown. The proposed price should be fixed for the duration of 12 months as per quotation form in Section 3.
- e. The price shall be cover for social Security which is the responsibility of the Service Provider to ensure compliance with the national legislation with regard to the social security for their employes at per the Government prescribed rates.

SECTION 1- INTRODUCTION TO THE SUPPLIER

- f. The Propose of the quotation is to conclude a contract with a professional service for leasing Printing Machines Services.
- g. The client will not responsible for any cost or expenses incurred be the vendors in connection with the preparation or delivery of quotation. Quotation validity period will be 90 days from the quotation submission date.

5 Bid Securing Declaration

A Bid-Securing declaration is required. The Bid-Securing Declaration shall be in the form of Bid-Securing Declaration in the format provided in Section 3, Quotation Forms.

6 Pre-Quotation Meeting

- a. The Pre-quotation meeting is not mandatory to be attended by the vendor.
- b. The Pre-quotation meeting will be scheduled as follows.

Date: 29th May 2026

Time: 15:00PM

Venue: TIMOR GAP, E.P. Office Level 3, Timor Plaza, Dili, Timor-Leste

SECTION 1- INTRODUCTION TO THE SUPPLIER

6. Request for Clarification and Quotation Submission

- a. Any queries related to this RFQ shall be addressed via E-mail to procurement.dept@timorgap.com (do not submit your quotation to this email)
- b. Deadline for submitting requests for clarifications/ questions is 3 (three) days before the deadline.
- c. Manner of disseminating supplemental information to the RFQ and responses/clarifications to queries will be direct communication to all vendors by email and posted in TIMOR GAP website www.timorgap.com or posted on local newspaper.
- d. Quotation submission shall be addressed as follows:

Date: 8th June 2026

Time: 16:00PM

Attention: Mr. Domingos Elisito do Espirito Santo, Corporate Procurement Manager Procurement Department

SECTION 1- INTRODUCTION TO THE SUPPLIER

- e. The supplier shall submit one original quotation and clearly marked “Original”. In addition, supplier shall also submit one copy marked as “Copy”. The Purchaser will not accept electronic submission.
- f. The Quotation shall contain the following:
1. **Signatory to the quotation is authorized to commit the firm as evidenced by a Power of Attorney submitted with the Quotation. If the quotation is to be signed by the director of the firm, Power of Attorney is not required** (*Section 3 – Quotations Forms*)
 2. **Declaração Previa (SERVE)**
 3. **Business Registration Certificate** (*Certificado de Registo Comercial*)
 4. **Certidao de Dividas** (*Certificate of Debts*)
 5. **Estatutos** (*Articles of incorporation or constitution of the legal entity*)
 6. **Bidder Details and Eligibility** (*Section 3 – Forms*)
 7. **Financial Resources** (*Section 3 – Quotations Forms - Form FIN-1*)

SECTION 1- INTRODUCTION TO THE SUPPLIER

8. Specific Similar Experience (*Section 3 – Quotations Forms - Form EXP-1*)

9. Statement Compliance to Quality, Health, Safety and Environment.

10. Quotation Submission Form (*Section 3 – Quotations Forms*)

11. The Supplier shall have a proper business office in Dili, Timor Leste

12. Compliance to Technical Specification and Availability of Equipment and Tools (Form-1& Form-2 Section 3).

13. Bid Securing Declaration

- g. All the information or documents shall be completed and submitted by the supplier as part of its Quotation.
- h. The Purchaser will not be responsible for any costs or expenses incurred by suppliers in connection with the preparation or delivery of Quotations. Quotation validity period will be 90 days from the Quotation submission date.
- i. The interested supplier shall submit all documents in its quotation, will not change the wording of forms given in Section 3. No words or comments will be added or deleted from the Forms.

SECTION 1- INTRUCTION TO THE SUPPLIER

- j. Firms shall submit only one quotation for Leasing Printing Machines Service. Quotations must be typed or written in indelible ink and shall be signed by the firm or its authorized representative. Without a signature on your Form of Quotation, your quotation will not be considered further.

7. Quotation Opening

The opening of quotations will be undertaken by TIMOR GAP delegated staff and will be attended by vendors or members of the public as per following schedule

Date: 8th June 2026

Time: 16:00PM

Venue: TIMOR GAP, E.P Level 3, Timor Plaza, Rua Presidente Nicolao Lobato,

SECTION 1- INTRODUCTION TO THE SUPPLIER

8. Quotation Evaluation & Contract award

- a. Quotations shall be evaluated to establish substantial responsiveness to eligibility requirements, technical specifications, quantity, and commercial conditions.
- b. The evaluation of Quotations shall be undertaken in accordance with the procedures described Section 2 – Evaluation and qualification criteria. No other methods, criteria and factors shall be used.
- c. The evaluation shall be based on the documents that the firm has submitted with its Quotation. Therefore, the firm is reminded to provide all the information requested in clause 6.d. to enable the Purchaser to make an evaluation.
- d. The evaluation for the quotation will be compared the price offered by each bidder and the quotations found to be substantially responsive shall be evaluated for the most offer low prices, which shall be the basis of award.
- e. Award notification shall be effective through the issuance of Contract and a Purchase Order by the Purchaser.

- f. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations, or to cancel the quotation process at any time prior to award, without thereby incurring any liability to the affected supplier or suppliers or any obligation to inform the affected supplier or suppliers of the ground's rejection.

9. Due Diligence

- a. TIMOR GAP reserves the right to conduct due diligence on the supplier premises prior to the contract award if needed.

10. Corrupt & Fraudulent Practices

The Purchaser requires that suppliers observe the highest standards of ethics during the procurement and execution of TIMOR GAP, E.P. contracts, to the extent that corrupt, fraudulent, collusive and coercive practices and conflict of interest occurring in quotation, delivery & completion processes may result in disqualification, termination of contract, purchase order and penal sanctions.

11. Payment

TIMOR GAP E.P., will release payment to the supplier based on the supplier's submitted invoices in terms of quantities, unit price and service items to be approved by the Employer Representative. The Payments will be made within 30 days upon receipt correctly rendered invoice.

The evaluation of Quotations shall be undertaken in accordance with the procedures described herein. No other methods, criteria and factors shall be used.

The technical and financial evaluation will be undertaken simultaneously, and the financial part will include an arithmetic check. The Contract shall be awarded to the Suppliers who submits the lowest evaluated and substantially responsive quotation. The following are criteria items on technical and administrative requirements. Firms must submit all of the required information and documents.

a) ADEQUACY OF TECHNICAL QUOTATION

Technical and administrative evaluation section:

SECTION 2 – EVALUATION AND QUALIFICATION CRITERIA

No.	Requirement	FORMS (as per RFQ) or other
1	Signatory to the quotation is authorized to commit the firm as evidenced by a Power of Attorney submitted with the Quotation. If the quotation is to be signed by the director of the firm, Power of Attorney is not required;	Quotation Submission Form (Section 3)
2	Declaração Previa	Certificate from SERVE,IP
3	Business Registration Certificate (Certificado de Registo Comercial)	Certificate from SERVE,IP
4	Certidao de Dividas (Certificate of Debts)	Certificate from Autoridade Tributaria (Tax Authority)
5	Estatutos (Articles of incorporation or constitution of the legal entity)	Copy of Articles of incorporation or Equivalent
6	Bidder Details and Eligibility	Section 3 – Forms

SECTION 2 – EVALUATION AND QUALIFICATION CRITERIA



7	<p><u>Financial Resources</u>: Supplier must demonstrate access to, or availability of cash in bank, or must have a valid bank statement/approved lines of credit or bank support letter indicating an ending balance of USD 50,000.00 over the past 3 months.</p>	FIN-1
8	<p><u>Specific Similar Experience (Contracts of Similar Size and Nature)</u>: The Supplier shall demonstrate that they has satisfactorily completed/substantially completed two (2) contract similar nature as Supplier during the last ten (10) years with a cumulative contract value of at least USD 50,000.00.</p>	EXP-1

SECTION 2 – EVALUATION AND QUALIFICATION CRITERIA

9	<p>Compliance to requirements of Quality, Health, Safety and Environment by providing <u>either 1 of these 3</u>:</p> <ul style="list-style-type: none"> • Quality, Occupational Health and Safety, and Environment Policy • Manual document of Quality, Occupational Health and Safety, and Environment • Statement of commitment to comply with applicable government regulations and TIMOR GAP, E.P. QHSE requirement in the proposal and contract agreement 	Statement
10	Provide quotation for Leasing of Printing and Provision of Maintenance Service	Quotation Submission Form (Section 3)
11	The Supplier shall have a proper business office in Dili, Timor Leste	Certificate from SERVE,IP

SECTION 2 – EVALUATION AND QUALIFICATION CRITERIA

12	<u>Compliance to Technical Specification and Availability of Equipment and Tools</u>	(Form-1 & Form-2 Section 3).
13	Bid Securing Declaration	Quotation Submission Form (Section 3)

SECTION 3 – QUOTATION FORMS

This Section contains the forms which are to be completed by the supplier and submitted as part of the Quotation.

1. Leasing of Printing Machines and Provision of Maintenance Service No	Description	Qty A	Unit Price (USD/Month) B	Month C	Total Price D	Remarks
1	Printer installed at TIMOR GAP, E.P. Main Office (Corridor) for multifunction and unlimited printing color and black & white and Scan) include change of toner, drum and all related spare parts			12		

SECTION 3 – QUOTATION FORMS

This Section contains the forms which are to be completed by the supplier and submitted as part of the Quotation.

1. Leasing of Printing Machines and Provision of Maintenance Service No	Description	Qty A	Unit Price (USD/Month) B	Month C	Total Price D	Remarks
2	Printer installed at TIMOR GAP, E.P. Main Office (Corridor) for multifunction and unlimited printing color and black & white and Scan) include change of toner, drum and all related spare parts			12		

SECTION 3 – QUOTATION FORMS

1. Leasing of Printing Machines and Provision of Maintenance Service No	Description	Qty A	Unit Price (USD/Month) B	Month C	Total Price D	Remarks
3	Printer installed at TIMOR GAP, E.P. Main Office (Finance Unit) for multifunction and unlimited printing color and black & white and Scan, include change of toner, drum and all related spare parts	1		12		
Total Price						

Formula: $D = (A \times B \times C)$

A wooden pencil holder filled with various writing instruments and books. The holder is made of light-colored wood and has three red hearts cut out of its side. Inside the holder, there are several pens, pencils, and markers. In the background, there are two books: one titled 'THE WINNER'S MANUAL' by Robert Heller and another titled 'ACHIEVING EXCELLENCE'. The background is a soft, light blue gradient.

OBRIGADO

Q & A

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