



Address: Ground Floor, East Wing of Palácio de Governo
Dili, Timor-Leste, PO Box 113, **Telephone:** +670 3 324 098, **Facsimile:** +670 3 324 082

REQUEST FOR PROPOSAL

ANPM Financial Statement Audit Services **ANPM/CRM/RFP/16/017**

A. BACKGROUND

The Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor-Leste's public institute responsible for managing and regulating petroleum and mineral activities in Timor-Leste's exclusive areas and in the Joint Petroleum Development Area (JPDA). The ANPM undertakes its role pursuant to the Decree Law no. 1/2006 of 09 February, 1st amendment of Decree Law No. 20/2008 of the 19th of June.

B. OBJECTIVE

The ANPM wishes to request for proposal from a suitably qualified and experienced national or international audit firm to perform the 2016 ANPM's annual audit for Corporate Financial Statement and Petroleum Revenues Account managed by ANPM.

C. SCOPE OF WORK

1. Audit of 2016 Financial Statement of the ANPM:

- Balance Sheet as at 31 December 2016
- Income Statement for the Period of 2016
- Cash Flows Statement for the Period of 2016
- Statement of Changes in Equity
- Notes to Financial Statement
- Review the Financial statement
- Audit Report and Management Letter.

2. Audit of 2016 Petroleum Revenues administered under ANPM account

- Review total cargo sold against total revenue received by ANPM
- Sight evidence of cargo documents, bank statement and reconciliation statement
- Test and sight evidence of any other income received
- Review Internal Control over Revenue Receipt
- Audit Report and Management Letter.

D. AUDIT REPORT DEADLINE

Draft and final corporate financial statement audit and petroleum revenue receipt report should be submitted to ANPM respectively on the **24 and 31 of March 2016.**

E. QUALIFICATIONS

The suitable company will be required to:

1. Have extensive experiences in a financial and compliance audit field
2. Possess strong track records in conducting financial and compliance audit system.

F. PROPOSAL OUTLINE

The interested parties should make a detailed submission responding to the Request for Proposal. Particularly, the attention should be paid to the following:

- ✓ Shall address the scope of work
- ✓ Shall provide the qualification and experience of the bidder to undertake the work
- ✓ Shall provide the qualification and general background, organization, personal level and overseas offices
- ✓ Attached of CVs of the other audit team.

G. SELECTION CRITERIA

Interested Audit firms are requested to provide following information in their proposal:

1. A statement confirming the capacity to perform the scope of work
2. Statement of skills and qualifications of personnel to be involved
3. Proposed Methodology
4. Work program and timelines
5. Statement of any potential conflict of interest
6. Business Registration
7. Declaration of Affiliation Companies
8. Company organization Structure
9. For the non-residential tax purpose, audit firm shall submit the following points:
 - The fee proposed must be a total fixed price quoted indicating a total gross amount in USD including 10% withholding tax
 - Any incidental out of pocket expenses, such as travel and accommodation must be included in the overall fixed price fees submitted
 - No amount other than the proposed total fixed price shall be paid.

H. SUBMISSION

A Request for Proposal should be mark “**Confidential**” and mentioned the procurement reference number for the attention of Humberto Pereira, **Administration and Procurement Department** and submitted as follow by E-mail anp.bid@anp-tl.or or anp.bid@anpm.tl or hand or currier to:

Autoridade Nacional do Petróleo e Minerais
Ground Floor East Wing of Palácio do Governo,
Avenida Marginal, Building No.1,
Município de Dili, Timor-Leste.
PO BOX 113.
Telephone: +670 3324098,
Website: www.anp-tl.org/www.anpm.tl

I. CLOSING DATE

The bidding process will be closed on **30th of January 2017 at 16.30 hours Timor-Leste time**. Late applications will not be considered.

J. FURTHER INFORMATION

Question or requests for further information should be made by email or telephone directed to Oscar Sanches Faria at oscar.faria@anp-tl.org or +670 3324098/ 3317215/3317216.

Dili, 23rd of December 2016



Pamela Simões
Administration & Procurement Manager