



Edifício do Ministério das Finanças, Pisos 6 e 7, Aitarak Laran, dili, Timor-Leste
PO Box 113, Telephone: +670 73099995/73099996

REQUEST FOR PROPOSAL

ANPM Financial Statement Audit Services **ANPM/PROC/RFP/17/013**

A. BACKGROUND

The Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor-Leste's public institute responsible for managing and regulating petroleum 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 1/2016 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 2017 of the ANPM's annual audit for Corporate Financial Statement and Petroleum Revenues Account managed by ANPM.

C. SCOPE OF WORK

1. Audit of 2017 Financial Statement of the ANPM:
 - Balance Sheet as at 31 December 2017
 - Income Statement for the Period of 2017
 - Cash Flows Statement for the Period of 2017
 - Statement of Changes in Equity
 - Notes to Financial Statement
 - Review the Financial Statement
 - Audit Report and Management Letter.

2. Audit of 2017 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 March and 15 of April 2018.**

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E. QUALIFICATIONS

The suitable company will be required to:

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

F. PROPOSAL OUTLINE

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

Note: The proposal submitted to ANPM should be written in English

H. SUBMISSION

A Request for Proposal should be in sealed envelope, mark “**Confidential**” and mentioned the procurement reference number for the attention of Mr. Humberto Pereira, **Procurement Officer** and submitted as follow by E-mail ANPM.procurementbid@anpm.tl, hand or courier to:

Autoridade Nacional do Petróleo e Minerais (ANPM)
Edifício do Ministério das Finanças, Pisos 6 e 7
Aitarak Laran
PO BOX 113
Dili, Timor Leste
ANPM website: www.anpm.tl

I. CLOSING DATE

The bidding process will be closed on **26 January 2018 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 Mr. Oscar Sanches Faria at oscar.faria@anpm.tl or +670 73099995 / 73099996.

Dili, 27 December 2017



Pamela Simões
Administration & Procurement Manager