



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

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## **REKERIMENTU BA PROPOSTA (RbP)**

### **FORNESE MANUTENSAUN EDIFISIU BA ANPM**

ANPM/PROC/RFP/18/004

#### **LIA MAKLOKEK**

Autoridade Nacional do Petróleo e Minerais (ANPM) hanesan instituisaun publiku, ne'ebé estabelese ho deketu lei No. 1/2016, lora 9 Feveiru, alterasaun dahuluk husi deketu lei No. 20/2008 lora 19 Juñu konaba Autoridade Nacional do Petróleo, ne'ebé iha responsabilidade atu maneja no regula atividades petrolífera no minerais iha área Timor Leste, iha tasi laran no iha rai maran inklui área conjunta ba desenvolvimentu petrolíferu.

ANPM agora dadaun loka oportunidade ba kompañia Lokál ne'ebé maka kualifikadu atu submete proposta hodi fornese Manutensaun ba Edifisiu ANPM iha Farol. Kompañia ne'ebé hetan susesu sei fornese serbisu ne'e durante tinan ida no iha possibilidade kontratu bele hanaruk ba tinan tuir mai bazeia ba dezempeñu serbisu nian.

Kompañia ne'ebé mak iha interesse atu kompete tenke submete proposta ne'ebé komprensivu tuir rekeztu ANPM nian, iha edifisiu ne'ebé própriu no ambiente ne'ebé diak atu ANPM bele kontaktu, iha ekipamentus kompletu hodi bele hala'o manutensaun no iha funsionáriu tékniku ne'ebé bele hala'o knar ho didiak.

Kompañia mos husu atu fornese tarefa ne'ebé diak ba serbisu manutensaun edifisiu nian, aseita faktura pagamentu atu hala'o kada fulan ka bazeia ba fornese serbisu manutensaun edifisiu nian, prontu atu atende telefone emerjénsia husi Ekpa Administrasaun ka Lojístiku ANPM nian, uza transporte rasik wainhira hala'o serbisu ida ne'e no fo atensaun másimu tuir rekerimentu saúde, siguransa ho meu ambiente.

#### **KRITERIA BA SELESAUN**

Kompañia ne'ebé iha interesse tenke submete informasaun hanesan tuir mai ne'e:

1. Iha esperiénsia no kapasidade fornese Manutensaun Edifisiu tuir ANPM nia rekerimentu;
2. Deklarasaun kompeténsia no kualifikasaun husi peso'al ne'ebé envolve iha serbisu ida ne'e;
3. Proposta metodolojia oinsá atu fornese Manutensaun ba edifisiu nian;
4. Deklarasaun kona ba konflitu interesse;

5. Proposta programa no orariu (timeline) oin sa atu fornese manutensaun ba edificiu nian
6. Submete dokumentus Rejistu Negósiu/Komérsiu Timor – Leste nian inklui deklarasaun impostu no sósiu kapitál kompañia nian;
7. Submete deklarasaun afiliasaun ho kompañia seluk – karik iha;
8. Submete deklarasaun Konta Bankaria (Bank Statement) fulan tolu (3) nian hahu husi submisaun proposta;
9. Submete strutura organizasaun kompañia nian.

*Nota; Submisaun ba proposta hakerek ho lian Ingles ka Tetun no dukementus sira ne'ebé temi iha “Kritéria Selesaun” tenke aneksa tutuir malu tuir nia número. Tenke submete Proposta rua, ida ba tékniku no seluk fali ba finanseira, proposta rua ne'e fahe ketak-ketak.*

### **SUBMISAUN BA PROPOSTA**

Submisaun ba proposta tenke hatama iha envelope ne'ebé taka metin no tau marka “**CONFIDENTIAL**” no hato'o/dirije ba Sr. Humberto Pereira, Ofisiál Jestaun Sistema Aprovizionamentu no liu husi elektróniku bele haruka ba iha [ANPM.procurementbid@anpm.tl](mailto:ANPM.procurementbid@anpm.tl) ka liu husi koreius ba iha:

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ANPM website: [www.anpm.tl](http://www.anpm.tl)

### **DATA NO LORON IKUS HATAMA PROPOSTA**

Submisaun ba proposta sei taka iha tuku 4.30 lokraik oras Timor - Leste nian iha loron 27 Juñu 2018. Aplikasaun ba proposta hatama liu oras no data ne'ebé mak temi ona iha leten sei la konsidera.

### **INFORMASAUN SELUK**

Karik iha perguntas ruma, bele kontaktu mai Edifisiu ANPM iha numeru +670 73099995 / 73099996 ka email ba iha Jerente Administrasaun no Aprovizionamentu, Sra. Pamela Simões iha [pamela.simoed@anpm.tl](mailto:pamela.simoed@anpm.tl) ka Sr. Reginaldo Francisco iha [reginaldo.francisco@anpm.tl](mailto:reginaldo.francisco@anpm.tl).

Dili, 25 Maiu 2018



Pamela Simões  
Jerente Administrasaun no Aprovizionamentu



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### Scope of Work for Office Maintenance.

Maintenance activities include:

- Preventative Maintenance
- Predictive Maintenance
- Minor Repair Maintenance
- Major Repair Maintenance (will be added to contract per event)
- Monitoring of Equipment/Systems working condition, performance and status;
- Procurement of parts associated with the maintenance activities;
- Scheduling
- Tracking
- Reporting

The scope for Office Maintenance will cover the following:

#### A. Carpentry,

1. **E:** Fences Maintenance; **T:** Halao Manutensaun ba Lutu ho Portaun;
2. **E:** Doors and Windows Maintenance; **T:** Halao Manutensaun Odamatan ho Janela;
3. **E:** Ceiling Maintenance "C"; **T:** Halao Manutensaun Foru;
4. **E:** Supply and Install Door, windows Include It's accessories;  
**T:** Fornese no Monta Odamatan, Janela inklundu ho ninia asesories sira;
5. **E:** Labor Cost; **T:** Kustu ba Servisu;

#### B. Masonry/Pekerjaan Batu

1. **E:** Maintenance of any Sports Field; **T:** Halao Manutensaun ba Kampu Jogus nian;
2. **E:** Minor Work Construction; **T:** Servisu Konstrusaun Ki'ik;
3. **E:** Floor Maintenance; **T:** Halao Manutensaun ba Rai;
4. **E:** Labor Cost; **T:** Kustu ba Servisu;

#### C. Painting

1. **E:** Painting; **T:** Pinta Parede Uma nian, Odamatan, Janela, Lutu ho Portaun, Foru;
2. **E:** Labor Cost; **T:** Kustu ba Servisu;

#### D. Piping and Plumbing Systems

1. **E:** Inspect Back Flow Preventers will be checked quarterly;  
**T:** Halao Inspesaun no Prevensaun ba kanu sira kada fulan tolu dala ida;
2. **E:** Inspect restroom fixtures for leaks and proper operation and repair as necessary;  
**T:** Halao Inspesaun ba Hari'is Fatin sira;
3. **E:** Inspect kitchen fixtures for leaks and proper operation and repair as necessary;  
**T:** Halao Inspesaun ba Dapur;

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4. **E:** Check roof and parking lot drainage systems for blockages;  
**T:** Halao Pasa Revista ba uma kakuluk no Sistema drainajen sira;
5. **E:** Rain Water Drainage; **T:** Be dalan ou baletas;
6. **E:** Respond to any blocked line and or backups of any plumbing fixture and repair accordingly  
**T:** Responde ba karik iha blokeia ruma ba be dalan ou kanu be nian ruma no halao manutensaun ho emidiata;
7. **E:** Maintaining or replace water tap; **T:** Halao manutensaun ou troka torneira karik at;
8. **E:** Maintaining or replace water pump; **T:** Halao manutensaun ou troka bomba be karik at;
9. **E:** General Cleaning and Maintenance of Water Storage tank every quarterly;  
**T:** Halao manutensaun Jeral ba tanki be nian kada fulan tolu dala ida.
10. **E:** Labor Cost; **T:** Kustu ba Servisu;

**E. Fire Alarm and Fire Extinguisher**

1. **E:** Supply and install Fire Alarm; **T:** Fornese no Instala Alarme ba Perigu Ahi han Uma nian;
2. **E:** Monitoring every quarterly; **T:** Halao Monitorizasaun Kada Fulan Tolu Dala Ida;
3. **E:** Supply and Install Fire Extinguisher; **T:** Fornese no Instala Ekipamentus ba Kombate insendiu ou Ahi Han Uma nian;
4. **E:** Monitoring every quarterly; **T:** Halao Monitorizasaun Kada Fulan Tolu Dala Ida;
5. **E:** Labor Cost; **T:** Kustu ba Servisu;

Prepared by: RF

RF