



Edifício do Ministério das Finanças, Pisos 6 e 7, Apartado 113, Aitarak Laran, Díli, Timor-Leste
Tel. +670 73099995/73099996

REQUEST FOR PROPOSAL (RFP)

Establish Technical Rules for Installation and Operation of Aviation Fuel Filling Station and Inspection to Aviation Fuel Filling Stations

Ref: ANPM/PROC/RFP/18/005

A. BACKGROUND AND SECTOR OVERVIEW

Autoridade Nacional do Petróleo e Minerais (ANPM) is a public institution created by the Decree Law No. 01/2016 as an amendment to Decree Law No. 20/2008 of the Democratic Republic of Timor-Leste. The ANPM is responsible for regulating and administering petroleum and mining activities in Timor-Leste. In addition, the ANPM as the Designated Authority (DA), on behalf of Australia and Timor-Leste governments, regulates and administers petroleum activities in the Joint Petroleum Development Area (JPDA).

B. OBJECTIVE

The ANPM wishes through this RFP to select and engage a qualified and experienced Consultant to assist the ANPM – Downstream Directorate in performing preliminary inspection to Aviation Fuel Filling Station Facilities and establishing the technical rules for Aviation Fuel Filling Station. Highlights of works seeking for are stipulated in the scope of work below.

C. SCOPE OF WORK

The scope of work (SoW) is:

1. To assist downstream directorate to review project applications on Aviation Fuel Filling Stations submitted by three (3) applicants based on international best practices or standards.
2. To assist the downstream directorate in performing preliminary inspections to the Aviation Fuel Filling Stations facilities following the review of the project documents. Prior to the performance of Preliminary Inspections, the selected consultant is required to prepare the inspection checklist.
3. Provide inspection report of each facility. The inspection report shall include the corrective measures or recommendation based on international best practices or standards.

4. To assist downstream directorate in performing inspection to verify and confirm the implementation of corrective measures, if required.
5. To assist downstream directorate to establish technical rules for Aviation Fuel Filling Station based on international best practices or international standards. The rules to be established shall be consistent with the recommendations issued as per SoW No. 3.

The ANPM shall issue Work Order to selected consultant specify work detail from time to time within scope of work and period of contract. The Consultant will be contracted by ANPM for a period of 1 (one) year.

D. OUTPUTS, DELIVERABLES AND ADMINISTRATIVE ARRANGEMENTS

All advice and assistance shall be provided in writing and the output of review project document and Preliminary Inspection to existing installation and operation of Aviation Fuel Filling Station shall be included in a report to the ANPM.

All relevant documentation shall be submitted in English language, unless specified by the ANPM that documentation is to be submitted in the Portuguese language.

The Consultant shall be available for meetings and discussions with staff from the ANPM as necessary as well as discussion or deliver presentation on the findings to operator, to ensure that all findings are clearly communicate and all elements in the SoW #1 and #2 are fulfilled.

The Consultant shall also be available to deliver presentation to the ANPM Board of Directors on technical rules for installation and operation of Aviation Fuel Filling Station as per SoW #5.

Invoices will be raised by the Consultant, once the works order have been completed and the amounts due, which will be paid within 30 calendar days upon submission to the ANPM. ANPM should make the payments based on the agreed method for the specific task delivered.

E. QUALIFICATION REQUIRMENTS

The qualifications, skills and experience of the Consultant shall include;

- Having at least 3 (three) years' experience in undertaking works as specify in the scope of work
- Certified by recognised internationally certification body in the inspection area;
- Experienced and have Good understanding on the International Civil Aviation Organization (ICAO) Standard, Joint Inspection Group (JIG) Standard and other similar standards for Aviation Fuel Filling Station recognised internationally
- Demonstrating awareness of the challenges that developing countries face in relation to the Aviation Fuel Filling Station.
- Demonstrating capability to attend working meeting in Timor-Leste at short notice;

F. PROPOSAL OUTLINE

Interested parties should make a detailed submission responding to the present RFP. Particular attention should be paid to:

1. How the scope of work be addressed or Methodology;
2. The qualification and experience to undertake the work including CVs of technical support team; and
3. Price Quotation.

G. ASSESSMENT CRITERIA

The interested External Consultant will be selected under a Quality and Cost Based selection, considering the following criteria:

1. Work experience and capacity to undertake scope of work.
2. Personnel Qualification to undertake the work;
3. Proposed Methodology based on the scope of work;
4. Work Program/Timeline;
5. Statement of Conflict of Interest;
6. Business Registration (International/National);
7. Declaration of any affiliation companies (if any)
8. Company Organization Structure
9. The proposed remuneration or quotation.

Proposed remuneration for performing the task:

- Financial Proposal in USD lump sum figure shall inclusive 10% Timor-Leste 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 agreed price shall be paid.

While price is an important factor, it shall not be the primary consideration in evaluating responses to this RFP.

Note: The proposal to be submitted to ANPM shall be written in English and shall be written in sequence/following the numbering in the selection criteria outlined above.

H. SUBMISSIONS

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 Management & System Officer and submitted as follow by E-mail: ANPM.procurementbid@anpm.tl, hand or currier 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 29th August, 2018 at 16.30 hours Timor-Leste time. **Late applications will not be considered.**

J. FURTHER INFORMATION

Questions or requests for further information should be made by letter, email or fax and directed to Cornelio Russini Pinto, Downstream Inspection Manager at email: cornelio.pinto@anpm.tl or through phone +670 73099995/73099996.

Dili, 27th July, 2018



Pamela Simoes

Admin & Procurement Manager