



Edifício do Ministério das Finanças, Pisos 6 e 7, Apartado 113, Aitarak Laran, Díli, Timor-Leste
Telefone: +670 73099995 / +670 73099996, Web: www.anpm.tl

Request for Proposal (RFP)

Review Environmental Document of Downstream Activity

ANPM/PROC/RFP/18/006

I. BACKGROUND AND SECTOR OVERVIEW

Autoridade Nacional do Petróleo e Minerais (ANPM) is a public institution created by the Decree Law No. 1/2016 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).

II. OBJECTIVE

The ANPM wishes through this RFP to select and engage a qualified and experienced Consultant to assist the ANPM – Downstream Directorate in reviewing the Environmental Documents of Downstream Activity and all relevant Downstream Infrastructure including but not limited to Processing facility (Refinery and LNG Plant) and Storage of Fuel facility. Highlights of works seeking for are stipulated in the scope of work below.

III. SCOPE OF WORK

The scope of work is:

1. To assist Downstream Directorate in reviewing the Terms of Reference (ToR) for Environmental Impact Assessment Study for Fuel Terminal (Storage Facility), LNG Plant, and Refinery based on Decree-Law No. 5/2011 and best industry practice. The identified scope of study that to be covered in the ToR for particular project under reviewed and its extent of study/assessment are to be provided to the ANPM as part of deliverables.
2. To assist Downstream Directorate in reviewing the Environmental Impact Statement (EIS) and the Environmental Management Plan (EMP) including monitoring program of Category A projects for Fuel Terminal (Storage Facility), LNG Plant, and Refinery based on Decree-Law No. 5/2011 and best industry practice.
3. To assist Downstream Directorate in reviewing the Simplified Environmental Impact Statement (SEIS) and the Environmental Management Plan (EMP) including monitoring program of category B for Fuel terminal (Storage Facility), LNG plant, and Refinery projects based on Decree-Law No. 5/2011 and best industry practice.
4. To provide technical assistance on the issues related to the environment in the licensing assessment process of downstream activities.

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5. To produce a technical checklist on the extent of assessment to be covered in the assessment of EIS, SEIS, and EMP, for particular project under review. The checklist is to be provided to the ANPM as part of deliverables.
6. To identify Best Environmental Practice (BEP) and Best Available Techniques (BAT) for particular project under review, and provide a brief overview of each BEP and BAT to ANPM as deliverables for the project being assessed.
7. To provide training to the ANPM staff on Best Environmental Practices for the review of Category A and B projects, if required.

The ANPM shall issue Work Order to selected consultant specifying 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 and can be extended.

IV. OUTPUTS, DELIVERABLES AND ADMINISTRATIVE ARRANGEMENTS

All advices and assistances shall be provided in writing and the output of the review shall be included in a report to the ANPM.

All relevant documentation shall be submitted in English 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 outcomes of the review.

Invoices will be raised by the Consultant, after the conclusion of the work issued by the ANPM in the Work Order 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.

V. QUALIFICATION REQUIRMENTS

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

- Having at least 5 (five) years' experience in undertaking works as specify in the scope of work.
- Having qualifications, skills, and experience in developing the Environmental Impact Assessment Study and Environmental Management Plan in relation to the Scope of work.
- Qualification including any certification in the review of Environmental Documents.
- Demonstrating capability to attend working meeting in Timor-Leste at short notice.

VI. 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 and Methodology for project to be reviewed;
2. The qualification and experience to undertake the work including CVs of technical support team for project to be reviewed; and
3. Price Quotation for each Scope of Work.

VII. ASSESSMENT CRITERIA

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

1. Work experience and capacity to undertake the scope of work;
2. Qualification and experience of the team proposed 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 for each SoW shall be inclusive of 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.

Note:

- *The nine (9) proposal criteria above should be responded by the Consultant.*
- *Local vendor is encouraged to apply.*
- *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.*

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

VIII. SUBMISSIONS

1. 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 to ANPM.procurementbid@anpm.tl, or 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

2. Submission through email, the capacity cannot beyond 15MB, kindly send separately if it is beyond the said capacity.

IX. CLOSING DATE

The bidding process will be closed 21st of September, 2018 at 16.30 hours Timor-Leste time. Late applications will not be considered.

X. FURTHER INFORMATION

Questions or requests for further information should be made by letter or email, and directed to juvencia.costa@anpm.tl or through phone +670 73099995/ 73099996.

Dili, 23 August 2018



Pamela Simões

Administration & Procurement Manager