



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

REQUEST FOR PROPOSAL (RFP)
ACCOMODATION SERVICES
ANPM/PROC/RFP/18/008

BACKGROOUND

Autoridade Nacional do Petróleo e Minerais (ANPM) is Timor-Leste public institution, created under Decree Law No. 1/2016 of 9 February, 1st amendment of Decree-Law No.20/2008 of 19th June on the Autoridade Nacional do Petróleo (ANP), responsible of managing and regulating petroleum and mining activities in Timor-Leste area, both offshore and onshore and in the Joint Petroleum Development Area (JPDA) in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, the Timor Sea Treaty and the Mining Code.

The ANPM is to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum, natural gas resources and mineral. It is also tasked to develop a strong petroleum and mineral management institution in Timor-Leste.

The ANPM seeks for proposal from a suitable, qualified and experienced national travel agent to provide an accommodation and hotel services at overseas for the ANPM staff. The ANPM staff movement within a month is calculated about 10 or 20 persons at overseas trips.

SELECTION CRITERIA

Interested Travel Agent Companies are requested to provide following information in their proposal:

1. Minimum 3 years experiences in providing the accommodation services with an IATA licence. ;
2. Company personals with 3 years extensive experiences, skills and qualifications;
3. Proposed Methodology; include payment methods on monthly basis and company's statement of services for 24 hours and 7 days a week
4. Statement of any potential conflict of interest;
5. Business Registration and TIN identification number;
6. Declaration of Affiliation Companies;
7. Company organization Structure;
8. Company Bank Statements within last 6 months transactions from the date of the proposal submission
9. List of price for each proposed hotel

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

PROPOSAL SUBMISSION

A Request for Proposal should be mark “**Confidential**” and mentioned the procurement reference number for the attention of Humberto Pereira, **Procurement Management and System Officer** and submitted as follows by E-mail ANPM.Procurementbid@anpm.tl if 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

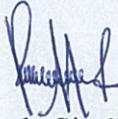
CLOSING DATE

The bidding process will be closed on 18 January 2019 at 16.30 Timor-Leste time. Late applications will not be considered.

FURTHER INFORMATION

If you have any question, please do not hesitate to contact the ANPM Timor Leste by emailing to: anpmprocurementqueries@anpm.tl

Date, 18 December 2018



Pamela Simões
Administration & Procurement Manager