



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)

ANPM Financial, Petroleum Revenue and Mineral Revenue Statement Audit Services **ANPM/PROC/RFP/18/010**

A. BACKGROUND

The Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor-Leste's public institute responsible for managing and regulating petroleum and mineral 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 No. 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 2018 annual audit and provide audit opinions over the ANPM Corporate Financial Statement, Petroleum Revenues and Mineral Revenue Collection and Deposit administered by the ANPM

The ANPM wishes to offer two (2) years of contract duration with possibility to extend to 1 (one) year, to the successful bidder to perform the aforesaid audit engagement on an annual basis, in which the contract extension will be based on the audit opinion delivered. Furthermore, the service to the ANPM will be also included the capacity building to the staff. The engagement fees will be disaggregated on an annual basis and remained fixed. In case any change to the service or inclusion of additional scope, it will be subject to negotiation, in which will be further elaborated in the contract.

C. SCOPE OF WORK

1. Audit of 2018 Financial Statement of the ANPM:
 - Balance Sheet as at 31 December 2018;
 - Income Statement for the Period of 2018;
 - Cash Flows Statement for the Period of 2018;
 - Statement of Changes in Equity;
 - Allocation of surplus;
 - Notes to Financial Statement;
 - Review the Financial Statement;
 - Audit Report and Management Letter.
2. Audit of 2018 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.
3. Audit of 2018 Mineral Revenues Collection and Deposit
- Review of total revenue collected from license fees, mining fees and compensations fees;
 - Test the fee rate charged as per the legal basis currently in forced;
 - Test and sight the revenue document, bank statement and reconciliation record;
 - Review Internal Control over Revenue Receipt;
 - Test and verify the TL government fund to TL-Cement which is recorded under the ANPM financial statement;
 - Audit Report and Management Letter.

D. AUDIT REPORT DEADLINE

Draft and final corporate financial statement audit, petroleum revenue receipt and Mineral revenue collection and deposit report should be submitted to ANPM respectively on the **2 of March to 15 of April and 30 April 2019.**

E. QUALIFICATIONS

The suitable company will be required to:

1. Have extensive experiences in a financial and compliance audit field;
2. Possess 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 (TOR). 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.

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 or Tetum and shall be written in sequence/following the numbering in the selection criteria outlined above.*

H. 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 follow 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
PO BOX 113
Dili, Timor Leste
NPM website: www.anpm.tl

I. CLOSING DATE

The bidding process will be closed on **21 January 2019 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 emailing to: anpmprocurementqueries@anpm.tl or to Oscar Sanches Faria at Oscar.faria@anpm.tl or telephone directed +670 73099995 / 73099996

Dili, 19 December 2018



Pamela Simoes
Admin and Procurement Manager