



Endereço : Andar Térreo Ala Leste do Palácio do Governo, Edifício nº 1, Avenida Marginal
Dili, Timor-Leste, PO Box 113, Telephone: +670 3 324 098 / 3317216 / 3317215 / 3312735

REQUEST FOR PROPOSAL (RFP)
TICKETING SERVICES
ANPM/PROC/RFP/18/009

BACKGROOUND

Autoridade Nacional do Petróleo e Minerais (ANPM) is a public institution established under the Decree Law No.1/2016 dated 9 February 2016 as the 1st amendment to the Decree Law no. 20/2008 of the Democratic Republic of Timor-Leste, with its role and functions as Regulatory Authority on behalf of the Ministry Responsible for Petroleum and Mineral Sectors to administer and regulate the upstream and downstream petroleum sectors and all the Mineral sectors within Timor-Leste Onshore and Offshore territory. The ANPM also in accordance with the Timor Sea Treaty signed between Timor-Leste and Australia is as a Designated Authority (DA) with the role and functions to administer and regulate upstream petroleum activities in the Joint Petroleum Development Area (JPDA) on behalf of Timor-Leste and Australia.

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 ticketing services including the travel insurance at overseas for the ANPM staff. The ANPM staff movement within a month is calculated approximately 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 ticketing services with an IATA licence.
2. Company personals with 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 with last 6 months transactions from the date of the proposal submission.
9. List of price for each flight (round trip; Dili-Darwin, Dili-Singapore, Dili-Denpasar)

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 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

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