



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

Request for Proposal (RFP)

Provide Technical Advice and Technical Review on Regulatory Submissions including Health Safety and Environment (HSE) Risk Associated with Onshore Drilling

ANPM/PROC/RFP/19/008

BACKGROUND

Autoridade Nacional do Petróleo e Minerais (ANPM) is Timor-Leste public institution, created under Decree-Law No. 27/2019 of 27th August, 2nd amendment of Decree-Law No.20/2008 of 19th June, on the Autoridade Nacional do Petróleo, responsible of managing and regulating petroleum and mining activities in Timor-Leste area, both offshore and onshore and in the Greater Sunrise Special Regime in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, Maritime Boundary 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.

OBJECTIVE

The ANPM wishes through this RFP to select and engage competent firm or individual consultant to assist the ANPM – Health Safety and Environment (HSE) Directorate in providing technical advice and technical review on regulatory submissions including health safety and environmental risk associated with onshore drilling. This includes assistance in reviewing verification and validation records, Safety Case (SC) and/or Health and Safety Plan (H&SP) or HSE Report, Term of Reference (ToR) for the development of Environmental Impact Assessment (EIA), Environmental Impact Statement (EIS), Environmental Management Plan (EMP) and Oil Spill Contingency Plan (OSCP).

SCOPE OF WORK

The scope of work is divided into the following categories:

Category A – Provision of technical workshop/training to HSE directorate on onshore drilling

Description: The selected consultant will deliver workshop/training on onshore drilling covering the following subject:

- | |
|--|
| <ul style="list-style-type: none">a. Introduction to onshore drilling – facilities, drilling equipment, advantages and disadvantages.b. Potential Health and Safety Risk of onshore drilling operations including Best Available Techniques |
|--|

(BAT) employed by the industry to mitigate the risk to As Low As Reasonably Practicable (ALARP). The emphasis shall be put to potential major accident events.

c. Potential environmental risk from onshore drilling operations and BAT to mitigate the risk to ALARP. Emphasis shall be put on significant to major environmental risk.

Category B

To carry out environmental HAZID and risk assessment for an onshore drilling project and to validate the adequacy of technical review on EIS and EMP for the upcoming onshore drilling project.

Description:

The selected consultant will validate the adequacy of technical review carried out by ANPM, in reference to applicable laws and applicable standard applied in the industry. Specific attention to the cost benefit analysis, understanding of alternatives onshore drilling component that employed in the industry which could result minimizing environmental footprint yet cost effective, etc. Prior to the validation of technical review and prior to review team initiate the review, the consultant will conduct environmental HAZID and risk assessment for an onshore drilling project.

Category C – To validate the adequacy of technical review on Safety Case or HSE Plan and Emergency Response Plan for the upcoming onshore drilling project.

Description: The selected consultant will validate the adequacy of technical review carried out by ANPM, in reference to applicable standard applied in the industry. Specific attention to the adequacy of bowtie analysis particularly on major accident events. Including the assist in the review of verification and validation record provided by the contract operator.

Category D – Onshore Oil Spill Response Plan and Monitoring

Description: The selected consultant will assist ANPM in providing technical opinion on the adequacy on Land base oil spill contingency plan. Particularly on emergency response arrangement & recovery arrangement to be implemented when an oil spill occurs, trajectory modelling and monitoring strategies.

The ANPM shall issue Work Order to selected consultant specifying work detail to be carried out within the period of the contract.

The Consultant will be contracted by ANPM for a period of 1 (one) year and can be extended.

BIDDING MECHANISM, 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.

Bidding Mechanism

- A potential bidder can bid for one category or more.
- Assessment of bidder's proposal will be done against each criterion applicable for each category.
- Financial proposal shall be made for each category.

Output and Deliverables

Scope of Work	Deliverables
Category A – Provision of technical workshop/training to HSE directorate on onshore drilling	<ol style="list-style-type: none"> 1. Workshop materials on introduction to drilling facilities/equipment including advantages and disadvantages, Health Safety and Environmental Impact and how those potential impacts are addressed in the industry. 2. Environmental Risk Assessment of onshore drilling including mitigation measures, including BAT applied, as per industry practice to reduce the risk to ALARP. 3. H&S risk assessment of onshore drilling including mitigation measures applied, as per industry practice to reduce the risk to ALARP. 4. Advice as requested by ANPM from time to time on onshore drilling.
Category B - To carry out environmental HAZID and risk assessment for an onshore drilling project and to validate the adequacy of technical review on EIS and EMP for the upcoming onshore drilling project.	<ol style="list-style-type: none"> 1. Provide Environmental HAZID and risk assessment report 2. Provide technical checklist on the assessment of EIS and EMP 3. List BAT for all activities under an onshore drilling project which are applied in the industry (adopted by other regulatory body) to ensure that environmental impact are minimize. 4. Advice as requested by the ANPM from time to time on environmental matter concerning to onshore drilling.
Category C – To validate the adequacy of technical review on Safety Case or HSE Plan and Emergency Response Plan for the upcoming onshore drilling project.	<ol style="list-style-type: none"> 1. Technical checklist for the assessment of SC and/or H&S Plan and ERP 2. Provide H&S risk assessment matrix (bow tie analysis) for onshore drilling project. 3. Provide list of key components of onshore drilling facilities that required verification and validation from third party, etc. 5. Advice as requested by the ANPM from time to time on health and safety matter relating to onshore drilling.
Category D – Onshore Oil Spill Response Plan and Monitoring	<ol style="list-style-type: none"> 1. Provide technical checklist for an onshore oil spill contingency plan

Scope of Work	Deliverables
	<ol style="list-style-type: none"> 2. Provide technical analysis to land base oil spill modelling 3. Advice as requested by the ANPM from time to time on matters related to this scope of work.

Administrative arrangement

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 60 calendar days upon submission to the ANPM.

ANPM should make the payments based on the agreed method for the specific task delivered.

All fees paid will subject to a 10% withholding tax.

QUALIFICATION REQUIREMENTS

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.
- Competent in developing and reviewing the Environmental Impact Assessment Study and Environmental Management Plan in onshore drilling projects.
- Competent in developing and reviewing verification and validation scheme, Safety Case and/or H&S Plan and ERP for onshore drilling projects.
- Competent in developing and reviewing oil spill response plan, respond arrangement, land base oil spill modelling and monitoring.
- Demonstrating capability to attend working meeting in Timor-Leste at short notice.

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 for each Scope of Work (Category)

ASSESSMENT CRITERIA

The External Consultant will be selected based on the following criteria:

1. Work experience and capacity to perform the requested 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. Country of Origin Business Registration or Timor-Leste Business Registration including Tax Declaration and Certidão Devidas (for local vendor);
7. Declaration of any affiliation companies (if any);
8. Bank Statements with last 3 months transaction from the date of the proposal submission;
9. Company Organization Structure;
10. The proposed remuneration or quotation.

Note:

- In case a bidder is bidding for more than one (1) category the assessment criteria no. 1 – no. 4 will be assessed against each relevant category.
- The proposal to be submitted to ANPM shall be written in English and in sequence/following the numbering in the selection criteria outlined above.

Proposed remuneration for performing the task:

- Financial Proposal in USD lump sum figure shall inclusive 10% Timor-Leste Withholding Tax, for each category;
- 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.

SUBMISSIONS DEADLINE

Submissions must be delivered no later than 15 November 2019, Timor Leste time by 16:30 pm. Late applications will not be considered.

LODGMET

Request of Proposal should be in sealed envelope, marked “**Confidential**” and mentioned the procurement reference number for the attention of Mr. Nuno Belo Freitas, Procurement Sourcing Officer or submitted by E-mail through ANPM.procurementbid@anpm.tl or hand deliver to:

Autoridade Nacional do Petróleo e Minerais
Edifício do Ministério das Finanças, Pisos 7, Apartado 113, Aitarak Laran, Díli
Timor-Leste
Tel : +670 73099995/6

FURTHER INFORMATION

Questions or requests for further information should be made by letter or email directed to jose.sarmiento@anpm.tl or constantino.pinto@anpm.tl or through phone +670 73099995/6.

Dili, 15 October 2019



Pamela Simoes
Admin and Procurement Manager