



Autoridade Nacional do Petróleo e Minerais (ANPM) Edifício do Ministério das Finanças, Pisos 6 e 7,  
Apartado 113, Aitarak Laran, Díli, Timor-Leste

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**REQUEST FOR PROPOSAL (RFP)**  
**Consultant for Design and Supervision of the ANPM Offices Construction**  
**ANPM/PROC/RFP/20/003**

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## **I. BACKGROUND**

**Autoridade Nacional do Petróleo e Minerais (ANPM)** is Timor-Leste public institution, created under [Decree Law No. 27/2019](#) of 27<sup>th</sup> August, 2<sup>nd</sup> amendment of [Decree-Law No. 20/2008](#) of 19<sup>th</sup> 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.

## **II. OBJECTIVE**

The ANPM is looking for a suitably qualified and experienced engineering and design consultant (here in after referred to as "Implementation Consultant (IC)"), which can undertake all the necessary design, surveys and studies, prepare detailed and 'for construction' engineering design, and carry out the construction supervision of the works necessary for the successful of the ANPM Warehouse construction.

The services to be rendered under the contract are to be carried out in two phases, as follows:

### **1. DESIGN PHASE**

The purpose of this phase is to prepare preliminary and, later, detailed 'for construction' engineering designs and drawings for the ANPM offices, and warehouse constructions, followed by the preparation of detailed cost estimates Bill of Quantities (BoQ), and relevant components of the bidding documents for the selection of contractors for the construction works.

The services required under this phase of the project will be executed in two stages as indicated below:



- a. Stage I:** will consist of developing in detail the Design Brief and preparing preliminary conceptual designs, outline specifications, and preliminary cost estimates for the ANPM offices and warehouse constructions to be constructed under the project based on preliminary desktop and field assessments.
- b. Stage II:** shall start after the ANPM has approved the Design Brief and preliminary designs prepared under Stage I, and will consist of developing these preliminary concepts into workable solutions to meet the Design Brief. In addition, it will produce detailed engineering designs, drawings, detailed cost estimates including unit rate analysis, programmes of works, and specifications, sufficient in scope to enable procurement of works contractors and subsequent construction of the works, and to allow for the efficient monitoring of quality, progress, measurement, and payment by the ANPM.

## **2. CONSTRUCTION SUPERVISION PHASE**

The purpose of this phase is to undertake construction supervision, on behalf of ANPM, of the associated construction works for the ANPM's offices and warehouse. The services shall include, but not be limited to administration of the ANPM based works contracts, site supervision, quality and quantity assurance and control of the works and all other related activities necessary for the successful implementation of the project in accordance with the Works contract documents and within the duties and delegated authorities entrusted to the IC by the ANPM. The consultant is also required to actively supervise and perform inspection to the construction during 6 months of the defects liability period (retention) prior to issue the last (final) payment.

## **III. SCOPE OF WORK**

This scope of work describes all relevant services and deliverables for the detailed engineering design and construction supervision of the ANPM offices and warehouse construction.

The Consultant is expected to compose of a team with the relevant competencies required for a single design-supervision activity for the duration of the project, providing one point of contact from contract execution through the design and supervision phases. Furthermore, the consultant is required to conduct all testing, inspection and commissioning in accordance with the technical specification and requirements description of each high standard building material or system.

It is required that the Consultant will be based in Dili during the duration of the construction contract and work in close collaboration with the ANPM representative.

The Consultant understands that this scope of works includes developing plan and designs and supervising all activities related to the construction, commencing from the detailed engineering



design, procurement, supply and delivery to site, personnel and labour, material and equipment, manufacture/fabrication, installation/construction, completion, testing/commissioning and final acceptance test.

#### **IV. REQUIRED EXPERIENCE, QUALIFICATIONS AND COMPETENCES**

The ANPM will consider Consultant with the following minimum experience, qualifications and competencies:

##### **(a). Consultant Experience:**

- The Consulting firm shall have in-depth understanding of the construction sector with a minimum of 5 years practical experience in supervision of building construction works;
- The Consulting firm shall provide a brief summary for the past three years or current of proven experience and capabilities in design, supervision and quality control of at-least 3 projects of a similar nature, size and scope;
- Ideally, all 3 projects will have been carried out within the last 5 years and shall be either donor or government funded projects.
- Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
- Submit a proposal in line with the Scope of Work describe under this RFP

##### **(b). Qualifications and Competencies**

The consulting firm shall provide qualified technical and professional personnel to perform the duties and responsibilities with the following qualifications:

1. Educational level: Bachelor's degree in Architectural and Civil Engineering;
2. Professional Experience: 5 years experiences in architectural or civil engineering design;
3. Specific expertise: Should be familiar with governing codes in the country and should have successfully supervised at least 5 similar projects in the past;

#### **V. SELECTION CRITERIA**

Interested Consulting design is requested to provide following information in their proposal:

1. A statement confirming the capacity to execute the work require under this SoW;
2. Company personals with extensive experiences, skills and qualifications;
3. Proposed Methodology;
4. Statement of any potential conflict of interest;
5. Work program/timeline
6. Business Registration and TIN identification number;
7. Declaration of Affiliation Companies;
8. Company Bank Statements with last 3 months transactions from submission date;
9. Company organization Structure;
10. Financial proposal;



**Notes:**

- The proposal to be submitted to ANPM shall be written in English and 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.
- Failed to response above two notes, it will disqualify for further assessment process.

**VI. PROPOSAL SUBMISSION**

A Request for Proposal should be mark “**Confidential**” and mentioned the procurement reference number for the attention of Mr. Nuno Belo Freitas, Procurement Sourcing Officer and submitted by E-mail at [ANPM.procurementbid@anpm.tl](mailto:ANPM.procurementbid@anpm.tl) or hand/currier to:

Autoridade Nacional do Petróleo e Minerais

Edifício do Ministério das Finanças, Pisos 6 e 7

Apartado 113, Aitarak Laran, Díli, Timor-Leste or ANPM Mineral Office at Farol

Rua Direitos Humanos No.1, Aldeia Lirio, Suco Motael, Posto Administrativo Vera Cruz

Município de Díli, Timor-Leste

PO BOX 113.

Telephone: Telephone: +670 73099995 / 73099996

Website: [www.anpm.tl](http://www.anpm.tl)

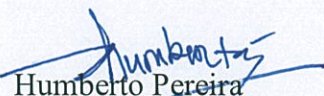
**VII. CLOSING DATE**

The bidding process will be closed on **19<sup>th</sup> of May 2020** at 16.00 Timor-Leste time. Late applications will not be considered.

**VIII. FURTHER INFORMATION**

Requests for further information should be made by email or telephone and directed to Mr. Reginaldo Francisco on [reginaldo.francisco@anpm.tl](mailto:reginaldo.francisco@anpm.tl) or Mrs. Pamela Alina Simoes on [pamela.simoes@anpm.tl](mailto:pamela.simoes@anpm.tl) or on +670 73099995 / 73099996.

Date, 17<sup>th</sup> of April, 2020

  
Humberto Pereira  
Procurement Manager