



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

REKERIMENTU BA PROPOSTA (RbP)

FORNESE STASIONARIU BA ANPM

ANPM/PROC/RFP/21/002

I. LIA MAKLOKEK

Autoridade Nasionál ba Petróleu no Mineral (ANPM, Instituisaun Públika (IP), ne'ebé estabelese husi Dekretu-Lei No. 27/2019, 27 Agostu, alterasaun daruak ba Dekretu-Lei No. 20/2008, 19 Juñu, kona ba Autoridade Nasionál ba Petróleu, responsável ba jestaun no regulamentasaun atividade petrolífera no mineral sira iha área Timor-Leste nian, tantu iha Offshore (Tasi Laran) no iha Onshore (Rai Maran) no mos iha Rejime Espesiál Greater Sunrise nian, hanesan haktuir iha Dekretu-Lei ne'ebé estabelese ANPM, Lei ba Atividade Petrolífera, Tratadu Fronteira Marítima no mos Diploma Ministerial.

ANPM mos iha knar ida hodi estabelese no supervizona ba kumprimentu husi regra no regulamentu sira ne'ebé aprovaду inklui esplorasau (Pesquisa), desenvolvimentu, produsaun, transporte no distribuisaun ba Petróleu, Gás Naturál no Minerais. ANPM mos iha knar seluk hanesan hari'i instituisaun forte ba jestaun petróleu no mineral iha Timor-Leste.

ANPM agora dadaun loka oportunidade ba kompañia Lokal/Loja sira ne'ebé maka kualifikadu atu submete proposta hodi fornese stasionariu ba ANPM. Kompañia ne'ebé hetan susesu sei fornese serbisu ne'e durante tinan ida no iha possibilidade atu hanaruk kontratu ba tinan tuir mai bazeia ba performa serbisu nian.

Kompañia ka fornecedor ne'ebé adekuaду sei rekere atu submete proposta ne'ebé komprensivu tuir rekeztu ANPM nian; iha Loja ka fatin ne'ebé propriu no meu ambiente ne'ebé diak atu ANPM bele kontaktu; aseita faktura pagamentu hala'o kada fulan ka baziea ba fornese stasionariu ba iha ANPM; uza transporte rasik wainhira fornese stasionariu ba iha ANPM; aseita

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ka pruntu atu atende telefone emerjénsia husi Ekipa Administrasaun ANPM nian no kompañia ka fornecedor tenki fo atensaun masimu tuir rekerimentu saúde, siguransa ho meu ambiente.

II. KRITERIA BA SELESAUN

Kompañia/Loja ka fornecedor ne'ebé iha interesse tenki kumpri kriteria hanesan tuir mai ne'e:

1. Iha esperiensa ka kapasidade fornese Stasionariu tuir ANPM nia rekerementu;
2. Deklarasaun kompetensia no kualifikasaun husi pesoal ne'ebe involve iha serbisu ida ne'e;
3. Proposta metodolojia oin sa atu fornese Stasionariu;
4. Deklarasaun kona ba konfliktu de interesse;
5. Proposta programa no orariu (timeline) oinsa atu fornese stasionariu;
6. Submete dokumentus Rejistrasaun Negosiu/Komersiu Timor – Leste nian inklui deklarasaun impostu no sosiu kapital kompañia nian;
7. Deklara afiliasaun ho kompañia seluk;
8. Submete deklarasaun Konta Bankaria (Bank Statement) fulan tolu (3) antes loron submisaun proposta;
9. Submete estrutura organizasaun kompañia nian.
10. Proposta lista presu stasionariu;

Nota:

- *Submisaun ba proposta hakerek ho lian Ingles ka Tetun no dokumentus sira ne'ebé temi iha “Kritéria Selesaun” tenke aneksa tutuir malu tuir nia número;*
- *Tenke submete proposta rua, ida ba tékniku no seluk fali ba finanseira, proposta rua ne'e fahe keta-ketak;*
- *Sekarik failla hodi responde ba lalaok selesaun kritéria maka temi iha leten maka sei diskualifika automatikamente.*

III. SUBMISAUN BA PROPOSTA

Submisaun ba proposta tenke hatama iha envelope ne'ebé taka metin no tau marka “**CONFIDENTIAL**” no hato'o/dirije ba Sr. Nuno Belo Freitas, *Procurement Sourcing Officer*

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no liu husi siti eletróniku bele haruka ba iha ANPM.procurementbid@anpm.tl ka liu husi koreius ba iha:

Autoridade Nacional do Petróleo e Minerais (ANPM)

Edifício do Ministério das Finanças, Pisos 6 e 7

Aitarak Laran, Dili, Timor-Leste

PO Box 113

ANPM website: www.anpm.tl

IV. DATA NO LORON IKUS HATAMA PROPOSTA

Submisaun ba proposta sei taka iha loron 18 de Marsu de 2021tuku 4.30 lokraik oras Timor - Leste. Aplikasaun ba proposta hatama liu oras no data ne'ebé mak temi ona iha leten sei la konsidera.

V. INFORMASAUN SELUK

Karik iha perguntas ruma, bele kontaktu ba iha Edifisiu ANPM iha numeru +670 73099995 / 73099996 ka email ba iha Jerente Administrasaun no Lojistiku, Sra. Pamela Simões iha pamela.simoes@anpm.tl.

Dili, 16 Fevereiru 2021


Humberto Pereira
Jerenti Aprovesionamentu

STATIONARY BOQ

Description	Qty	Unit	Price
BALLPOINT			
Ballpoint Snowman (V-1)	1	Box	
Ballpoint Snowman(V-5)	1	Box	
Ballpoint Joyko 0.7	1	Box	
Ballpoint Pilot (G2-07)	1	Box	
Ballpoint Faster	1	Box	
Ballpoint Weiyada E681	1	Box	
Ballpoint Boxy Uniball Ub-105 05mm	1	Pack	
Ballpoint Pilot BPT-P	1	Pack	
Ballpoint standard AE7 0.5	1	Pack	
Ballpoint Table	1	Pc	
Ballpoint Pen Piccolo	1	Pack	
BOOKS			
Book Folio Medium (Buku folio sdg 100 page(Unde)/	1	Pc	
Book Folio Big (Bk, Folio bsr 100 page (Unde)	1	Pc	
Book Folio Big (Bk. Folio kecil 200 page(Unde)	1	Pc	
Book Folio Small (Bk. Folio model Absensi/attendance) (Unde)	1	Pc	
Book Hard Cover A4 5 pcs	1	Pack	
Note book 30 pages	1	Pack	
Note book 32 pages	1	Pack	
Note book 50 pages	1	Pack	
Book Tamu /Guest Book	1	Pc	
Book Agenda A4	1	Pc	
Book Agenda A5	1	Pc	
Book Agenda A6	1	Pc	
Note book Paperline A5	1	Pack	
Note book Batik	1	Pack	
Expedisi book hard cover 100 sheet	1	Pc	
Folio Book 100 sheets	1	Pack	
Shorthand book	1	Pack	
Note Book EXP A4 Spiral 10 pcs	1	Pack	
Note Book EXP A5 Spiral isi 10 pcs	1	Pack	
Note Book Pad	1	Pack	
Note Book Standard A5	1	Pack	
BINDER CLIPS			
Binder Clips No 107(Binder Clips No 107 (box/12)	1	Box	
Binder Clips No 111(Binder Clips No 111 (box/12)	1	Box	
Binder Clips No 155(Binder Clips No 155 (box/12)	1	Box	
Binder Clips No 200(Binder Clips No 200 (box/12)/	1	Box	
Binder Clips No 260(Binder Clips No 260 (box/12)	1	Box	
Binder clips no. 105	1	Box	
BATTERY			
Battery Camera Digital(Alkaline Medium(par/2)	1	Pack	
Battery Alkaline AAA	1	Pack	
Battery Alkaline AA			
Battery ABC Alkaline 9 volt	1	Box	
Battery Energizer 1,5	1	Pack	
CALCULATOR			
Calculator Sharp EL-125A	1	Pc	
Calculator Casio FX-350 MS	1	Pc	
Calculator Citizen SDC-868L	1	Pc	
TIP-EX			
Correction Pen(Kinko (Duzia)	1	Box	
Correction Bottle Sets	1	Box	
Corection Bottle Kenko	1	Box	
Correction fluid (Tipex)	1	Box	
CUTTER			
Cutter Big L-500 (12 Peaces)	1	Box	
Cutter small A-300	1	Box	
Rechange Cutter Big L-500	1	Box	
Rechange Small Cutter A-300	1	Box	
DEVIDER			
Divider 31 pcs	1	Pack	
Divider 12 pcs	1	Pack	
Dividers 10 Pcs	1	Pack	
Dividers 5 pcs	1	Pack	
Pembatas kertas / Paper divider	1	Pack	
DVD AND CD			
DVD R	1	Pc	
CD R	1	Pc	
CD RW	1	Pc	
DVD-R Sony	1	Pc	
DVD-RW	1	Pc	

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DVD-RW Mini disc for handycam 60 menit	1	Pc	
CD Case			
ENVELOPE			
Envelope Brown A3 100 pcs	1	Pack	
Envelope Brown A4 100 pcs	1	Pack	
Envelope Brown A4 Glue Jaya 100 pcs	1	Pack	
Envelope Air Mail A3 Rope 100 pcs	1	Pack	
Envelope Air Mail A4 Rope 100 pcs	1	Pack	
Envelope Air Mail A5 100 pcs	1	Pack	
White Envelop Jaya with self 100 pcs	1	Pack	
White Envelope Convition 17 x 14 100 pcs	1	Pack	
White Envelope Convition 12 x 10 100 pcs	1	Pack	
White Envelope Convition 11 x 7 100 pcs	1	Pack	
ERASER			
Eraser Staedtler	1	Box	
Eraser White Board	1	Pc	
Magnet Eraser	1	Pc	
Eraser Pencil Joyko B20	1	Pack	
Eraser Pencil Joyko B40	1	Pack	
EXTERNAL HARD DISK			
External Hard Disk 1 TB	1	Unit	
External Hard Disk 2 TB	1	Unit	
External Hard Disk 500 GB	1	Unit	
External Hard Disk 250 GB	1	Unit	
GLUE			
Glue Alteco	1	Pack	
Glue Castol Big	1	Box	
Glue Castol Medium	1	Box	
Glue Glucol	1	Box	
Glue Uhu Stick 40 gsm	1	Box	
Glue Uhu Stick 21 gsm	1	Box	
Glue Uhu Stick 8.9 gsm	1	Box	
Adhesive Uhu Glue	1	Pack	
PAPER			
Paper HVS 80 gsm A3	1	Box	
Paper HVS 80 gsm A4	1	Box	
Paper HVS 80 gsm A3 Color Yellow, Red, Blue, Green	1	Box	
Paper HVS 80 gsm A4 Color Yellow, Red, Blue, Green	1	Box	
Paper Cover Jilid	1	Box	
Paper Bufalo	1	Box	
Paper Continuous Form 1 Play A3 14 7/8 X 11	1	Box	
Flipcart Paper 1 roll of 25 Pages	1	Roll	
Paper Folio Bergaris	1	Pack	
Paper for certificate line white	1	Pack	
Paper for certificate jasmine all color	1	Pack	
karton Paper all color	1	Roll	
Carbon Officer Matt Paper for Stencil	1	Pack	
Carbon Saling Paper for Tik	1	Pack	
PAPER CLIPS			
Paper Clips Small 28mm Trigonal (Boxes isi 10)	1	Box	
Paper Clips Small Large Trigonal (Boxes isi 10)	1	Box	
Paper Clips No.5 I (Boxes isi 10)	1	Box	
Paper Clips No.3 Trigonal (Boxes isi 10)	1	Box	
PAPER PUNCH			
Paper Punch DP-720 Kangaro	1	Unit	
Paper Punch DP-600 Kangaro	1	Unit	
Paper Punch Rexel	1	Unit	
Paper Punch 80 XL	1	Unit	
Paper Punch 40 XL	1	Unit	
PENCIL			
Pencils Staedler	1	Box	
Pencils Staedler 2B	1	Box	
Pencils Color	1	Box	
Normal Pencils	1	Box	
Pencils HB	1	Box	
Pencils Potlot	1	Pcs	
Pencil with eraser	1	Pack	
Pencil sharpener SDI (box of 50 pcs)	1	Pack	
Pencil sharpener (desk top)	1	Pc	
Pencil Joyko 2B	1	Pack	
TONNER, DRUM AND CATRIDGE FOR:			
Epson L3110			
HP LaserJet Pro MFP M426fdn	1	Unit	
HP Deskjet 1510	1	Unit	
HP Deskjet 2050	1	Unit	
HP OfficeJet 2620	1	Unit	

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RULLER			
Ruller Butterfly 100 cm Plastick	1	Pc	
Ruller Butterfly 100 cm Plastick	1	Pc	
Ruller Butterfly 60 cm Plastick	1	Pc	
Ruller Butterfly 60 cm Plastick	1	Pc	
Ruller Butterfly 50 cm Plastick	1	Pc	
Ruller Butterfly 50 cm Plastick	1	Pc	
Ruller Butterfly 40 cm Plastick	1	Pc	
Ruller Butterfly 40 cm Plastick	1	Pc	
Ruller Butterfly 30 cm Plastick	1	Pc	
Ruller Butterfly 30 cm Plastick	1	Pc	
Ruller Bessi 100 Cm	1	Pc	
Ruller Bessi 50 Cm	1	Pc	
Ruller Bessi 30 Cm	1	Pc	
STABILLO AND SPIDOL			
Stabillo Boss Highlighter	1	Box	
Spidol board marker permanent	1	Box	
Spidol board marker non permanent	1	Box	
SCISSORS			
Scissors Big	1	Pc	
Scissors Medium	1	Pc	
Scissors Small	1	Pc	
STAPLES and STEPLER REFILL			
Stapler No.HD 50	1	Box	
Stapler No.HD 10	1	Box	
Staples No.HD 50	1	Box	
Staples No.HD 10	1	Box	
Staples Max HD-12L/17	1	Box	
Triagonal clips No.3	1	Box	
Triagonal clips No.5	1	Box	
Staple Remover G27W			
Stapler remover big size	1	Box	
Staples No 24/6 isi hetker/ refill	1	Box	
Staples No 10 isi hetker/ refill	1	Box	
Staples No 369	1	Box	
Staples No 20/5	1	Box	
Staples No 23/13	1	Box	
Staples No 27/17	1	Box	
BINDING SPIRAL			
Plastic Spiral Small	1	pc/metter	
Plastic Spiral Medium	1	pc/metter	
Plastic Spiral Big	1	pc/metter	
Wire Spiral Small	1	pc/metter	
Wire Spiral Small	1	pc/metter	
Wire Spiral Small	1	pc/metter	
FOLDER			
Folders Bantex A3	1	Pc	
Folders Bantex A4	1	Pc	
File Box	1	Pc	
Folder Manila A4 Yellow, Blue, Red	1	Pack	
Folders Diamond A4 Yellow, Blue, Red, Green	1	Pc	
Folders Goby Plastick Rope/Tali	1	Pc	
Foldres Business File Clear A4 Plastick	1	Pc	
Folders Sheet Protector A4 Bantex	1	Pack	
Map Motif Tais	1	Pack	
Map Kertas Djago	1	Pack	
Map diamond	1	Box	
Manila Folder (blue, red, green, yellow)	1	Each	
POST IT			
Post it note pads Big 73 x 123 mm 3M (Packs 12)	1	Pack	
Post it note pads medium(pack /12) 76 mm x 76 mm	1	Pack	
Post it note pads Small (pack /12)34.9 mm x 47.6 mm	1	Pack	
Post it stick Note 75 mm x 75 mm Color	1	Pack	
Post It Stick Note Pronto Stick Notes Color	1	Pack	
Post It Marke n Notes Color	1	Pack	
Post It Sign Here	1	Pack	
Post it Flags Color	1	Pack	
Stick notes big	1	Pack	
Stick note medium	1	Pack	
Stick note small	1	Pack	
Stick note colour	1	Pack	
Post it large size	1	Pack	
Post it (sing here)	1	Pack	
Post -it note pads medium (pack of 12)73x73	1	Pack	
TAPE DISPENSER			
Brown Tape	1	Pc	
Transparant Tape	1	Pc	

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Tape LakBan	1	Pc	
Double tape 2 Inc	1	Each	
Double tape 1 Inc	1	Each	
Double tape 1/2 Inc	1	Each	
USB			
USB 2 GB	1	Unit	
USB 4 GB	1	Unit	
USB 6 GB	1	Unit	
USB 8 GB	1	Unit	
USB 10 GB	1	Unit	
USB 12 GB	1	Unit	
USB 16 GB	1	Unit	
USB 32 GB	1	Unit	
And, more	1	Unit	
WHITE BOARD			
White Board Small (white board) (WB 60 X 90)	1	Unit	
White Board Big (white board) (WB 90 X 120)	1	Unit	
White Board Medium (white board) (WB 60 X 120)	1	Unit	
White Board Medium (white board) (WB 120 X 180)	1	Unit	
White Board with Stand Small (white board) (WB 60 X 90)	1	Unit	
White Board with stand Big (white board) (WB 60 X 120)	1	Unit	
White Board with stand medium (white board) (WB 90 X 1120)	1	Unit	
White Board with stand Big (white board) (WB 120 X 180)	1	Unit	
Board Clips tas	1	Unit	
Flipchart Stand board size 90x60	1	Each	
OTHER ITEMS			
Clipboard Wooden	1	Unit	
Clipboard Plastic	1	Unit	
Stamp pad small size	1	Unit	
Stamp pad big size	1	Unit	
Ink for stamp pad black	1	Bottle	
Ink for stamp pad blue	1	Pc	
Document Trays	1	Pack	
Map Bussines file	1	Each	
Desk organizer/tempat boilpoint SDI	1	Unit	
Paku tendes (box of 12)	1	Box	
Push Pin	1	Pack	
File fastener Acco 70850	1	Pack	
Plastic Cover Jilid Yellow, Blue, Red, Green	1	Pack	
Plastic ID Card B6,B4,B2,B1	1	Pack	
ID Card Holder (Pake Jepitan)	1	Pack	
Plastic parcel	1	Pack	
Paper Fastener Metal	1	Box	
Paper Fastener Palstick	1	Box	

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