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Request for Proposal (RFP)
INSPECTION TO STORAGE FACILITY AND REVIEW OF STORAGE ACTIVITY
APPLICATION

Ref: ANPM/PROC/RFP/21/007

I. BACKGROUND AND SECTOR OVERVIEW

The Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor-Leste's body responsible for managing and regulating petroleum and mineral activities in the Timor-Leste's Exclusive Jurisdiction Areas 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, and the Maritime Boundary Treaty (MBT). The ANPM is to establish and supervise compliance with the enacted rules and regulation covering the exploration, development, production, transportation, processing 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 wishes through this RFP to select and engage a qualified and experienced technical consultant to assist the ANPM-Downstream Directorate in the inspection and review of storage facility applications. Highlights of works seeking for are stipulated in the scope of work below.

III. SCOPE OF WORK

The scope of works are:

1. To assist the ANPM in the review of new Location Application for Fuel Storage Facility based on the ANPM Regulation No. 1/2016 on Installation and Operation of Storage Facility and its amended versions. The review shall cover all documents required for location approval including but not limited to Geotechnical Soil Analysis and Preliminary design of Storage Facility.
2. To assist the ANPM in the review of new Project Application for Fuel Storage Facility based on the ANPM Regulation No. 1/2016 on Installation and Operation of Storage Facility and its amended versions. The review shall cover all documents required for project approval.
3. To assist the ANPM in the performance of preliminary inspection to the Storage facility based on the Regulation No. 1/2016 on Installation and Operation of Storage Facility and its amended version. The inspection shall cover all items as required by the Regulation including but not limited to:
 - 3.1. Storage tanks (foundation, bottom, shell, structures, roof, attached appurtenances, and nozzles to the face of the first flange, first threaded joint, oi. first welding-end connection);

- 3.2. Pipes;
- 3.3. Jetty;
- 3.4. Pumps;
- 3.5. Electrical system;
- 3.6. Fire protection system and Firefighting equipment.
4. To assist the ANPM in performing subsequent inspection to Existing Fuel Storage facilities to verify the implementation of inspections recommendations
5. To assist the ANPM in the review of the application submitted by the operator of the licensed facilities on redevelopments, modifications or decommissioning of the existing Storage Facilities based on the procedures required by the Article 6 of Regulation on Installation and Operation of Storage facility.
6. To assist the ANPM in the review of commission report on critical equipment including but not limited to storage tanks, pumps, pipes, jetty, fire protection systems and electrical systems.
7. To assist the ANPM in the review of company management system including Waste Management, Oil Spill contingency Plan, Fire Contingency Plan and Emergency Response Plan
8. To assist the ANPM in capacity development program for the Downstream Directorate.
The program focusses on:
 - 8.1. Storage Facility document review including but not limited to project designs (storage tanks, electrical, piping, jetty and fire protection systems), geotechnical soil analysis and commissioning certificates.
 - 8.2. Inspection to Storage tank, electrical, piping, fire protection system and jetty based on the international standards foresees in the Regulation on Installation and Operation of Storage Facility such as API, ASME, NFPA and other standards foreseen in the Regulation No. 1/2016 on Installation and Operation of Storage Facility and its amended version.
9. Assist the ANPM to establish the guideline for the review of HSE documents including but not limited to Waste Management, Oil Spill contingency Plan, Fire Contingency Plan and Emergency Response Plan
10. To provide technical assistance to the ANPM on various issue encounter during the licensing process of Storage activity.

The ANPM shall issue Work Order to the selected consultant specifying work detail from time to time within scope of work and period of contract.

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

IV. OUTPUTS, DELIVERABLES AND ADMINISTRATIVE ARRANGEMENTS

All advice and assistance 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, unless specified by the ANPM that documentation is to be submitted in the Portuguese language.

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% Timor-Leste withholding tax.

V. QUALIFICATION REQUIREMENTS

The qualifications, skills and experience of the Consultant shall include:

1. Having at least 10 (ten) years' experiences in undertaking works for the downstream petroleum sector, on regional level or globally at international level;
2. Experience and have good understanding on NFPA, API, ASME and other similar standards for Downstream Petroleum industry recognised internationally
3. Demonstrating awareness of the challenges that developing countries face in relation to the fuel storage regulations on downstream sector:
4. Demonstrating capability to attend working meeting in Timor-Leste at short notice.

VI. 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

VII. ASSESSMENT CRITERIA

The External Consultant will be selected under a Quality and Cost Based selection, considering the following criteria:

1. Work experience and capacity to undertake the 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. Business Registration (International/National);
7. Declaration of any affiliation companies (if any);
8. Bank Statements within the last 3 months transaction from the date of the proposal submission
9. Company Organization Structure;
10. The proposed remuneration or quotation;

- Financial Proposal in USD figure shall be inclusive of 10% Timor-Leste Withholding Tax;
- Any incidental out of pocket expenses, such as travel and accommodation must be included in the financial proposal submitted;
- No amount other than the agreed price shall be paid.

Notes:

- *The proposal to be submitted to ANPM shall be written in English and the requirement as outlined in the selection criteria shall be provided in a sequence manner.*
- *While price is an important factor, it shall not be the primary consideration in evaluating responses to this RFP.*
- *Failed to response to the above two notes, will be disqualified or eliminated for further assessment process.*

VIII. SUBMISSIONS

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

Autoridade Nacional do Petróleo e Minerais
Edifício do Ministério das Finanças, Pisos 6 e 7, Aitarak Laran or ANPM Mineral Office at Farol, Rua Direitos Humanos No.1, Aldeia Lirio, Suco Motael, Posto Administrativo Vera Cruz, Dili, Timor – Leste
PO Box 113, Telephone: +670 73099995 / 73099996
Website: www.anpm.tl

IX. CLOSING DATE

The bidding process will be closed on **September 11, 2021** at 16.30 hours Timor-Leste time. Late applications will not be considered.

X. FURTHER INFORMATION

Questions or requests for further information should be made by letter, email or fax and directed to [juвencia.costa@anpm.tl](mailto:jувencia.costa@anpm.tl) or through phone +670 73099995/+670 73099996.

Dili, 12th of August 2021


Humberto Pereira
Procurement Manager