



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

REQUEST FOR PROPOSAL (RFP)

ANPM Financial, Petroleum Revenue and Mineral Revenue Statement Audit Services ANPM/PROC/RFP/21/011

A. BACKGROUND

The Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor-Leste's public institute, created under Decree Law No. 27/2019 of 27th August, 2nd amended of Decree-Law no. 20/2008 of 19th June, on the Autoridade Nacional do Petróleo e minerais, responsible for managing and regulation 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 regulation covering the exploration, development, production, transportation and distribution of petroleum, natural gas resource, and mineral. It is also tasked to develop a strong petroleum and mineral management institution in Timor-Leste.

In order to carry out the above role and function, the ANPM's programs and activities are financed through the Timor-Leste State's budget and other sources derived from Contract Service Fees and Downstream Fees. Furthermore, part of managing and regulating petroleum and mineral activities, the ANPM also manages Petroleum Revenue receipt and Mineral Fees collection and deposit to State's Account. Thus, the independent verification or audit to the ANPM financial statements is essential responding the transparency and good governance perspective.

B. OBJECTIVE

The ANPM wishes to request for proposal from a suitably qualified and experienced national or international audit firm to perform 2021, 2022 and 2023 annual audit and provide audit opinions over the ANPM Corporate Financial Statement, Petroleum Revenues and Mineral Revenue Collection and Deposit administered by the ANPM

The ANPM wishes to offer three (3) years of contract duration to the successful bidder to perform the aforesaid audit engagement on an annual basis, in which the contract extension will be based on the audit opinion delivered. Furthermore, the service to the ANPM will be also included the capacity building to the staff. The engagement fees will be disaggregated on an annual basis and remained fixed. In case any change to the service or inclusion of additional scope, it will be subject to negotiation, in which will be further elaborated in the contract.

C. SCOPE OF WORK

1. Audit of 2021, 2022 and 2023 Financial Statement of the ANPM:

- Balance Sheet as at 31 December of 2021, 2022, 2023;
- Income Statement for the Period of 2021, 2022, 2023;
- Cash Flows Statement for the Period of 2021, 2022, 2023;
- Statement of Changes in Equity for the Period of 2021, 2022, 2023;
- Allocation of surplus;
- Notes to Financial Statement;
- Review the Financial Statement;
- Audit Report and Management Letter.

2. Audit of 2021, 2022, 2023 Petroleum Revenues administered under ANPM account

- Review total cargo sold against total revenue received by ANPM;
- Sight evidence of cargo documents, bank statement and reconciliation statement;
- Test and sight evidence of any other income received;
- Review Internal Control over Revenue Receipt;
- Audit Report and Management Letter.

3. Audit of 2021, 2022, 2023 Mineral Revenues Collection and Deposit

- Review of total revenue collected from license fees, mining fees and compensations fees;

- Test the fee rate charged as per the legal basis currently in forced;
- Test and sight the revenue document, bank statement and reconciliation record;
- Review Internal Control over Revenue Receipt;
- Test and verify the TL government fund to TL-Cement which is recorded under the ANPM financial statement;
- Audit Report and Management Letter.

D. AUDIT REPORT DEADLINE

Draft and final corporate financial statement audit, petroleum revenue receipt and Mineral revenue collection and deposit report should be submitted to ANPM respectively on the **15 of April to 30 April and 10 May in Each Year.**

E. QUALIFICATIONS

The suitable company will be required to:

1. Have extensive experiences in a financial and compliance audit field;
2. Possess strong track records in conducting financial and compliance audit system.

F. PROPOSAL OUTLINE

The interested parties should make a detailed submission responding to the present Request for Proposal (TOR). Particularly, the attention should be paid the following:

- ✓ Shall address the scope of work;
- ✓ Shall provide the qualification and experience of the bidder to undertake the work;
- ✓ Shall provide the qualification and general background, organization, personal level and overseas offices;
- ✓ Attached of CVs of the other audit team.

G. SELECTION CRITERIA

Interested Audit firms are requested to provide following information in their proposal:

1. A statement confirming the capacity to perform the scope of work;
2. Statement of skills and qualifications of personnel to be involved;
3. Proposed Methodology;
4. Work program and timelines;
5. Statement of any potential conflict of interest;

6. Business Registration;
7. Declaration of Affiliation Companies;
8. Company organization Structure;
9. For the non-residential tax purpose, audit firm shall submit the following points:
 - The fee proposed must be a total fixed price quoted indicating a total gross amount in USD including 10% withholding tax;
 - 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 proposed total fixed price shall be paid.

While price is an important factor, it shall not be the primary consideration in evaluating responses to this RFP.

Note: The proposal to be submitted to ANPM shall be written in English and shall be written in sequence/following the numbering in the selection criteria outlined above.

H. 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 as follow by E-mail procurement@anpm.tl or bid@anpm.tl if hand or courier to:

Autoridade Nacional do Petroleo e Minerais

Edificio 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

Municipio de Dili, Timor-Leste

PO BOX 113.

Telephone: Telephone: +670 73099995 / 73099996

Website: www.anpm.tl

I. CLOSING DATE

The bidding process will be closed on **7th of February 2022 at 16.30 hours Timor-Leste time**. Late applications will not be considered.

J. FURTHER INFORMATION

Question or requests for further information should be made by emailing to: Oscar Sanches Faria at Oscar.faria@anpm.tl or telephone directed +670 73099995 / 73099996.

Dili, 6 January 2022


Humberto Pereira
Procurement Manager