



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

REQUEST FOR PROPOSAL (RFP)

TICKETING & ACCOMODATION SERVICES

ANPM/PROC/RFP/22/002

BACKGROAUND

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 amendment 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 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.

SCOPE OF WORK

The ANPM seeks for proposal from a suitable, qualified and experienced national Travel Agent with an IATA license to provide ticketing and accommodation services including travel insurance within the domestic and overseas for ANPM staff. Travel Agent shall with minimum 3 years experiences in providing ticketing and accommodation services. The ANPM staff movement within a month is calculated approximately 10 or 20 persons at overseas trips.

SELECTION CRITERIA

Interested Travel Agent Companies are requested to provide following information in their proposal:

1. Work Experiences and Capacity to perform the scope of works;
2. Personnel Qualifications;
3. Proposed Methodology based on the Scope of Work;
4. Work Program/Timeline;
5. Vendor Conflict of Interest Declaration;
6. Business Registration;
7. Local/National vendor;
8. Declaration of any affiliation Companies;

9. Bank Statement with last 3 months transactions from the date of the proposal submission;
10. Company Organizations Structure;
11. List of prices for each flight (round trip).

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.

PROPOSAL SUBMISSION

A Request for Proposal should be mark “**Confidential**” and mentioned the procurement reference number for the attention to Sr. Nuno Belo Freitas , **Procurement Sourcing Officer** and submitted as follows by E-mail procurementbid@anpm.tl or bid@anpm.tl if hand or currier to:

Autoridade Nacional do Petróleo e Minerais (ANPM)

Edifício do Ministério das Finanças, Pisos 6 e 7
Aitarak Laran
PO BOX 113
Dili, Timor Leste
ANPM website: www.anpm.tl

CLOSING DATE

The bidding process will be closed on 11th of March 2022 at 16.00 Timor-Leste time. Late applications will not be considered.

FURTHER INFORMATION

Question or requests for further information should be made by emailing to: diana.lugiarto@anpm.tl or telephone directed to +670 73099995 / 73099996

Dili, 10 February 2022


Humberto Pereira
Procurement Manager