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Request for Proposal (RFP)

Establishment of the Technical Rules for LPG Storage and Refilling Facility

ANPM/PROC/RFP/22/006

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 Areas and in the Greater Sunrise Special Regime in accordance with the Decree Law No. 27/2019 of 27th August, 2nd amendment of Decree-Law No. 20/2008 of 19th June, 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 Consultant to assist the ANPM – Downstream Directorate in the assessment of LPG Storage and Refiling Facility in Timor-Leste and establishment of technical rules for LPG Storage and Refilling Facility.

Highlights of works seeking for are stipulated in the scope of work below.

III. SCOPE OF WORK

The Scope of Work (SoW) is:

1. To assist the Downstream Directorate in the establishment of technical rules for LPG Storage and Refilling Facility based on international best practices including but not limited to National Fire Protection Association (NFPA) 58 on Standard for Storage and Handling of LPG Gases, American Petroleum Institute (API) 2510 on Design and Construction of LPG

Installations. The technical rules shall cover rules for design, construction, installation, maintenance and operation of LPG Storage and Refilling Facility.

To facilitate the establishment of the technical rules, the selected consultant is required to perform assessment to four (4) LPG storage and refilling facility within the country. The scope and extent of assessment including international best practices to be used in the assessment of the facility shall be provided to and approved by the ANPM before the commencement of the work.

2. To assist the ANPM in the performance of Mandatory preliminary inspections as part of the licensing process of the facility based on the established technical rules under SoW No. 1 and provide inspection report to ANPM as part of deliverables. The inspection report shall include the corrective measures or recommendation based on the established technical rules.

All inspection documentation including checklist shall be provided to the ANPM one week before the performance of the inspection activity.

3. To assist the ANPM in the following task if required from time to time during the period of contract:
 1. To assist downstream directorate in performing subsequent inspection to verify and confirm the implementation of corrective measures;
 2. To provide technical opinion on the various issued with regards to LPG Storage and Refilling.

The ANPM shall issue Work Order to 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

1. All advice and assistance shall be provided in writing and the output of the review shall be included in a report to the ANPM.
2. All relevant documentation shall be submitted in English language, unless specified by the ANPM that documentation is to be submitted in the Portuguese language.

3. 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.
4. 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.
5. ANPM should make the payments based on the agreed method for the specific task delivered.
6. All fees paid will subject to a 10% withholding tax.

V. QUALIFICATION REQUIRMENTS

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

1. Having at least 3 (three) years' experiences in undertaking works as specify in the scope of work.
2. Certified by recognised internationally certification body in the LPG Storage and Refilling inspection area.
3. Demonstrating the capability to response to interconnected work processes between design, operation, inspection, verification, testing and certification of domestic LPG supply chain providing innovative solution.
4. Experienced and have good understanding on the International Best Practices including but not limited to National Fire Protection Association (NFPA) 58 on Standard for Storage and Handling of LPG Gases and American Petroleum Institute (API) 2510 on Design and Construction of LPG Installations.
5. Demonstrating awareness of the challenges that developing countries face in relation to the LPG storage and refilling activity.
6. Demonstrating capability to attend working meetings 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 CV's of technical support team; and
3. Price Quotation for each Scope of Work.

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;
 - For international vendor Financial Proposal in USD lump sum figure for each SoW 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 overall fixed price fees submitted;
 - No amount other than the agreed price shall be paid.

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 procurementbid@anpm.tl or bid@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 20th of June 2022 at 16.00 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 juvencia.costa@anpm.tl or through phone +670 73099996.

Dili, 18th of May 2022


Humberto Pereira
Procurement Manager