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Telefone: +670 73099995 / +670 73099996, Web: [www.anpm.tl](http://www.anpm.tl)

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## Request for Proposal (RFP)

### Review Environmental Document of Downstream Activity

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Ref: ANPM/PROC/RFP/22/004

#### 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 is seeking for a Service Provider to establish a Master Service Agreement with the ANPM on work related to the review of environmental documents of major *Downstream Activity* projects including but not limited to Fuel Storage Facility, LNG Plant and Refinery. The service will be required based on Work Order or Call of Order.

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

#### III. SCOPE OF WORK

The scope of work is:

1. To assist Downstream Directorate in the review of Terms of Reference (ToR) for Environmental Impact Assessment Study for downstream major projects including but not limited to Fuel Storage Facility, LNG Plant, and Refinery based on Decree-Law No. 5/2011 as amended by Decree-Law No. 39/2022 of 9<sup>th</sup> February and best industry practice. The identified scope of study that to be

covered in the ToR for particular project under reviewed and its extent of study/assessment are to be provided to the ANPM as part of deliverables.

2. To assist Downstream Directorate in the review of Environmental Impact Statement (EIS) and the Environmental Management Plan (EMP) including monitoring program of Category A projects including but not limited to Fuel Storage Facility, LNG Plant, and Refinery based on Decree-Law No. 5/2011 as amended by Decree-Law No. 39/2022 of 9<sup>th</sup> February and best industry practice.
3. To provide technical assistance on the issues related to the environment in the licensing process of downstream activities.
4. To produce a technical checklist on the extent of assessment to be covered in the assessment of EIS, SEIS, and EMP, for particular project under review. The checklist is to be provided to the ANPM as part of deliverables.
5. To identify Best Environmental Practice (BEP) and Best Available Techniques (BAT) for particular project under review, and provide a brief overview of each BEP and BAT to ANPM as deliverables for the project being assessed.
6. To provide training to the ANPM staff on Best Environmental Practices for the review of Category A and B projects, if required.

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 5 (five) years' experiences in undertaking works as specify in the scope of work.
2. Having qualifications, skills, and experience in developing and reviewing the Environmental Impact Assessment Study and Environmental Management Plan in relation to the Scope of work.
3. Having qualification and experiences in Occupational Health and Safety in Oil and Gas Sector, Oil and Gas environmental impact analysis, meteorological and hydrological data analysis and other qualification and experience relevant to perform the Scope of Work.
4. Qualification including any certification in the review of Environmental Documents.
5. Demonstrating capability to attend working meeting in Timor-Leste at short notice.

## **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 (CV's) to undertake the work;
3. Proposed Methodology based on the scope of work;
4. Work Program/Timeline for each scope of work;
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 (hourly/daily rate is required);
  - 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 [bid@anpm.tl](mailto:bid@anpm.tl) or [procurementbid@anpm.tl](mailto: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](http://www.anpm.tl)*

## IX. CLOSING DATE

The bidding process will be closed on 21 October 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 [victor.freitas@anpm.tl](mailto:victor.freitas@anpm.tl) or through phone +670 73099995/+670 73099996.

Dili, 22 September 2022

**Pamela A. Simoes**

Procurement Manager In-Charged