



City 8 Compound, Rua Has-Laran, Aldeia Fomento II, Suco Comoro, Dom Aleixo, Dili, Timor-Leste
PO Box 113, Telephone: +670 73099995 / 73099996

REQUEST FOR PROPOSAL (RFP)
SHIPPING SERVICES
ANP/CS/PROC/RFP/25/003

I. BACKGROUND

Autoridade Nacional do Petróleo (ANP) is Timor-Leste public institution, created under Decree-Law No. 62/2023 of 6th September 2023, 3rd amendment of Decree-Law No. 20/2008 of 19th June, on the establishment of Autoridade Nacional do Petróleo. The ANP is mandated to manage and regulate petroleum activities in the Timor-Leste area, both offshore and onshore and the area governed under the Greater Sunrise Special Regime, including supervising and regulating among others (1) Carbon Capture, utilization and Storage (CCUS), (2) Production, storage, transport and marketing of hydrogen and other related activities, (3) Production, storage, transport and marketing of synthetic fuels and other related activities in accordance with the amended Decree-Law, the Timor-Leste Petroleum Activities Law, Maritime Boundaries Treaty.

One of the key areas of support for the ANP is to ensure continuous and consistent availability of shipping agency to support the ANP operation.

II. OBJECTIVES

This RFP aims to select and engage an experienced shipping agency to assist the ANP in shipping goods (including dangerous goods) and samples related to petroleum and other commodities for timely delivery to the designated locations. This includes addressing customs clearance and other administrative processes with customs clearing agents, Port authorities, & Third-party port operators.

Highlights of works are stipulated in the scope of work below:

III. SCOPE OF WORKS

The successful shipping agency for this service will support the planning and implementation of the receiving and distribution or delivery of goods (including Dangerous

Goods), samples related to petroleum and commodities of ANP by undertaking the following tasks:

- A. Port Service Coordination – Responsible for essential coordination at Sea Port/Airport
- B. Custom and Immigration Clearance – Handle customs clearance procedures and ensure compliance with immigration regulations.
- C. Cargo Operations Management – Organize and oversee cargo operations.
- D. Documentation Handling – Managed and processed the paperwork and documentation required for port entry, cargo handling and regulatory compliance.
- E. Financial Transactions—On behalf of ANP, handle financial transactions related to land and port (sea/air) services, customs duties, and other fees.
- F. Problem Solving – Solving challenges during port operations, such as resolving disputes, addressing delays and managing unforeseen issues.
- G. Compliance with applicable laws—ensuring all activities related to shipping comply with applicable law in Timor-Leste.

IV. SELECTION CRITERIA

Interested shipping agencies are encouraged to submit their proposal with the following:

- 1. Shipping agency registered or incorporated in Timor-Leste;
- 2. Submit company organization structure;
- 3. Declaration of any affiliation companies;
- 4. The company must have been operated in Timor-Leste and have at least 3 years of experience in shipping services;
- 5. Provide technical support and possess adequate staff and other shipping resources;
- 6. Submit bank statement for the last 3 months from the date of proposal submission;
- 7. Declaration of Conflict of Interest; and
- 8. Financial proposal.

V. SUBMISSIONS

A Request for Proposal should be in sealed envelope marked “**Confidential**” and mentioned the procurement reference number for the attention of Procurement Sourcing Officer and submitted as follow by E-mail procurement@anp.tl hand delivery or courier to:

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Autoridade Nacional do Petróleo (ANP)
CITY 8 Compound,
Rua Has Laran, Comoro, Dom Aleixo, Dili
PO BOX 113
Dili, Timor Leste
ANP website: www.anp.tl

VI. CLOSING DATE

The bidding process will be closed on **9 June 2025** at 16.00pm hours Timor-Leste time.
Late applications will not be considered.

VII. FURTHER INFORMATION

Questions or requests for further information should be made by letter, email and directed to procurement.queries@anp.tl or through phone +670 73099995/+670 73099996.

Dili, 25 April 2025


Humberto Pereira
Procurement Manager