



City 8 Compound, Rua Has Laran, Manleuana  
Aldeia Fomento II, Suco Comoro Posto Administrativo Dom Aleixo, Díli, Timor-Leste  
PO Box 113, Telephone: +670 73099995 / 73099996 / 73099997

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## REQUEST FOR PROPOSAL (RFP)

### FIRST AID TRAINING

ANP/CS/PROC/RFP/25/004

#### A. BACKGROUND

Autoridade Nacional do Petróleo (ANP) is Timor-Leste public institution, created under Decree Law No. 62/2023, of 6<sup>th</sup> September, 3<sup>rd</sup> amendment of Decree-Law No. 20/2008 of 19<sup>th</sup> June, on the Autoridade Nacional do Petróleo, responsible for managing and regulating petroleum 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 ANP, the Timor-Leste Petroleum Activities Law and Maritime Boundary Treaty.

The ANP 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 management institution in Timor-Leste.

The ANP is seeking a suitably qualified and experienced national or international training provider to deliver an in-house training in Díli, Timor-Leste on *First Aid Training*. The training is required a face-to-face training mode. It is to allow a more interactive and engaging learning such as questions and answers and receiving real-time feedback from the trainers, and more importantly simulation activities.

## B. PURPOSE

This training program is aimed for two different groups. The new training will be designed for those staff who have never attended any First Aid Training arranged by ANP. This new training is primarily aimed at equipping the staff with knowledge and skills to provide immediate assistance to someone injured or ill, focusing on preserving life and preventing conditions from worsening until professional medical help arrives. Two different courses are proposed namely Basic First Aid training and Refresher training. Basic First Aid training is proposed for those staff who have never attended the said training in the past including the newly recruited staff. Meanwhile, the Refresher training is intended for those staff who attended the First Aid training in the past years to reactivate, update and upgrade their previous knowledge and skills. Given this consideration, the ANP requires a qualified and experienced training provider to come up with suitable modules that respond to the needs of those participants.

The modules should cover following knowledge and skills which are developed to attract the ANP in proposal selection process. The proposed modules are *Introduction to First Aid, Emergency Action Principles, Bleeding and Shock, Specific Injuries, Specific Illness, Transfer Techniques, Refreshing the first aid and simulation* (practice the exercise).

## C. SCOPE OF WORK

Interested qualified and experienced training providers are required to come up with a detail proposal covering following aimed contents by:

- Designing and facilitating a *Basic First Aid training* to 65 participants in two different groups from various roles/positions. It is aimed at providing the employees with knowledge and skills required to provide first aid in a range of situations, including at home, workplace or within the community, until the arrival of medical or other assistances. The participants of this training are those staff who have never attended any First Aid Training organized by ANP.
- Designing and delivering a *refresher training* to 40 participants in one group. These staff attended Basic First Aid training in the past few years, but they are required to do a refresher training in order to reactivate and upgrade their knowledge and skills.

## D. COURSE OUTLINE

The providers shall provide detail course outline that well covered course aims and content specified at principal points of the Scope of Work. The course outline allows delegates to consider the course to best fit with their learning needs, clearly understand what is expected of them and how they will benefit from the instruction. The course outline should cover:

- Prerequisites,
- Trainer(s) bibliography,
- Course Schedule,
- Learning Outcomes,
- Content Breakdown by Session,
- Instructional Methods Used,
- Course Evaluation Process,
- Course Materials etc.

## E. TENTATIVE SCHEDULE

No	Basic First Aid Training	Tentative Dates
1	Group I	August 2025
2	Group II	August 2025
No	Refresher Training	Tentative Dates
1	Group I ( <i>one group only</i> )	August 2025

## F. SELECTION CRITERIA

Interested qualified training providers are requested to provide following information in their proposal:

1. Work experiences and capacity to perform the scope of work.
2. Statement of skills and qualification of personnel (trainer) to undertake the course.
3. Propose best modules and their methodology to achieve the aims of this course.
4. Conduct a pre-questionnaire and post-test to the course
5. Provide a report of the training, including issuing a certificate of competence at the end of the training.



6. Work Program and timeline.
7. Statement of any potential conflicts of interest.
8. Official Business Registration information.
9. Declaration of any affiliation companies
10. Company's Organizational Chart

**Note:** *In line with Timor-Leste taxation Law, for non-residential company a 10% withholding tax will be deducted from the gross fees and the currency should be in USD.*

#### **G. SUBMISSION OF PROPOSAL**

A Request for Proposal should be mark “**Confidential**” and for the attention the ANP Procurement Department – Corporate Service Directorate or submitted by E-mail through [procurement@anp.tl](mailto:procurement@anp.tl) or by hand or currier to:

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#### **H. CLOSING DATE**

The bidding process will be closed on **Thursday, 12<sup>th</sup> June 2025 16:00pm** (Timor-Leste time). Late applications will not be considered.

#### **I. FURTHER INFORMATION**

Request for further information should be made by email or telephone directed to: [procurement.queries@anp.tl](mailto:procurement.queries@anp.tl). or telephone +670 73099995 / 73099996.

Dili, 29<sup>th</sup> April 2025

  
**Humberto Pereira**  
Procurement Manager