



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

REQUEST FOR PROPOSAL (RFP)

ANP Financial and Petroleum Revenue Statement Audit Services

ANP/CS/PROC/RFP/25/005

A. 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, plays a critical role in managing and regulating petroleum activities within the country.

ANP oversees both offshore and onshore operations, including those falling under the Greater Sunrise Special Regime, while operating within the legal framework established by the amended Decree-Law and the Timor-Leste Petroleum Activities Law, in compliance with the Maritime Boundary Treaty.

ANP's core responsibilities encompass a wide array of activities in the petroleum industry, ranging from regulating Carbon Capture, Utilization, and Storage (CCUS) to overseeing the production, storage, transport, and marketing of hydrogen and synthetic fuels. The institution also focuses on establishing and enforcing regulations covering various aspects of petroleum and natural gas resource management, including exploration, development, production, transportation, processing, distribution, and decommissioning.

The Decree-Law mandates the ANP to supervise the compliance of the enacted rules and regulations covering the exploration, development, production, transportation, processing, and distribution of petroleum natural gas resources. It is also tasked with developing a strong petroleum management institution in Timor-Leste.

B. OBJECTIVE

The ANP wishes to request a proposal from a suitably qualified and experienced national or international audit firm to perform the 2025 annual audits and provide audit opinions on the

ANP Corporate Financial Statement and Petroleum Revenues Collection and Deposit administered by the ANP.

Furthermore, the service to the ANP may include the capacity building to the staff in which the fees will be agreed by the parties. In case any additional scope, it will be further discussed and agreed in the contract.

C. SCOPE OF WORK

1. Audit of 2025 Financial Statement of the ANP:

- Balance Sheet as of 31 December of 2025
- Income Statement for the Period of 2025
- Cash Flows Statement for the Period of 2025
- Statement of Changes in Equity for the Period of 2025
- Allocation of Surplus;
- Notes to Financial Statement;
- Review the Financial Statement;
- Audit Report and Management Letter.

2. Audit of 2025 Petroleum Revenues administered under ANP account

- Review total cargo sold against total revenue received by ANP;
- Sight evidence of cargo documents, bank statement and reconciliation statement;
- Test and sight evidence of any other income received;
- Review Internal Control over Revenue Receipt;
- Audit Report and Management Letter.

D. AUDIT REPORT DEADLINE

Draft and final corporate financial statement audit, petroleum revenue receipt and revenue collection, and deposit report shall be submitted to ANP from April 15 to April 30, 2026.

E. QUALIFICATIONS

The suitable company will be required to:

1. Have extensive experiences in a financial and compliance audit field;
2. Possess strong track records in conducting financial and compliance audit system.

F. PROPOSAL OUTLINE

The interested parties should make a detailed submission responding to the present Request for Proposal (TOR). Particularly, the attention should be paid the following:

- ✓ Shall address the scope of work;
- ✓ Shall provide the qualification and experience of the bidder to undertake the work;
- ✓ Shall provide the qualification and general background, organization, personal level, and overseas offices.
- ✓ Attached of CVs of the other audit team.

G. SELECTION CRITERIA

Interested Audit firms are requested to provide following information in their proposal:

1. A statement confirming the capacity to perform the scope of work;
2. Statement of skills and qualifications of personnel to be involved;
3. Proposed Methodology;
4. Work program and timelines;
5. Statement of any potential conflict of interest;
6. Business Registration;
7. Declaration of Affiliation Companies;
8. Company organization Structure;
9. For the non-residential tax purpose, audit firm shall submit the following points:
 - The fee proposed must be a total fixed price quoted indicating a total gross amount in USD including 10% 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 proposed total fixed price shall be paid.

Note: The proposal to be submitted to ANP shall be written in English and recommend to be written in sequence/following the numbering in the selection criteria outlined above.

H. SUBMISSION

A Request for Proposal should be in a sealed envelope, marked “**Confidential**” and mention the procurement reference number for the attention of the ANP procurement department via E-mail: procurement@anp.tl, hand delivery or courier to:

City 8 Compound, Rua Has-Laran, Aldeia Fomento II, Suco Comoro, Dom Aleixo, Dili, Timor-Leste.

Or contact these number +670 73099995 / 73099996 for further information and visit the ANP website www.anp.tl for more information.

I. CLOSING DATE

The bidding process will be closed on **27th November 2025 at 16.00** Timor-Leste time.

Late applications will not be considered.

J. FURTHER INFORMATION

Requests for further information should be made by email to procurement.queries@anp.tl or by telephone at +670 73099996.

Dili, 28th October 2025


Humberto Pereira
Procurement Manager