



Edifício do Ministério das Finanças, Pisos 6 e 7, Aitarak Laran, Dili, Timor-Leste
PO Box 113, Telephone: +670 73099995 / 73099996

REKERIMENTU BA PROPOSTA (RbP)
FORNESE SERBISU IMPRESAUN (PRINTING SERVICES) BA ANP
ANP/CS/PROC/RFP/24/007

I. LIA MAKLOKEK

Autoridade Nacional ba Petróleu (ANP), Instituisaun Públika (IP), ne'ebé responsável ba jestaun no regulamentasaun atividade petrolífera iha área Timor-Leste nian no mos iha Rejime Espesiál Greater Sunrise nian, hanesan haktuir iha Dekretu-Lei No. 62/2023 loron 6 Setembru, 3º alterasaun Dekretu-Lei No. 20/2008 loron 19 Junhu, kona ba estabelesementu, Lei Atividade Petróleo, Tratadu Fronteira Maritima.

ANP mos iha knar ida hodi estabelese no supervizona ba kumprimentu husi regra no regulamentu sira ne'ebé aprovaду inklui esplorasau (Peskiza), dezenvolvimentu, produsaun, transporte no distribuisaun ba Petróleu no Gás Naturál. ANP mos iha knar seluk hanesan hari'i instituisaun forte ba jestaun petróleu iha Timor-Leste.

ANP oras ne'e dadaun loka oportunidade ba kompañia Lokál ne'ebé maka kualifikadu iha serbisu dezeńu final no impresaun atu fornese proposata ba iha ANP. Kompañia ne'ebé mak iha interesse atu kompete tenke submete proposta ne'ebé komprensivu tuir rekezitu ANP nian, iha fatin ne'ebé própriu no ambiente ne'ebé diak atu ANP bele kontaktu no mos aseita fatura pagamentu atu hala'o kada fulan ka bazeia ba fornese serbisu impresaun (Printing Services) nian.

Kompañia mos iha obrigasaun atu fornese tarefa presu ne'ebé diak no kompetitivu ba serbisu ida ne'e, no mos prontu atu atende telefone husi Oficial Administrasaun ka Oficial designadu ANP no hala'o serbisu emerjénsia wainhira ANP rekere, uza transporte rasik no fo atensaun másimu tuir rekerimentu saúde, siguransa no meu ambiente.

Husu Fonesedor atu submete presu no lista material sira ne'ebé utiliza ba Serbisu Impresaun (Printing Services) nian hanesan iha aneksu.

II. SELESAUN KRITÉRIA

Kompañia ne'ebé iha interesse tenke kumpre kritéria hanesan tuir mai ne'e:

1. Iha kapasidade no esperiénsia minimu tinan 2 ba Serbisu fornese Serbisu Impresaun;
2. Deklarasaun kompeténsia no kualifikasaun husi pesoál ne'ebé involve iha serbisu ida ne'e;
3. Proposta metodolojia oinsá atu responde ba ANP nian kritéria;
4. Deklarasaun kona ba konfliktu interesse;

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5. Fornese orariu serbisu/*timeline* (hahu no ramata) wainhira ANP husu bazeia ba nesesidade ANP nian;
6. Submete dokumentus Rejistu Negosiu/Komersiu Timor – Leste nian inklui deklarasaun impostu no sósiu kapitál kompañia nian nebe maka validu no legalizadu;
7. Submete deklarasaun afiliasaun ho kompañia seluk – karik iha;
8. Submete deklarasaun Konta Bankaria (*Bank Statement*) fulan tolu (3) nian hahú husi submisaun proposta legalizadu;
9. Submete estrutura organizasaun kompañia nian ne'ebe maka ativu no validu;
10. Proposta finanseira tuir ANP nia Lista sasan (*Items List*).

Submisaun ba proposta hakerek ho lian Ingles ka Tetun no dokumentus sira ne'ebé temi iha “Selesaun Kriteria” tenke aneksa tutuir malu tuir nia número. Tenke submete Proposta rua, ida ba tékniku no seluk fali ba finanseira, proposta rua ne'e fahe ketak-ketak.

Kompañia ne'ebé mak falha responde ba selesaun kriteria temi iha leten sei la konsidera tama ba iha fazeavaliasaun tuir mai.

III. SUBMISAUN BA PROPOSTA

Submisaun ba proposta tenke hatama iha envelope ne'ebé taka metin no tau marka “CONFIDENTIAL” no hato'o/dirije ba Procurement Sourcing Officer ou liu husi elektróniku bele haruka ba iha procurement@anp.tl ka liu husi koreius ba iha:

Autoridade Nacional do Petróleo (ANP)
Edifício do Ministério das Finanças, Pisos 6 e 7
Aitarak Laran, Dili, Timor-Leste
PO Box 113
ANP website: www.anp.tl

IV. DATA NO LORON IKUS HATAMA PROPOSTA

Submisaun ba proposta sei taka iha loron 27 Maiu 2024 tuku 4.30 lokraik oras Timor – Leste nian. Aplikasaun ba proposta hatama liu oras no data ne'ebé mak temi ona iha leten sei la konsidera.

V. INFORMASAUN SELUK

Karik iha perguntas ruma, bele kontaktu mai Edifisiu ANP iha numeru +670 73099995 / 73099996.

Dili, 12 Abril 2024


Humberto Pereira
Gerente Aprovisionamentu ANP



Edifício do Ministério das Finanças, Pisos 6 e 7, Aitarak Laran, Dili, Timor-Leste
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ITEM LIST FOR PRINTING SERVICES

No.	Item	Sub Item	Quantity	Units
1	Business Card 100/box	Glossy art Paper- full color - 1 side	1	Box
		Glossy art Paper- full color - 2 side	1	Box
		Matte Paper - full color-1 sides-doff laminated	1	Box
		Matte Paper - full color-2 sides-doff laminated	1	Box
		Fancy Paper or similar - Full Color (1 side)	1	Box
		Fancy Paper or similar - Full Color (1 side)	1	Box
		Laminating Full color (2 side)	1	Box
2	Desk Calendar	Size: A5	50-100 (based on request)	Pcs
		Art Paper 230 gsm or similar		
		13 pages and 2 sided		
		Full color	101-150 (based on request)	Pcs
Spiral binding				
3	Annual Report	Size A4	50-100 (based on request)	Pcs
		Full color 2 side (no block color)		
		Covert:Art Paper 230 gsm or similar		
		Content: Art Paper 100 gms or similar	101-150 (based on request)	Pcs
		Pages 60-80		
		Size A4	50-100 (based on request)	Pcs
		Full color 2 side (no block color)		
		Covert:Art Paper 190 gsm or similar	101-150 (based on request)	Pcs
		Content: HVS 80 gms or similar		
Pages 60-80				
4	Booklet	Size A5	10-30 (based on request)	Pcs
		Normal Paper (HVS 80 gms) & 2 side		
		Perfect binding		
		Pages 10-50		
5	Certificate	Size: A4		Pcs
		Glossy Paper - Art Paper or similar - Full color (1 side)	1-10(based on request)	Pcs
		Fancy Paper or similar - Full Color (1 side)	1-10(based on request)	Pcs

6	Brochure	Size A5	10-100(based on request)	Pcs
		Full color		
		Art Paper 150 gms		
		Double side		
7	Invitation	Size A5	1-100	Pcs
		Full Color and double side print		
		Art Paper 210 gms		
		Special Paper	1-100	Pcs
		Size A4	1-100	Pcs
		Full Color and double side print		
		Art Paper 210 gms		
Special Paper	1-100	Pcs		
8	Envelope	Paper: Art Paper 100 gms or similar	Min 20	Pcs
		Print: ANP Logo		Pcs
		C3-324x458 mm		Pcs
		C4-229x324 mm		Pcs
		C5-162x229 mm		Pcs
		C6-114x162 mm		Pcs
		DL-110x220 mm		Pcs
9	Folder	A4 Presentation Folder	10-100	Pcs
		Double Pocket		
		Full Color Print- ANP Logo		
		Paper: AP 360 gms or similar with Glossy / Doff laminated		
	Folder	A4 Presentation Folder	101-200	Pcs
		Double Pocket		
		Full Color Print- ANP Logo		
		Paper: AP 360 gms or similar with Glossy / Doff laminated		
10	Roll up Banner	Roll up banner 200x85 cm	up to 10	Pcs
		Full color (1 side)		
		Material: Vinyl		
		With Frame/Stand Included	10 to up	Pcs
		Roll up banner 200x85 cm	up to 10	Pcs
		Full Color (1 side)		
		Matrial: Albatross		
With Frame/Stand Included	10 and up	Pcs		
11	X-Banner	X banner 160x60 cm	up to 10	Pcs
		Full Color (1 side)		
		With Frame/Stand Included	10 and up	Pcs
12	X-Banner	X banner 160x60 cm	up to 10	Pcs
		Full Color (1 side)		
		Albatros	10 and up	Pcs
		Frame/Stand		

		Backlight				
		Canvas				
13	Sticker Label (Matte and Glossy)	Rectangular Sticker (10x10 cm) on sheet	10-100	Pcs		
		Transprent Vinyl sticker	101-200			
		Full Color		Pcs		
		Round Sticker (diameter 10 cm) on sheet	10-100			
		Transprent Vinyl sticker	101-200	Pcs		
		Full color				
		Rectangular Sticker (10x10 cm) on rolls	10-100	Pcs		
		Full color	101-200			
		White/Transparent		Pcs		
		Round Sticker (diameter 10 cm) ON ROLLS	10-100			
		Full color	101-200			
		White/Transparent				
14	T-Shirt	Polo T-Shirt	min 50 pc	Pcs		
		Material_La coste				
		Color any				
		Embroidered Logo only	50-100	Pcs		
		With ANP Logo				
15	Hat	Bucket hat	Min 60	Pcs		
		Cotton/Nylon				
		Color: Khaki or Similar	50-100	Pcs		
		With ANP Logo (embroidered)				
		Universal Hat for Man and Woman	Min 60	Pcs		
		Material: Drill or similar				
		Color: any	50-100	Pcs		
With ANP Logo (embroidered)						
Nu.	Item	Sub Item	Size	Unit		
16	Bag	Paper bag/pcs	Size S (21cm x 8cm x 24 cm)	Pcs		
			Size M (25cm x 9cm x 35cm)			
			Size L (30cm x 10cm x 10cm)			
		Paper bag with Laminating/pcs	Size S (21cm x 8cm x 24 cm)			
			Size M (25cm x 9cm x 35cm)			
			Size L (30cm x 10cm x 10cm)			
17	Custom print ballpoint	Pen Printing with ANP logo, and any design if required		Pcs		
		Coil binding	A5 (148.6mm x 210mm)	Pcs		
			A4 (210mm x 297mm)			
			A3 (297mm x 420mm)			
			A2 (420mm x 594mm)			
			A1 (594mm x 841mm)			
			A0 (841mm x 1189mm)			
		comb binding	A5 (148.6mm x 210mm)	Pcs		
			A4 (210mm x 297mm)			
			A3 (297mm x 420mm)			
			A2 (420mm x 594mm)			
			A1 (594mm x 841mm)			
			A0 (841mm x 1189mm)			
					A5 (148.6mm x 210mm)	

18	Book Printing	Hard Cover Binding	A4 (210mm x 297mm)	Pcs
			A3 (297mm x 420mm)	
			A2 (420mm x 594mm)	
			A1 (594mm x 841mm)	
			A0 (841mm x 1189mm)	
		Perfect Binding	A5 (148.6mm x 210mm)	Pcs
			A4 (210mm x 297mm)	
			A3 (297mm x 420mm)	
			A2 (420mm x 594mm)	
			A1 (594mm x 841mm)	
		Saddle Stitching	A0 (841mm x 1189mm)	Pcs
			A5 (148.6mm x 210mm)	
			A4 (210mm x 297mm)	
			A3 (297mm x 420mm)	
			A2 (420mm x 594mm)	
		Spiral binding	A1 (594mm x 841mm)	Pcs
			A0 (841mm x 1189mm)	
			A5 (148.6mm x 210mm)	
			A4 (210mm x 297mm)	
			A3 (297mm x 420mm)	
		Tape binding	A2 (420mm x 594mm)	Pcs
			A1 (594mm x 841mm)	
			A0 (841mm x 1189mm)	
			A5 (148.6mm x 210mm)	
			A4 (210mm x 297mm)	
		Velo Binding	A3 (297mm x 420mm)	Pcs
			A2 (420mm x 594mm)	
			A1 (594mm x 841mm)	
A0 (841mm x 1189mm)				
A5 (148.6mm x 210mm)				
Wire Binding	A4 (210mm x 297mm)	Pcs		
	A3 (297mm x 420mm)			
	A2 (420mm x 594mm)			
	A1 (594mm x 841mm)			
	A0 (841mm x 1189mm)			
19	Acrylic	Name Tag	5 x 20 cm	Pcs
			6 x 26cm	
			8 x 30cm	
		Trophy Acrylic	Size based on needs	
		Acrylic Stand display		
		Acrylic Sign Holder		
Acrylic Brochure holder	A4 (21cm x 30cm)			
	A5 (15cm x 21cm)			
	A6 (10,5 cm x 15 cm)			
20	ID card Printing	Vertical Size	B1 (102mm x 65mm)	Pcs
			B2 (120 mm x 80mm)	
			B3 (124mm x 95 mm)	
			B4 (150mm x 105 mm)	
		Horizontal Size	A1 (68mm x 100mm)	Pcs
			A2 (82mm x 106mm)	
			A3 (92mm x 115mm)	
21	Stamp Maker	ANP stamp with Logo	Pcs	
		ANP Invoices Stamp		
		ANP Received Stamp		

23	USB	Printing label or design with ANP logo or any design preferred, if required		Pcs
24	CD cores printing	Design with ANP logo		Pcs
25	Sign Board	Conventional Sign Boards	Size based on needs	Pcs
		LED Sign Boards		Pcs
		3D-Sign Boards		Pcs
		Neon Sign Boards		Pcs
		Box Sign Board		Pcs
		Stainless Steel Sign Board		Pcs
		Aluminium Frame board		
		Slim light box		
		Folding Back drop		
		Safety Sign Board		Pcs
26	Stand Banner	Pull Up Banner	Based on needs	Pcs
		X Banner		Pcs
		Fabric Banner Stand		Pcs
		TRIGA Banner Stand		Pcs
		Wavelight Tower		Pcs
		Bubble Display Stand		Pcs
27	Huruf Timbul	Huruf Timbul Akrilik		Pcs
		Huruf Timbul Galvanis		Pcs
		Huruf Timbul Stainless		Pcs
28	Brochure	Based on request		Pack
29	Plastic for Invitation	Based on request	Based on needs	Pack
	Photo Printing	Based on request	Based on needs	Pcs