

Edifício do Ministério das Finanças, Pisos 6 e 7, Apartado 113, Aitarak Laran, Díli, Timor-Leste  
Telefone: +670 73099995 / +670 73099996, Web: www.anpm.tl

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**Request for Proposal (RFP)**  
**Establishment of the Technical Rules for Fuel Road Transportation and Inspection to Road Transportation**

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ANP/PROC/RFP/24/008

## **I. BACKGROUND AND SECTOR OVERVIEW**

Autoridade Nacional do Petróleo (ANP) is Timor-Leste public institution, created under Decree Law No. 62/2023 of 6<sup>th</sup> September 2023, 3<sup>rd</sup> amendment of Decree Law No. 20/2008 of 19<sup>th</sup> 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 Boundary Treaty.

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

## **II. OBJECTIVE**

The ANP wishes through this RFP to select and engage a qualified and experienced consultant to assist the ANP-Downstream Directorate in the establishment of technical rules for fuel road transportation and inspection to fuel road transportation in Timor-Leste.

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 establishment of technical rules for fuel road transportation based on international best practices applicable for fuel road transportations.

To facilitate the establishment of the technical rules, the selected consultant is required to perform assessment to the current fuel road transportation operating in the country. The scope and extent of assessment including international best practices to be used as references shall be provided and approved by the ANP before commencement of the work.

2. To assist the ANP in the performance of inspection to existing fuel road transportation based on the approved technical rules for fuel road transportations and to provide the inspection report to the ANP. The inspection shall cover corrective measures or recommendations based on the approved technical rules.

All documents including inspection checklist shall be provided to ANP one week prior to the performance of inspection activity.

3. To assist the ANP in the performance of calibration for fuel road tank transportation and to provide calibration report to the ANP as part of deliverables.

All documents including calibration checklist shall be provided to ANP one week prior to the performance of calibration activity.

4. To assist the ANP in the review of fuel road transportation documentation including but not limited to fuel road tank specifications to support the ANP decision in the importation of fuel road tanks.
5. To assist the ANP in the following task if required from time to time during the period of contract:
  - To assist Downstream Directorate in performing inspection to verify and confirm the implementation of corrective measures.
  - To provide technical opinion on the various issue with regards to fuel transportation considering current economic and social development in Timor-Leste.

#### **IV. OUTPUTS, DELIVERABLES AND ADMINISTRATIVE ARRANGEMENTS**

1. All advice and assistance shall be provided in writing and the output of the review shall be included in a report to the ANP.
2. All relevant documentation shall be submitted in English language or Tetun language.
3. The Consultant shall be available for meetings and discussions with staff from the ANP as necessary as well as discussion or deliver presentation on the outcomes of the review.
4. ANP should make the payments based on the agreed method for the specific task delivered.
5. For international vendor, 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:

- Having at least 5 (five) years' experience in undertaking works as specify in the scope of work.
- Experienced and have good understanding on the International best Practices including but not limited to National Fire Protection Association (NFPA) 385 on Standard for Tank Vehicles for Flammable and Combustible Liquids, Energy Institute and other similar international standards applicable for fuel road transportations.
- Demonstrating awareness of the challenges that under developing countries face in relation to the fuel road tank transportation.
- Demonstrating capability to attend working meetings in Timor-Leste at short notice;

## VI. SELECTION 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 to undertake the work.
3. Proposed Methodology based on the scope of work.
4. Work Program/Timeline.
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.
  - Financial Proposal in USD lump sum figure for each SoW and for international vendor 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 overall fixed price fees submitted.
  - No amount other than the agreed price shall be paid.

## VII. SUBMISSIONS

A Request for Proposal should be in sealed envelope, mark "**Confidential**" and mentioned the procurement reference number for the attention of Procurement Sourcing Officer and submitted as follow by E-mail [procurement@anp.tl](mailto:procurement@anp.tl), hand or currier to:

Autoridade Nacional do Petróleo  
Edifício do Ministério das Finanças,



Pisos 6 e 7, Aitarak Laran or ANP 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.anp.tl](http://www.anp.tl)


### VIII. CLOSING DATE

The bidding process will be closed on 14 May 2024 at 16.00 hours Timor-Leste time. Late applications will not be considered.

### IX. FURTHER INFORMATION

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

Dili, 16 April 2024

  
Humberto Pereira  
Procurement Manager