



Endereço : Andar Térreo Ala Leste do Palácio do Governo, Edifício nº 1, Avenida Marginal  
Dili, Timor-Leste, PO Box 113, **Telephone:** +670 3 324 098 / 3317216 / 3317215 / 3312735

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## **REQUEST FOR PROPOSAL (RFP)**

### **TICKETING SERVICES**

**ANPM/PROC/RFP/17/002**

#### **BACKGROAUND**

**Autoridade Nacional do Petróleo e Minerais (ANPM)** is a public institution established under the Decree Law No.1/2016 dated 9 February 2016 as the 1<sup>st</sup> amendment to the Decree Law no. 20/2008 of the Democratic Republic of Timor-Leste, with its role and functions as Regulatory Authority on behalf of the Ministry Responsible for Petroleum and Mineral Sectors to administer and regulate the upstream and downstream petroleum sectors and all the Mineral sectors within Timor-Leste Onshore and Offshore territory. The ANPM also in accordance with the Timor Sea Treaty signed between Timor-Leste and Australia is as a Designated Authority (DA) with the role and functions to administer and regulate upstream petroleum activities in the Joint Petroleum Development Area (JPDA) on behalf of Timor-Leste and Australia.

The ANPM seeks for proposal from a suitable, qualified and experienced national Travel Agent to provide ticketing services including travel insurance within domestic and overseas for ANPM staff. The ANPM staff movement within a month is calculated about 10 or 20 persons at overseas trips.

#### **QUALIFICATIONS**

The suitable Travel Agent will be required to:

1. Have 3 years experiences in a ticketing services;
2. Have a valid IATA licence;
3. Provide a service for 24 hours and 7 days a week;
4. Payment on monthly basis, based on the invoices submission;
5. Provide the best fare of the day.

#### **SELECTION CRITERIA**

Interested Travel Agent are requested to provide following information in their proposal:

1. A statement confirming the capacity to arrange the ticketing;
2. Company personals with extensive experiences, skills and qualifications;
3. Proposed Methodology;
4. Statement of any potential conflict of interest;
5. Business Registration and TIN identification number;
6. Declaration of Affiliation Companies;
7. Company organization Structure;

8. Company Bank Statements with last 3 months transactions from submission date.;
9. List of price for each flight (round trip; Dili-Darwin, Dili-Singapore, Dili-Denpasar)

### **PROPOSAL SUBMISSION**

A Request for Proposal should be mark “**Confidential**” and mentioned the procurement reference number for the attention of Humberto Pereira, **Procurement Section** and submitted as follows by E-mail [anpm.bid@anpm.tl](mailto:anpm.bid@anpm.tl) hand or currier to:

Autoridade Nacional do Petróleo e Minerais  
Ground Floor East Wing of Palácio do Governo,  
Avenida Marginal, Building No.1,  
Município de Dili, Timor-Leste.  
PO BOX 113.  
Telephone: +670 3324098,  
Fax: +670 3324082.  
Website: [www.anpm.tl](http://www.anpm.tl)

### **CLOSING DATE**

The bidding process will be closed on 14<sup>th</sup> of June 2017 at 16.30 Timor-Leste time. Late applications will not be considered.

### **FURTHER INFORMATION**

If you have any question, please do not hesitate to contact the ANPM Timor Leste by emailing to:

- Diana Lay Lugiarto on [diana.lugiarto@anpm.tl](mailto:diana.lugiarto@anpm.tl) and
- Domingos Pacheco on [domingos.pacheco@anpm.tl](mailto:domingos.pacheco@anpm.tl)

Date, 16<sup>th</sup> of May 2017



Pamela Simões  
Administration & Procurement Manager