



Date Issued: September 18, 2023

Date of Submission: September 27, 2023

1. Background

Liberia Petroleum Regulatory Authority (LPRA) is an Independent regulatory entity responsible to conduct technical evaluation of the areas to be open up for petroleum operations, supervise and manage bid rounds and all other associated processes, enter into petroleum agreements and monitor petroleum operations, administer petroleum right either through direct negotiations or bid rounds, supervise petroleum data storage, assist the Liberia Revenue Authority (LRA) in collecting lawful revenue accruing to the state under all petroleum-related agreements or licenses, etc.

2. Purpose

Liberia Petroleum Regulatory Authority (LPRA) is seeking for a qualified consultancy firm to support the authority's Direct Negotiation process. The firm must have the legal and technical ability to support the direct negotiation process.

Liberia petroleum regulatory Authority (LPRA) seeks the assistance of an experienced company that can accomplish all of the functionality identified in this RFP. The experience company should have a team of experts who have deep understanding of the assignment to help us achieve our goal.

LPRA would like to find a vendor that can accomplish the following tasks:

- Promote the direct negotiation process by engaging with oil and gas companies within the West Africa region and globally, as may be practicable, in order to secure investment deals for Liberia.
- Participate and support LPRA to review, analyze and decide on new applications and interest from international oil and gas companies
- Conduct research on oil and gas exploration trend and the global energy market analysis to inform policy decision within LPRA and the Government.
- Serve as official liaison and the investment facilitator for LPRA during the tenure of this
 contract and officially represent the interest of LPRA on discussion relating to Direct
 Magazintians
- Support LPRA in negotiation adjustment to the commercial terms of the Model Petroleum Sharing Agreement to improve the marketability of the acreage and generate interest in the opportunities in Liberia.
- Provide guidance on direct engagement with interested parties/companies submitting expression of interest for pre-qualification under the framework of Direct Negotiations.
- When requested, support LPRA in negotiation and consummating a petroleum sharing contract with investors who has received notice of qualification.

Page 1.0 DED rouge Sheet

All Eligible bidders are encouraged to include the below required documents in their proposal.

Tender requirements

- * Valid Tax Clearance/TIN number
- * Business Registration Certificate
- * All pages of proposal must be pre-numbered and initiated
- * All proposal must be signed and stamped by authorized personnel
- * All proposal must be submitted in English
- * All proposal prices must be quoted in United States Dollars
- Bidders must submit names and contacts of at least two (2) previous clients that similar work
 was done.

Additional Information

- 1. Bidders shall submit Cover letter in prescribed Format as specified in Appendix A.
- ${\it 2. In case of price discrepancy between unit price and {\it SUBTOTAL price, unit price shall prevail.}}$
- 3. Bidders must include delivery schedule
- 4. Payment terms
- 5. Bid submitted after the deadline will $\underline{\text{NOT}}$ be considered

Liberia Petroleum Regulatory Authority (LPRA) reserves the right to request additional information from prospective bidders and reject any or all bids that do not meet its minimum requirements without any liability, or when considered to be in the best interest of the agency and/or the country.

Duration

The expected duration of the assignment is for 24 months commencing from November 2023 through November 2025.

All proposal must be sent electronically to mjallah@lpra.gov.lr on or before the close of day October 16, 2023

SECTION 2— Bidders Qualification

LPRA will evaluate bidders experience, qualification and capabilities for providing Direct Negotiation Support. The desired qualification are outlined below.

Responders are required to submit a written narrative corresponding to each of the underlined section

Introduction

 Overview and summary of how your company will assist LPRA in reaching our Direct Negotiation goals.

Company Profile

- Company overview and history.
 - (a) How long has the company been in Business?
 - (b) Number of current employees?
 - (c) Number of clients in the past two (2) years
- Capabilities of company Why should your company be chosen?

Management Team

- Name, title, role (e.g., project management, training, design).
- Education, years of experience.

Scope of work

- Project phase deliverables?What will be expected of LPRA?
- What LPRA can expect from the company?

Consultancy Approach

- Average timeline
- Detailed explanation of consultation including support, Guidance and facilitation

The Independent, Wednesday, September 27, 202

SECTION 3 RFP Evaluation Criteria

Selection of a qualified vendor will be made at the discretion of LPRA, reserves the right to accept or reject any and all proposals.

1 1 1	Items	Maximum Poi
	Experience, Skills and qualification	15 poir
	Merits of the proposal including scope of work	10 poi
	and approach to addressing tasks	
	Customer support, responsiveness, and timeliness	15 pc
	Timeline and proposed schedule	10 p
-	Pricing	15
1	Pricing of labor	20
	References and prior experience with similar work	1
	Total	1

Selection Process

The selection process will involve the following phases:

<u>Phase 1</u>: A LPRA review team will evaluate bidders' submittals. The initial review w conformance to submission requirements and whether responses meet minimum Review will include the bidder's acceptance of RFP terms and completeness of sub-

<u>Phase 2:</u> Interview of most qualified applicants. Bidders interview may elect to pr of up to one hour in length.

<u>Phase 3:</u> Review team will check references given, and the selected firm will be scope of work to accomplish the task identified. This draft scope of work will for contract negotiation with the selected firm.

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- contract and officially represent the interest of LPRA on discussion relating to Direct
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SECTION 2- Bidders Qualification

Company Profile

Messervent Team

Stope of work

contract with inventors who has reveived notice of qualification.

• Detailed equivaction of consultation behalting support, fastioners and institution

The Independent, Wednesday, September 27, 2023

SECTION 3 RFP Evaluation Criteria

Selection of a qualified vendor will be made at the discretion of LPRA, which reserves the right to accept or reject any and all proposals.

Maximum Points Experience, Skills and qualification 15 points Merits of the proposal including scope of work and approach to addressing tasks

Customer support, responsiveness, and timeliness Timeline and proposed schedule

The selection process will involve the following phases:

Pricing of labor

References and prior experience with similar work

Selection Process

Begonden, are required to submit a written narrative or

conformance to submission requirements and whether responses meet minimum criteria established. Review will include the bidder's acceptance of RFP terms and completeness of submissions.

Phase 2: Interview of most qualified applicants. Bidders interview may elect to prepare a presentation of up to one hour in length.

Phase 3: Review team will check references given, and the selected firm will be invited to submit a draft scope of work to accomplish the task identified. This draft scope of work will form the basis of further contract regolation with the selected firm.

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Phase 4: once the contract has been agreed with the selected bidder, it will be presented to the LPRA chairman of the procurement committee for approval and a notice to proceed issued soon thereafter. If negotiations between LPRA and the selected bidder fall to produce a contract agreeable to both parties, LPRA reserves the right to crase further regotiation and commence regotiations with another bidder.

15 points

10 points

15 points

20 points

15 points

100 points

We the undersigned, offer to submit our Proposal letter with reference to: LPMA WPPERS/WILLIAMS
for the development of the entity official website in accordance with your request for proposal (WP)
dated kineri dates. Therefore, we submit our Proposal for the sum of General amounts.

Our proposal shall be binding upon us subject to We understand you will reject any Proposal submitted after the deadline.

Authorized signature:

Name and Title of signatory: Name of Firm:

APPENDIX B

(Please check all that apply and include this page in the sealed envelope with the proposal)

Reference Number: LPRA-NCB-005-2023-2024 Direct Negotiation Support

[] [] Does any employee or official of LPRA have any financial or other interest in your firm? [] [] Has your company been disqualified by any public agency from participation in public.

Does your proposal include the following?

Cover letter (use LPRA format your letterhead) indicated in Appendix A)

Detail cost breakdown of Proposal

Tax Clearance, Business Registration, List of at least two (2) previous customers you have done



LPRA

Request for proposal LPRA/ RFP/005/2023/2024 Direct Negotiation Support

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All Digities biddens are

Tender requirements

* sould have Description (TIS) married

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5. Bid submitted after the deadline will NOT be considered

The expected ducation of the assignment is for 24 months commencing from November 2023

section 2- Bidders Qualification

- . Capabilities of company Why should your company

Name, Etle, role (e.g., project management, training, design)

- · Education, years of experience.
- Scope of work
- . What will be expected of LPR . What LPRA can expect from the company?

contract with investors who has received notice of qualification.

Detailed explanation of committation including support, Guidance and scalitation

be Independent, Wednesday, September 27, 2023 Page 7

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Yours Sincerely, Authorized signature:

Name of Firm:

APPENDIX B

lude this page in the

Reference Number: LPRA-NCB-005-2023-2024 Direct Negotiation Support

- () () Has your company operated at least 1 year without interruption?
- [] [] Does any employee or official of LPBA have any financial or other interest in your firm? [] [] Has your company been disqualified by any public agency from participation in public

Does your proposal include the following?

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- · Project phase deliverables?
- What will be expected of LPRA?
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- · Average timeline
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Independent, Wednesday, September 27, 2023

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Pricing of labor 20 points	Our
References and prior experience with similar work 15 points	
Total 100 points	

Selection Process

The selection process will involve the following phases:

Phase 1: A LPRA review team will evaluate bidders' submittals. The initial review will determine conformance to submission requirements and whether responses meet minimum criteria established. Review will include the bidder's acceptance of RFP terms and completeness of submissions.

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Items

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Experience, Skills and qualification

Merits of the proposal including scope of work and approach to addressing tasks

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	ednesday, September 27, 2023			
SECTION 3 RFP	Evaluation Criteria		APPENDIX A	
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2CICCUOILOI	a qualified vendor will be made at the discretion of	LPRA, which		
reserves the	e right to accept or reject any and all proposals.			
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Items	Mavi	imum Points	(ISET Cuate)	
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Funnsin	nes Chille and qualification	45 - 51	LPRA	
Expelle	nce, Skills and qualification	15 points	18 [™] Street Sinkor, Monrovia, Liberia	
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Ment	s of the proposal including scope of work	10 points		
nh and	approach to addressing tasks		Dear Sir/Madam:	
dillo	abbinarii in anni comil inono			
1			We the undersigned, offer to submit our Proposal letter with reference to: LPRA/ RFP/005/202	/2024
1 10	iustomer support, responsiveness, and timeliness	15 points		(RFP)
		1	for the development of the entity official website in self- dated <insert date="">. Therefore, we submit our Proposal for the sum of <insert amount="">.</insert></insert>	
y !	Timeline and proposed schedule	10 points	Please see attach our proposal.	
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per 2023	References and prior experience with similar work	15 points	Yours Sincerely,	
	1			
ose of day	Tota	100 points	Authorized signature: Name and Title of signatory:	
1	į		Name of Firm:	
			Address:	
Negotiation	Selection Process			
derlined section	I is what the following phases:		APPENDIX B LPRA CHECKLIST	
- 1	The selection process will involve the following phases:		[Please theck all that apply and include this page in the sealed envelope with the pr	oposa
1	Phase 1: A LPRA review team will evaluate bidders' subm	nittals. The initial review will determine		
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		Commence in the second	Yes No () () Has your company operated at least 1year without interruption? () () Has your company operated at least 1year without interruption?	ur firm
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	Phase 3: Review team will check references given,	and the selected firm will be invited to su	contracts? If Yes nlease state why	
	scope of work to accomplish the task identified. Th	nis draft scope of work will form the basis	Does your proposal include the following?	
	contract negotiation with the selected firm.		Cover letter (use LPRA format your letterhead) indicated in Appendix A)	
	Phase 4: once the contract has been agreed with	th the selected bidder, it will be presented	ed to the LYKA	
	the programment committee for all	oproval and a notice to proceed issued soc	OUII dictional in a common surprise Registration. List of at least two (2) previous customers you	have o
	Laborary Laborary Laborary and the selected by	hidder fail to produce a contract agreeable	similar work, Business Address and ensure that an page	
	negotiations between LPNA and the selected of LPRA reserves the right to cease further nego	otiation and commence negotiations with a	(IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	222