



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

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:

1. 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.
2. Participate and support LPRA to review, analyze and decide on new applications and interest from international oil and gas companies
3. Conduct research on oil and gas exploration trend and the global energy market analysis to inform policy decision within LPRA and the Government.
4. 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 Negotiations.
5. 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.
6. Provide guidance on direct engagement with interested parties/companies submitting expression of interest for pre-qualification under the framework of Direct Negotiations.
7. When requested, support LPRA in negotiation and consummating a petroleum sharing contract with investors who has received notice of qualification.

**1.0 RFP Cover 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.
2. In case of price discrepancy between unit price and SUBTOTAL price, unit price shall prevail.
3. Bidders must include delivery schedule
4. Payment terms
5. Bid submitted after the deadline will 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](mailto: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 items:

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

**SECTION 3 RFP Evaluation Criteria**

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

Items	Maximum Points
Experience, Skills and qualification	15 points
Merits of the proposal including scope of work and approach to addressing tasks	10 points
Customer support, responsiveness, and timeliness	15 points
Timeline and proposed schedule	10 points
Pricing	15 points
Pricing of labor	20 points
References and prior experience with similar work	1 point
<b>Total</b>	<b>100</b>

**Selection Process**

The selection process will involve the following phases:

**Phase 1:** A LPRA review team will evaluate bidders' submittals. The initial review will include the bidder's acceptance of RFP terms and completeness of submittal.

**Phase 2:** Interview of most qualified applicants. Bidders interview may elect to provide up to one hour in length.

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

**Phase 4:** once the contract has been agreed with the selected bidder, it will be submitted to the chairman of the procurement committee for approval and a notice to proceed. If negotiations between LPRA and the selected bidder fail to produce a contract, LPRA reserves the right to cease further negotiation and commence negotiations with other qualified bidders.



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**2 Purpose**

Liberia Petroleum Regulatory Authority (LPRRA) 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 (LPRRA) 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.

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

1. Facilitate 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.
2. Participate and support LPRRA to review, analyze and decide on new applications and interest from international oil and gas companies.
3. Conduct research on oil and gas exploration trend and the global energy market analysis to inform policy decision within LPRRA and the Government.
4. Serve as official liaison and the investment facilitator for LPRRA during the tenure of this contract and officially represent the interest of LPRRA on discussion relating to Direct Negotiations.
5. Support LPRRA 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.
6. Provide guidance on direct engagement with interested parties/companies submitting requests of interest for pre-qualification under the framework of Direct Negotiations.
7. When requested, support LPRRA in negotiation and consummating a petroleum sharing contract with investors who has received notice of qualification.

**1.0 RFP Cover Sheet**

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**Additional Information**

1. Bidders shall submit Cover letter in prescribed format as specified in Appendix A.
2. In case of price discrepancy between unit price and SUBTOTAL price, unit price shall prevail.
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4. Payment terms
5. Bid submitted after the deadline will NOT be considered.

Liberia Petroleum Regulatory Authority (LPRRA) 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 24 months commencing from November 2023 through November 2025.

All proposal must be sent electronically to [proposal@lprra.gov](mailto:proposal@lprra.gov) on or before the close of day October 18, 2023.

**SECTION 2- Bidders Qualification**

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

Bidders are required to submit a written narrative corresponding to each of the underlined action items.

**Introduction**

- Overview and summary of how your company will assist LPRRA 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 LPRRA?
- What LPRRA can expect from the company?

**Consultants Approach**

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

**SECTION 3 - RFP Evaluation Criteria**

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

Items	Maximum Points
Experience, Skills and qualification	15 points
Merits of the proposal including scope of work and approach to addressing tasks	10 points
Customer support, responsiveness, and timeliness	15 points
Timeline and proposed schedule	10 points
Pricing	15 points
Pricing of labor	20 points
References and prior experience with similar work	15 points
<b>Total</b>	<b>100 points</b>

**Selection Process**

The selection process will involve the following phases:

**Phase 1:** A LPRRA review team will evaluate bidders' submissions. 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.

**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 negotiation with the selected firm.

**Phase 4:** Once the contract has been agreed with the selected bidder, it will be presented to the LPRRA chairman of the procurement committee for approval and a notice to proceed issued soon thereafter. If negotiations between LPRRA and the selected bidder fail to produce a contract agreeable to both parties, LPRRA reserves the right to cease further negotiation and commence negotiations with another bidder.

**APPENDIX A**

Quotation cover letter  
(In letterhead)

**Cover date:**

To: The tender section committee  
LPRRA  
18<sup>th</sup> Street Sinkor,  
Monrovia, Liberia

Dear Sir/Madam:

We the undersigned, offer to submit our Proposal letter with reference to LPRRA/ RFP/005/2023/2024 for the development of the entity official website in accordance with your request for proposal (RFP) dated (cover date). Therefore, we submit our Proposal for the sum of (insert amount).

Please see attach our proposal.

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

Yours Sincerely,

Authorized signature:  
Name and Title of signatory:  
Name of Firm:  
Address:

**APPENDIX B**

**LPRRA CHECKLIST**

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

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

Bidder Name: \_\_\_\_\_

Yes/No

- Has your company operated at least 1 year without interruption?
- Does any employee or official of LPRRA have any financial or other interest in your firm?
- Has your company been disqualified by any public agency from participation in public contracts? If Yes please state why \_\_\_\_\_

Does your proposal include the following?

- Cover letter (use LPRRA 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 similar work, Business Address and ensure that all pages of the bid document are signed and numbered.



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**1.0 RFP Cover Sheet**

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**Additional Information**

1. Bidders shall submit Cover letter in prescribed format as specified in Appendix A.
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**Duration**

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

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**SECTION 2- Bidders Qualification**

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**Management Team**

- Name, title, role (e.g., project management, training, design)
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**Scope of work**

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

**Consultance Approach**

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

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**APPENDIX A**

Quotation cover letter  
(On letterhead)

Client name:

To: The tender section chairman  
LPRRA  
SIP Street Sinoak,  
Monrovia, Liberia

Dear Sir/Madam:

We the undersigned, offer to submit our Proposal letter with reference to: LPRRA/RFP/005/2023/2024 for the development of the entity official website in accordance with your request for proposal (RFP) dated (insert date). Therefore, we submit our Proposal for the sum of (insert amount).

Please see attach our proposal.

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

Yours Sincerely,

Authorized signature:  
Name and Title of signatory:  
Name of Firm:  
Address:

**APPENDIX B  
LPRRA CHECKLIST**

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

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

Bidder Name: \_\_\_\_\_

- Yes/No
- ( ) ( ) Has your company operated at least 1 year without interruption?
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Scope of work

- Project phase deliverables?
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Consultancy Approach

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

**SECTION 3 RFP Evaluation Criteria**

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

Items	Maximum
Experience, Skills and qualification	
Merits of the proposal including scope of work and approach to addressing tasks	
Customer support, responsiveness, and timeliness	
Timeline and proposed schedule	
Pricing	
Pricing of labor	
References and prior experience with similar work	
<b>Total</b>	

**Selection Process**

The selection process will involve the following phases:

**Phase 1:** A LPRA review team will evaluate bidders' submittals. The conformance to submission requirements and whether responses Review will include the bidder's acceptance of RFP terms and conditions.

**Phase 2:** Interview of most qualified applicants. Bidders interview of up to one hour in length.

**Phase 3:** Review team will check references given, and the self scope of work to accomplish the task identified. This draft scope contract negotiation with the selected firm.

**Phase 4:** once the contract has been agreed with the select chairman of the procurement committee for approval and negotiations between LPRA and the selected bidder fail to LPRA reserves the right to cease further negotiation and

### 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.

Items	Maximum Points
Experience, Skills and qualification	15 points
Merits of the proposal including scope of work and approach to addressing tasks	10 points
Customer support, responsiveness, and timeliness	15 points
Timeline and proposed schedule	10 points
Pricing	15 points
Pricing of labor	20 points
References and prior experience with similar work	15 points
<b>Total</b>	<b>100 points</b>

#### 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.

**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 negotiation with the selected firm.

**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 fail to produce a contract agreeable to both parties, LPRA reserves the right to cease further negotiation and commence negotiations with another bidder.

#### APPENDIX A

Quotation cover letter  
[On letterhead]

<Insert date>

To: The tender section committee  
LPRA  
18<sup>TH</sup> Street Sinkor,  
Monrovia, Liberia

Dear Sir/Madam:

We the undersigned, offer to submit our Proposal letter with reference to: LPRA/ RFP/005/2023/2024 for the development of the entity official website in accordance with your request for proposal (RFP) dated <insert date>. Therefore, we submit our Proposal for the sum of <insert amount>.

Please see attach our proposal.

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

Yours Sincerely,

Authorized signature:  
Name and Title of signatory:  
Name of Firm:  
Address:

#### APPENDIX B LPRA CHECKLIST

(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

Bidder Name: \_\_\_\_\_

- Yes No
- ( ) ( ) Has your company operated at least 1 year without interruption?
- ( ) ( ) 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 contracts? If Yes please state why \_\_\_\_\_

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 similar work, Business Address and ensure that all pages of the bid document are signed and numbered.