



Liberia Petroleum Refining Company

REQUEST OF EXPRESSION OF INTEREST FOR THE PROCUREMENT OF CONSULTANCY SERVICES (PRODUCT STORAGE TERMINAL EXPANSION)

(RFP NO.LPRC/QCBS/001/15/16)

1. The Liberia Petroleum Refining company has allotted funds in its Fiscal Budget and intends to apply part of it to eligible payments under the contract Liberia Petroleum Refining Company(LPRC) **Petroleum Product Storage Terminal Expansion Project Consultancy(RFP NO.LPRC/QCBS/001/15/16)**
2. **Background:** The Liberia Petroleum Refining Company (LPRC) is in the process of implementing a comprehensive expansion and modernization of its Product Storage Terminal (PST) located on Bushrod Island, Monrovia, Liberia. The expansion project includes the construction of new petroleum storage tanks, installation of new jetty pipelines, installation of new loading gantry and the installation of a fire fighting system. LPRC is seeking a qualify consultant firm with the requisite experience to serve as the project consultant during the implementation of the project to perform the tasks as indicated in the Terms of Reference (TOR) below.
3. The Liberia Petroleum Refining company now invites Expression of Interests (EOI) from eligible registered Consultant firm for this service.
4. The Consultant will be selected in accordance with the Quality Cost Based Selection (QCBS) consultancy selection method procedures enshrined in the 2010 Public Procurement & Concessions Act (PPCA) of Liberia.
5. The selected consultant firm shall serve as the LPRC's Engineer(Owner's Engineer) for the execution of the project;
6. **Terms of Reference (TOR):**
The Consultant firm will among other things be responsible to carry out the following activities:
 - a. Carry out comprehensive monitoring, evaluation, inspection and project implementation supervision to ensure specifications, designs, scope, environment and quality assurance are met by contractor ;
 - b. Develop and provide detailed monthly project implementation reports;
 - c. Interpretation of Plan and Terms of Reference during contract start up period;
 - d. Assist the LPRC in obtaining construction permits from the Ministry of Public Works, and the Environmental Protection Agency(EPA);
 - e. Review and approval of contractor's initial design drawings;

- f. Attend pre-construction start up meetings with the contractor, subcontractors, and the LPRC Management;
- g. Establish administrative procedures for the project. These procedures are to conform to establish policies and procedures of the LPRC;
- h. Review the contractor's baseline schedule and identify potential deviations in the schedule and find solutions to correct non-compliance with the schedule prior to start of construction;
- i. Coordinate and track submittals, shop drawings and requests for information between contractor and the LPRC;
- j. Establish materials testing procedures
- k. Review Contractor's Quality Control Program and Safety Plans;
- l. Prepare reports of all pre-constructions activities and submit to LPRC management;
- m. Design Approval;
- n. In conjunction with the LPRC, identify all existing electrical structures and water facility in the area of construction and prepare report for the Contractor use.
- o. Review all contractor's request for payment and ensure payment is required based on work completed;

Qualification Requirements:

- a. Show proof of experience in providing consultant service for similar projects in the last five years.(list project title, project cost, project location(addresses, emails and phone numbers-minimum Three clients);
 - b. Detailed presentation of the consultant's understanding of the Requirements and Tasks
 - c. A list of key personnel and their qualifications (Minimum five personnel & Min. Bachelor degree in Engineering(Mechanical, Civil, Instrumentation, electrical, environmental and related field)
 - d. Provide Audited Financial Statements for the last two years
 - e. Provide Current Business Registration certificate
 - f. Provide Article of Incorporation
 - g. Provide proof of professional standard association certificates and licenses
 - h. Provide Recent Tax Clearance certificate
 - i. Provide Reference list of past clients, addresses and contacts(minimum three)
 - j. Must show proof of PPCC Vendor registration
7. Sealed Expression of Interest (EOI) must be delivered to the Procurement Unit not later than 1:00 p.m. on June 6, 2016. Late EOI will be rejected and returned to consultants unopened. EOI will be opened/recorded in the presence of consultants who choose to attend or their representatives on June 6, 2016 at 1:p.m in the LPRC Training Hall.
8. Consultant firms that meet the qualification requirements will be short-listed and invited to submit final proposals.

9. Expression of Interest (EOI) must be submitted in one (1) original set and five (5) copies

10. The address referred to is:

Procurement Unit

Liberia Petroleum Refining Company

Product Storage Terminal

Bushrod Island

Monrovia, Liberia

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