PETROLEUM FUND

REQUEST FOR PROPOSALS – CONSULTANCY SERVICES

Introduction

Petroleum Fund (referred herein as the Fund) is a statutory organisation under the Ministry of Finance and Development Planning, which was established through the Legal Notice No. 96 of 1997 under the Finance Order of 1988. The organisation is further delegated, under the Fuel and Services Control (Delegation Notice) Number 32 of 2021, the powers to set the price and time at which Petroleum Products may be adjusted. It is managed by the Board of Directors, while day-to-day activities are administered by the Secretariat, headed by the Chief Executive Officer, and its operations are guided by the Lesotho (Petroleum Fund) Regulations of 2021.

The Petroleum Fund invites proposals from eligible consultants for the following services:

1. **INDEPENDENT PRICING AUDITOR (Ref#: PF/RFP/2025/2026-01)**

The Fund sets the Retail Prices of all grades of petrol and diesel as well as that of illuminating paraffin using a mechanism known as the Basic Fuel Price (BFP).

The Fund and Oil Industry Consultant (Petroleum Products Price Administration services (PPPAS) align with the Working Rules to determine the BFP for each month. The monthly calculation of the BFP determines the average unit over/under-recovery for fuels, which will be used for fuel price adjustments. The Fund is also responsible for issuing a Fuel Price Media Statement regarding the fuel Price Adjustments for the first Wednesday of each month Petroleum Fund, therefore, seeks to engage a reputable and experienced company to perform the functions of a Fuel Price Auditor.

Interested eligible individuals or companies may obtain the detailed Terms of Reference with upon payment of a non-refundable fee of M1,000.00 into the Fund's Bank Account provided under general information.

Requests for clarification should be made in writing on or before 14:00hrs on **Monday the 12th of May 2025**, to the following e-mail address: supplier@petroleum.org.ls. The Proposals must be submitted in sealed packages clearly marked '**PF/RFP/2025/2026-01**

INDEPENDENT PRICING AUDITOR', containing Technical Proposals and separately sealed Financial Proposals. The deadline for submission of proposals is **Thursday, the 22nd of May 2025 by 12:00hrs,** to be followed by a public opening of Technical Proposals **at 12:15hrs** on the same day.

2. COMPREHENSIVE INSURABLE RISK ASSESSMENT (Ref#: PF/RFP/2025/2026-02)

The Fund is seeking the services of a qualified Insurable Risk Management consultant or firm to conduct a Comprehensive Insurable Risk Assessment of its Operations, Human Capital, Assets, and Activities. This is to ensure appropriate risk identification, quantification, and mitigation measures aligned with current and potential insurance coverage.

Interested eligible individuals or companies may obtain the detailed Terms of Reference with upon payment of a non-refundable fee of M1,000.00 into the Fund's Bank Account provided under general information.

Requests for clarification should be made in writing on or before 14:00hrs on Tuesday the 13th of May 2025, to the following e-mail address: supplier@petroleum.org.ls. The Proposals must be submitted in sealed packages clearly marked '**PF/RFP/2025/2026-02 COMPREHENSIVE INSURABLE RISK ASSESSMENT',** containing Technical Proposals and separately sealed Financial Proposals. The proposals must be submitted to the address below on **Friday, the 23rd of May 2025 by 12:00hrs,** to be followed by a public opening of Technical Proposals at **12:15hrs** on the same day.

3. MATURITY LEVEL ASSESSMENT (Ref#: PF/RFP/2025/2026-03)

As an endeavour to achieve efficiency and excellence in delivering its mandate, the Fund is seeking the services of an eligible consultant or firm to conduct a maturity level assessment and enhancement by evaluating the Fund's current structure, policies, and other relevant documents, and make necessary recommendations.

Interested eligible individuals or companies may obtain the detailed Terms of Reference upon payment of a non-refundable fee of M1,000.00 into the Fund's Bank Account, provided under general information.

Requests for clarification should be made in writing on or before 14:00hrs on **Thursday, the 15th of May 2025**, to the following e-mail address: supplier@petroleum.org.ls. The

Proposals must be submitted in sealed packages clearly marked ‘**PF/RFP/2025/2026-03 MATURITY LEVEL ASSESSMENT’,** containing Technical Proposals and separately sealed Financial Proposals. The proposals must be submitted to the address below on **Tuesday, the 27th of May 2025 by 12:00hrs,** to be followed by a public opening of Technical Proposals **at 12:15hrs** on the same day.

General Information

Bank Account Number for the purchase of Terms of Reference:

Bank Name: Nedbank
Account Holder: Petroleum Fund
Account No: 021000028317
Branch: Kingsway

Bidders should present the confirmation/proof of payment to the Fund offices for the purchase of Bidding Documents. **The payment reference must indicate the title of the Consultancy the bidder is interested in.** The documents will be available at Petroleum Fund offices from **Thursday, April 24th, from 08:00 to 16:30**.

Hard copy proposals must be delivered to the following address:

Petroleum Fund LCCI Building

Orpen Road, Old Europa

Maseru 100

Tel. (+266) 22312137

Online submissions may be made by sending encrypted Technical and Financial proposals to supplier@petroleum.org.ls by the set deadline.