



EAST AFRICAN
**CRUDE OIL
PIPELINE**

**REQUEST FOR EXPRESSION OF INTEREST:
PROVISION OF PAYROLL ADMINISTRATIVE SERVICES,
TAX ADVISORY & ACCOUNTING SUPPORT SERVICES
REFERENCE NO. REQ-00000898**

East African Crude Oil Pipeline (EACOP) LTD ("EACOP LTD") invites experienced and reputable companies to express their interest for the provision of Payroll Administration Services, for the EACOP Project in Uganda and Tanzania.

The EACOP Project involves the construction and operation of an underground and cross-border pipeline to transport crude oil for export to international markets. The pipeline will run from Kabaale, Hoima District in Uganda to the Chongoleani peninsula near Tanga in Tanzania. The length of the pipeline is 1,443 km, of which 296 km will be in Uganda.

BRIEF DESCRIPTION OF THE SCOPE

The service provider shall be required to deliver the full scope of Payroll Administration Services and other interim accounting-related services. These include but not limited to:

- Set up and run a full payroll administration and management process to support the COMPANY staff remunerations.
- Prepare/ process payroll and pay salaries of COMPANY's employees monthly.
- Prepare monthly payroll schedules/reports showing all employees' basic salary, allowances, gross pay, all tax, social security and any other deductions.
- Prepare and issue monthly pay slips for each employee while ensuring a high level of confidentiality and in compliance with local legislations.
- Tax advisory services and Interim accounting resources.

MINIMUM REQUIREMENTS

Companies or organizations expressing their interest are invited to document their request with:

- Certificate of Incorporation, Valid Trading License, Memorandum and articles of association for both Uganda and Tanzania.
- Tax Registration Certificates with the Uganda Revenue Authority (URA) and Registration from BRELA (Tanzania) and valid current Tax Clearance Certificates from URA and TRA respectively.
- Demonstrate good understanding of the Scope for services to be provided.

- Experience/performance in delivering Payroll Administration services outlined above in both Uganda and Tanzania.
- Have in place an automated payroll system.
- Key suitably qualified and experienced lead personnel in executing the scope.
- Proof of valid registration on the National Supplier Database (NSD) maintained by the Petroleum Authority of Uganda and LSSP registration on the EWURA data base.
- Compliance statement of the Local Content Regulations, 2016 and Local Company definition.
- Signed Anti-corruption, Anti-bribery, Compliance and Human Rights policies.
- Audited Financial Statements for the last two years.
- Tax Advisory and provision of interim accounting resources.

Companies which have the ability, capacity, and resources to implement the activities listed above should express their interest by sending together with the documents stated in the above section through an email to **procurement.ug@eacop.com**, (max. email size **20Mb**) on or before **16th September 2025** by **16:00 hours** East African Time (EAT). Email object shall be Ref- **REQ-00000898**

Statements of EOI should be no more than ten (10) to twenty (20) pages long.

All Expression of Interests should be submitted in English Language.

NOTE: EACOP LTD will review and assess the documents provided by companies that have expressed interest in accordance with this EOI and conduct evaluations based on internal criteria to determine which companies will be included in the list of pre-qualified companies. Only the pre-qualified companies will receive, by signing a Non-Disclosure Agreement (NDA), an invitation to bid as a continuation of the call for tender process. EACOP LTD reserves the right at its sole discretion to make the decision to select or reject a company and maintain its decision without having to give reasons to the company concerned.