



# REQUEST FOR EXPRESSION OF INTEREST: PROVISION OF PAYROLL ADMINISTRATIVE SERVICES, TAX ADVISORY & ACCOUNTING SUPPORT SERVICES REFERENCE NO. REQ-00000901

East African Crude Oil Pipeline (EACOP) Ltd invites experienced and reputable property owners or licensed agents to express their interest in providing office space services on a rental basis in Dodoma city to the (EACOP) project.

The EACOP Project involves the construction and operation of a buried, cross-border pipeline to transport crude oil from the Lake Albert area in Uganda to eastern coast of Tanzania for export to international markets. The pipeline will run from Kabaale in Hoima District, Uganda, to the Chongoleani peninsula, near Tanga, in Tanzania. The length of the pipeline is 1,443 km, of which 1,147 km will be in Tanzania traversing eight (8) regions, comprising Kagera, Geita, Shinyanga, Tabora, Singida, Dodoma, Manyara and Tanga and 231 villages.

## **BRIEF DESCRIPTION OF THE SCOPE OF THE SERVICES:**

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.

## **A. MINIMUM REQUIREMENTS:**

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

- Business License.
- Appropriate licensing if any from relevant in-country authorities for the provision of the services.
- Proof of registration with the Tanzania Revenue Authority (TRA) and Tax Clearance Certificate for the latest year available.
- Application for registration with the EWURA Local Supplier Service Provider (LSSP) database at the time of submission of the response to this expression of interest is strongly recommended.
- Compliance with Local Content Regulations, 2017 and Local Company definition.
- Experience, performance, and capacity in delivering the Scope of Services outlined above in Tanzania, in compliance with national and international standards.
- Financial capacity to deliver the services required including submission of financial accounts for the past three years.
- Evidence of a in compliance with applicable Local and Industry standards for similar works.
- Proof of Anti-corruption, Anti-bribery, Compliance and Human Rights policies.

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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.tz@eacop.com** (max. email size 20MB) on or before **17:00 hours East African Time (EAT), on 12 May 2026.**

Email address should be: **REQ-00000901 PROVISION OF PAYROLL ADMINISTRATIVE SERVICES, TAX ADVISORY & ACCOUNTING SUPPORT SERVICES.**

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.**

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**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.