



## EAST AFRICAN CRUDE OIL PIPELINE

# REQUEST FOR EXPRESSION OF INTEREST FOR PROVISION OF COUNSELLING SERVICES TO EACOP STAFF REFERENCE: 10007763

East African Crude Oil Pipeline (EACOP) Limited (COMPANY), is mandated with the construction and operation of a buried, cross-border pipeline to transport crude oil from the Lake Albert area in Uganda to the eastern coast of Tanzania for export to international markets. The pipeline will run from Kabaale in Hoima District, Uganda, to Chongoleani, Tanga Region, in Tanzania. It shall be 1,443 kilometres (km) long, of which 296 km will be in Uganda occupying a 30-meter-wide corridor.

The company plans on recruiting a number of personnel in the organization over the coming months and as such it requires review and setting up a salary and compensation structure that meets the industry standards in both Uganda and Tanzania.

East African Crude Oil Pipeline Limited invites experienced and reputable service providers to express their interest in providing Counselling services to the employees in Uganda.

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

The Company is seeking a prospective service provider with adequate experience and expertise to provide Counselling services to the employees and their immediate family. The immediate family shall include the spouse(s), children, and house helpers.

The scope of counselling will range from performance counselling to personal and family matters counselling, compliance counselling, change management counselling and other areas that impact the employee's wellbeing.

### **Minimum Requirements:**

Service providers expressing interest are requested to submit the following documents:

- a) Three (3) years of proven experience as a registered counselling firm by the Uganda Counselling Association. (Certificate of registration should be presented)
- b) A copy of the Bidders Valid & Current Trading Licence for (2022)
- c) A copy of the Bidder's Certificate of Registration / Incorporation
- d) Audited financial reports for the previous three years 2021, 2020 and 2019.
- e) Catalogue showing facilities of the provider
- f) Copy of Memorandum and Articles of Association
- g) Proof of registration with the Uganda Revenue Authority (URA) and current Tax Clearance Certificate
- h) Brief description of experience, expertise, and capacity to deliver required scope of services, Organisation profile (or brochure) detailing services provided, organisation chart, Key clientele, and proposed key personnel and their relevant experience in providing similar services
- i) Proof of registration on the National Supplier database with the Petroleum Authority of Uganda
- j) Proof the service provider has worked with reputable corporate institutions for a consecutive period of at least six (6) months in the last three (3) years. (Attach copies of contracts and LPO)
- k) Have a permanent and established place of abode that accords privacy, a clean environment and where staff and family can access these counselling

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Interested organizations with the ability, capacity, and resources to provide any of the services listed above should express their interest by sending (together with the documents stated in the above section) and emailing to [procurement.ug@eacop.com](mailto:procurement.ug@eacop.com) (max. email size **10Mb**) on or before **1600** hours East African Time (EAT), **11<sup>th</sup> July 2022**

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**Note:** EACOP Ltd will review and assess the documents provided by the interested companies to derive a list of prequalified companies. Only prequalified companies will receive, subject to the signature of a Non-Disclosure Agreement (NDA), an invitation to submit a proposal in furtherance of the Request for Proposal process. All Expressions of Interest should be submitted in the English Language.