



REQUEST FOR EXPRESSION OF INTEREST FOR: HR Partner Services REFERENCE: 1003-EOI-GAC EI-UG-GEN_HR

EITS Contractor (Electrical Instrumentation and Telecommunications Systems) for the EACOP project, invites experienced and reputable organizations to express their interest in the provision of below:

SCOPE OF WORK:

- Recruitment, Hiring and On-Boarding Services: In Alignment to Local Content Regulations, Support Sourcing & Recruitment Activities, Subsequent Hiring and On-Boarding of Talent
- Benefits and Compensation Services
- Employee / Worker Engagement Services
- Manpower Deployment Support Services: Covering Facilitation of Travel, In-Country Settlement of Expatriate Staff e.t.c
- Manpower Related Permitting and Ascription to In-Country Regulations: Covering Work Permits, Residency Permits e.t.c
- Record Keeping & Reporting: Produce Reports on a Scheduled Basis as Guided by Requirements

MINIMUM REQUIREMENTS:

- Proof of business registration and business license for Uganda
- Registration with the Uganda Tax Revenue Authority
- Proof of Uganda Tax Clearance Certificate for the latest year
- Proof of License/Registration as Logistics Service Provider under UGANDA Law
- Registration or Application for registration with the PAU's National Supplier Database (NSD) at the time of submission of the response to this EOI.
- Compliance with the Petroleum Midstream National Content Regulation #34, 2016 for Uganda
- The profile of the organization clearly showing the years of experience in the business, Owned Offices in Related main Port(s), list of owned Brokers, capacity (vehicles, tools and equipment) and size & expertise of team(s)
- Provide financial statements for the past 3 financial years.
- ISO 9001, ISO14001, ISO 45001 & Industry Certification(s)

Interested Companies that meet the minimum requirements and have the capability to provide the services listed above, should express their interest by sending together with the listed documents, an email to eacop.eits@se.com (not exceeding 20Mbs). With the above reference as subject of the email.

All documents must be submitted in English language with the reference number as the subject by: **3rd March 2023, 5:00pm. East African Time (EAT)**

CONTRACTOR reserves the right not to consider companies that submit an incomplete dossier!

Note: Only pre-qualified companies will receive an invitation to submit their bid in furtherance of the Call For Tender (CFT) Process.