



REQUEST FOR EXPRESSION OF INTEREST: PROVISION OF TRAINEES ADMINISTRATIVE SERVICES DURING THE TRAINING PROGRAM REFERENCE NO 00000240

East African Crude Oil Pipeline (EACOP) LTD ("EACOP LTD") invites experienced and reputable companies to express their interest in providing Trainees Administrative Services during the duration of the training program. 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 in Tanga, Tanzania. The length of the pipeline is 1,443 km, of which 296 km will be in Uganda.

BRIEF DESCRIPTION OF THE SCOPE OF THE SERVICES

The selected contractor shall, on behalf of the EACOP Ltd, manage trainees who will be undergoing various phases of technical training in the selected local training centers. The training program shall run between 24 – 30 months. The selected contractor will perform/provide trainees management function on behalf of EACOP Ltd including the following specific activities:

- Provide medical fitness assessments and reviews when requested by EACOP Ltd, not limited to physical medical fitness, COVID 19 testing, and other medical tests.
- Ensuring for the whole duration of the contract that the trainees assigned to the training program have the requisite moral and physical health and functional capabilities.
- Provide administrative services which include but not limited to transportation, medical services of trainees including moral and physical health, as well as for any corresponding administrative authorizations including, but not limited to, work permits, and/or business visas required in connection with the performance of the trainees.
- Payment of monthly stipend, allowances, related charges, insurance and in general all direct and indirect costs concerning the said personnel together with any taxes and duties connected therewith.
- Organize travel requirements when requested to do so for the trainees.
- Provide adequate and qualified personnel for the following two position: Student Counsellor and Administrative Assistant. Both based at training premises.
- Provide ad hoc IT equipment to trainees as per EACOP Ltd minimum requirements.

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 Uganda Revenue authority as well as current Tax clearance certificates from each of the authorities.
- Proof of current registration to the National Supplier Database.
- Compliance with the Petroleum Midstream National Content Regulations, 2016.
- Profile of key personnel to be involved in the project including personal certifications as necessary and level of qualifications, and experience and capacity to deliver the required services.
- Experience, performance, and capacity in delivering the Scope of Services outlined above at a large scale in Uganda, 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 QHSE Management system, organization, and process in compliance with applicable Local and Industry standards for similar works.
- Proof of Anti-corruption, Anti-bribery, Compliance and Human Rights policies.

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 or before 25 June 2023. Email object shall be: 00000240 - Provision of Trainees Administrative 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.

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.