



REQUEST FOR EXPRESSION OF INTEREST: PROVISION OF LAYOUT, GRAPHIC DESIGNING, AND ILLUSTRATION SERVICES. REFERENCE NO. 00000343

East African Crude Oil Pipeline (EACOP) LTD ("EACOP LTD") invites experienced and reputable companies to express their interest in provision of layout, graphic designing, and illustration services to the (EACOP) project.

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 296km will be in Uganda and 1,147 km in Tanzania.

BRIEF DESCRIPTION OF THE SCOPE OF THE SERVICES:

The East African Crude Oil Pipeline (EACOP) is seeking a qualified vendor to provide layout, graphic designing, and illustration services to the EACOP project. EACOP runs operations in eight (8) regions Tanga, Manyara, Dodoma, Singida, Tabora Shinyanga, Geita and Kagera which are regions crossed by the pipeline and other operations centers including Dar es Salaam.

The Vendor is expected to provide the following services:

- To Design and layout of various communication materials, including but not limited to, newsletters, brochures, flyers, posters, banners, social media and websites graphics.
- To Prepare concept development and design of various internal, external, and digital communication projects.
- To ensure creation of visually appealing and effective design are consistent with EACOP's brand guidelines and messaging.
- Develop design template and style guides for consistent and effective production of communication materials.
- To ensure collaboration with the communication team to ensure that designs are aligned with the company goals and objectives.
- To Coordinate with third-party vendors, including printers, to ensure that all materials are produced to the highest standards.
- Should Attend at meetings as required to discuss project progress and provide design updates.
- Should have a rigorous quality control process in place to ensure the graphics and designs meet EACOP standards and specifications.

MINIMUM REQUIREMENTS:

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

- Proof of technical capacity such as equipment, facilities, and team composition.
- Proven experience of working in major projects with high demand of services offered.
- Certificate of Incorporation, current BRELA search and Business License
- Proof of registration with the Tanzania Revenue Authority (TRA) and Tax Clearance Certificate for the latest year available.
- Proof of Registration with the EWURA Local Supplier Service Provider (LSSP) database or an approved application 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.
- 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.
- 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 **6th February 2024** Email object shall be: **00000343. Provision of layout, graphic designing, and illustration 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.