



EAST AFRICAN CRUDE OIL PIPELINE

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR PAYROLL SERVICES FOR THE EACOP PROJECT IN UGANDA REFERENCE: 10007009

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 the eastern coast of Tanzania for export to international markets. The EACOP Project plans on recruiting a number of personnel in the organisation over the coming months.

TOTAL East Africa Midstream B.V. (COMPANY) Uganda, an Oil and Gas company, will require for its operations the services of an experienced and reputable contractor(s) to provide Payroll Services. The CONTRACTOR will be tasked but not limited to prepare payroll, collect variables, calculate payroll, issue payslips and achieve all post-payroll activities.

BRIEF DESCRIPTION OF THE SCOPE OF SERVICES

The EACOP Project is preparing to recruit candidates to fill up a number of positions in the Company and then will have to conduct HR activities related to this personnel.

In this perspective, the COMPANY requires the services of a Payroll service provider to act as a third party that can help EACOP to administer payroll and tax obligations. The Payroll service provider will be required to prepare payroll on a monthly basis, collect variables, calculate payroll, issue payslips while ensuring a high level of confidentiality and achieve all post-payroll activities. The Service Provider will also be required to process payroll tax statements and year end taxes. The Service Provider should be experienced in: Required payroll software, Ugandan Tax regime, in compliance with national law, international performance standards, and the Ugandan Labour Laws.

The scope will require the contractor(s) to have an understanding of the Oil and Gas, understanding of the EACOP organisation and project.

MINIMUM REQUIREMENTS

Companies or organizations expressing their interest are required to document their:

- At least 10 years' experience in delivering tasks outlined above on a large scale in Uganda, in compliance with national and international standards.
- Sufficient and suitable qualified and experienced personnel in the above areas.
- Adequate Financial Capacity to undertake the eventual contract.
- Experience implementing relevant QHSE policies, procedure and process for the tendered service in compliance with applicable industry and national standards.
- The vendor **MUST** be registered on the National Supplier Data Base maintained by the Petroleum Authority of Uganda for service providers in the oil and gas sector.
- Compliance to National and International laws and oil and gas international standards.
- Possession of appropriate licenses including but not limited to Trade license, Recruiter's license etc.

Interested companies should send proof by email attachments of the minimum requirements to eacop-ug.eoi.1000001@totalenergies.com by **Thursday 7th October 2021** and request for a Prequalification Questionnaire. Only companies that meet the minimum requirements will have the 'Prequalification Questionnaire' sent to them.

Note: Only prequalified bidders will receive invitations to submit bids in furtherance of the Call for Tender process.