



REQUEST FOR EXPRESSION OF INTEREST FOR PROVISION OF COUNSELLING SERVICES TO EACOP STAFF REFERENCE: 0010007926

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 1,147 km will be in Tanzania.

The Company plans procuring the services of an experienced and Certified Counsellor for EACOP Tanzania employees. East African Crude Oil Pipeline Limited invites experienced and reputable service providers to express their interest in providing Counselling services to the employees in Tanzania.

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 families within an international Company with employees from different nationalities, beliefs and background. 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 entity by relevant authorities in Tanzania.
- b) Copy of current Trading licence/ Business Licence.
- c) Copy of the Certificate of Registration or incorporation
- d) Audited financial reports for the previous three years.
- e) Evidence that the service provider has provided professional counselling services to its clients in the last 5 years. This can be in the form of two letters from the provider's current clients
- f) Proof of registration with the Tanzania Revenue Authority (TRA).
- g) 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 that will work and their relevant experience in providing similar services
- h) Proof of registration on the National Supplier Database by the Energy and water Utilities Regulatory Authority of Tanzania (EVURA)

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 **15:00** hours East African Time (EAT), **on 29th Sept 2022**. Email subject should be **0010007926**.

Note: The Company 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 signature of a Non-Disclosure Agreement (NDA), invitation to submit bids in furtherance of the call for tender process. All Expression of Interests should be submitted in English language.