

**REQUEST FOR EXPRESSION OF INTEREST FOR HUMAN RESOURCES SERVICES****REFERENCE NO.: CPP-PROC-UG-027-0512**

China Petroleum Pipeline Engineering Co., Ltd. (hereinafter abbreviated as CPP) as Pipeline, Feederline & Above Ground Installation Contractor for the East African Crude Oil Pipeline (EACOP) Project invites experienced and reputable Contractors to express their interest in providing Human Resources 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 296 km will be in Uganda.

**BRIEF DESCRIPTION OF THE SCOPE OF THE SERVICES:**

- **Recruitment Acquisition:** This includes sourcing, screening, and selecting candidates for job openings, managing the hiring process, and ensuring that the right talent is placed in the right roles.
- **Performance Management:** This involves setting performance goals and objectives, monitoring employee performance, and providing feedback and coaching to help employees improve their performance.
- **Compliance and Risk Management:** This includes ensuring compliance with relevant employment laws and regulations, such as equal employment opportunity laws, health and safety regulations, and labor laws.
- **Payroll Administration:** This includes providing services related to employee compensation and benefits management, such as calculating and distributing payroll, managing employee benefits programs, and ensuring compliance with relevant laws and regulations.
- **Training and Development:** This involves providing training and development programs to help employees improve their skills and knowledge, and grow in their careers.
- **Employee Relations:** provide guidance and support to employees on various issues, such as resolving conflicts, addressing grievances, and providing resources for personal and professional development, and also maintaining compliance with employment laws and regulations to the EACOP Project.

**MINIMUM REQUIREMENTS:**

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

- Proof of business registration and business license for Uganda.
- Proof of registration with the Uganda Tax Revenue Authority.
- Proof of registration with the National Supplier Database (NSD) for Uganda.
- Compliance with the Petroleum Midstream National Content Regulation # 34,2016 for Uganda.
- Fully filled Questionnaire, Key personnel list with CV(Appendix1).
- Similar supplying experience within the last three years (Appendix 2) in the requested format.
- Tax Clearance Certificate for the latest year available.

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 [biddingbox@cpptz.com](mailto:biddingbox@cpptz.com) (Max. Email Size: 20 MBs, all documents must be submitted in the English language) on or before 24:00 hours East African Time (EAT), on **June 11<sup>th</sup> 2023**. Subject of the email should be **"EOI for CPP-PROC-UG-027-0512-COMPANY NAME"**. CPP reserves the right not to consider companies that submit an incorrect email subject and the incorrect format of Questionnaire, Appendix 1 and 2.

The format of the required documents and relevant technical requirements which are mentioned in Minimum

Requirements should be **downloaded from EACOP's website**

( <https://eacop.com/opportunities-by-main-construction-contractors/china-petroleum-pipeline-engineering-co-ltd/>).

**Note:** CPP 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. CPP 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.

**APPENDIX 1 List of the Key Personnel**

No.	Title	Name	Years of Experience	Qualification Certificates		Location	Notes
				Name of the Certificate	Certificate No.		

Notes: pls attach the CV & scanned copies of certificates etc.

**APPENDIX 2 List of Similar Supplying Experience**

Client	Contact Information of Client (Email/Phone number)	Location	Years	Name of the Project	Scope of Supply	Status of the Project (Completed / Ongoing)	Bidder's Contract Value	Notes

Notes:

1. Please attach following documents: scanned CONTRACT for completed project or LETTER of AWARD for ongoing projects, completion certificate (if any), appreciation letters (if any) etc.
2. The information of the PROJECT mentioned above may be confirmed by CPP with the assistance of EACOP COMPANY.

## Questionnaire for the Pre-qualification of Human Resources Services

**NOTE: Please provide documents named by serial number according to each item.  
 CPP reserves the right not to consider companies that submit Questionnaire filled by hand.**

Item No.	Category / Question	
0	<b>NC/LC REQUIREMENTS</b>	
0.1	General Requirements	
0.1.1	Is the Applicant fully aware of the local climatic and working conditions of country and the local applicable laws to carry out the SERVICE? (Yes or No)	
0.1.2	Applicant to confirm that the full Scope of the SERVICE can be performed. (Yes or No)	
0.2	National Content Requirements for Uganda (Applicable for Uganda)	
0.2.1	Proof of business registration and business license for Uganda.	
0.2.2	Proof of registration with the PAU National Supplier Database (NSD) for Uganda.	
0.2.3	Compliance with the Petroleum Midstream National Content Regulation # 34,2016 for Uganda.	
0.3	Local Content Requirements for Tanzania (Applicable for Tanzania)	
0.3.1	Proof of business registration and business license for Tanzania.	
0.3.2	Proof of registration/application to the EWURA Local Supplier Service Provider (LSSP) database at the time of submission of the response to this expression of interest is strongly recommended.	
0.3.3	Compliance with Petroleum (Local Content) Regulations, 2017 and Local company definition for Tanzania.	
1	<b>GENERAL INFORMATION</b>	
1.1	Company Data	
1.1.1	Name of Applicant	
1.1.2	Introduction of Applicant (establishing time,Copies of government issued IDs for all shareholders,main business scope,etc.)	
1.1.3	Applicant address	
1.1.4	Applicant phone number	
1.1.5	Applicant email address	

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Item No.	Category / Question	
1.1.6	Applicant Website	
1.2	Authorized contact person and contact details	
1.2.1	Name of authorized contact person	
1.2.2	Contact person's business address - phone number	
1.2.3	Contact person's business address - mobile phone number	
1.2.4	Contact person's business address - email address	
1.3	Organization Chart	
1.3.1	Applicant is requested to attach its organization chart.	
1.4	Language	
1.4.1	English shall be used as the Project language for all documents and correspondence - applicant to confirm	
<b>2</b>	<b>FINANCIAL ASPECTS</b>	
2.1	Bank information	
2.1.1	Name of Applicant's principal bank	
2.1.2	Address of Applicant's principal bank - street and number	
2.1.3	Address of Applicant's principal bank - post code and city	
2.1.4	Address of Applicant's principal bank - country (and state)	
2.2	*Registration with the Tax Revenue Authority	
2.2.1	Registration with the Uganda Tax Revenue Authority, including TIN Certificate.(Applicable for Uganda)	
2.2.2	Registration with the Tanzania Tax Revenue Authority, including TIN Certificate.(Applicable for Tanzania)	
2.3	*Proof of Tax Clearance Certificate	
2.3.1	Proof of Uganda Tax Clearance Certificate for the latest year.(Applicable for Uganda)	

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Item No.	Category / Question	
2.3.2	Proof of Tanzania Tax Clearance Certificate for the latest year. (Applicable for Tanzania)	
2.4	Audited financial statements	
2.4.1	Applicant 's financial performance documents, Audited Balance sheets and Profit and Loss statements, Auditors Report and Notes to Accounts etc. for last 3 (three) years. Latest financial statement should not be older than 18 months on the date of submission of response to this Expression of Interest.	
<b>3</b>	<b>LITIGATION HISTORY, RISK ASSESSMENT AND ELIGIBILITY</b>	
3.1	Litigation or arbitration history	
3.1.1	Provide information on any history of litigation or arbitration resulting from orders executed in the last (5) years or currently under execution, especially with CPP. (Yes or No)	
3.2	Eligibility	
3.2.1	Does Applicant appear on World Bank's common List of Ineligible Entities available under the following link <a href="http://www.worldbank.org/debarr">http://www.worldbank.org/debarr</a> or is Applicant subject to any sanction from World Bank and from UN? This must be similarly affirmed if the Applicant is an Affiliate or otherwise directly or indirectly controlled by such an ineligible entity. (Yes or No)	
<b>4</b>	<b>KEY PERSONNEL</b>	
4.1	Please provide key personnel list, Format refer to Appendix 1.	
<b>5</b>	<b>EXPERIENCE RECORD AND REFERENCES</b>	
5.1	Please provide similar experience within last three years, Format refer to Appendix 2.	
5.2	Please provide scanned CONTRACT for completed project or LETTER of AWARD for ongoing projects, completion certificate (if any), appreciation letters (if any) etc.	
5.3	Please confirm whether there are serious labor disputes in the past 5 years (Yes or No) .	