

REQUEST FOR EXPRESSION OF INTEREST FOR PROVISION OF OFFICE SUPPLIES

REFERENCE NO.: CPP-PROC-UG-039-0728-C2

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 **office supplies** 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:

- ♦ Office supplies for pipeline and AGI shall be provided, including printers, voltage regulators, USB flash drive, whiteboards, printing papers, file bags, calculators, tapes, marker pen, etc. The estimated quantity and technical requirements are detailed in Appendix 4.

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) and Equipment list of production and inspection (Appendix2) in requested format. (Blank regards as unqualified item.)
- Similar supplying experience within last three years (Appendix3) in requested format.
- Tax Clearance Certificate for the latest year available.
- The supplier must provide Manufacturer's Commitment Letter /Manufacturer's authorization.

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 supplierdata@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 28th August 2023. Subject of the email should be **"EOI for CPP-PROC-UG-039-0728-C2-COMPANY NAME"**. CPP reserves the right not to consider companies that submit an incorrect email subject and the incorrect format of Questionnaire, Appendix 1, 2 and 3.

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 Main Equipment

No.	Name of Main Equipment	Brand & Model	Qty.	Status of Equipment	Self-owned (Y/N)	Location of Equipment	Date of Production	Notes

Notes: pls attach photos and self-owned certificate etc.

APPENDIX 3 List of similar supplying experience

Client	Contact Information of Client (Email/Phone number)	Location	Years	Name of the Project	Scope of Work	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.

APPENDIX 4 Basic Description and Requirement of Materials

S/N	Description	Specification	Basic Technique Requirement	Picture of Sample
1	HP Printers	1020	CE certification required	
2	HP laser multifunctional printer	LaserJetM226dw	CE certification required	
3	Voltage regulator		CE certification required	
4	USB flash drive	16G		
5	USB flash drive	32G		
6	Whiteboard			
7	Whiteboard pen	Black		
8	Whiteboard eraser			
9	Notebook	Large		
10	Notebook	Medium		
11	Notebook	Small		
12	Report cover	Large		
13	Report cover	Medium		
14	Report cover	Small		
15	Printing paper	A4		
16	Printing paper	A3		
17	Conference table	6 meter long wood veneer		
18	Pin			
19	Archive bag			
20	Stapler			
21	Staples			
22	Carbon paper			
23	Steel ruler	20Cm		
24	Calculator			
25	Calculator	Casio full function		
26	Marker pen (Toyo)	White		
27	Marker pen (Toyo)	Red		
28	Thickened staples			
29	Thickened stapler			
30	Scissors			
31	Tape	Wide		
32	Tape	Narrow		
33	Sticky note			
34	Plastic zipper bag			
35	Battery	AA		
36	Battery	AAA		
37	Ticket folder			
38	Pencil	2B		
39	Pencil	HB		

40	Paper clip			
41	Handheld amplifier			
42	Double faced adhesive tape			
43	Double faced adhesive tape	thick		
44	Carbon refill	thin		
45	Carbon refill	Black 0.7		
46	Carbon refill			
47	Network cable			
48	File cabinet	5m		
49	File box (thick)	Zhongwei, (thickened version)		
50	File Box (Middle)	Paper folding		
51	Folder			
52	Wireless router			
53	Eraser			
54	Plastic-envelop machine			
55	Mobile Hard Disk	1TB		
56	Binder clip	36MM		
57	Binder clip	19MM		
58	Pencil sharpener			
59	Chair	Sheng Hao, 1 office chair ZYZ-AA14		
60	Table	Shenghao, single desk and activity cabinet ZYZ-AA14		
61	Rubbish bag	50cm × 60cm, 30L		

Questionnaire for the Pre-qualification of Company

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	* NC/LC REQUIREMENTS	
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	GENERAL INFORMATION	
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	
1.1.6	Applicant Website	

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Item No.	Category / Question	
1.1.7	* Authorized agent/supplier	
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	
2	FINANCIAL ASPECTS	
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)	
2.3.2	Proof of Tanzania Tax Clearance Certificate for the latest year. (Applicable for Tanzania)	

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Item No.	Category / Question	
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.	
3	LITIGATION HISTORY, RISK ASSESSMENT AND ELIGIBILITY	
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 (3) 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 http://www.worldbank.org/debarr 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)	
3.2.2	The legal representative and the proposed project leader have not committed any bribery crimes. Not included in the list of serious illegal and dishonest enterprises or the list of dishonest individuals to be executed. There have been no major product quality issues, litigation or arbitration in the past two years.	
4	QA/QC, HSE, CERTIFICATES, KEY PERSONNEL	
4.1	Please provide QA/QC manuals.	
4.2	Any other technical Certificates (API, etc.).	
4.3	Please provide key personnel list, Format refer to Appendix 1.	
5	PROJECT SPECIFIC OUTPUT, CAPACITY, ABILITY	
5.1	According to your present workload what is the approximate time period (in weeks) for the first dispatch after purchase order award ?	
5.2	Having corresponding abilities in personnel, equipment, technology, funding, and other aspects. Having the corresponding supply capacity for this bidding project.	

Questionnaire for the Pre-qualification of Company

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Item No.	Category / Question	
6	EXPERIENCE RECORD AND REFERENCES	
6.1	Please provide similar experience within last three years, Format refer to Appendix 2.	
6.2	Please provide scanned CONTRACT for completed project or LETTER of AWARD for ongoing projects, completion certificate (if any), appreciation letters (if any) etc.	
6.3	Please confirm whether there have been any product quality incidents in the past 3 years (Yes or No) .	
7	DIVERSE DATA	
7.1	Please confirm that you will provide on-site Services such as provision of re-assembly, supervision of site acceptance, assistance during quality warranty period. (If Applicable, Yes or No) Please ensure smooth coordination with local government departments during on-site service provision, including installation, power on, and after-sales service. (Yes or No)	