



REQUEST FOR EXPRESSION OF INTEREST: OFFICE CLEANING SERVICES REFERENCE NO. REQ-0000433

East African Crude Oil Pipeline [EACOP] Limited [COMPANY], requires the services of experienced and reputable contractors to provide general cleaning services for the EACOP. The EACOP Project involves the acquisition of project required land to construct and operate 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 296 km will be in Uganda, occupying a 30-metre wide corridor.

In Uganda the pipeline will traverse ten (10) districts, comprising Hoima, Kikuube, Kikumiro, Kyankwazi, Mubende, Gomba, Sembabule, Lwengo, Rakai and Kyotera.

East African Crude Oil Pipeline Limited invites experienced and reputable service providers to express their interest in providing cleaning services for our office premises on Plot 21, Course View Towers 9th floor and a standalone at Plot 19 Yusuf Lule Road.

BRIEF DESCRIPTION OF THE SCOPE OF GOODS

- Daily cleaning and maintenance of hard floor surfaces and ceramics. Cleaning schedule in table shown.
- Cleaning office carpets using vacuum cleaner on Saturdays, or as and when required.
- Dusting of painted wall surfaces, ceilings, furnishings and cobweb removal on a weekly frequency.
- Daily cleaning and maintenance of glass and metallic surfaces including; windows (internally), office glass partitions, cabinet doors, etc.
- Daily cleaning and maintenance of toilets (including, but not limited to: toilet pans, urinals and hand wash basins) and unblocking toilet drainage systems should the need arise to remove foul and unpleasant odours.
- Cleaning and maintenance of curtain blinds and office chairs with a minimum frequency of twice a year.
- Daily dusting of doors, frames and other office surfaces.
- Supply of appropriate toiletries for rest-rooms (liquid hand soap, toilet paper) to be approved by the company. These should be sufficient to ensure that the company never experiences a run out.
- Supply of cleaning products including, but not limited to: bleach, harpic, vim, floor and toilet disinfectant, furniture polish, window cleaner.
- Supply of cleaning equipment including, but not limited to: brooms, dust-pans, mops, buckets, dusters, cloths, toilet brushes, squeezers, garbage bags, bin liners, vacuum cleaner, etc.

- Provide sanitary bins in all ladies washrooms that shall be duly treated and disposed regularly.
- Contractor personnel shall be occasionally required to provide casual labour services.

MINIMUM REQUIREMENTS

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

- Legal entity documentation, including a certificate of incorporation and registration, license, and certification to undertake the services.
- Proof of registration with the Uganda Revenue Authority (JRA) and current Tax Clearance Certificate
- Brief description of experience, expertise, and capacity to deliver any/all the required scope of services.
- Organisation profile (or brochure) detailing services provided, organisation chart, key clientele, and proposed key personnel that will work with the respective project team and their relevant experience in providing similar services.
- Proof of registration on the National Supplier Database managed by the Petroleum Authority of Uganda
- Compliance with the Petroleum Midstream National Content Regulations, 2016.
- Experience, performance, and capacity in delivering the required scope of services outlined above at a large scale in Uganda, in compliance with national and international standards.
- Audited financial statements for the last three years.
- Evidence of a QHSE Management system, organisation 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 that 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.ug@eacop.com**, (max. email size **20mb**) East African Time (EAT) on, or before **Friday 18th January 2024 16:00Hrs.**

Email subject shall be: EOJ-reference number **0000433** Statements of EOJ should be no more than ten (10) to twenty (20) pages long.

All Expressions of Interest should be submitted in English.

Note: The EACOP project 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), an invitation to submit bids in furtherance of the call for tender process.