



REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR THE PROVISION OF TRANSLATION SERVICES FOR EACOP LTD IN TANZANIA - REFERENCE NO. 00000481

East African Crude Oil Pipeline (EACOP) LTD ("EACOP LTD"), invites experienced and reputable companies or organizations to express their interest in provision of Translation Services for the East African Crude Oil Pipeline (EACOP) Project.

The EACOP Project involves the construction and operation of an underground and cross-border pipeline to transport crude oil from Lake Albert area in Uganda to eastern coast of Tanzania 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 and 1,147 km in Tanzania. In Tanzania the pipeline will traverse eight (8) regions comprising of Kagera, Geita, Shinyanga, Tabora, Singida, Dodoma, Manyara and Tanga, 27 administrative District Councils, and 231 Villages.

BRIEF DESCRIPTION OF THE SCOPE OF THE SERVICES:

- The Vendor should be able to demonstrate language proficiency and the ability to translate documents accurately between but not limited to English, Swahili, French and Mandarin.
- Demonstrate proficiency in technical and industry-specific terminology relevant to the oil and gas sector.
- Translate a variety of document types including legal, technical, environmental, and general business documents.
- Implement a robust quality assurance process to ensure accurate and culturally sensitive translations.
- Provide proofreading and editing services to maintain high-quality standards.
- Adhere to agreed-upon timelines for the delivery of translated documents.
- Communicate promptly in case of unforeseen delays and propose alternative timelines.
- Maintain the confidentiality of all documents and information received during the translation process.
- Establish clear and effective communication channels for project updates and addressing queries.
- Assign a dedicated project manager as the primary point of contact.
- Ensure translations are culturally sensitive and appropriate for the target audience in each language.

MINIMUM REQUIREMENTS:

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

- Brief description of experience, expertise, and capacity to deliver the required scope of services.
- Organization profile detailing services provided, proof of performance, with reference letters from three previous clients.
- Business License.
- Certificate of Incorporation and BRELA search (attach copy)
- Proof of registration with the Tanzania Revenue Authority (TRA) and Tax Clearance Certificate for the latest year available.
- Proof of Registration with the EWURA Local Supplier Service Provider (LSSP) database or an approved application at the time of submission of the response to this expression of interest is strongly recommended.
- Compliance with Local Content Regulations, 2017 and Local Company definition.
- Profile of key personnel to be involved in the project including personal certifications as necessary and level of qualifications, experience, and capacity to deliver the required services.
- Financial capacity to deliver the services required including submission of financial accounts for the past three years.
- Proof of certification of translation services from relevant Boards and its affiliations such as Baraza la Kiswahili Tanzania (BAKITA)
- Evidence of a QHSE Management system, organization, 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 which have the ability, capacity, and resources to implement the activities listed above should express their interest by sending an Expression of Interest (EOI) via email, together with the above listed documents through an email to procurement.tz@eacop.com, (max. email size 20Mb) on or **before 17:00 hours** East African Time (EAT) on or before **11th March 2024**. Email subject shall be: **00000481 Provision of Translation Services**.

Statements of EOI should be no more than ten (10) to twenty (20) pages long. All Expression of Interests (EOI) should be submitted in English Language.

Note: EACOP LTD 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. EACOP LTD 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.