



EAST AFRICAN CRUDE OIL PIPELINE

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR THE PROVISION OF PAYROLL SERVICES FOR THE EACOP PROJECT IN TANZANIA. REFERENCE: 0010007291

TotalEnergies East Africa Midstream B.V. (Company) Tanzania, an Oil and Gas company will require for its operations the services of an experienced and reputable contractor(s) to provide Payroll Services. The CONTRACTOR will be tasked with, but not limited to, collection of variables, preparation of payroll, calculation of payroll, issuance of payslips and to achieve all post-payroll activities.

The EACOP Project involves 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. The length of the pipeline is 1,443 kilometers (km), of which 1147 km will be in Tanzania.

BRIEF DESCRIPTION OF THE SCOPE OF WORK:

The EACOP Project is preparing to recruit candidates for a number of positions in the Company and is in need of certain HR support activities for these personnel.

EACOP requires the services of a payroll service provider to act as a third party to support the Company to administer payroll and tax obligations. The selected payroll service provider will prepare payroll on a monthly basis, collect variables, calculate payroll and issue payslips while ensuring a high level of confidentiality and achieve all post-payroll activities.

The selected service provider will process payroll tax statements and year end taxes. Accordingly, the selected service provider should be experienced in: Required payroll software, Tanzanian Tax regime, in compliance with national law, international performance standards, and the Tanzanian Labour Laws. The scope will require the contractor(s) to have an understanding of the Oil and Gas, understanding of the EACOP organisation and project.

MINIMUM REQUIREMENTS:

Companies or organizations expressing their interest are required to document their:

- At least 10 years' experience in delivering tasks outlined above on a large scale in Tanzania, in compliance with national and international standards.
- Sufficient and suitable qualified and experienced personnel in the above areas.
- Adequate Financial Capacity to undertake the eventual contract.
- Experience implementing relevant QHSE policies, procedure and process for the tendered Service in compliance with applicable Industry and National standards.
- Application for registration with the EWURA Local Supplier Service Provider (LSSP) database 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 and National and International laws and oil and gas international standards.
- Evidence of organization QHSE policy, procedure, and process in compliance with applicable Local and Industry standards for similar works.
- Appropriate licensing from relevant in-country authorities for the provision of the services.
- Proof of registration with the Tanzania Revenue Authority and Tax Clearance Certificate for the latest year.

Interested companies with the capacity to provide the services listed above should express their interest by sending the above documents to **ecop-tz.eoi.100001@totalenergies.com** on or before **15:00** hours East African Time (EAT), on **7th December 2021**. Email subject should be **0010007291**.

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), invitation to submit bids in furtherance of the call for tender process.