

EXPRESSION OF INTEREST FOR THE DESIGN AND IMPLEMENTATION OF AUTOMATION SERVICES FOR HUMAN RESOURCE FORMS REFERENCE: 10375278

TotalEnergies EP Uganda (COMPANY) as Operator of Contract Area (CA)1 and License Area (LA) 2 North, in conjunction with its Joint Venture Partners, invites experienced and reputable companies to express interest in providing System Design and Implementation services for the Automation of Human Resource Forms.

General Description:

The Tilenga oil and associated gas development (Project) is in the North-East area of Lake Albert in Uganda and covers the fields in CA-1 block and the Northern part of LA-2 block. The facilities include well pads (30+), an industrial area containing the Central Processing Facility (CPF) and associated supporting infrastructure (camps, roads etc.).

The services shall include but not be limited to the following:

- Automation of HR forms & processes such as timesheets, leave forms etc.
- Automated generation of reports at employee, managers/supervisors, and system administrator functionalities.
- Individual employee dashboards, manager/supervisor and system administrator dashboards with varying rights and access permissions.
- Assurance of employee data protection and compliance with data privacy laws and Personal Data Protection protocols.

Minimum requirements:

- At least 5 years of providing similar services in Uganda / other markets.
- Current registration to; or application to be registered to; the Petroleum National Supplier Database
- Compliance with National Content Regulations and 2016 UPSTREAM PETROLEUM REGULATIONS.
- Must have suitable, qualified employees and experienced in provision of the above said services.
- Be registered with NSSF and with all required insurances for the vendor and its employees.
- Adequate financial capacity to undertake the eventual contract.
- Compliance to national and international laws, and oil and gas international standards
- Must have an appropriate HSE Management system, Quality Policy and related procedures in compliance with local and international standards.

Interested companies who meet the minimum requirements and have the capability to provide the services listed above, should request for a pre-qualification questionnaire by sending their profile and an email to:

EP.PREQUALIFICATION-UGEP@totalenergies.com on or before **4th November 2024** and quoting **"Expression of Interest for Call for Tender No.10375278 – Provision of Design and Implementation of Automation Services for Human Resource Forms"**.

A pre-qualification questionnaire will be sent through TotalEnergies EP Uganda official e-sourcing platform SAP-ARIBA after the forementioned EOI closing date to only interested companies meeting the above minimum requirements.

Note: Only pre-qualified companies will receive invitations to submit bids during the call for tender process via COMPANY'S e-sourcing system SAP-ARIBA.