



## **EXPRESSION OF INTEREST FOR HOUSING, RELOCATION AND REALESTATE AGENCY SERVICES**

**Eni Rovuma basin B.V. – Mozambique Branch** invites interested companies to submit expressions of interest with service providers duly qualified to provide reliable and professional assistance for **Housing, Relocation and Real-estate Agency Services** in the Republic of Mozambique.

### **SCOPE OF WORK**

The Scope of this Contract includes the following activities:

- Arrangement of short and/or long temporary housing needs including searches for suitable accommodation with escorted viewings;
- Submit negotiation proposal of house leases as per Company's instructions and requirements;
- Setting up house leases agreements for Company and managing payments to landlords;
- Coordination of yearly price indexing;
- Move in services including key handover, and property check in;
- Ensuring housing is compliant to both Company and HSE standards;
- Liaise/Coordinate with landlords regarding repairs, maintenance, problems fixing etc.;
- Set up and administer utilities: electricity, heating, internet, parking, condominium fees, etc.;
- Mediate damage claims from landlords;
- Issuing monthly housing reports on real estate market, showing current properties, those in termination and any other relevant information required;
- Arrangement of full cleaning process prior to handover included cleaning carpets and curtains if required;
- Move out inspections and formalities;
- Assistance with termination of leases;

The bullet points listed above are not a complete list, but gives examples of disciplines and competence areas where Company is requesting services.

## DOCUMENTATIONS REQUIRED

Companies interested in this invitation may submit their *Expression of Interest* by providing the following mandatory information and documentation:

### I. Technical documents:

- a) Documented professional references released by international customers;
- b) Service providers must have at least five years' experience delivering the requested services;
- c) Quality Management System Manual in compliance with International Quality Standards (ISO 9001:2008);
- d) Quality Management System certifications and/or certificates proving the Company compliance with National or International Quality Standards (e.g. ISO 9001:2008);
- e) Health, Safety and Environmental (HSE) Management System Manual and/or list of HSE procedures in place;
- f) Any other information that will establish that the company is a capable of fulfilling the scope of work.

### II. Administrative documents:

- a) Scanned certified copy of the Trade Register, Legal Entity name and contact person for receiving qualification package and other relevant information from the Company;
- b) Last three years Financial Statements and Annual Report including Balance Sheet, Profit and Loss and Cash Flow Statement. These documents must be provided for the Company Group (if applicable), and also for the Company's Mozambican registered entity that will enter into the subject contract;
- c) Company's registration in Mozambique. In case your Company is not already registered in Mozambique, please specify if you would be willing to promptly register in Mozambique;
- d) Company and Group Structure with the list of major Shareholders and ultimate beneficiaries (if not listed in the stock exchange);
- e) case you wish to participate in the Expression of Interest as a consortium or as a joint venture, information about each member of consortium or joint venture and role of each participant in the potential project. Such intention to form either a consortium or a JV, must be supported by an Agreement or "Memorandum of Understanding" duly signed by each entity in the group.

Companies interested in this invitation may submit their *Expression of Interest* by registering the company on our website (Eni Rovuma basin B.V. Application):

[https://esupplier.eni.com/PFU\\_en\\_US/enisupplier.page](https://esupplier.eni.com/PFU_en_US/enisupplier.page)

For any issues and support, you can contact our service operations support:

e-mail: [ebusiness.support@eni.com](mailto:ebusiness.support@eni.com)

Once submitted the EOI within the website application, your application I.D. number must be Shared to:

e-mail: [erb.procurement@eni.com](mailto:erb.procurement@eni.com)

**IMPORTANT:**

The submission must refer to the Public Announcement and to the following commodity code:

**SS10AA05 - HOUSING, RELOCATION & REAL ESTATE AGENCY SERVICES**

Within the website application, under the section "Object of the Application", the area "Origin of invitation" shall be completed as follows: "**HOUSING AND RELOCATION SERVICES**".

Subject to the delivery and compliance of all the above requested documentation, Companies may receive from **Eni Rovuma Basin B.V.** the Qualification Package, and may further be included in the tender process for the subject activities.

This enquiry shall not be considered as an invitation to tender and therefore it does not represent or constitute any promise, obligation or commitment of any kind on the part of **Eni Rovuma Basin B.V.**, to enter into any agreement or arrangement with you or with any Company participating in this *Expression of Interest*.

Any cost incurred by interested Companies in preparing the *Expression of Interest* shall be fully born by such Companies who shall have no recourse in this respect to **Eni Rovuma Basin B.V.**.

All data and information provided pursuant to this *Expression of Interest* will be treated as strictly confidential and will not be disclosed or communicated to non-authorized persons or companies.

The deadline for receipt of your documentation relevant to this Expression of Interest is set at **30<sup>th</sup> December 2020, 23:59 Central Africa Time**. Documentation received after the set deadline will not be accepted.