



EXPRESSION OF INTEREST FOR PROVISION OF STATIONERY AND OFFICE EQUIPMENT IN MOZAMBIQUE

Eni Rovuma Basin B.V., Mozambique Branch, invites interested companies to submit their *Expression of Interest* for the **Provision of Stationery and Office Equipment**, in Mozambique, below listed the main services requested:

- Provision of Stationery.
- Provision of Office stamps.
- Provision of Business cards
- Provision of Office Equipment.
- Additional Services or Materials (at reimbursable cost).

SCOPE OF WORK

To meet the needs and statutory requirements to the Scope of this Expression of Interest, below the list of activities included:

- Provision of stationery and office equipment
- All material/equipment should be of good quality.
- The delivery of material/equipment should be made on time.
- Management of all above activities.
- Taking all necessary steps in order to guarantee the full efficiency of the service.
- Periodical reporting.

All activities above described are to be executed in accordance with Local, COMPANY and international HSE norms for the safeguard of workers' health and safety and Local Labour Law.

CONTRACT DURATION

The foreseen contract duration will be of one firm period of thirty-six (36) months plus extensions of twelve (12) months.

DOCUMENTATION REQUIRED

Companies interested in this invitation may submit their Expression of Interest by providing, through the below specified link, the following documentations:

I. Technical documents:

- a) Description and location of Contractor stores and office.
- b) Number of years in the market providing similar SERVICE.

- c) Provide evidence that has a minimum of 5 years' experience in providing similar SERVICE.

II. Administrative documents:

- a) Scanned certified copy of the Commercial Register, name of the Legal Entity and contact person who shall receive the qualification package and other relevant information from Eni Rovuma Basin B.V.;
- b) Financial Statements for the past three years and Annual Report including Balance Sheet, Profit and Loss and Cash Flow statement. These documents must be provided by the Company's Group (if applicable), and also by the Company registered in Mozambique that will conclude the contract.
- c) Registration of the company in Mozambique. If not duly registered, the participant shall indicate whether it would be willing to register promptly and the estimated period for doing so.
- d) Structure of the Company or Group with the list of main shareholders and final beneficiaries (if not listed on any stock exchange).
- e) If the Expression of Interest is to be submitted as a Consortium or Joint Venture (JV), information regarding each member belonging to the Consortium or JV with the respective role/position that each member will take in the potential project. The intention to form a Consortium or JV must be supported by an Agreement or "Memorandum of Understanding" duly signed by each member of 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://enispace.eni.com/en_US/registrazione.page

Once the Company registry is complete, in "Private Area" it will be possible to create the application for responding to this Expression of Interest:

You can access the application procedure through "**My Applications**" section.



By clicking on the above item, you can access the features of:

- Displaying and edit the self-application questionnaire.

- Creating a new self-application
- Elimination of a self-application practice
- Sending the self-application
- Search for self-application practices

For any issues and support, you can contact our service operations support:
e-mail: ebusiness.support@eni.com

Once submitted the EOI within the website application, your application I.D. number must be sent to e-mail:
erb.procurement@eni.com

IMPORTANT:

The submission must refer to the following commodity code:

BB15AE01 - STATIONERY AND CONSUMABLES FOR OFFICE EQUIPMENT

Within the website application, under the section “**Object of the Application**”, the area “Origin of invitation” shall be completed as follows: “**PROVISION OF STATIONERY AND OFFICE EQUIPMENT IN MOZAMBIQUE**”.

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 Expression of Interest by the website address indicated above is set at **05th August 2024, 23:59 Central Africa Time**. Documentation received after the set deadline will not be accepted.