



**EXPRESSION OF INTEREST
PROVISION OF EVENTS MANAGEMENT SERVICES & COMMUNICATIONS
ACTIVITIES**

Eni Rovuma basin B.V., Mozambique Branch invites interested companies to submit *Expression of Interest* for the **Provision of Events Management Services & Communications Activities**.

SCOPE OF WORK

The Scope of Work consists in the provision of services related to management of corporate and social events organised by the Company, including communication activities.

The scope of work will consist in the following services:

- 1.1 Developing the concepts and provide all the possible options for the organization of corporate events to be requested by the company during the year in our areas of operations, namely Maputo, Nampula and Cabo Delgado.
- 1.2 Coordinate and provide support on the relationship with Media Outlets for the publication of company information in the newspaper as per request.
- 1.3 Provision of designs and layouts including production of communication materials such as: posters, leaflets, brochures and public announcements for internal use and publication in the external media.
- 1.4 Provision of personnel

Events Management Services & Communications Minimum technical Requirements

- The contractor shall provide its portfolio of services, clearly showing contractor core business and a detailed description of the services, its ability to provide high quality services and client support.
- Once the event is approved the contractor shall be able to present in an acceptable timeframe, the detailed working plan for the event, including the timelines.
- The contractor shall have a minimum of 3 years of experience on the local market in providing events management services at very high level and references of high-level corporate events.

- The Contractor shall provide graphic design services for the conception of graphic materials required for the event and capable to respond immediately upon request.
- The contractor shall be able to allocate a dedicated events manager that will be the main contact person during the organization of the event.
- The contractor shall be able to provide video and photography services to register all the events through photos and videos.

CONTRACT DURATION

The duration of the contract is 36 months with 2 possible extensions of 12 months each. The Contract will be an open Contract with no minimum guaranteed volumes.

DOCUMENTATION REQUIRED

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

I. Technical documents

- a) Alvará which attests vendor's registration in Mozambique for the provision of events management services & communications activities;
- b) Proven experience (minimum 3 years) on the local market in providing events management services and references of high-level corporate events previously organized;

II. Administrative documents:

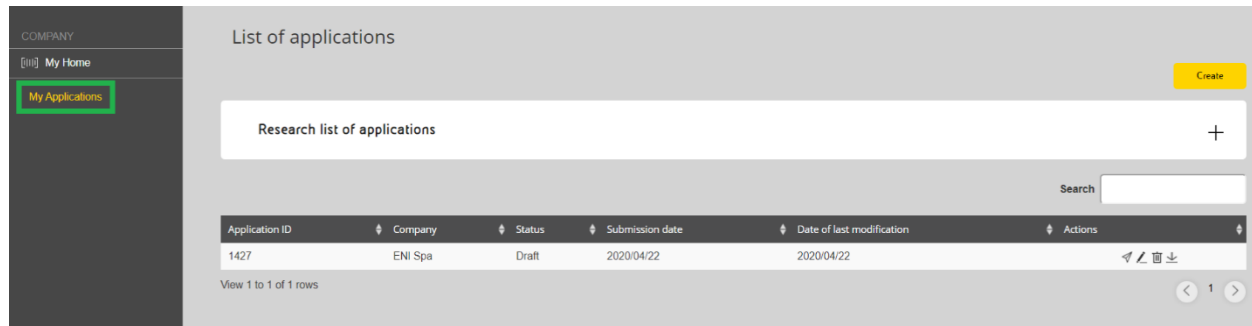
- a) Scanned certified copy of the Commercial Register, name of the Legal Entity and contact person who shall receive the qualification package and other relevant information from Eni Rovuma Basin B.V.;
- b) Registration of the company in Mozambique. If not duly registered, the participant shall indicate whether it would be willing to register promptly and the estimated period for doing so;
- c) Structure of the Company or Group with the list of main shareholders and final beneficiaries (if not listed on any stock exchange);
- d) 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 Email submission must refer to the Public Announcement object "**PROVISION OF EVENTS MANAGEMENT SERVICES & COMMUNICATIONS ACTIVITIES**" and to the following commodity code:

SS09AC01: EVENT MANAGEMENT

Within the website application, under the section "Object of the Application", the area "Origin of invitation" shall be completed as follows: "**Provision of events management services & communications activities**".

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 **1st April, 2025, 23:59 Central Africa Time**. Documentation received after the set deadline will not be accepted.