

## **Request for Expression of Interest (REOI)**

### **Background**

East African Development Bank (the “Bank” or “EADB”) is a development bank established in 1967 under the treaty of the then East African Cooperation. The Bank was re-established by the Treaty Amending and Re-enacting the Charter of the East African Development Bank, 1980 among its member states. Its mandate is to provide sustainable socio-economic development in its member states by providing development finance, support, and advisory services. EADB’s shareholding is made of the four member states of Kenya, Uganda, Tanzania and Rwanda as well as other development and financial institutions.

### **Overview**

The Bank is preparing to issue an Invitation to Bid (ITB) for the provision construction and engineering services in Rwanda. This procurement will be conducted under a long-term contract for an initial period of two (2) years, with the option to extend.

This Request for Expression of Interest (REOI) is issued to identify qualified construction and engineering firms interested in participating in the procurement activity and submitting bids. The full scope of the requirement, further contract information, and instructions for submitting a bid will be provided with the Request for proposals (RFP) on an ‘as needed basis’.

The resulting commitment to the Bank will necessitate the provision of construction and engineering services on an ‘as required’ basis that may include the following:

#### **1. Pre-Construction Services**

- Site assessments and feasibility studies where necessary.
- Pricing of Bills of Quantities (BOQ’s) and detailed cost estimates
- Construction planning and scheduling
- Obtaining all necessary regulatory and statutory approvals

#### **2. Construction and Engineering Services**

- Mobilization of labour, materials, and equipment
- Site preparation and earthworks
- Civil and structural works
- Electrical, plumbing, and mechanical installations
- Interior and exterior finishes
- Landscaping and external works
- Health, Safety, and Environmental (HSE) management

#### **3. Engineering Supervision and Quality Assurance**

- On-site supervision and quality control
- Materials testing and certification

- Progress reporting and documentation
- Risk assessment and mitigation management

#### 4. Post-Construction Services

- Final inspection and snag list closure
- Commissioning and handover
- As-built drawings and documentation
- Defects liability support during the warranty period

#### 5. Deliverables

- Detailed project work plan and timeline
- Final as-built drawings
- Weekly/monthly progress reports
- Quality assurance/quality control documentation
- Final project completion report
- All regulatory and compliance certifications

#### Pre-qualification Requirements:

Qualified firms interested in participating in the upcoming solicitation must fulfill the minimum eligibility criteria listed in the attached prequalification letter for expression of Interest on Annex 1.

#### SPECIFIC REQUIREMENTS / INFORMATION

Interested firms must provide the following documents to evidence their compliance with the specified eligibility criteria:

1. Completed Know Your Customer (KYC) in Annex 2 to this REOI, along with all documentation and information specified in the attachment.
2. Guidance on REOI submission:

<b>Data relevant to the REOI</b>
<b>A. General</b>
The REOI Reference number of the Bidding Document is: REOI/EADB/03/2025
<b>B. EOI Document</b>
For clarification purposes, send inquires to email address <a href="mailto:procurement@eadb.org">procurement@eadb.org</a>
<b>C. REOI Timeline</b>

Deadline to receive questions: **September 1, 2025**

Deadline EADB to respond to questions: **September 2, 2025**

EOI submission deadline: **September 5, 2025**

The complete set of documents comprising Annex 2 must be submitted by e-mail to the procurement team at [procurement@eadb.org](mailto:procurement@eadb.org)

Firms are advised that this REOI does not constitute a solicitation. The Bank reserves the right to change or cancel this requirement at any time during the REOI and/or solicitation process.

Qualified bidders will receive a Request for Proposal (RFP) which will include the full details of specific requirements to provide the financial proposal aligned to the requirements and/or specifications.

The Expression of Interest documents will be reviewed and recommendation/selection made based on the following selection criteria.

Description of Criteria	Marks
1. Company Profile Suitability of Contractor: <ul style="list-style-type: none"> <li>Certified copy of registration certificate (10)</li> <li>Latest annual returns (5)</li> <li>Latest tax clearance certificate (5)</li> <li>Membership certificate/license of Institute of Engineer in Rwanda (IER) (5)</li> </ul>	30
2. Firm's Reputation <ul style="list-style-type: none"> <li>Four relevant reference letters from clients where similar work has been undertaken (10)</li> <li>Certificates of completion of critically significant projects (10)</li> <li>Evidence of any relevant awards and/or recognitions (5)</li> </ul>	25
3. Staff Competency <ul style="list-style-type: none"> <li>Master's degree in engineering or related field (15)</li> <li>Experience in number of years (at least 5 years) in similar projects (15)</li> </ul>	30
4. Financial capacity. <ul style="list-style-type: none"> <li>Must submit copies of the most recent 3 sequential audited financial reports (not older than 2022) and each must be signed and dated by the auditor and the firm's Directors (7.5)</li> <li>Current financial statements (7.5)</li> </ul>	15

The firm that scores 85% will proceed to the next stage of RFP solicitation.

## **EOI INSTRUCTIONS**

1. The firm and none of its Partners is not listed in any sanctions list or blacklisted by any entity within the EADB member states.
2. The firm (as well as any parent, subsidiary of affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of any EADB member state or engaging or having engaged in prescribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice.
3. The firm has not declared bankruptcy, or is not involved in bankruptcy or receivership proceedings, and there is no judgment or legal action pending against your firm that could impair your firm's operations in the foreseeable future.
4. The firm does not employ, or anticipate employing, any person(s) who is, or has been an EADB staff member within the last year, if said an EADB staff member has or had prior professional dealings with the firm in his/her capacity as an EADB staff member within the last three years of service with EADB (in accordance with EADB post-employment restrictions).
5. Your firm undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the bank or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the bank.

**IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.**

## **ADDITIONAL NOTES.**

2. *Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to the EADB procurement team by the closing date set forth in this EOI.*
3. *Please remember to add The REOI reference in the subject line plus the bidder's legal name.*
4. *Completing the above step will ensure you receive an acknowledgment email from Procurement confirming receipt.*

## Annex 1

### [Vendor's Letterhead]

### [Date]

#### To:

EAST AFRICAN DEVELOPMENT BANK

Kacyiru, Glory House

Ground Floor

PO Box 6225,

Kigali, Rwanda ,

Tel. +250788309449

Email: [procurement@eadb.org](mailto:procurement@eadb.org)

**Subject: Expression of Interest for Vendor Prequalification – Construction and Engineering Services.**

Dear Sir/Madam,

We, **[Vendor's Firm Name]**, hereby submit our Expression of Interest in response to your Request for Expression of Interest (REOI) for the prequalification of firms for provision of Architectural and Consulting Services.

We are a **[brief description of the firm – e.g., registered firm, years of experience, core business areas]**, and we believe our experience and capabilities align with the requirements outlined in your REOI.

Please find attached the following documents in support of our application:

- Firm profile
- Certificate of registration,
- Membership certificate with Institute of Engineers in Rwanda (IER) is an added advantage
- Relevant experience and references
- Audited financial statements (last 3 years)
- Tax clearance certificate
- Evidence of compliance with social security requirements of country of registration

We confirm our interest in being considered for this opportunity and are committed to complying with all applicable procurement regulations and ethical standards.

Should you require any additional information or clarification, please do not hesitate to contact us at **[email address] or [phone number]**.

Thank you for considering our application.



Yours faithfully,

**[Full Name]**

**[Title/Position]**

**[Firm Name]**

**[Email Address]**

**[Phone Number]**

**[Firm Stamp/Seal, if applicable]**

Annex 2

**EAST AFRICAN DEVELOPMENT BANK  
KNOW YOUR CUSTOMER (KYC) FOR  
SERVICE PROVIDERS  
STRICTLY CONFIDENTIAL**

General Information	Details
1 Full Name of the Service Provider	.....
2 Legal Status	<input type="checkbox"/> Firm <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Partnership <input type="checkbox"/> Others Specify _____
3 Postal Address	_____
Telephone Number	_____
Email Address & Website	_____
4 Registered Trading Address	_____
Date of Incorporation	_____
Country of Incorporation or registration	_____
5 Firm Registration No.	_____
6 Purpose and Nature of Business	_____

7 Is the Service Provider acting on behalf of another Person? If Yes, ☐ YES ☐ NO

**(a Details of Beneficial Individuals  
) Owners**

	Name	Nationality	Occupation	Share holding
1				
2				
3				
4				
5				

**Legal entities/Subsidiaries/Associates/Related parties**

	Name	Nationality	Occupation	Share holding
1				
2				
3				
4				
5				

For each name, please provide the following details:

- a) Passport / National ID Copy
- b) Postal Address
- c) Email Address
- d) Permanent Residence
- e) Telephone Contact
- f) Passport-size Photo
- g) Specimen Signature
- h) Work Permits for Directors [where applicable]
- i) TIN and country of residence for tax purposes
- j)

☐ YES ☐ NO

.....  
.....

**8 Director's information** List the firm's Partners (or highest governing authority), highlighting the following

	Name	Nationality	Position
1			
2			
3			
4			
5			

For each director, please provide the following:

- a) Copy of valid passport information page, together with or a copy of the director's national ID (latter for East Africans only)
- b) Tax Identification Number (TIN) of each director



- c) National Identification Number (NIN) of each director
- d) Passport photograph of each director (executive and non-executive)
- e) Country of residence
- f) Permanent Address
- g) Resident Permit or Work Permit of directors who are foreign nationals in the East African state where they work

## 9 Key Team

### Management

	Name	Nationality	Position
1			
2			
3			
4			
5			

For each member of the Management Team, please provide the following details:

- a) Full Names, designation, number of years worked with the firm, academic profile, and work profile.
- b) Copy of valid passport information page, together with or a copy of the Management's national ID (latter for East Africans only)
- c) Resident Permit or Work Permit of Management who are foreign nationals in the East African state where they work.
- d) Postal Address
- e) Email Address
- f) Telephone Contact
- g) Passport Photo

1 0	<b>Regulatory Status</b>	<input type="checkbox"/> Regulated  <input type="checkbox"/> Unregulated
1 1	<b>Name of Regulator (if any)</b>	_____ _____
1 1	<b>Name of Stock Exchange (if Listed)</b>	_____ _____
1 3	<b>If a Holding firm, name of any other subsidiaries/branches /associated companies</b>	_____ _____ _____
1 4	<b>If not, Group Firm (if any)</b>	_____ _____ _____
15	<b>If business activities are conducted in more than one country, please indicate names of all countries</b>	_____ _____ _____
16	<b>Does the Service provider have SLA in place</b>	_____ _____
17	<b>Are there any pending Legal issues? If so give details</b>	_____ _____
18 19	<b>Are there any breaches? If so give details</b>	_____ _____
20	<b>Any Tax or Compliance issues</b>	_____
21	<b>State whether you are affiliated with any Bank Staff or Board Member. If Yes, which one?</b>	_____ _____

**State whether you have been in contact or discussion with any Staff or Board Member of the Bank. If Yes, which one?**

---

---

---

---

## Attachments

22 CERTIFIED documentary proof of the above information which shall include the following items. [If Applicable]

1. Certificate of Incorporation
2. Memorandum and Articles of Association
3. Latest Annual Return filed at the Companies Registry
4. Registered office of the Firm
5. Tax returns
6. Provide certified copies of Audited Accounts for the past 3 years (if applicable)
7. Details of trading licenses

## Declaration

I/We hereby confirm that the above information provided to you is true and correct to the best of our knowledge. I/We acknowledge that if the information provided is found to be false or misleading then the business relationship may be annulled anytime at your discretion. I/We hereby agree to provide any additional information/documentation that may be required.

I/We hereby confirm that neither I/we nor any of my/our relatives nor any business with which I am/we are associated with have any personal or business interest in or potential for personal gain from any of the Bank's business activities. I/We also confirm that the disclosed information is correct and that no other situation of real, potential, or apparent conflict of interest is known to me/us. I/we undertake to inform the Bank of any conflict or potential conflict of which I/we become aware immediately.

I/We hereby confirm and expressly warrants EADB that, I/We have prior to submitting the information in this form procured the authorization of all related parties to the submission of their information to the EADB and further obtained the related parties' authorization for EADB to collect the information, undertake the checks and verification where necessary.

I/We hereby undertake to promptly notify and update EADB within **twenty-one (21) days** in the event of any Material Adverse Changes in the firm's business conditions (financial or otherwise), operations, performance, control and ownership, prospects, or properties.

Date: - \_\_\_\_\_

Name(s): - \_\_\_\_\_

Signature(s) of Authorised Signatory

\*Certified copies of documents clearly signed, stamped, and dated by A notary public or commissioner of oaths; or A chartered or certified accountant. The date of signatory should not be older than 3 months.