



Request for Expression of Interest (REOI)

EXTENDED

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 countries. 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 of various branded and promotional materials in Rwanda. This procurement will be undertaken under a long-term contract for an initial period of two (2) years, with the possibility of extension.

This Request for Expression of Interest (REOI) seeks to identify qualified companies interested in participating in this procurement and submitting a bid. The full scope of required services, detailed product specifications, contract information, and instructions for submitting a bid will be provided in the Request for Proposals (RFP), which will be issued on an “as-needed” basis.

Objectives.

1. Strengthen EADB’s brand identity and presence across its operational regions.
2. Ensure consistency in visual communication and brand messaging.
3. Provide high-quality promotional and corporate materials that reflect EADB’s values and professional standards.

Scope of Works

Brand Development & Alignment	<ol style="list-style-type: none">1. Review and understand EADB’s brand guidelines, mission, and visual identity.2. Ensure all proposed concepts align with EADB’s brand positioning and communication objectives.3. Develop a cohesive branding approach for all promotional materials
Design of branded promotional items	<ol style="list-style-type: none">1. Brochures, flyers, newsletters, and annual reports.2. Event banners, pull-ups, backdrops, and signage.3. Corporate stationery (letterheads, envelopes, business cards).4. Presentation templates and digital communications assets.5. Social media graphics and digital promotional materials.
Production of branded promotional items	<ol style="list-style-type: none">1. Branded stationery (notebooks, pens, folders, diaries, calendars).2. Event promotional materials (banners, roll-up stands, backdrops).3. Apparel (T-shirts, caps, lanyards).4. Identity cards with holders5. T-shirts, caps, umbrellas, and bags6. Corporate gift sets, awards, and plaques (mugs, water bottles, umbrellas, USB drives, keyholders)7. Billboards (static and digital, where applicable)8. Indoor and outdoor banners

	<ol style="list-style-type: none"> 9. Posters 10. Pull-up/roll-up banners 11. Directional and informational signage 12. Any additional branded items approved by EADB for events or corporate outreach.
Event Branding Support	<ol style="list-style-type: none"> 1. Provide event branding concepts and layouts. 2. Produce and install event materials (backdrops, signage, directional branding). 3. Provide on-site support during key EADB events where necessary.
Fabrication and Installation of Signage	<ol style="list-style-type: none"> 1. Fabricate durable outdoor and indoor signage using appropriate materials. 2. Install billboards and signage at designated EADB locations. 3. Conduct site visits or assessments as required to determine installation requirements. 4. Ensure installations meet safety standards and local regulations
Quality Assurance & Delivery	<ol style="list-style-type: none"> 1. Provide samples/prototypes for approval prior to mass production. 2. Ensure all materials meet high-quality standards in printing, finishing, and durability. 3. Coordinate timely delivery to EADB offices or designated venues within agreed timelines.
Project Management and Coordination	<ol style="list-style-type: none"> 1. Provide a dedicated project manager to coordinate all design, production, and installation activities. 2. Maintain regular communication with EADB for approvals, updates, and timelines. 3. Prepare a detailed project timeline with clear milestones. 4. Ensure timely delivery and installation of all branding materials.
Delivery and Logistics	<ol style="list-style-type: none"> 1. Handle packaging, transportation, and delivery of all promotional items to EADB offices or designated locations. 2. Ensure safe and secure handling of all materials during transit and installation.
Post-Installation Support	<ol style="list-style-type: none"> 1. Conduct a post-installation inspection with EADB. 2. Provide maintenance guidelines for installed signage. 3. Offer after-service support in case of issues reported within an agreed warranty period.

Pre-qualification Requirements:

Qualified companies 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 companies must provide the following documents to evidence their compliance with the specified eligibility criteria:

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

Data relevant to the EOI
A. General
The REOI Reference number of the Bidding Document is: REOI/EADB/24/2025
B. EOI Document
For clarification purposes only, send inquires to email address procurement@eadb.org
C. REOI timeline
Deadline to receive questions: December 10, 2025 Deadline EADB to respond to questions: December 11, 2025 EOI submission deadline: December 12, 2025

The complete set of documents comprising Annex 3 above must be submitted by e-mail to the procurement team at procurement@eadb.org

Companies 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.

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 and Suitability of the bank’s standard requirements: <ul style="list-style-type: none"> • Certified copy of registration certificate (10) • Latest annual URSB returns (8) • Latest tax clearance certificate (7) 	25
2. Company’s Reputation <ul style="list-style-type: none"> • Four relevant reference letters from clients where similar services or products have been rendered or delivered respectively (8) • Technology: Available printers or machinery e.g size of offset printer and other branding equipment (7) • Company’s financial position (turnover for the 2 previous years aligned to revenue authority’s declarations) (10) 	25
3. Competency <ul style="list-style-type: none"> • Provide a list with evidence of works of similar nature undertaken in the last two (2) years. (evidence includes contracts and completion certificates) (30) 	30
4. Financial capacity: <ul style="list-style-type: none"> • Must submit 3 copies of the most recent audited financial reports (2024, 2023 and 2022) and each must be signed and dated by the auditor and the firm’s Directors (10) • A letter from the bank where the company maintains its account, confirming the account details, along with a bank statement for the last three (3) months, duly stamped by the bank. (10) 	20

SUBMISSION GUIDELINE

- **Arrange the files in the order specified by the evaluation criteria, ensuring clear and consistent labeling.**
- **Include a well-structured Table of Contents that is linked to the submission for easy navigation.**
- **If the file size is too large to attach, provide a link to a single consolidated PDF document that complies with the above requirements**

The Company that scores 85% will be considered for prequalification and receipt of subsequent solicitation documents (RFPs/RFQs)

EOI INSTRUCTIONS

1. The Company and none of its Partners are not listed on any sanctions list or blacklisted by any entity within the EADB member states.
2. The Company (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 Company has not declared bankruptcy, or is not involved in bankruptcy or receivership proceedings, and there is no judgment or legal action pending against your Company that could impair your Company's operations in the foreseeable future.
4. The Company 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 Company 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 Company 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 Instructions

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.

Add the EOI reference number and the company legal name in the subject line of your response email.

Completing the above step will ensure you receive an acknowledgment email from Procurement confirm receipt.



Annex 1

[Vendor's Letterhead]

[Date]

To:

EAST AFRICAN DEVELOPMENT BANK

Glory House, ground floor, Kacyiru

Kigali, RWANDA

Email: procurement@eadb.org

Subject: Expression of Interest for Vendor Prequalification – Provision of branded materials.

Dear Sir/Madam,

We, **[Vendor's Company Name]**, hereby submit our Expression of Interest in response to your Request for Expression of Interest (REOI) for the prequalification of qualified companies for provision of branded products and promotional materials.

We are a **[brief description of the Company – e.g., registered company, 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:

- Certificate of registration,
- Relevant references from current or previous clients.
- 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]



[Company Name]

[Email Address]

[Phone Number]

[Company 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"/> Company <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 Company Registration No.	_____
6 Purpose and Nature of Business	_____

7 Is the Service Provider acting on behalf of another Person? YES NO

If Yes,

(a) Details of Beneficial Owners

Individuals	Name	Nationality	Occupation	Share holding
1				
2				
3				
4				
5				

Legal entities/Subsidiaries/Associates/Related parties

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

8 Director's information

List the Company'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 Management Team

	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 Company, 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 **Regulatory Status** Regulated
0
 Unregulated

1 **Name of Regulator (if any)** _____
1 _____

1 **Name of Stock Exchange (if Listed)** _____
2 _____

1 **If a Holding Company, name of any other subsidiaries/branches/ associated companies** _____
3 _____

If not, Group Company (if any) _____

1 **If business activities are conducted in more than one country, please indicate names of all countries** _____
4 _____
15 _____

16 **Does the Service provider have SLA in place** _____

1 **Are there any pending Legal issues? If so give details** _____
7 _____

Are there any breaches? If so give details

18 **Any Tax or Compliance issues** _____
19 _____

20 **State whether you are affiliated with any Bank Staff or Board Member. If Yes, which one?** _____

21 **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. Notice of the situation of the registered office of the Company
5. Tax returns
6. Utility bills
7. Provide certified copies of Audited Accounts for the past 3 years (if applicable)
8. Certified Company CRB Report
9. Details of environmental licenses (where applicable)
10. Details of trading licenses
11. Details of insurance policies held.....

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 Company'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.