

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 intends to shortlist a qualified firm to provide Estates project & Building maintenance services for its properties located different parts of Kampala, Uganda.

This Request for Expression of Interest (REOI) is issued to identify qualified firms specializing in building and estates maintenance, as well as building maintenance projects, that are interested in participating in the procurement process and submitting a bid. This procurement will be conducted under a long-term contract for an initial period of two (2) years, with the option to extend.

Objective

The main objective of this project is to have an effective operation and maintenance of all carpentry and electromechanical equipment, machines and other related systems in the building, which will result in smooth and uninterrupted operation of the installations.

These installations and equipment will include but not limited to.

- i) Carpentry fixtures (Doors, Windows, Shelving, Ironmongery, Friction hinges etc.)
- ii) Air Conditioning installations (Diffusers & grills, Extract Fans, Pumps, Split Units and VRV (Variable Refrigerant Volume) system/Multi V System)
- iii) Firefighting suppression and warning system (Fire detection system)
- iv) Fire pumps
- v) Sanitary fittings (Water Closets, Wash hand Basins, Urinals, Mirrors etc.)
- vi) Plumbing fixtures (Water Tanks, Water Pumps, Wet and dry Risers, Brass fittings, Valves, Floor drains etc)
- vii) Hand driers
- viii) Lighting system (Indoor and Outdoor)
- ix) Generator sets
- x) L.V distribution boards and Floor distribution boards
- xi) Earthing system
- xii) Automatic doors (main entrance)
- xiii) Water heaters
- xiv) Kitchen equipment (cooker, deep fryer, dish washer, fridge, freezer, food warmer etc.)
- xv) Boardroom appliances (TVs, projectors, speakers etc.)
- xvi) General power and socket outlets

Contractor will assign dedicated staff comprising of Engineers, Plumbers, Electricians and Technicians and develop an appropriate maintenance program/plan geared towards ensuring proper maintenance system of all Installations at EADB Building.

The maintenance program and procedures will be developed using a participatory approach in consultation with the EADB Administration Department or appointed building agent. It will be a well laid out maintenance procedure that includes among others, Preventive, Corrective, Design-out or Run to Failure. It is laid out to be efficient and cost effective aimed at addressing issues related to: -

- i) Longevity of life of installed Electrical/Mechanical Engineering installations.
- ii) Safety & Health of occupants and Contractor workers
- iii) Environment – such as energy & water usage, waste management, Management of refrigerants, Noise control, amongst others
- iv) Legal requirements related to use and maintenance of the facility and utilities e.g. Routine testing of pressure vessels

Scope of Works

The scope of work for the contractor for the Head Office building maintenance programme shall be as follows: -

- i) The contractor is required to regularly (weekly, monthly, quarterly, and annually) maintain all carpentry and electromechanical installations, carry out repairs and provide the necessary spare parts as may be needed in the building. He is also required to carry out installations of new plants, equipment and machinery that may be provided for the building.
- ii) Provide onsite representation during the working hours specified in the agreed arrangements and onsite representatives shall liaise with the EADB team on site representatives or appointed agents of any disruption to normal services as a result of routine maintenance and/ or malfunctioning of the equipment.
- iii) Attend if necessary after working hours (after 5:00pm for Monday to Friday and whole weekend of Saturday and Sunday) to all call outs which may be necessary to render the installations and associated equipment safe or maintain the same in proper working order it being agreed that the owner pays the contractor as agreed in the maintenance agreement or any additional costs for working outside normal hours stipulated in the agreement.
- iv) Prepare and follow up all maintenance schedules.
- v) Advise EADB on best practices and necessary alterations including efficient technologies that will improve and create value to the building
- vi) Prepare and submit a quarterly complete service technical report of service/inspection indicating status of equipment at each inspection to EADB.

In carrying out the maintenance plan Contractor proposes the following step by step approach: -

- i) Compilation of Asset Inventory and Assessment of Operating state of Facility & Systems
- ii) Development of Comprehensive Maintenance Plan
- iii) Execution of the Plan
- iv) Evaluation and Refinement of Maintenance Program

Compilation of Asset Inventory and Assessment of Operating state of Facility & Systems

Contractor shall first embark on the daily operation of the carpentry and electromechanical installations as outlined in the scope of work and thereafter commence with a comprehensive survey in order to prepare an Inventory or register of the carpentry and electromechanical installation equipment. Preparation of this inventory shall involve reference to all as-built drawings, including operation and maintenance manuals. During preparation of the inventory, the several components that make up the carpentry and electromechanical Installations shall be broken down into components which require urgent attention and long-term maintenance components.

The various repairable or replaceable/maintainable components shall be assessed to ascertain state of wear and tear, requirements in terms of specific resources (skill, tools and other infrastructure) for maintaining them. This process will also be useful in determining whether the spare parts of systems and component parts are readily available on the local market and if not source for potential suppliers early enough.

- i) Information will also be collected on operating conditions and usage of the carpentry and electromechanical Installations which shall be inputted into the maintenance program
- ii) A discussion will be held with building agent to solicit any information (historical or present) from experience that may be useful in determining appropriate maintenance interventions.

A preliminary report shall be generated with costs and appropriate recommendations where major repairs or restoration activities and submitted to the managing agent for their action.

Development of Comprehensive Maintenance Plan

The information gathered during the survey of the carpentry and electromechanical Installations at EADB building shall be used as an input in determining the maintenance requirements and plan for carpentry and electromechanical installations at EADB building. The following will be done to develop the plan:

- i) The failure modes of the carpentry and electromechanical Installations.
- ii) Appropriate Maintenance Interventions/tasks and frequencies as outlined in the RFP documents based on weekly, quarterly and annual maintenance schedules.
- iii) The required manpower to perform to perform the tasks.
- iv) Inspection lists/forms shall form part of the plan and a Consolidate Budget (Labor, Parts, tools, etc.) for Maintenance of the facility will be developed.

Execution of the Plan

After incorporating the information provided above, the following activities shall be included in the maintenance plan, in consultation with the EADB team or the appointed building agent:

- i) **Planned and preventive maintenance tasks** will be implemented according to a detailed schedule.
- ii) **A formal documentation system**, based on work orders, will be established to record all completed work for analysis, continuous improvement, and future replacement planning.
- iii) **A basic maintenance information system** will be introduced to manage and track maintenance activities.
- iv) **An inventory of essential spare parts** may be maintained to respond efficiently to emergencies.
- v) **Breakdowns and emergency situations** will be addressed in accordance with agreed



- procedures, with input from facility users.
- vi) **User feedback** will be collected for all completed maintenance requests. Users will also be trained on how to properly report issues that require attention.
 - vii) **Qualified personnel** will carry out all maintenance tasks under appropriate supervision. A full-time technician will always be available on site.

Evaluation and Refinement of Maintenance Program

The information collected on completed maintenance work shall be reviewed regularly to enable timely and appropriate interventions or updates to the maintenance program. This will ensure the continued effectiveness of all facilities management activities.

Feedback from the building agent will be sought on a regular basis to confirm service satisfaction. The following deliverables shall be submitted to the building agent/Landlord:

- i) Quarterly maintenance reports submitted to EADB
- ii) Annual maintenance schedules, outlining monthly, quarterly, bi-annual, and annual maintenance activities

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 of this REOI, along with all documentation and information specified in the attachment.
2. Guidance on REOI submission:

Data relevant to the EOI
A. General
The REOI Reference number of the Bidding Document is: REOI/EADB/27/2025
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 Submission deadline: December 12, 2025
D. EOIs to be submitted via procurement email: procurement@eadb.org

The complete set of documents comprising Annex 2 above must be submitted by e-mail to the procurement team at 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.

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

Description of Criteria	Marks
<p>1. Company Profile Suitability of Contractor:</p> <ul style="list-style-type: none"> i) Certificate of registration (7.5) ii) Latest URSB annual returns (7.5) iii) MEMARTS (7.5) iv) Latest tax clearance certificate (7.5) 	30
<p>2. Firm's Reputation</p> <ul style="list-style-type: none"> i) Submission of at least three relevant reference letters from organisations where provision of these services have been undertaken 	25
<ul style="list-style-type: none"> • Staff Competency <ul style="list-style-type: none"> i) Key staff Profiles and qualifications of staff required to undertake the services. 	30
<ul style="list-style-type: none"> • Financial Audit <ul style="list-style-type: none"> i) Must submit copies of the most recent 2 sequential audited financial reports (not older than 2023) and each must be signed and dated by the auditor and the firm's Directors (7.5) ii) 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. (7.5) 	15

SUBMISSION GUIDELINES

- i) Arrange the files in the order specified by the evaluation criteria, ensuring clear and consistent labeling.
- ii) Include a well-structured Table of Contents that is linked to the submission for easy navigation.
- iii) 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 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 or 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.

EOI PROCESS

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.

Annex 1

[Vendor's Letterhead]

[Date]

To:

EAST AFRICAN DEVELOPMENT BANK

Plot 4 Nile Avenue,

PO Box 7128,

Kampala, Uganda ,

Tel. +256417112978

Email: procurement@eadb.org

Subject: Expression of Interest for Vendor Prequalification – estates project & Building maintenance 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 estates project & Building maintenance 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 UNABSEC 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?** YES NO

If Yes,

(a) **Details of Beneficial 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

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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)
- 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 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 **Regulatory Status** Regulated
 0 Unregulated

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

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

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

If not, Group Firm (if any) _____

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

Does the Service provider have SLA in place _____
 16 _____

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

7 **Are there any breaches?** If so give details _____

18 **Any Tax or Compliance issues** _____

19 **State whether you are affiliated with any Bank Staff or Board Member.** _____

20 **If Yes, which one?** _____

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

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.
7. Provide certified copies of Audited Accounts for the past 3 years (if applicable)
- 8.
- 9.
10. Details of trading licenses
- 11.

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.