



REQUEST FOR PROPOSAL

FOR

**SERVICING AND MAINTENANCE OF FIRE DETECTION AND FIGHTING
EQUIPMENT OF EADB PROPERTIES AND ASSETS IN TANZANIA**

EXTENDED

Method: Selective Bidding

Date of issue: December 5, 2025

Reference Number: EADB/SVRCS/2025/0014

1. Introduction and Background

The East African Development Bank (EADB) is a regional development banking institution established in 1967. Following the collapse of the East African Community (EAC) in 1977, the Partner States re-established EADB independently by signing another Treaty Amending and Re-enacting the Charter of EADB in 1980. The 1980 amendment conferred existence on the Charter independent of the Treaty for EAC. Membership of the EADB has since 2008 been extended to include Rwanda as one of the Partner States.

The EADB primary role is to foster sustainable social and economic development in Member States. The Bank carries out this role by financing a broad range of projects in all productive sectors of the economies of its Member States through provision of long-term loans, working capital, trade finance, asset leasing facilities and guarantees and participates in equity investments in private sector enterprises.

The Bank has its Head Office in Kampala, Uganda and Country Offices in Kenya based in Nairobi, Tanzania with offices in Dar-es- Salaam and Rwanda with offices in Kigali.

This Request for Proposals (RFP) aims to engage a qualified company in Tanzania to provide comprehensive maintenance services for the Bank's fire detection and fighting equipment installed at its office premises and in Dar Es Salaam.

2. Objectives

The primary objectives of the servicing and maintenance program are to:

- i. Ensure all fire detection and firefighting equipment at the EADB Building is fully functional, compliant with safety standards, and ready for use at all times.
- ii. Minimize fire-related risks through regular inspection, preventive maintenance, timely repairs, and operational testing.
- iii. Provide a reliable system that guarantees early fire detection, prompt alarm activation, and effective firefighting capability.
- iv. Maintain accurate records and documentation to support regulatory compliance, audits, and continuous improvement of fire safety systems.

3. Scope of works

The selected company will be responsible for fulfilling the following obligations as part of the long-term maintenance program.

Fire Detection Systems	The contractor shall inspect, service, and maintain all fire detection and alarm system components, including but not limited to: <ol style="list-style-type: none">i. Smoke detectors, heat detectors, flame detectors, and manual call pointsii. Fire alarm control panel (FACP) and associated modulesiii. Alarm sounders, beacons, and notification devicesiv. Power supply units, batteries, and backup systemsv. System wiring, loops, and communication circuits
Firefighting Equipment	Maintenance and servicing shall cover: <ol style="list-style-type: none">i. Portable fire extinguishers (CO₂, dry powder, water, foam, etc.)ii. Fire hose reels and cabinetsiii. Fire hydrants (internal and external)iv. Sprinkler systems and associated valvesv. Fire suppression systems (where applicable)vi. Fire blankets and emergency response toolsvii. FM200 in the server room

Inspection and Testing Requirements	The contractor shall carry out: <ul style="list-style-type: none"> i. Routine inspections according to regulatory and manufacturer guidelines ii. Functional testing of all detection and alarm components iii. Pressure testing and refilling of fire extinguishers iv. Flow and pressure testing for hydrants and hose reels v. Verification of system functionality after servicing vi. Immediate reporting of defects, hazards, or system failures
Preventive and Corrective Maintenance	The contractor shall: <ul style="list-style-type: none"> i. Conduct preventive maintenance according to the approved annual schedule ii. Replace faulty parts and components using approved, certified materials iii. Provide corrective maintenance for urgent faults or alarms iv. Ensure minimal disruption to building operations during maintenance activities
Compliance and Safety Standards	All work shall comply with: <ul style="list-style-type: none"> i. National fire safety codes and regulations ii. Manufacturer specifications iii. Occupational health and safety standards iv. Insurance and risk management requirements
Deliverables	The contractor shall provide: <p>Documentation and Reports</p> <ul style="list-style-type: none"> i. Quarterly maintenance reports summarizing inspections, issues identified, repairs conducted, and recommendations ii. Annual servicing report, including full system compliance status iii. Incident or fault reports submitted immediately following detected failures iv. Inventory records of serviced or replaced equipment <p>Certification</p> <ul style="list-style-type: none"> i. Updated certificates of conformity for serviced equipment ii. Certification of fire extinguishers and other pressurized equipment <p>Maintenance Schedules</p> <ul style="list-style-type: none"> i. Annual maintenance plan covering monthly, quarterly, semi-annual, and annual service activities ii. Work orders and completion notes for every service activity undertaken <p>Training and Support</p> <ul style="list-style-type: none"> i. Basic user training for EADB staff on equipment handling and emergency procedures ii. Advisory support on improvements or upgrades to the fire safety system
Performance Expectations	The contractor must ensure: <ul style="list-style-type: none"> i. Timely execution of all scheduled and emergency maintenance ii. Skilled and certified personnel are assigned to all tasks iii. Reliable communication and response to EADB inquiries iv. High standards of professionalism, safety, and service quality

4. Eligibility criteria

Only companies that meet all the following requirements will be eligible to proceed to the next phase of evaluation

a) **Valid Company Registration**

The bidder must submit valid and compliant company registration documents issued by the relevant authority.

- Registration certificate
- Current annual returns
- Valid tax clearance certificate.

b) **Licensing & Professional Requirements**

- Certificates of technicians trained in NFPA and ISO standards.

- Maintain updated service logs and compliance certificates for audits and insurance purposes.

c) Insurance Coverage

The bidder must provide proof of:

- General liability insurance coverage; and
- Comprehensive medical insurance coverage for all staff engaged in the services.

d) Work Methods and Quality Assurance

The bidder must provide documented work methods and quality assurance procedures demonstrating the company's capability to maintain service quality and operational safety.

e) Company Policies

The bidder must submit updated company policies, including staff rules and regulations, showing compliance with labour, health, and safety standards.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Description of Criteria	Marks
<p>1. Company Profile and Suitability of the bank's standard requirements:</p> <ul style="list-style-type: none"> • Certified copy of registration certificate (10) • Latest annual returns (8) • Latest tax clearance certificate (7) 	25
<p>2. Company's Reputation</p> <ul style="list-style-type: none"> • Three relevant reference letters from clients where similar services or products have been rendered or delivered respectively (15) • Technology: Affiliation Certificates or Licenses from leading technology brands conforming active partnerships (10) 	25
<p>3. Competency</p> <ul style="list-style-type: none"> • Provide a list, with evidence, of works of a similar nature undertaken within the last two (2) years - Evidence shall include signed contracts and completion certificates. (15) • Submit a list of competent staff capable of effectively delivering the required services in accordance with the scope of work and service standards - Staff possessing specialized certificates relevant to this service industry will be considered an added advantage. (15) 	30
<p>4. Financial capacity:</p> <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

6. SUBMISSION GUIDELINES

- Arrange the files in the order specified by the evaluation criteria, ensuring clear and consistent labelling.
- 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)

7. Period of validity of bids

Bids shall have validity period of not less than 90 days from the last date of submission of tender document. However, the bank reserves the right to call for fresh quotes at any time during the period, if considered necessary.

8. Submission Guidelines

A. General
The RFP Reference number of the Bidding Document is: EADB/SVRCS/2025/0014
B. RFP Document
For clarification purposes, send inquires to email address procurement@eadb.org
C. RFP timeline
Date for site visit: December 9, at 11:00am Deadline to receive questions: December 10, 2025 Deadline EADB to respond to questions: December 11, 2025 Submission deadline: December 12, 2025
Mode of submission: Proposals to be submitted via procurement email: procurement@eadb.org

9. Additional RFP instructions

- a. Site visit is mandatory and only the contractors who will visit the site will be eligible for submission of their bid
- b. Add RFP reference number in the subject line to prompt acknowledgement of receipt

Bidding Forms

[This Bid Submission Sheet should be on the letterhead of the Bidder and should be signed by a person with the proper authority to sign documents that are binding on the Bidder]

Bid Submission Sheet

Date: [insert date *[as day, month and year]* of bid submission]

Procurement Reference No: EADB/SVRCS/2025/0014

To: *[East African Development bank]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document.
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the terms of reference in the RFP.
- (c) Our bid shall be valid until the date specified in RFP and it shall remain binding upon us and may be accepted at any time before that date.
- (d) We, including any subcontractors or providers for any part of the contract resulting from this procurement process, are eligible to participate in public procurement in accordance with RFP
- (e) We undertake to abide by the Code of Ethical Conduct for Bidders and Providers during the procurement process and the execution of any resulting contract.
- (f) We do not have any conflict of interest and have not participated in the preparation of the original Statement of Requirements for EADB.
- (g) We, our affiliates, or subsidiaries, including any subcontractors or Providers for any part of the contract, have not been suspended by any Public Procurement Authority in the East African region from participating in public procurement.

We understand that you are not bound to accept the lowest bid or any other bid that you may receive.

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the bid]*

In the capacity of *[insert legal capacity of person signing the bid]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*.

Code of ethical conduct in business for business providers

1. Ethical Principles

Bidders and providers shall at all times-

- (a) Maintain integrity and independence in their professional judgement and conduct.
- (b) Comply with both the letter and the spirit of-
 - i. The laws of East Africa; and
 - ii. Any contract awarded.
- (c) Avoid associations with businesses and organizations which are in conflict with this code.

2. Standards

Bidders and providers shall-

- (a) Strive to provide works, services, and supplies of high quality and accept full responsibility for all works, services or supplies provided.
- (b) Comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with any prior or current contract with EADB.

Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- a) Information given by bidders and providers during procurement processes, or the performance of contracts shall be true, fair and not designed to mislead.
- b) Providers shall respect the confidentiality of information received during performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of EADB that might be viewed by others as having an influence on a procurement decision.

6. Inducements

- a) Bidders and providers shall not offer or give anything of value to influence the action of an official in the procurement process or in contract execution.
- b) Bidders and providers shall not ask an official to do anything which is inconsistent with the Act, Regulations, Guidelines, or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not-

- a) Collude with other businesses and organizations with the intention of depriving EADB of the benefits of free and open competition.
- b) Enter business arrangements that might prevent the effective operation of fair competition.

- c) Engage in deceptive financial practices, such as bribery, double billing, or other improper financial practices.
- d) Misrepresent facts to influence a procurement process or the execution of a contract to the detriment of EADB, or utter false documents.
- e) Unlawfully obtain information relating to a procurement process to influence the process or execution of a contract to the detriment of EADB; and
- f) Withholding information from EADB during contract execution to the detriment of the bank.

I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF BIDDER/PROVIDER