



REQUEST FOR EXPRESSION OF INTEREST

PROC/001/2024

18/11/2024

A. Background

1. **ENGIE Energy Access** is one of the leading Pay-As-You-Go (PAYGo) and mini-grids solutions provider in Africa, with a mission to deliver affordable, reliable and sustainable energy solutions and life-changing services with exceptional customer experience. The company is a result of the integration of Fenix International, ENGIE Mobisol and ENGIE PowerCorner; and develops innovative, off-grid solar solutions for homes, public services and businesses, enabling customers and distribution partners access to clean, affordable energy. The PAYGo solar home systems are financed through affordable instalments from \$0.19 per day and the mini-grids foster economic development by enabling electrical productive use and triggering business opportunities for entrepreneurs in rural communities. With over 1,700 employees, operations in 9 countries across Africa (Benin, Cote d'Ivoire, Kenya, Mozambique, Nigeria, Rwanda, Tanzania, Uganda and Zambia), over 1.2 million customers and more than 6 million lives impacted so far, ENGIE Energy Access aims to remain the leading clean energy company, serving millions of customers across Africa by 2025
2. EEA Rwanda invites all eligible qualified and reputable companies, firms, to submit their expression of Interest (EOI) in providing the below goods, services & works or support in various categories.
 - 1 : **EEA/G/001/2024-2025/OF/01:**
Office furniture supply
 - 2: **EEA/G/001/2024-2025/DP/02:**
Designing, printing, branding and photocopying services.
 - 3: **EEA/G/001/2024-2025/OS & R/03**
Supply of office stationeries & Refreshment
 - 4 : **EEA/G/001/2024-2025/ITE/04**
Supply of IT Equipment
 - 5 : **EEA/G/001/2024-2025/EMS/05**
Event Management services
 - 6: **EEA/G/001/2024-2025/TA/06**
Travel Agency
 - 7: **EEA/G/001/2024-2025/G/07**
Garage (Maintenance/repair services for vehicles)
 - 8: **EEA/G/001/2024-2025/H&S/08**
Health and Safety Equipment
 - 9: **EEA/G/001/2024-2025/ HW/09**
Hardware store
 - 10: **EEA/G/001/2024-2025/MA/10**
Marketing Agency



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B. The purpose of this EOI

3. The purpose of this request for EOI is to identify suppliers with verified technical and financial capacity to provide the goods or perform the services.
Eligible suppliers will be record in our data base supplier and others will be invited to participate in the bidding process for the proposed tender.
4. Eligibility to participate in the proposed tender will be determined on the basis of:
 - a) A cover letter introducing the prospective suppliers/service provider and a brief business profile,
 - b) Certificate of Registration
 - c) VAT Registration Certificate,
 - d) Letters of recommendation from at least three reputable public or private companies/organizations/agencies,
5. After the deadline for submission of responses has passed, EEA will evaluate responses received and will notify eligible participants of the outcome of the evaluation.

C. How to prepare and submit your Expression of Interest

6. In order to participate in the pre-qualification exercise, companies are required to provide the following: You will find
 - Supplier Information Form (Annex 1);
 - Supplier Financial Status Form (Annex 2);
 - Past Experience Form (Annex 3);
 - Signatory.
7. All supporting documentation listed above shall be prepared in accordance with the instructions provided. The deadline for response to this request for EOI.

Here is the link you can find the Annexes to fill: [Annexes of Expression of Interest.pdf - Google Drive](#)

02th December 2024, 16:00 hrs Rwanda time

8. EEA will not consider incomplete or unsigned submissions. All responses and supporting documentation received will be treated as strictly confidential and will not be made available to the public.



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9. Should you have any questions please do not hesitate to contact us at: procurement-committee-rw.eea@engie.com
10. This exercise may include an interview with the applicant, inspection of applicants' office/premises, facilities and any other items of interest to EEA Rwanda.
11. Expressions of interest must be sent to the following email: procurement-committee-rw.eea@engie.com all documents required documents, including Annexes 1, 2 and 3 should be completed, compiled into one folder and named: "Expression of Interest N° PROC/01/2024.

NB: You are encouraged to express interest on one or two of above categories of goods, services and works.

Kigali, 18th November 2024
Sincerely,



Patrick Adjiwanou
Managing Director
EEA Rwanda Ltd