



EXPRESSION OF INTEREST FOR PRE-QUALIFICATION OF SUPPLIERS FOR THE PROVISION OF GOODS AND SERVICES(2026-2028)

1. INTRODUCTION

Who We Are

EarthEnable exists to deliver affordable, high-quality floors to rural families across Africa, putting customers first through excellent service. Our mission is to revolutionize rural housing with innovative, sustainable products that create healthier, safer homes. We take pride in every floor we build because a healthy home means dignity, not just disease-free living.

What We Do

Most rural African families live on dirt floors and mud walls that are dusty, unsanitary, and breeding grounds for parasites and increasingly unsafe as climate change brings heavier rains. Upgrading these homes cuts diarrhea by 50% and parasitic infections by 80%, but concrete is unaffordable and carbon-intensive (8% of global emissions).

EarthEnable solves this with sustainable earth floors, plasters, and blocks made from natural materials (gravel, clay, sand, laterite) that are 80% cheaper than concrete and 90% less embedded energy. The local masons train, install and seal each floor with a proprietary waterproof finish. In 10 years, we have installed nearly 30,000 floors and plasters, impacting 200,000+ people and creating almost 1,000 livelihoods. This impact depends on suppliers who share our standards for quality, timeliness, and cost-efficiency.

To support its operations and enhance efficiency, transparency, and value for money in its procurement processes, EarthEnable is conducting a supplier prequalification exercise to establish a database of qualified vendors for the provision of goods and services.

Interested and eligible suppliers are invited to submit applications for prequalification in accordance with the requirements and instructions outlined in this document. Suppliers who successfully meet the prequalification requirements will be included in EarthEnable's approved supplier database for a period of two (2) years, covering **2026–2028**.

2.0 PRE-QUALIFICATION INSTRUCTIONS

2.1 Introduction

EarthEnable invites eligible and qualified suppliers, contractors, consultants, and service providers to submit applications for prequalification for the supply of goods, and services to the organization for a period of two (2) years.

The purpose of this pre-qualification exercise is to establish a database of qualified suppliers from which vendors may be invited to submit quotations, bids, or proposals for the provision of goods and services as and when procurement needs arise.

Prequalification does not constitute a contract or guarantee that a supplier will receive any business from EarthEnable. Rather, it confirms that the applicant has met the minimum eligibility and evaluation requirements to be considered for future procurement opportunities. Procurement requirements will be communicated only to prequalified suppliers in the relevant categories, subject to EarthEnable's procurement policies and procedures.

2.2 Pre-qualification Objective

The objectives of this prequalification exercise are to establish and maintain a database of qualified suppliers, contractors, consultants, and service providers. Enhance efficiency, transparency, fairness, and accountability in the procurement process. Ensure timely acquisition of quality goods and services at competitive prices. Promote fair competition among eligible vendors. Minimize procurement lead times by maintaining a pool of prequalified vendors. Strengthen supplier relationships and improve vendor performance management. Ensure compliance with EarthEnable's procurement policies and applicable laws and regulations. Successful applicants will be included in the EarthEnable Prequalified Suppliers Database and may be invited to submit quotations or proposals for procurement opportunities within their approved categories during the validity period of the prequalification.

2.3.Pre-qualification Categories

The following are the categories of goods and services for which suppliers are invited to apply for prequalification:

Category Code	Category Description	Eligible suppliers
EE/RWA/01/2026	Supply of Supply of Oxide powder pigments Red, Green and White	Suppliers from all East African Community (EAC) member countries
EE/RWA/02/2026	Supply of masonry tools and equipment	Suppliers from all East African Community (EAC) member countries
EE/RWA/03/2026	Provision of printing, branding and Promotional Materials	Suppliers with an established office in Rwanda
EE/RWA/04/2026	Supply of IT equipment, accessories and consumables	Suppliers with an established office in Rwanda
EE/RWA/05/2026	Provision of Garage Services (Vehicle Maintenance and Repair)	Suppliers with an established office and facility in Rwanda
EE/RWA/06/2026	Supply of Motorcycle Spare Parts, Accessories and Consumables	Suppliers with an established office in Rwanda
EE/RWA/07/2026	Provision of clearing and forwarding services	Suppliers from all East African Community (EAC) member countries
EE/RWA/08/2026	Provision of Vehicle hire and transportation services	Suppliers with an established office in Rwanda
EE/RWA/09/2026	Supply of office stationaries	Suppliers with an established office in Rwanda
EE/RWA/10/2026	Supply of Personal Protective Equipment (PPE) and Safety Gear (including safety shoes, overalls, masks, goggles, gloves and helmets)	Suppliers from all East African Community (EAC) member countries
EE/RWA/11/2026	Supply of 125cc Motorbikes non-electric	Suppliers with an established office in Rwanda
EE/RWA/12/2026	Provision of Hotel and Accommodation Services in Various Districts	Suppliers with an established office in Rwanda

2.4 Invitation for Prequalification

EarthEnable invites eligible and legally registered suppliers and service providers to apply for prequalification in the categories specified in this document. Applicants must be duly registered under the applicable laws of the Republic of Rwanda or any other East African Countries and possess all licenses, permits, and certifications required to conduct business in their respective fields.

Interested applicants are required to submit complete prequalification applications, including all mandatory information and supporting documentation specified in this document. Only applicants who meet the prescribed eligibility and evaluation criteria will be included in the EarthEnable Prequalified Suppliers Database.

2.5 Experience

Applicants should demonstrate relevant experience in supplying goods, or providing services similar to those for which they are applying. Applicants should have:

- A minimum of two (2) years of relevant business experience.
- Successfully completed contracts of a similar nature, scope, and complexity.
- Experience working with NGOs, development partners, government institutions, private sector organizations, or other reputable entities
- The technical, financial, and operational capacity to deliver the required goods, or services.
- A demonstrated commitment to quality, ethical business practices, and timely delivery.

EarthEnable reserves the right to verify the information provided through reference checks, site visits, or any other appropriate means.

2.6 Prequalification Document

This Prequalification Document contains the instructions, application forms, questionnaires, eligibility requirements, evaluation criteria, and supporting documentation required for the prequalification process. Applicants are required to complete all sections of the document and submit all mandatory supporting documents listed in the application requirements. Incomplete applications, omission of mandatory information, submission of false or misleading information, or failure to provide the required supporting documents may result in disqualification.

EarthEnable reserves the right to request additional information or clarification from applicants during the evaluation process where necessary.

2.7. Submission of Applications

a) Interested suppliers shall submit their completed prequalification application, together with all required supporting documents, by email to procurement@earthenable.org with the subject line: **"Supplier Prequalification Application – Category code and Description"**

Applications must be received no later than **9th August 2026 at 5:00 PM (Kigali Time)**. Late submissions or incomplete applications may not be considered.

b) Applications will be opened and evaluated by the EarthEnable Procurement Evaluation Committee within approximately fifteen(15) working days following the submission deadline. EarthEnable reserves the right to adjust the evaluation timeline where necessary.

- c) As part of the evaluation process, EarthEnable may request additional information, conduct reference checks, verify the information submitted, perform site visits, or invite shortlisted suppliers to make a presentation or attend a clarification meeting before the final selection.
- d) Failure to submit all the required documentation, provide information necessary for a comprehensive evaluation, respond to requests for clarification within the stipulated timeframe, or comply with the requirements of this prequalification process may result in the application being disqualified.
- e) EarthEnable reserves the right to accept or reject any application, in whole or in part, cancel or amend the prequalification process at any stage, or decline to prequalify any supplier without incurring any liability to applicants. EarthEnable shall not be obliged to provide reasons for its decision.

2.7.1. Letter of Application

Notes on the Letter of Application

The Letter of Application shall be completed by the applicant using the format provided in this document.

The letter shall be prepared on the applicant's official company letterhead and shall include the applicant's registered physical address, postal address, telephone number, and official email address.

The Letter of Application shall be signed and dated by a duly authorized representative of the applicant. Where applicable, evidence of the signatory's authority to sign on behalf of the organization may be requested by EarthEnable.

Applicants shall complete all applicable sections of the Letter of Application. Any clause or section that is not applicable should be clearly marked **"N/A" (Not Applicable)** or crossed out to indicate that it has been intentionally left blank.

Any alterations, corrections, or amendments to the Letter of Application should be initiated by the authorized signatory.

Sample Letter of Application

Date: _____

To:

The Managing Director
EarthEnable
Kigali, Rwanda

From:

Company Name: _____

Physical Address: _____

P.O. Box: _____

Telephone: _____

Email: _____

Dear Madam,

RE: APPLICATION FOR SUPPLIER PREQUALIFICATION

On behalf of _____ (hereinafter referred to as "*the Applicant*"), and being duly authorized to act for and on behalf of the Applicant, I hereby submit this application for prequalification as a supplier to EarthEnable. Having carefully reviewed and fully understood the requirements of the Supplier Prequalification Document, we hereby apply to be considered for inclusion in EarthEnable's list of prequalified suppliers for the categories indicated below.

NO.	Category Code	Category Description
1.		
2.		

We confirm that the documents attached to this application include the Applicant's legal registration documents, evidence of the principal place of business, tax registration documents, and all duly completed application forms together with the supporting documentation required under this prequalification process.

We acknowledge and accept that EarthEnable reserves the right to verify any information submitted, request additional information or clarification, conduct reference checks or site visits where necessary, and accept or reject this application without assigning any reason or incurring any liability. We further declare that all information and documents submitted in support of this application are true, accurate, complete, and current. We understand that the submission of false, misleading, or incomplete information may result in disqualification from the prequalification process.

We undertake to notify EarthEnable promptly of any material changes affecting the information contained in this application during the validity period of the prequalification.

We look forward to the opportunity of working with EarthEnable and remain committed to providing high-quality goods, works, and services in accordance with the organization's procurement requirements.

Yours faithfully,

Authorized Representative

Name: _____

Position: _____

Signature: _____

Date: _____

Company Stamp/Official Seal

2.8.Verification

EarthEnable reserves the right to verify any information submitted by applicants during the prequalification process. As part of this verification, the organization may conduct reference checks, request additional supporting documentation, or undertake site visits to the applicant's business premises to assess technical, operational, and financial capacity.

2.9 Notification of Prequalification Results

Upon completion of the evaluation process, only successful bidders will be formally notified in writing of their inclusion in the EarthEnable Prequalified Suppliers Database.

EarthEnable is under no obligation to provide detailed reasons for the non-selection of unsuccessful applicants. The decision of the organization regarding the outcome of the prequalification process shall be final.

2.10. Additional Information

EarthEnable reserves the right, at any stage of the prequalification process, to request additional information, clarification, or supporting documentation from any applicant where necessary to facilitate the evaluation.

2.11. Confidentiality and Assurance Statement

2.11.1. Data Protection obligations of EarthEnable

All information and supporting documents submitted as part of this Supplier Prequalification process will be treated with the utmost confidentiality and used solely for the purposes of supplier evaluation, due diligence, and the establishment of EarthEnable's prequalified supplier database. Access to the information will be restricted to authorized personnel involved in the evaluation process, and no confidential or proprietary information will be disclosed to any third party except where required by law or with the applicant's prior written consent. EarthEnable is committed to safeguarding all sensitive business and personal information submitted throughout this process.

2.11.2.Data Protection Obligations of Suppliers

Where a supplier, in the course of providing goods or services to EarthEnable, obtains access to EarthEnable's confidential business information, or to personal data relating to EarthEnable staff, beneficiaries, or clients, the supplier shall: (a) treat all such information as strictly confidential; (b) use it solely for the purpose of fulfilling the contracted engagement; (c) not disclose, share, or transfer such information to any third party without EarthEnable's prior written consent; and (d) implement reasonable technical and organizational measures to protect such information against loss, unauthorized access, or misuse. This obligation shall survive the termination, expiry, or non-renewal of any contract or engagement with EarthEnable.

3.0.PRE-QUALIFICATION DATA INSTRUCTIONS

3.1.Pre-qualification data forms

Applicants shall complete and submit all the prescribed Prequalification Application Forms (PQ-1 to PQ-6) together with the required supporting documentation for each category applied for. The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in blue Pen. Failure to adhere to this shall lead to disqualification.

3.2.Qualification

It is understood and agreed that the pre-qualification data on prospective vendors/service providers is to be used by EarthEnable in determining, according to its sole judgment and discretion, the qualifications of prospective vendors/services providers in respect to the Tender Category as described by the client. Prospective supplier/service provider will not be considered qualified unless, in the judgment of EarthEnable and based on the set criteria, they possess capability, experience, qualified personnel, and suitable equipment, and net current assets or working capital sufficient to satisfactorily execute contracts for supply or provision goods/services.

3.3. Essential Criteria for Pre-qualification

(a) **Experience:** Prospective supplier/service provider shall have at least two (2) years' experience in the supply of goods, services and allied items and must show competence, willingness and capacity to service the contract. The supplier must be at least a retailer or wholesaler supplier to be considered for prep-qualification.

(b) **Past Experience:** Vendors' written reference from the companies they have supplied goods and services to must be attached to the bid documents. Vendors with references coming from recognized companies or organizations shall have an added advantage. The reference letter shall only be acceptable if it is on the referencing company letter head and a company stamp and signed by the director of the referee company. Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-5.

(c) **Financial Position:** The Supplier's financial capacity shall be assessed based on the financial information and supporting documents submitted as part of the prequalification application. Applicants shall provide evidence demonstrating their financial stability, creditworthiness, and ability to successfully deliver the required goods and/or services. Applicants will be considered for prequalification based on the satisfactory review and verification of the information provided-Form PQ 3.

(d) **Sworn Statement:** Application must include a sworn statement - Form PQ-6 - by the Tenderer ensuring the accuracy of the information given. The statement must bear the signature and stamp of the company director for it to be admissible.

3.4. Withdrawal of Prequalification

Should a condition arise between the time the firm applied for pre-qualification and the bid opening date or between the time a supplier is pre-qualified and the time the supplier is required to supply the goods or services, which could substantially change the performance and qualification of the bidder or the ability to perform, such as but not limited to bankruptcy, change in ownership or new commitments, EarthEnable reserves the right to disqualify such supplier from further pre-qualification or even reject the tender from such a supplier even though they have been initially pre-qualified.

3.5. Valid registration

The firm must have a fixed Business Premise with certificate of Registration. A valid business registration certificate must be attached to the bid document.

3.6. Proof of Tax compliance

The firm must show proof that it has paid all its statutory obligations and have a valid Tax Compliance Certificate and a VAT certificate. Tax compliance must be valid, as verification of its validity shall be independently done by EarthEnable.

3.7. Prequalification Criteria

Required Information	Form Type	Points Score
Registration Documentation	PQ-1	20
Prequalification Data	PQ-2	20
Financial Position	PQ-3	20
Confidential Questionnaire	PQ-4	10
Past Experience	PQ-5	30
Sworn Statement	PQ-6	Mandatory

TOTAL	100 Points
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3.7.1. FORM PQ 1: REGISTRATION DOCUMENTS

All firms must provide copies of the following:

1. Certificate of Registration or Incorporation
2. Trading/Operating License
3. VAT Registration Certificate
4. Tax Identification Number (TIN)
5. Valid Tax Clearance Certificate
6. Proof of Using EBM Invoice
7. Evidence of insurance covers where applicable (e.g for Garage Services)

20 Points

3.7.2.FORM PQ 2: PRE-QUALIFICATION DATA

Name of company/firm.....

Category applied for:.....Category code.....

Location of the Business/Office:.....

Telephone No.....Mobile No.....Email Contacts.

Full Name of applicant

Other branches location if any.....

Date of registration of BusinessRegistration Ref No.....

Company profile

State any technological innovations or specific attributes which distinguish you from your competitors
.....

(20 Points)

3.7.3. FORM PQ 3: FINANCIAL POSITION AND TRADE TERMS

1. Submit evidence demonstrating financial capacity, including certified bank statements covering the most recent six (6) months and/or a bank line of credit or financial support confirmation from a recognized financial institution.
2. What will be your preferred payment terms? Please select one of the following options:
 - ☐ 100% advance payment before delivery
 - ☐ Cash on delivery (COD)
 - ☐ Within 15 days after delivery and acceptance of goods/services
 - ☐ Within 30 days after delivery and acceptance of goods/services
 - ☐ Other (please specify): _____
3. What is your preferred mode of payment? Please select one of the following options:
 - ☐ Bank transfer (Electronic Funds Transfer - EFT or RTGS)
 - ☐ Mobile Money
 - ☐ Other (please specify): _____

(20Points)

3.7.4. FORM PQ 4: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part II (a), 2 (b) or 2 (c), whichever applies to your type of business. You are advised that it is a serious offence to give false information or fail to provide accurate information on this form

Part I- General:

Business Name

Location of business premises.....

Plot No. Street/Road.....

Postal Address.....Tel. No.....

Nature of business.....

Current Trade License No.....Expiring date.....

Maximum value of business which you can handle at any one time: USD/RWF.....

Name of your bankers.....Branch

1.....

2.....

3.....

Part 2 (a) – Sole Proprietors

Your name in full.....

ID/Passport Number:

Nationality.....Country of origin.....

*Citizenship details.....

Part 2 (b) Partnership

Given details of partners as follows:

	Name	Nationality	Citizenship Details	Shares
1				
2				
3				
4				

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal USD/RWF..... and Issued USD/RWF...

Give details of all directors as follows: -

	Name	Nationality	Citizenship Details	Shares
1				
2				
3				
4				

Date.....Signature of Applicant.....

(10 Points)

3.7.5.FORM PQ5: PAST EXPERIENCE

1. Name of the 1st Client (Organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)
- vii. What goods/services did you supply/offer.....

(Attach documental evidence of existence of contract/ or Recommendation/certificate of completion for the last two(2) years).

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)
- vii. What goods/services did you supply/offer.....

(Attach documental evidence of existence of contract/ or Recommendation/certificate of completion for the last two(2) years).

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)
- vii. What goods/services did you supply/offer.....

(Attach documental evidence of existence of contract/ or Recommendation/certificate of completion for the last two(2) years).

The references should come from INGO, Government Institutions or reputable private/public companies

(30points)

3.7.6. Form PQ 6: Sworn statement pre-qualification of suppliers for the provision of goods and services

The applicant shall certify that:

- The information provided is true and accurate.
- They comply with applicable laws and regulations.
- They will adhere to EarthEnable's ethical procurement standards.
- They are not involved in fraud, corruption, collusion, and conflicts of interest.
- They have not been blacklisted, suspended, or prohibited from participating in procurement processes by any competent authority or organization.
- They do not have an ongoing litigation matter in court in the last two years.

Authorized Signature: _____

Name: _____

Title: _____

Company: _____

Date: _____