



## PREQUALIFICATION NOTICE TO VENDORS

Equity Bank Rwanda Plc invites qualified and experienced service providers to submit their applications for prequalification under the following service categories for its Head Office and all branches across Rwanda:

### Service Categories

1. **General Repair and Maintenance Services for Buildings at Head Office and Branches**
2. **Air Conditioning (AC) Installation and Maintenance Services**
3. **Generator Supply, Installation, and Maintenance Services**
4. **Security Contract Services (Supply, Installation, and Maintenance of Security Equipment and Related Items)**
5. **Maintenance of Strong Rooms, ATM Combinations, and Safes**
6. **Bank Premises Cleaning Services**
7. **Building Consultancy Services**
8. **Electrical & Data Services and Supplies**
9. **Bank Courier Services**
10. **Auctioning of Bank Old Assets**
11. **Transport of Bank Heavy Items (ATMs, Safes, Strong Room Doors)**
12. **People/Staff Transport Services**
13. **Supply of Bank Furniture and Fittings**
14. **Supply & Maintenance of IT Equipment, including Computers, Printers, and Related Items**
15. **Property Valuation & Surveying Services**
16. **Supply of Foods & Beverages**
17. **Supply of Bank Stationery**
18. **Branding and Promotional Materials**

The purpose of this prequalification exercise is to identify competent and reputable firms that will be shortlisted to participate in future restricted tenders or requests for quotations under the above categories.

### Submission Details

Interested and eligible firms are invited to submit their **Expression of Interest (EOI)**, clearly marked:

**“Prequalification for Provision of Repair, Maintenance, and Security-Related Services; Indicate Category Applied For”**

Submissions must be delivered no later than **17 March 2026 at 3:00 PM** via email to: [rw-procurement@equitybank.co.rw](mailto:rw-procurement@equitybank.co.rw)



**Procurement Office  
Equity Bank (R) Plc  
P.O. Box 494  
Kigali – Rwanda  
Tel: +250 788 313 216**

### **Eligibility Requirements**

Interested bidders must provide the following documents:

- Copy of Company Registration Certificate
- Valid Tax Clearance Certificate
- Valid RSSB Clearance Certificate
- Certificate of Good Standing from RDB
- Company Profile detailing area of specialization, experience, current clients, and physical address
- Organizational Structure indicating Directors and Shareholders
- Introduction Letter specifying the Category Applied For
- Proof of at least four (4) years' experiences in similar services
- At least four (4) reference letters from clients for similar work executed
- Copies of Contracts, Purchase Orders, or Award Letters issued within the last five (5) years
- CVs of key technical staff
- Any other relevant supporting documentation deemed necessary

### **Important Notes**

- Applicants may apply for one or more categories but must clearly indicate each category applied for.
- Financial proposals are **not required** at this prequalification stage.
- Only shortlisted firms will be invited to participate in subsequent tenders.
- Equity Bank Rwanda Plc reserves the right to accept or reject any application without incurring any obligation to the applicants.

**Done on 16 February 2026**

**Equity Bank Rwanda Plc,  
Corporate Services Department.**