



CALL FOR EXPRESSION OF INTEREST (EOI) FOR PREQUALIFICATION OF SERVICE PROVIDERS FOR FY 2025–2026

Date: May 1st, 2025

Prequalification Reference Number: [AAIN/PREQ/2025-2026]

1. Introduction

The African Agribusiness Incubators Network (AAIN) is a network organization for agribusiness incubation and acceleration in Africa. AAIN focuses on Business Incubation Management, youth and women engagement in agribusiness trade and investment, entrepreneurship development, agribusiness innovation, Technology & innovation commercialization, access to finance, and access to market value chains such as agro-processing, climate-smart agriculture, renewable energy, digital platforms, and inclusive business models.

AAIN invites eligible, reputable, and qualified service providers, contractors, and consultants to submit Expressions of Interest (EOIs) for prequalification under the lots listed below for the financial year 2025–2026.

2. Procurement Categories (Lots) and Examples

Lot	Category	Examples
Lot 1	Hotel, Catering & Conference Services	• Hotel accommodation • Catering for workshops • Conference venue hire • Event hosting logistics • Outdoor catering • Mobile kitchen services • Coffee/tea break services • Banquet services • Conference package provision • Exhibition space and booth setup
Lot 2	Professional Consultancies	• Business Incubation Management • Market linkages and trade facilitation • Business development services (BDS) • Monitoring & Evaluation • Training facilitators • Strategic planning • Organizational capacity assessments • Feasibility studies • Entrepreneurship and innovation coaching • Research and impact evaluations



Lot 3	Goods (Supplies)	• Computers and accessories • Office furniture • Agro-inputs (seeds, fertilizers, chemicals) • Production tools/materials • Lab equipment and supplies • Stationery and office consumables • Protective gear (PPE) • Sanitary and cleaning supplies • Agricultural tools and implements • Digital gadgets (printers, routers, projectors)
Lot 4	Services	• Printing & branding • Internet provision • IT support services • Security services • Equipment maintenance • Event management • Media and publicity services • Insurance (Medical, GPA, Motor Vehicle, Fire, Asset All Risk, Travel Insurance) • Financial services (Forex, Microfinance, SACCO support, financial literacy training, Digital payments, Loan and credit advisory)
Lot 5	Works	• Building renovations • Construction of training centers • Farm structures and greenhouses • Plumbing & electrical works • Painting and interior decoration • Water system installation • Solar system installation and maintenance • Fencing and gate installations • Roofing works • Road and pathway paving

3. Regional Coverage Preference

AAIN operates across various regions of Uganda. Applicants are required to clearly indicate the specific region(s) where they are most capable and interested in providing their services. These regions may include:

- Central Uganda
- Western Uganda
- Eastern Uganda
- Northern Uganda
- Karamoja sub-region
- West Nile sub-region



4. Eligibility and Requirements for Prequalification

Interested firms must submit an Expression of Interest clearly indicating the Lot(s) they are applying for, and attach the following documentation (as applicable):

- Certificate of Incorporation or Business Registration
- Valid Trading License
- Tax Identification Number (TIN)
- Valid Tax Clearance Certificate
- Physical address with contact details
- Audited financial statements for the last 2 years (where applicable)
- Company profile with background and services offered
- At least 3 references or contracts for similar assignments
- List of key personnel with CVs (for consultancies)
- Evidence of tools/equipment (for suppliers and contractors)

5. Application Non-refundable Fee

All applicants are required to pay a one-time non-refundable application fee of UGX 100,000. Payment must be made through bank deposit to the following account:

Bank Name: Equity Bank Uganda Limited
Account Name: AAIN Uganda Limited
Account Number: 1031202606918
Branch: Ntinda

A scanned copy of the bank payment slip must be attached to the application as proof of payment.

6. Submission Guidelines

- ✓ All EOIs and documents submitted electronically must be compiled into one PDF file with subject line of the email clearly labelled: **“EOI for Prequalification- Lot No. - Company Name** and submitted to: opportunities@aain.africa
- ✓ Physical submissions should be delivered to AAIN offices at Ntinda Shopping Center, Level 2, RM C33.

All submissions must be addressed to:

Procurement Committee,
African Agribusiness Incubators Network (AAIN)
Ntinda Shopping Center, Level 2, RM C33,
P.O. Box 420359, Mbarara Uganda

Deadline: Friday, 27th June 2025, 5:00 PM (EAT)

Late submissions will not be considered.

Note:



- AAIN practices zero tolerance for corruption and bribery. Any form of solicitation or canvassing will lead to automatic disqualification.
- AAIN is committed to equal opportunity and encourages submissions from youth-, women-, and refugee-led enterprises.
- This EOI is not a tender and does not constitute a commitment to award a contract. Only prequalified providers will be invited to participate in future procurement opportunities.

For further inquiries, please send an email to opportunities@aain.africa

