**REQUEST FOR QUOTATION FOR PRIME LIFE INSURANCE PROMOTIONAL MATERIALS**

Prime Life Insurance Ltd invites qualified bidders to submit proposals for the generation of high-quality promotional materials. The objective of this project is to produce well-branded materials that effectively promote Prime Life Insurance while ensuring consistent brand representation.

1. **Administrative Requirements:**
   * Registration certificate issued by RDB
   * RRA Tax Clearance certificate
   * Proof of similar services offered to 3 companies
   * Sample for each material [Samples will be returned]
2. **Technical Requirements Specifications**

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| --- | --- | --- | --- |
| **No** | **Item** | **Specification** | **Quantity** |
| 1 | Wall Calendars | **Size:** A2  **Pages:** 6 pages **Binding:** White Spirals **Paper type:** 250 - 300g | 300 |
| 2 | Table  Calendars | **Size:** A5  **Pages:** 12 Pages + Cover page  **Binding:** White Spirals **Paper type:** 250 - 300g | 250 |
| 3 | Diaries  [Agenda] | **Size:** A5 **Cover:** Leather or closer material  **Brand:** Embossed **Preference:** With calendar and branded pages | 500 |
| 4 | Notebooks | **Size:** A5  **Cover:** Art paper **Content:** Branded pages **Binding:** White Spirals  **Papers:** 100 papers | 2,500 |
| 5 | Pens | **Colour:** Blue or White  **Material:** High-quality plastic  **Ink:** Blue  **Mechanism:** Twist or Click  **Preference:** Ballpen | 300 |
| 6 | Executive  Pens | **Colour:** Black  **Material:** Metal sheet  **Ink:** Blue  **Mechanism:** Twist or Click  **Preference:** Ballpen | 70 |
| 7 | Gift bags | **Size:** 42 x 30 x10Cm  **Body:** Branded art papers  **Handle:** Rope **Ropes:** Blue regular ropes | 70 |
| 8 | T-Shirts | **Size:** 3 XXL, 12 XL, 25 L, 40 M, 20 S **Type:** Lacoste/ Polo  **Brand:** Pilot Gold **Colour:** Prime Blues  **Hands:** Short sleeve | 68 |

The price amount that you will propose should cover all the work: designing, printing, branding and transport.

Bidders may be invited to give a presentation or attend a clarification interview.

Prime Life Insurance shall not be bound to accept any bid and will not be responsible for any loss or expense incurred by firms in the submission of their bids.

Interested bidders are requested to send their bid to the following address [**ITClife@prime.rw**](mailto:ITClife@prime.rw)not later than **October 24, 2024 at 5PM**.