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www.prime.rw

REF:571...../01/IT/CEO/2024

Kigali, October 16th, 2024

To: All specialized bidders

Re: Invitation to Bid for the Supply of Promotional Materials.

Dear Sir/Madam,

Prime Life Insurance Ltd, a fully licensed insurance provider authorized by the National Bank of Rwanda (BNR), is pleased to invite qualified and specialized bidders to submit proposals for the supply of promotional materials.

Interested bidders are requested to submit their bid send their bid to this email: **ITClife@prime.rw**. The terms of reference are enclosed with this letter.

Please note that all bids must be submitted online no later than **Thursday, October 24th, 2024, by 5:00 PM**. Bids submitted after this deadline will not be considered.

We look forward to receiving your proposals.

Innocent Habarurema
Innocent HABARUREMA
Chief Executive Officer
Prime Life Insurance Ltd



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.

A. 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]



B. Technical Requirements Specifications

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	2,500

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		Cover: Art paper Content: Branded pages Binding: White Spirals Papers: 100 papers	
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 x10 Cm 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 not later than **October 24, 2024 at 5PM.**



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