



## REQUEST FOR QUOTATION

Sustainable Growers Rwanda (SGR) is a local NGO having a goal of improving the livelihoods of low-income women farmers and their families through collective training that creates the basis for more transparent trade, improved quality and higher prices in the coffee sector.

SGR and its entities ( Q coffee and SCR) are looking for potential companies to supply medical insurance to their staff. Our current members' family sizes for the 3 legal entities are as follows:

FAMILY SIZE	Q COFFEE	SUSTAINABLE GROWERS RWANDA	SUSTAINABLE COFFEE RWANDA
M	16	1	5
M+1	3	1	2
M+2	1	4	0
M+3	3	3	2
M+4	2	4	0
M+5	0	1	1
M+6	2	1	1

One M+4 within the SGR Entity will be covered with a regional cover insurance, while the rest of the staff will be Rwanda cover only. The insurance will be for a period of 12 months renewable. The medical coverage will be 100% by the insurer, with no exclusions.

Interested companies must provide well-printed quotes, properly bound, for each entity (Q Coffee, SGR, and SCR) to Sustainable Growers Rwanda's head office located at Kimihurura, KG 2, house No. 24 not later than **24<sup>th</sup> January 2025** at 5PM (17hrs) local time. The following documents should also be provided along with the quotations.

1. Copy of certificate of incorporation from RDB
2. Valid Rwanda Revenue [RRA] tax clearance certificate
3. Valid Rwanda Social Security [RSSB] clearance certificate
4. Must have an experience of not less than three years, at least (3) references notarized required
5. List of insurance company's service providers (health facilities and pharmacies)
6. A confirmation that the bidder has Electronic Billing Machine [EBM]
7. Valid license to operate as insurance company

The company shall be chosen through a Quality and Cost based selection method in accordance with SGR procedures. For more inquiries, please send your email at [recruitment@sustainablegrowers.org](mailto:recruitment@sustainablegrowers.org)

Done at Kigali, on 14<sup>th</sup> /Jan /2025

**Christine Condo**  
**Executive Director**