

25th September 2026

REQUEST FOR QUOTATION
FOR PRIME LIFE INSURANCE PROMOTIONAL MATERIALS

Prime Life Insurance Ltd invites qualified bidders to submit proposals for the production of high-quality promotional materials. The objective of this project is to create professionally branded materials that effectively promote Prime Life Insurance Ltd and ensure consistent and impactful brand representation across all platforms.

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].

Note: The samples must be identical to the items to be delivered.

B. Technical Requirements Specifications

No	Item	Specification	Quantity
1	Wall Calendars	Size: A2 Pages: 6 pages Binding: White Spirals Paper type: 250 - 300g	150
2	Table Calendars	Size : A5 Pages : 12 Pages + Cover page Binding: White Spirals Paper type: 250 - 300g	300
3	Diaries [Agenda]	Size: A5 Cover: Leather or closer material Brand: Embossed or DTF Preference: With calendar and branded pages	600
4	Notebooks	Size: A5 Cover: Art paper Content: Branded pages Binding: White Spirals Papers: 100 papers	2,000
5	Pens	Colour: Blue or White Material: High-quality plastic Ink: Blue	600

		Mechanism: Twist or Click Preference: Ballpen	
6	Executive Pens	Colour: Black Material: Metal sheet Ink: Blue Mechanism: Twist or Click Preference: Ballpen	150
7	Gift bags	Size: 42 x 30 x10 Cm Body: Branded art papers Handle: Rope Ropes: Blue regular ropes	300
8	T-Shirts	Size: 3 XXL, 12 XL, 25 L, 40 M, 20 S Type: Lacoste/ Polo Brand: Pilot Gold Colour: White or Prime Blue Hands: Short sleeve	100

C. Other Guidelines

- The proposed price should be comprehensive, covering all project components, including design, printing, branding, and transportation.
- Shortlisted bidders may be invited to deliver a presentation or attend a clarification meeting.
- Prime Life Insurance Ltd reserves the right to accept or reject any bid and shall not be liable for any loss or expense incurred by bidders in the preparation or submission of their proposals.

D. Submission Deadline & Contact

All interested bidders are invited to submit their proposals electronically to itclife@prime.rw **by 5:00 PM on October 9, 2026**. Late submissions will not be considered.

Adrien RUKUNDO
Ag. Chief Executive Officer
Prime Life Insurance Ltd