

Kigali, 20<sup>th</sup> June 2026

## TERMS OF REFERENCE FOR THE SUPPLY & DELIVERY OF 5 VEHICLES

**REF:** 354/HR/CEO/2026

**Date:** 20/06/2026

### 1. Introduction

**PRIME LIFE INSURANCE Ltd**, herein referred to as "the Client," is seeking for qualified suppliers for the provision of supply and delivery of 5 Jeeps.

### 2. Objective

The objective of this Terms of Reference is to identify qualified suppliers who can submit technical and financial proposals.

### 3. Vehicle Specifications

Interested suppliers are requested to provide information for 5 Jeeps meet the following core specifications:

#	TYPE	MARK	YEAR OF MANUFACTURING	CONSUMPTION	TRANSMISSION
1	JEEP	TOYOTA RAV 4 XLE	2024-2025	Hybrid	Automatic
2	JEEP	TOYOTA RAV 4 XLE	2021-2025	Hybrid	Automatic
3	JEEP	TOYOTA RAV4 XLE	2021-2025	Hybrid	Automatic
4	JEEP	TOYOTA RAV4 XLE	2021-2025	Hybrid	Automatic
5	JEEP	TOYOTA RAV4 XLE	2021-2025	Hybrid	Automatic

### 4. Submission Requirements

To be considered for shortlisting, interested suppliers must submit the following information:

- **Company Profile & RDB certificate:** Including years in business, core activities, and other relevant details.
- **Past Performance:** Proof of successful work completion for two comparable projects with major corporate entities.
- **Product Information:**
  - Mark, Model and the Year of Manufacturing of the vehicles being proposed.
  - Detailed technical specification sheet/brochure confirming compliance with the specifications above.
- **Pricing Indication:** The indicated prices should include all applicable taxes

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- **Availability & Delivery:** Estimated lead time for delivery after receipt of a formal purchase order. However, the delivery period should not exceed five calendar days.
- **After-Sales Support Overview (if applicable):**
  - **Warranty Summary:** Full details of the included manufacturer's warranty terms and conditions.
  - **Local Service Network:** Information on your dedicated support availability and service partners within Kigali, Rwanda.
- **Contact Information:** Full name, address, email, and telephone number of the contact person.

#### 5. Submission Details

- **Closing Date for receiving sealed envelope: 1<sup>st</sup> July, 2026**
- **Submission Method:** Proposals should be submitted physically at the Head Office located in MIC Building KN2 AVE Nyarugenge.  
**Email:** Any enquiry should be addressed to the following address email [itclife@prime.rw](mailto:itclife@prime.rw)  
**Subject Line:** ToRs supply & delivery of Jeep Vehicles - [Supplier Name] - [REF Number].

#### 6. Disclaimer

- This ToRs does not constitute a commitment by the Client to procure any goods or to enter into any contract.
- The Client reserves the right to cancel this ToRs process at any time without liability.
- Only shortlisted suppliers will be contacted for the next stage of the procurement process.

Sincerely,



**Innocent HABARUREMA**  
Chief Executive Officer