



## **TERMS OF REFERENCE FOR PURCHASE OF VEHICLE FOR SONARWA LIFE ASSURANCE COMPANY LIMITED (SONARWA LIFE)**

### **1. Background**

SONARWA Life Assurance Company Limited (SONARWA Life) is a Rwandan Insurer providing life assurance and other related financial services in Rwanda. The Company offers a wide range of life insurance products, including but not limited to Group Life Insurance, Group Pension, Loan Protection Insurance, and Education Endowment, individual life, and individual pension services.

SONARWA Life is a pioneer and leader in the life assurance sector. Our Company focuses on innovation and excellence in service delivery and has differentiated itself in the market, earning its recognition.

The company wishes to invite the qualified and interested bidders to submit their tender documents for supply of new Toyota land cruiser under the terms and conditions herein.

### **2. Scope of the work**

SONARWA Life Assurance Company Ltd (SONARWA Life) invites all interested and eligible Bidders to supply one new Toyota land Cruiser Prado TX-Model 2023, automatic transmission, diesel engine, 2.8 L, 4WD, 7 fabrics seats, dual airbag and air conditioner, rear differential lock, tire on Ground, side steps. With accessories of fire extinguisher, warning Triangle, wheel spanner, and reserve tire.

### **3. Eligible Bidders**

This invitation for Bids is open to all Bidders operating in the Republic of Rwanda as defined in SONARWA Life Procurement Policy.

### **4. Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of his bid, and SONARWA Life shall not be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

### **5. Language of Bid**

All documents relating to the bid and Contract shall be in English.

### **6. Call for Technical Proposal**

The technical Proposal shall comprise the following:

- a. The Bid response letter signed by representative of the Bidder Company;
- b. A company profile.

### **7. Call for Financial Proposal**

Bidders are to include the following in their financial proposals:

- 7.1. The price of vehicle and delivery schedule
- 7.2. Copy of trading license by RDB
- 7.3. Certified copy of social security certificate(RSSB)
- 7.4. Certified copy of the tax clearance certificate(RRA)
- 7.5. Detailed technical specifications of the vehicle to be supplied
- 7.6. Commitment for garage and service facility
- 7.7. Certificate of warranty of a vehicle and service after sales
- 7.8. Certificate of the garage, spare parts and service facility
- 7.9. At least 2 good completion certificates
- 7.10. The financial component shall cover price of VAT inclusive;
- 7.11. The validity of the offer should not be less than 60 days;
- 7.12. The validity of delivery should not be more than 45 days
- 7.13. The invoice shall be produced through electronic billing machine. (EBM invoice).

#### 8. Currency of Bid

The unit rates and prices shall be quoted by the Bidders entirely in the Rwandan Francs.


#### 9. Payment Modalities

The modalities of payment will be part of negotiations on terms and conditions of contract with successful Bidder.

#### 10. Deadline for Submission of Bids

- 10.1. Bids shall be delivered to SONARWA Life at the address specified below not later than 19<sup>th</sup> July 2023 at 15:00 hours, Kigali Time with inscription:  
Chief Executive Officer  
SONARWA Life Assurance Company Ltd  
Ground Floor Level, RSSB Building, Tower II,  
African Union Boulevard  
P.O. Box: 1774  
Kigali-Rwanda  
Tel: + (250)78500144
- 10.2. SONARWA Life may extend the deadline for submission of bids by issuing an amendment in which case all rights and obligations of SONARWA Life and the bidders previously subject to the original deadline will then be subject to the new deadline.

Done at Kigali, on 10<sup>th</sup> July 2023

  
Dianah MUKUNDWA  
Chief Executive Officer

