# **Annex 1 – Service Provider Information**

## **For the Brand Refresh to SONARWA General Insurance Ltd & SONARWA Life Assurance Company Ltd**

**Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(To be used on the Contract)**

**Company address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(To be used on the Contract)**

**Company Reg: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(If Applicable)**

**Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Instructions**

1. Provide Company Name and Contact details above.
2. Submit all mandatory documentation to SONARWA General & SONARWA Life by 08/03/2024.
3. Submission Emails: [procurementlife@sonarwa.co.rw](mailto:procurementlife@sonarwa.co.rw) and [procurement@sonarwa.co.rw](mailto:procurement@sonarwa.co.rw)

## **List of Required Documents.**

I addition to the requirements listed in Terms of Reference (see point 6), the interested bidder should provide the following documents:

1. Financial Proposal signed and stamped
2. Valid RDB Certificate for Marketing and Branding services in Rwanda
3. Projects Portfolio for Relate Projects
4. Tax Clearance Certificate
5. RSSB Clearance Certificate
6. CVs of two technical staff with qualifications in branding and marketing
7. 3 certificates of completion for the past work

## **Service Provider Management Details**

|  |  |
| --- | --- |
| **Service Provider:** |  |
| **Date:** |  |
| **Name (print):** |  |
| **Position:** |  |
| **Signature:** |  |
| **Title:** |  |