

## SUPPLIER REGISTRATION/PREQUALIFICATION NOTICE

Britam is a leading diversified financial services group, listed on the Nairobi Securities Exchange. The group has interests across the Eastern and Southern Africa region, with operations in Rwanda, Kenya, Uganda, Tanzania, South Sudan, Mozambique and Malawi. The group offers a wide range of financial products and services in Insurance, Asset management, Banking and Property.

Britam Insurance Company (Rwanda) Ltd hereby invite interested suppliers and service providers with suitable capabilities to be prequalified for supply of various categories of goods and provision of services and/or works for the period 2020 – 2022.

This registration/ prequalification exercise relates to provision of goods and services in Rwanda.

<b>PROPOSED PREQUALIFICATION CATEGORIES</b>	
<b>Category No.</b>	<b>Supply of goods</b>
BRT/01/2020	Supply, Installation and Maintenance of Fire Fighting System and Equipment
BRT/02/2020	Supply, Installation, Repairs and Maintenance of Air Conditioning Units
BRT/03/2020	Supply, Installation and Maintenance of Electrical Systems & Equipment/Services
BRT/04/2020	Supply, Installation and Maintenance of CCTV Surveillance
BRT/05/2020	Supply of Tyres, Spare Parts, Tubes and Motor Vehicle Accessories
BRT/06/2020	Supply of Toners and General Office Stationery
BRT/07/2020	Supply of Custom-Made Shirts, Ties and Shoes
BRT/08/2020	Supply of Assorted Gift Items i.e. Corporate Gift Hampers, Trophies, Wall Paintings, Wildlife Sculptures Etc.
BRT/09/2020	Supply of Asset Tagging Solutions
BRT/10/2020	Supply and Printing of Branded Marketing Merchandise i.e. T-Shirts, Umbrellas and other promotional materials
BRT/11/2020	Supply, Repair and Maintenance of Office Equipment
BRT/12/2020	Supply and Printing of Medical Cards
BRT/13/2020	Repair and Maintenance of Telecommunication Equipment
BRT/14/2020	Provision of Repair and Maintenance of Office Furniture and Lavatory Appliances
BRT/15/2020	Repair and Maintenance of Computer and Printer Hardware
BRT/16/2020	Provision of Valuation Services - Property Services
BRT/17/2020	Provision of Valuation Services - Motor Vehicle Services
BRT/18/2020	Provision of Transport and Relocation Services (Movers)
BRT/19/2020	Provision of Team Building Facilitation Services
BRT/20/2020	Provision of Surveys Services With Specialty in HR
BRT/21/2020	Provision of Storage Space for Salvage Motor Vehicles
BRT/22/2020	Provision of Office Rubber Stamps and Company Seals

BRT/23/2020	Provision of Risk Surveyor Services
BRT/24/2020	Provision of Toilet Consumables and Sanitary Solutions
BRT/25/2020	Provision of Printing Services i.e. Annual Report, Calendars, Letterheads Etc
BRT/26/2020	Provision of PR and Media Training Services
BRT/27/2020	Provision of Outside Catering Services
BRT/28/2020	Provision of Office Drinking Water
BRT/29/2020	Provision of Office Cleaning Services and Garbage Collection
BRT/30/2020	Provision of Motor Vehicle Assessment Services
BRT/31/2020	Provision of Media Monitoring Services
BRT/32/2020	Provision of Design and Production of Marketing and Advertising Material e.g. Banners, Bill Board Flexis, Radio and Television Ads.
BRT/33/2020	Provision of Market Research and Mobile Research
BRT/34/2020	Provision of Insurance Investigative Services for General Business
BRT/35/2020	Provision of External & Internal Signage's and Branding Services
BRT/36/2020	Provision of Events Management Services i.e. Events Setup, Tents, Decor, Lighting & Staging Services
BRT/37/2020	Provision of Entertainment Services i.e. DJ & Sound Systems Services, MC Services & Other Related Services
BRT/38/2020	Provision of Creative and Advertising Services
BRT/39/2020	Provision of Local Courier Services and Bulk Service Delivery
BRT/40/2020	Provision of Car Hire Services
BRT/41/2020	Provision of Auctioneering Services
BRT/42/2020	Provision of Air Travel Agency Services (Flights, Ticketing & Hotel Reservation)
BRT/43/2020	Provision of Hotel Accommodation and Conferencing Services
BRT/44/2020	Provision of Taxi Services
BRT/45/2020	Provision of Motor Vehicle Repair Services – Garages
BRT/46/2020	Provision of Loss Adjustors
BRT/47/2020	Provision of Insurance Forensic Services
BRT/48/2020	Leasing Services – Printers & scanners
BRT/49/2020	HR Consultancy and Training - Soft Skills Training Services, Executive Coaching Services
BRT/50/2020	Consultancy Services - Risk & Compliance, Enterprise Risk Management, Business Continuity and Disaster Recovery
BRT/51/2020	Provision of Internet Services
BRT/52/2020	Provision of Clean Power
BRT/53/2020	Provision of Structured Cabling, Support and Maintenance
BRT/54/2020	Provision of Data Center Computer, Storage, Backup Equipment, Support and Maintenance
BRT/55/2020	Provision of Desktops, Laptops and Printer Equipment and their accessories
BRT/56/2020	Supply of Newspapers/Dailies
BRT/57/2020	Supply of Office Furniture
BRT/58/2020	Provision of Land Surveying Services
BRT/59/2020	Provision of Leasing and Tenant Coordination Services
BRT/60/2020	Provision of International Courier Services
BRT/61/2020	Provision of Corporate Photography and Videography Services

The prequalification exercise will be completed by sending the requisites documentations to Britam Insurance office located in KIC, 5<sup>th</sup> Floor (former UTC Building).

Interested firms are required to visit our website in order to download the prequalification questionnaire.  
<https://rw.britam.com/about-us/tenders>

*Current suppliers and service providers are required to participate in order to be considered. All applicants who duly complete the prequalification process will be notified on the outcome of their applications after completion of the vetting process.*

The deadline for participation in the prequalification exercise is on **5th June 2020 at 5PM.**

***Britam Insurance company (Rwanda) Ltd reserves the right to accept or reject any or all applications to the prequalification either in whole or in part.***