



AFRICAN REINSURANCE CORPORATION

SOCIÉTÉ AFRICAINE DE RÉASSURANCE

(AFRICA RE)

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LAGOS, NIGERIA

INVITATION TO BID – CONSULTANCY SERVICES FOR THE SETTING UP OF A FUNCTIONAL LIBRARY AND ELECTRONIC ARCHIVE SYSTEM FOR THE CORPORATION

The African Reinsurance Corporation invites interested persons and legal entities to bid for the provision of consultancy service towards setting up a functional library and archiving system for the Corporation at its Headquarter building in Lagos, Nigeria.

The bid proposal should address the following key areas:

1. Document Retention policy for efficient document management in a Reinsurance organization.
2. Recommended hardware & software appropriate for an effective electronic filing system and a programmed flow chart with proposed dates for its effective implementation.
3. Management of existing hard copies (files) at the completion of the project. Recommended best practice for archiving and discarding of hard copies (files) after its retention period.
4. Appropriate staffing and special training required for the effective management of the Corporation's Library/ Archive.
5. What services if any will be required from the consultant after the completion of the project and for what duration?
6. What will be the cost and time frame for the successful completion of the assignment?
7. Relevant organizations with contact details where similar consultancy work was executed in the last 10 years.

Applicants are expected to send their bids, latest 12.00 noon on **30 April 2010** to info@africa-re.com addressed to:

The Managing Director
African Reinsurance Corporation
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Please note that the role of the consultant is to advise on the execution of the project from conception to its successful implementation and not to participate in the procurement process

Applicants are advised to visit the Corporation's temporary Library/ Archive to interact with the staff in the unit and the Coordinator of the Secretariat Department for further clarification and understanding of the assignment.