



African Reinsurance Corporation Société Africaine de Réassurance

OPEN TENDER NOTICE FOR THE SUPPLY OF COMPUTERS AND PROJECT IMPLEMENTATION

African Reinsurance Corporation (Africa Re), an international financial institution with Headquarters in Lagos, Nigeria, requires services in the area of supply of computer systems and accessories as well as implementation of a number of projects. Companies with requisite experience, manpower and equipment are hereby invited as potential bidders for the following:

SUPPLY OF COMPUTERS & ACCESSORIES

- Servers, Laptops and Desktops
- Printers and Scanners
- Software and other peripheral equipment

IMPLEMENTATION OF A NUMBER OF PROJECTS

Method of Application:

Firms or group of firms willing to participate would be required to pay a non-refundable deposit of US\$250.00 or N39, 000.00 to qualify for participation. Cheques should be made in favor of African Reinsurance Corporation.

Submission of Tenders:

Tenders in sealed envelopes should reach the following address not later than 16.00 hours on May 20, 2011:

The Chairman Tender Committee
African Reinsurance Corporation
8-11 Floors, Africa Re House,
Plot 1679 Karimu Kotun, Victoria Island,
P.M.B. 12765, Lagos Nigeria

<http://www.africa-re.com>

**AFRICAN REINSURANCE CORPORATION
(AFRICA RE)**

Registered Office: 8-11 Floors, Africa Re House, Plot 1679 Karimu Kotun, Victoria Island, P.M.B. 12765,
Lagos Nigeria

**REQUEST FOR PROPOSAL (RFP) FOR
SUPPLY OF COMPUTERS AND ACCESSORIES**

Date of Issue: 31 March 2011

OBJECTIVES

- 1.1 As part of its information technology directive, AFRICAN REINSURANCE CORPORATION intends to procure Computer systems, Servers, Laptops, Desktops, Software and other accessories at its Head Office and for the regional offices.
- 1.2 African Re hereby invites tenders from reputable and qualified computers and accessories companies with requisite experience, manpower and equipment for the supply of computers and accessories within the following scope:

1. SCOPE OF WORK

2.1 COMPUTERS AND ACCESSORIES

- Supply of computers & accessories which specifications/configurations as per annexure 1 and *2011 Order System Specs.zip*.
- Post-installation warranty support
- Vendor shall obtain all necessary export documentation and permits to allow shipment of the Computers and Accessories to various destination addresses as per annexure 2.
- Power requirement of all equipment is 220-240V

- 2.2 Required technical details or brochure of products offered by the Bidder duly supported by technical specifications of each component should be furnished along with the reasons justifying the requirement/s for such components, accessories and software products as part of the Technical Bid and furnish the cost of each of such component/s in the Commercial Bid in separate sealed covers as per format given in annexure 3.

3. Bidder Eligibility Criteria:

- 3.1 The eligibility criteria on the basis of which the bidder will be short-listed for processing of technical and commercial offer is narrated below:
- The bidder is either an Original Equipment Manufacturer (OEM) of the product or Authorized Channel Partner (ACP) of an OEM.
 - The bidder should be a profitable concern and financially sound.
 - The bidder should have support service centres at the installed location and should be able to provide immediate support service through direct presence.
 - The bidder is not a black-listed company by the Corporation. Bidders can email icttender@africa-re.com for enquiries on their status.
- 3.2 Please note that non-compliance of any of the above criteria will result in rejection of bid for further processing.
- 3.3 Documents are to be submitted to substantiate claim for satisfying each of the eligibility criteria given above.

4. Submission of Bids:

- 4.1 The competitive bids shall be in three parts viz. the Eligibility, Technical Bid and Commercial Bid. Each of these three bids shall be submitted in separate sealed envelopes.
- 4.2 The top of the envelope containing the eligibility bid should be marked "**Eligibility Bid For Supply Of Computers And Accessories Reference No. 01/2011**", the top of the envelope containing the technical bid should be marked "**Technical Bid For Supply Of Computers And Accessories Reference No. 01/2011**" and the top of the envelope containing commercial bid to be marked "**Commercial Bid For Supply Of Computers And Accessories Reference No. 01/2011**". These three separately sealed envelopes should be put together into another sealed envelope marked "**Bid For Supply Of Computers And Accessories Reference No. 01/2011**".
- 4.3 The eligibility documents will be opened first in the presence of all the bidders, should they choose to attend. They will be evaluated to determine whether the bidder satisfies the eligibility criteria set by the Corporation. Next, the Technical Bid will be opened in presence of and for only the bidders, who have satisfied all the eligibility criteria mentioned in clause 3 above, for technical suitability. Finally, Commercial Bid shall be opened in presence of and only for the short-listed bidders, who have qualified in the Technical Bid.
- 4.4 The Technical Bid shall contain the technical solution to the requirement of the Corporation as specified in annexure 1 for the Computers and Accessories. Model No. of each product is to be mentioned in the technical bid. The commercial bid shall contain offer as per the format given as annexure 3 along with the price column.
- 4.5 The capabilities, operating characteristics and other technical details of the hardware and software offered should be furnished together with product brochures, literature, etc. in the Technical Bid. Other Systems Software including Management Software products offered independently and/or bundled with the hardware and other accessories should be of latest versions and the Bidder should specifically confirm this. The technical literature should explain architecture, scalability, and availability of the hardware offered.
- 4.6 The bidder shall provide a list of direct presence service centres with details of addresses along with the Technical Bid.
- 4.7 The bidder shall submit the Bids properly filed so that the papers are not loose. The Bidder shall submit the bid in suitable capacity of the file such that the papers do not bulge out and tear during scrutiny.
- 4.8 The eligibility bid shall be organized and submitted as per the following sequence:
- a) Table of Contents (list of documents enclosed with page numbers)
 - b) Proof of claim as ACP
 - c) Audited Accounts for the three most recent accounting years
 - d) Proof of having supplied computers and accessories before
 - e) Company profile & support service centres
- 4.9 The technical bid shall be organized and submitted as per the following sequence:
- a) Table of Contents (list of documents enclosed with page numbers)
 - b) Duly filled-in Compliance Chart (Annexure 4)
 - c) Technical Solution
 - d) Bill of Material including part number but excluding price reference (Annexure 3)
 - e) All Certificates, Statements and undertakings (including Annexure 6 & 7)
 - f) Reference sites (Annexure 8)
- 4.10 The Commercial Bid shall be organized and submitted as per the following sequence:
- a) Fully filled-in Annexure 3
 - b) Any other information, certificate etc
- All prices should be quoted in United States Dollar.
- 4.11 All the pages of the bids including documents are to be numbered as 'Page--- (current page) of --- (total pages)' and be signed by authorized signatory. The (current page) number should be a unique running serial number across the entire document.

4.12 The Bids shall be addressed and submitted by recognized courier to:

**The Chairman, Tenders Committee,
African Reinsurance Corporation
8-11 Floors, Africa Re House,
Plot 1679 Karimu Kotun, Victoria Island,
P.M.B. 12765,
Lagos Nigeria**

5 General Conditions:

- 5.1 Incomplete bids, conditional bids, bids not conforming to the terms and conditions are liable for rejection by the Corporation. The Technical Bid should accompany a compliance chart as per Annexure 4.
- 5.2 The bids received and accepted will be evaluated by the Corporation to ascertain the lowest bid in the interest of the Corporation. However, the Corporation does not bind itself to accept the lowest or any Bid and reserves the right to reject any or all bids at any point of time prior to the issuance of purchase order without assigning any reasons whatsoever. The Corporation reserves the right to re-tender. The Corporation shall not incur any liability to the affected bidder(s) on account of such rejection. The Corporation shall not be obliged to inform the affected bidder(s) of the ground for the Corporation's rejection.
- 5.3 The Corporation reserves the right to modify any terms, conditions and specifications of this request for submission of offer and to obtain revised commercial bids from the bidders with regard to such changes. The Corporation reserves its right to negotiate with any or all bidders. The Corporation reserves the right to accept any bid in whole or in part. The Corporation reserves the right to split orders in favour of more than one bidder. The Corporation reserves the right to issue orders/order for delivery and installation of the systems, Region-wise from different locations or centrally from a single location.
- 5.4 All the hardware and software should be original, latest & licensed.
- 5.5 Bids once submitted shall not be returned to the bidder in future.
- 5.6 Any bid submitted with false information will not only be rejected but the Bidder may also be debarred from participation in future tendering process.
- 5.7 Canvassing of any kind will not only invite disqualification but also will debar the Bidder from future participation in the tendering process.
- 5.8 All bids and supporting documentation shall be submitted in English or French.
- 5.9 **Bidders must have back-to-back support relation with the OEMs whose products are offered by the bidder to the Corporation. A commitment letter from the OEM has to be submitted along with the technical bid in this regard at least for a period of 4 years.**
- 5.10 Names and addresses of reference sites along with the product information where similar systems and products were offered, installed and operationalised by the Bidder in the last 3 years shall be furnished for reference as per the Annexure 8.

- 5.11 If necessary, the Bidder is required to give presentation on the systems offered as well as arrange site visit, where Bidder has installed and operationalised similar solution.
- 5.12 The quotations shall be submitted strictly in conformity with the specifications given in annexure 1 for the Computers and Accessories.
- 5.13 The company profile shall be furnished in the format indicated in Annexure 5.
- 5.14 Price/cost of equipment, hardware, accessories and software offered and prices of any additional/optional hardware and software items thereof required at the location **shall be furnished in Annexure 3 as Commercial Bid in a sealed cover**
- 5.15 The Corporation will not be responsible for non-receipt of quotations within the specified date and time due to any reason including postal delay or holidays.

6. SELECTION PROCESS

- 6.1 The company profile, past experience of the company in the area of supply of computers and accessories, cost of the equipment, hardware and software offered, technical features of the equipment/hardware/software offered, delivery schedule, past experience with the Bidder, etc. shall be treated as criteria, besides others, in selecting the bidder. The calculation for selection of bidder is narrated below:
- 6.2 Selection criteria:** The bidder will be selected on the basis of weighted average of technical and commercial offer for technically eligible bidder.
- 6.3 Commercially lowest bid will be computed on the basis of cost of equipments, hardware, software, installation and commissioning.
- 6.4 The information about the service support available at each site shall be given in Company Profile (Annexure 5). Local presence and nature of Bidder's support (direct presence/franchise) has to be available at all locations to attend any call immediately.
- 6.5 All the prices, technical specifications and other terms and conditions of the offer proposed by the Bidder should be valid for a minimum period of 90 days.
- 6.6 Failure of the Bidder to comply with the above requirement will result in the annulment of the award.

7. Delivery and Commissioning:

- 7.1 Deliveries of the equipments are to be made within **6 weeks** from the date of acceptance of order (Effective date of the order). However, the bidder shall submit the acceptance of the order within 1 week from the date of receipt of the order. The Corporation reserves the right to consider the late acceptance of the order, if any, at its discretion.
- 7.2 In case the delivery is delayed beyond the above schedule, a penalty of one half of one percent (0.5%) of the order value of the undelivered material for each calendar week of delay or part thereof, subject to a maximum of 5% of the total order value will be imposed and deducted from the bill amount.
- 7.3 Commissioning of the equipments are to be made within **2 weeks** of delivery. If commissioning is not made within 2 weeks, Late Installation Charge at the same rate as narrated in clause 7.2 will be imposed in addition to late delivery charges for the non-commissioned material. Here commissioning means making operational the installed and integrated equipments and software.

- 7.4 If however, the delay is caused by any action pending from the Corporation's end, the corresponding period will not be considered in the calculation of delay period.
- 7.5 If site is not ready, post-installation payment will be made after 30 days of delivery.
- 7.6 Pre-shipment Quality Inspection certificates for all equipment are to be submitted along with the invoices.
- 7.7 The installation will be deemed to be complete, when all the hardware, accessories, hardware components, system software, and other software products specified in Annexure 3 have been supplied, installed and operationalised as per the technical specifications and all the features as per the technical specifications are demonstrated and implemented as required, on the systems to the satisfaction of the Corporation. The Bidder has to resolve any equipment, hardware, system software, etc. problems during successful installation and operationalisation of the Computer systems. In addition, supply of all associated documentation relating to the hardware, system software, etc. should have been completed.
- 7.8 All the software (including operating system/s, system software, etc.) supplied by the Bidder shall be legal and the Bidder shall give indemnity to that effect in the format specified in Annexure 6.
- 7.9 **The equipments are considered accepted (commissioned and operationalised) after signing the Acceptance Test Plan (ATP) document jointly by the representative from the Corporation and the engineer from the bidder. The component level checking for individual item may be included during the acceptance test.**

8. Price and Terms of Payment:

- 8.1 The Commercial Bid must include the system configuration along with Model No, Part No and Price Tag.
- 8.2 Quotation for equipment and accessories should be on the basis of CIF destinations shown in annexure 2.
- 8.3 The Bidder is required to guarantee that exchange rate fluctuations will not affect the value of the commercial bid, over the validity period of the bid.
- 8.4 The Corporation reserves the right to re-negotiate the prices in the event of change in the international market prices of both the hardware and software.
- 8.5 50% of the order value will be paid with order. 25% of the order value will be paid on delivery of the system. The remaining 25% will be released on successful commissioning of the system.
- 8.6 The 50% advance payment shall be supported by bank guarantee from a reputable bank.**
- 8.7 All advance payment where necessary shall be made at the discretion of the Corporation.
- 8.8 Training charges, if any shall be paid on completion of the training of the personnel of the Corporation.

9. Warranty:

- 9.1 The selected bidder shall give warranty for a minimum period ranging between one and three years from the date of acceptance of the systems by the Corporation. During the warranty period, the bidder will have to undertake comprehensive maintenance of the entire system, including hardware, hardware components, systems software, other hardware, software and accessories supplied by the bidder. Bidder shall give warranty for at least one year for Computers and components. Bidder shall give warranty for at least three years for Servers and components.
- 9.2 In respect of all the software products offered and supplied, the bidder should specify the warranty period available on media and on the software as per the warranty policies of the respective principals or OEMs as the case may be. This should be specifically mentioned by the bidders in the Technical Bid.
- 9.3 In respect of all the software, including operating systems, bidder should give the policy and price of supplying new version/s, releases, upgrades, updates, etc. An undertaking in this respect is to be submitted along with the offer.
- 9.4 Besides the above, the bidder will have to confirm the terms and conditions of warranty and declare as given in Annexure 7.
- 9.5 During the warranty period the bidder should maintain the acceptance criteria and the bidder shall be responsible for all costs relating to labour, spares, maintenance (preventive and corrective) and transport charges from and to the sites in connection with the repair/replacement of the solution or any component/part there under, which, under normal and proper use and maintenance thereof, proves defective in design, material or workmanship or fails to conform to the specifications, as specified.

10. Bidder's comprehensive maintenance and administration of Equipment during warranty period:

- 10.1 The selected bidder shall ensure that services of professionally qualified persons are available for providing comprehensive on-site maintenance of equipment, hardware and software during the warranty period (equipment, hardware and system software).
- 10.2 In the event of hardware, system software, etc. failure during the warranty period, the bidder shall ensure that system is made operational to the full satisfaction of the Corporation.
- 10.3 In the event of system break down or failures at any stage, protection available, which would include the following, shall be specified.
 - Diagnostics for identification of systems failures
 - Protection of data
 - Recovery/restart facility
 - Back-up facility
- 10.4 The selected Bidder shall ensure 99.5% uptime for the solution. In the case of any break down/malfunctioning of equipment, hardware, equipment & hardware components, accessories, system software, etc., the relevant defect is attended to and rectified within a reasonable time of the receipt/notice of the complaint. The hot swappable parts should be replaced immediately for which the selected bidder should store all the critical and hot swappable spares. Further, proportionate penalty will be levied in case of down time of the systems, which shall include extension of warranty period to the extent of down time.
- 10.5 The comprehensive maintenance during warranty would be inclusive of all spares needed to be replaced and excluding consumables.

10.6 The bidder shall guarantee the availability of spares in respect of all the hardware and accessories during Warranty period.

11. Rejection of Bid:

The bid is liable to be rejected if,

- It is not in conformity with the instructions mentioned in this tender document.
- It is not accompanied by the requisite US\$250.00 in Bank Draft as application fee.
- It is not properly/duly signed.
- It is received through email or fax.
- It is received after expiry of the due date and time
- It is incomplete including non-furnishing of the required documents.
- It is evasive or contains incorrect information.
- There is canvassing of any kind.

12. Validity:

12.1 The bidder shall keep the bid valid for a period of 90 days from the last date of submission of bids. However, if there is any fall in the price the bidder shall pass on the same to the Corporation.

12.2 The Corporation shall have the right at its absolute discretion to place further orders on the selected bidder for future requirement on the rates finalized in this processing within 90 days from the last date of submission of the bids.

13. Force Majeure:

13.1 Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or the Corporation as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:

- Natural phenomena, including but not limited to floods, droughts, earthquakes, epidemics,
- Acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes,
- Terrorist attacks, public unrest in work area,

provided either party shall within ten (10) days from the occurrence of such a cause notify the other in writing of such causes. The Bidder or the Corporation shall not be liable for delay in performing his/her obligations resulting from any Force Majeure cause as referred to and/or defined above.

14. Acceptance by the Corporation:

14.1 If required, the Corporation may ask the Bidder to arrange for demonstration of the feature, quality and capabilities of the System as per model committed in the bid and as agreed upon to be supplied and installed, within two weeks from the effective date. This demonstration (acceptance test) will be conducted on prior appointment. In such a situation the delivery of the Systems will not be started without having the model as committed in the bid accepted by Corporation.

14.2 The Bidder will submit Pre-shipment Quality Inspection certificate along with the invoices. However, the Corporation reserves the right for conducting pre-shipment inspection by its own employee or approved third party. The bidder has to offer the items for inspection in such a manner that it does not affect the delivery schedule.

14.3 The Corporation will otherwise accept the model on successful completion of acceptance test after the solution is installed at the sites. Unsatisfactory performance of

the set may result in the Corporation's rejection of entire order.

- 14.4 The Acceptance Test shall be as per the comprehensive "Acceptance Test Plan" document to be prepared jointly by the bidder and the Corporation, which shall contain various tests to be performed for acceptance of the solution offered by the bidder. The Acceptance Test shall be deemed to be complete only on successful completion of the acceptance tests and issuance of the 'Acceptance Certificate' by the Corporation to the bidder.
- 14.5 On the evaluation of the Acceptance Test results and if required in view of the performance of the solution, as observed during the Acceptance Test, the Bidder shall take remedial measures including upgradation of the solution or of any component there under, including replacement thereof, at no additional cost to the Corporation, to ensure that the solution meets the requirements of the Corporation as envisaged in the Tender Document.

15. Contract Performance Guarantee:

- 15.1 The selected Bidder shall furnish an unconditional and irrevocable Bank Guarantee for 20% of the order value, in favour of the Corporation, from a recognized Commercial Bank towards due performance of the contract in accordance with the specification and conditions of the bid document.
- 15.2 The Bidder shall submit the above Guarantee within one week from the effective date (the date of acceptance of the order). The Contract Performance Guarantee shall be kept valid till the release of payment against delivery. The guarantee should have additional claim period of three months after expiry of guarantee.

16. Liquidated Damage (LD):

- 16.1 In case the delivery is delayed beyond the scheduled time from the effective date, '**Liquidated Damage for Late Delivery**' of one half of one percent (0.5%) of the order value for each calendar week of delay or part thereof subject to a maximum of 5% will be imposed and will be deducted from the bill amount.
- 16.2 If commissioning is not done within the scheduled time, '**Liquidated Damage for Late Installation**' will be imposed in addition to late delivery charges. The rate will be one half of one percent (0.5%) of the order value for each calendar week of delay or part thereof subject to a maximum of 5% will be imposed and will be deducted from the bill amount.
- 16.3 If the selected Bidder fails to complete the due performance of the contract in accordance to the specification and conditions of the bid document, the Corporation reserves the right either to cancel the entire order placed on the selected bidder or to accept performance already made by the bidder. The Corporation reserves the right to recover a suitable amount as deemed reasonable by the Corporation as '**Liquidated Damage for non-performance**.'
- 16.4 The above LDs are independent of each other and are applicable separately and concurrently.
- 16.5 LD is not applicable for reasons attributable to the Corporation and Force Majeure. However, it is the responsibility/onus of the bidder to prove that the delay is attributed to the Corporation and Force Majeure. The bidder shall submit the proof authenticated by the bidder and Corporation's official that the delay is attributed to the Corporation and Force Majeure along with the bills requesting payment.

17. Indemnity:

17.1 The bidder shall indemnify the Corporation and be liable for any loss or damage suffered by the Corporation malfunctioning of the system as supplied and installed by them. The bidder shall also indemnify The Corporation and keep indemnified for/against any loss or damage that the Corporation may sustain on account of violation of patent, trademarks etc. by the bidder in respect of hardware and software supplied. The total liability of the selected bidder under the contract shall not exceed the total cost of the project.

18. Authorized Signatory:

18.1 The selected bidder shall indicate the authorized signatories who can discuss and correspond with the Corporation, with regard to the obligations under the contract. The bidder shall furnish proof of signature identification for above purposes as required by the Corporation.

19. Arbitration:

19.1 All disputes or disagreement between the vendor and the Corporation, relating to any part of this contract shall be first brought before an arbitration panel for settlement.

19.2 Work under the Contract shall be continued by the selected bidder during the arbitration proceedings unless otherwise directed in writing by the Corporation unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or of the umpire, as the case may be, is obtained and save as those which are otherwise explicitly provided in the Contract, no payment due or payable by the Corporation, to the bidder shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter or one of the subject matters thereof.

19.3 The venue of the arbitration shall be at Lagos, Nigeria.

20. Applicable law & Jurisdiction of court:

20.1 The Contract with the selected bidder shall be governed in accordance with the Laws of Nigeria for the time being enforced and will be subject to the exclusive jurisdiction of Courts in Lagos (with the exclusion of all other Courts).

21. Cancellation of the Contract & Compensation:

21.1 The Corporation reserves the right to cancel the contract placed on the selected bidder and recover expenditure incurred by the Corporation on the following circumstances:

- The selected bidder commits a breach of any of the terms and conditions of the bid.
- The bidder goes into liquidation voluntarily or otherwise.
- An attachment is levied or continues to be levied for a period of 7 days upon effects of the bid.
- The progress regarding execution of the order accepted, made by the selected bidder is found to be unsatisfactory.
- If deductions on account of liquidated Damages exceeds 5% of the total contract price.

21.2 If uptime is less than 95% during Warranty.

21.3 In case the selected bidder fails to deliver the quantity as stipulated in the delivery schedule, the Corporation reserves the right to procure the same or similar materials from alternate sources at the risk, cost and responsibility of the selected bidder.

21.4 After the award of the contract, if the selected bidder does not perform satisfactorily or delays execution of the contract, the Corporation reserves the right to get the balance contract executed by another party of its choice by giving one months notice for the same. In this event, the selected bidder is bound to make good the additional expenditure, which the Corporation may have to incur in executing the balance of the contract. This clause is applicable, if for any reason, the contract is cancelled.

21.5 Alternatively at the discretion of the Corporation, if the Contract is cancelled during Warranty, the bidder shall repay all the payment received from the Corporation and remove all equipment supplied and installed by the bidder without any extra cost to the Corporation. The Corporation shall not be liable for anything, whatsoever, in this regard.

21.6 The Corporation reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and/or invoking Bank Guarantee, if any, under this contract or any other contract/order.

22. Defect liability:

22.1 In case any of the supplies and equipment delivered under the Contract are found to be defective as to material and workmanship and/or not in accordance with the requirement, and/or do not achieve the guaranteed performance as specified herein, the bidder shall forthwith replace/make good such defective supplies at no extra cost to the Corporation without prejudice to the other remedies as may be available to the Corporation under the contract.

23. Notices:

23.1 Notice or other communications given or required to be given under the contract shall be in writing and shall be hand-delivered with acknowledgement thereof, or transmitted by recognised courier, or by facsimile, provided that where such notice is sent by facsimile, a confirmation copy shall be sent by recognised courier within five days of the transmission by facsimile, to the address of the receiving party by the other in writing, provided such change of address has been notified at least ten days prior to the date on which such notice has been given under the terms of the contract.

23.2 Any notice or other communications shall be deemed to have been validly given on date of delivery if hand-delivered; if sent by recognised courier, then on the expiration of seven days from the date of posting; and if transmitted by facsimile, then on the next business date after the date of transmission.

24. Tendering Process:

24.1 The schedule of tendering process is given below:

| | Date & time |
|---|-----------------------------|
| Last date of submission of Eligibility, Technical & Commercial Bids | 16.00h Friday, May 20, 2011 |
| Date of opening of bids | 9.00h Monday, May 23, 2011 |

24.2 The time schedule is to be strictly followed. Interested bidders would be allowed participation in all processes.

24.3 Deviation from any of the conditions mentioned above will invite disqualification of the bid. Canvassing of any kind will not only invite disqualification but will also debar from future participation in the tendering process.

ANNEXURE 1

Items and Solutions For Purchase

| s/n | Items For Purchase | Qty |
|------------|--|------------|
| 1 | Dell OptiPlex 380 Small Form Factor | 10 |
| 2 | HP LaserJet P3015dn Printer | 2 |
| 3 | Dell Latitude E6510 | 5 |
| 4 | Dell 4610X Wireless DLP Projector | 1 |
| 5 | HP LaserJet P4015n printer | 1 |
| 6 | HP Digital Sender 9200C Scanner | 1 |
| 7 | Dell 4610X Wireless DLP Projector with ceiling mount accessories | 1 |
| 8 | Silhouette/Series E Motrz-Proj Screen 841N 4:3 | 1 |
| 9 | Snappy Fax Server + Client licences 20 user configuration | 1 |
| 10 | Dell Server PowerEdge R910 | 1 |
| 11 | HP Color LaserJet CP1518ni Printer | 1 |
| 12 | HP Color LaserJet CP2025dn Printer | 1 |
| 13 | HP Color LaserJet CP3525dn Printer | 1 |
| 14 | HP Color LaserJet CP4025dn Printer | 1 |
| 15 | Volume licence for office professional 2010 with media kit | 30 |

| s/n | Projects (Site Visitation required) |
|------------|--|
| 1 | Corporate intranet + Implementation |
| 2 | Shareholder Mgt system |
| 3 | Store management system |
| 4 | Desktop Virtualization project |
| 5 | LAN upgrade and Extension |
| 6 | Telecommunication equipment upgrade |
| 7 | Data center upgrade and Precision cooling |

| destination | email | address |
|-------------|--|--|
| Lagos | icttender@africa-re.com | African Reinsurance Corporation Africa Re House Plot 1679 Karimu Kotun Street, Victoria Island, Lagos. P. M. B. 12765, Lagos. Nigeria |

ANNEXURE 3

| Bill of Material ! Price Bid | | | | | |
|-------------------------------------|-------------------------|------------------------------------|------------|------------------|-------------------|
| SLNo | Item Description | Make ! Model & Part No. | Qty | Unit Cost | Total Cost |
| | | | | | |
| | | | | | |

ANNEXURE 4

| Compliance chart for submitting Technical and Price Bids | | |
|---|--|------------------------------------|
| SL No | Particulars | Compliance Status (Yes /No) |
| 1 | Are eligibility, technical and price bids submitted under separate sealed envelopes? | |
| 2 | Whether the Eligibility bid contains US\$250.00 or N30,000.00 as application money | |
| 3 | Whether Model No. & Bill of Material are mentioned in Technical offer as per annexure 3? | |
| 4 | Is the technical offer containing the list of direct presence service centres with details of addresses? | |
| 5 | Is the technical offer organised properly? | |
| 6 | Are all the pages numbered properly and signed? | |
| 7 | Can delivery of machines be made within 8 weeks? | |
| 8 | Whether rates have been quoted exclusive of taxes & duties and taxes & duties as applicable has been indicated separately. | |
| 9 | Is document mentioning comprehensive warranty clause attached with commercial offer? | |
| 10 | Is an undertaking regarding time of equipment and onsite support service provided with technical offer? | |
| 11 | Whether a list mentioning outstanding calls as on date of the offer invitation letter, for existing bidder, is submitted with the bid? | |

ANNEXURE 5

Company Profile and Maintenance and Service Support of the Bidder

| SN | Question | Response |
|-----|--|----------|
| 5.1 | Company Name | |
| 5.2 | Date of Incorporation | |
| 5.3 | Company Head Office address | |
| | Contact person(s) | |
| | Phone Number | |
| | Fax Number | |
| | E-mail Address | |
| 5.4 | Name of representative/office in Nigeria (indicate: own, own, dealer, or distributor) | |
| | Address | |
| | Contact person(s) | |
| | Phone Number | |
| | Fax Number | |
| | E-mail Address | |
| 5.5 | Number of Employees supporting the project | |
| | Head Office | |
| | In Lagos | |
| 5.6 | Ownership structure (e.g. Inc., partnership) | |
| | Who are the primary shareholders ? | |
| | State the major shareholders with percentage holding in case of limited companies. | |
| 5.7 | Provide the range of services offered by you covering service, description and different schemes available for: | |
| | Customisation | |
| | Implementation | |
| | Ongoing support (Helpdesk) | |
| | Training | |
| | Any Others (please specify) | |
| 5.8 | State pending or past litigation if any within the last 3 years with details and explain reasons. Please also mention any claims/complaint received in the last three years. | |
| 5.9 | Enclose copies of the audited account for past three years, and independent research analysts report (if any) | |

ANNEXURE 6

Address:

Date:

The Chairman, Tenders Committee,
African Reinsurance Corporation
8-11 Floors, Africa Re House,
Plot 1679 Karimu Kotun, Victoria Island,
P.M.B. 12765,
Lagos Nigeria

Dear Sir,

Subject: _____ **for African Reinsurance Corporation.**

We have supplied to you _____ meant for African Reinsurance Corporation. We certify that in respect of the above said _____ supplied to you, we are the authors/assignees/licensees. We have produced for your inspection, copy of the letter of assignment/license given by the author of the solution. We further certify that the sale of the _____ to you by us and your use thereof do not infringe any provisions of the copyright act.

1. If any action is brought against you for infringement of the copyright in respect of the said solution supplied by us to you, we will defend the same at our cost and consequences and will indemnify you all the costs and other expenses that you may incur in this connection.

2. Any upgrades/updates and new releases/versions of the solution supplied shall be immediately incorporated on your system at cost/or no extra cost pending upon the corporate policy of our company.

Yours faithfully,

(Signature with designation)

ANNEXURE 7

Address:

Date:

The Chairman, IT Tenders Committee,
African Reinsurance Corporation
8-11 Floors, Africa Re House,
Plot 1679 Karimu Kotun, Victoria Island,

P.M.B. 12765,
Lagos Nigeria

Dear Sir,

Subject: _____ **f or African Reinsurance Corporation.**

This bears reference to our quotation Ref. _____ Dated _____

1. We warrant that everything to be supplied by us shall be brand new, free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and quality and consistent with the established standards for materials specification, drawings or samples if any, and shall operate properly. We shall be fully responsible for its efficient operation.
2. For the preventive and corrective maintenance support offered to you, both during the warranty period we shall ensure that the downtime for the following configuration shall be less than _____ minutes/hours/days.
3. Further, during the downtime, we shall provide at our cost, hardware and system software so as to keep the system working.

Yours faithfully,

(Signature with designation)

ANNEXURE 8

Reference Sites:

| |
|---|
| Solution(s) Name |
| Details of successful installation of solutions: |
| Year |
| Company Name Company Background (e.g.annual profits, asset base, revenue) Company Contact details Size of Installation Number of locations/branches with information on divisions or organizational units using the product State the size and characteristics of the user base. Number of sites connected Software Version currently used List all the modules/components of the solution being used |
| Type of Architecture in which the solution has been implemented. |
| Implementation details e.g. Number of Sites, Duration State the duration of the implementation |