



African Reinsurance Corporation
Société Africaine de Réassurance

**REQUEST FOR PROPOSAL FOR THE ARCHITECTURAL DESIGN AND CONSULTANCY
SERVICES FOR THE UPGRADE OF THE GROUND FLOOR / RECEPTION AREA IN AFRICA RE
CORPORATE HEAD QUARTERS BUILDING LAGOS, NIGERIA**

1. BRIEF

The African Reinsurance Corporation (Africa Re) is an international organization with Headquarters in Lagos, Nigeria. Africa Re has six regional offices in Abidjan (Côte d'Ivoire), Cairo (Egypt), Casablanca (Morocco), Lagos (Nigeria), Nairobi (Kenya), and Ebene (Mauritius). In addition, Africa Re wholly-owns a Subsidiary in South Africa (Africa Re South Africa Limited) and a Retakaful company in Egypt (Africa Retakaful Company).

The Corporation is owned by 41 member states of the African Union (AU), the African Development Bank (AfDB), 111 African insurance and reinsurance companies in Africa and 3 leading global insurance and reinsurance groups.

The current headquarters of Africa Re is located in Lagos at Plot 1679 Karimu Kotun Street, Victoria Island, Lagos, Nigeria.

Africa Re would like to carry out a comprehensive modernization of its current ground floor / reception area of its corporate headquarters in Lagos, Nigeria.

For that, it will provide the as built drawing for all participating firms to propose design concept that are implementable and futuristic.

2. INTRODUCTION

Africa Re would like to carry out a comprehensive modernization of its current ground floor / reception area of its corporate headquarters in Lagos, Nigeria.

The project being contemplated will be

- Modern and outstanding in design to reflect the Corporate Image of Africa Re
- Different from the conventional design concepts
- With first class facilities
- Using sustainable material
- Protecting the environment
- Smart and Energy efficient
- Easy accessibility by physically challenged persons
- Meeting high security standards

3. SCOPE OF WORK

The role of the participating architectural firm is to present design concepts and consulting services for the entire project guided by the brief below:

| S/N | DESCRIPTION |
|-----|---|
| 1 | Office accommodation for Chief Security Office |
| 2 | CCTV & Surveillance Room |
| 3 | Main Reception to accommodate four (04) receptionist |
| 4 | Waiting area (02) |
| 5 | Call out area |
| 6 | Main entranced to be improved upon for easy access by the physically challenged persons |
| 7 | Space for a coffee shop |
| 8 | Communication Room |

The architectural design should be more accurate and proactive through the architect's own knowledge in modern office space management and discussions with Africa Re to assess its needs.

The submission should include:

1. One or more architectural design proposal(s)
2. A feasibility study which amongst other details will advise on:
 - Space to be used
 - Work around plans due to current status of the building being functional
 - Average cost

4. ORGANIZED SITE VISIT AND INFORMATION TO PARTICIPANTS

Interested architectural firms will have the opportunity to collect information and ask Africa Re Officers relevant questions, including an organized site to the head office:

Request for Information & Clarifications: E-mail to **tender@africa-re.com**

Organized Site Visits in Lagos between the hours of 9am and 4Pm, with prior booking through **tender@africa-re.com** :

5. CONDITIONS FOR ELIGIBILITY

Invited architectural consulting firms are required to have in their organizations, qualified Architects, Project Managers and Interior Designers.

The firms are also to submit pre-qualification documents detailing their company's capabilities, evidence of registration with relevant professional bodies, cognate experience of practicing firm's partners and proven experience in modern office building design. Any claim

on qualification, capabilities and experience must be evidenced and Africa Re given the right to contact the third parties.

In addition to the eligibility conditions above, the submissions must be accompanied with the following:

- Evidence of Company Registration with the relevant authorities in the home country and in Nigeria where applicable;
- Evidence of License to operate in the home country and in Nigeria in case foreign firms;
- Company's audited accounts for the last three years (2015-2017);
- Evidence of financial capability;
- Evidence of having successfully carried out similar design works within the last five years;
- Evidence of having provided architectural consultancy services on similar works within the last five (5) years;
- Comprehensive company profile and organizational structure;
- Resumes and evidence of employment relationships / contracts of key Architects, Designers & Project Managers to be deployed permanently and/or partially to the envisaged project;
- Evidence of availability of requisite and appropriate staff/skill for job;
- In case of an international firm, evidence of local partnership.

6. SELECTION OF WINNING DESIGN CONCEPT

All proposals shall be evaluated amongst other factors based on the following weighted points:

- Compliance with the Request For Proposal
- Company pre-qualification documents
- Design concept
- Team Members qualification
- Evidence of relevant previous projects
- Evidence of partnership (where applicable)

- Verifiable clientele
- Project plan

7. SUBMISSION

All proposals including soft copies (flash disks) with the name of the company on the reverse side shall be **submitted in Four (4) copies** in sealed envelopes with the inscription “ **Africa Re Head Quarters Ground Floor Upgrade Design Proposal**’ addressed to:

**THE CHAIRMAN, TENDERS COMMITTEE
AFRICAN REINSURANCE CORPORATION.
PLOT 1679, KARIMU KOTUN STREET, VICTORIA ISLAND,
LAGOS, NIGERIA**

Submissions shall be made on or before **Friday, 15th of October, 2019**.

Final Shortlisted firms will be invited to defend their submissions before the Project Team and the winning design decided.

Africa Re shall enter into a contract with the firm with the winning design and the adequate qualifications, capabilities and experience to act as Project Architects, Project Managers, and/or Interior Designers & Decorators.

At the sole discretion of Africa Re, other shortlisted designs / participants may be awarded a prize.

**Corneille Karekezi
Group Managing Director/ CEO**

