



African Reinsurance Corporation
Société Africaine de Réassurance

REQUEST FOR PROPOSAL (RFP)

HORTICULTURAL MAINTENANCE, FUMIGATION AND PEST CONTROL SERVICES AT AFRICA RE HEADQUARTERS BUILDING, ABUJA

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1.0 INTRODUCTION

The African Reinsurance Corporation ("Africa Re" or "the Corporation") is an **international organization** with a **mission** *"to foster the development of the insurance and reinsurance industry in Africa; to promote the growth of national, regional, and sub-regional underwriting and retention capacities and to support African economic development."*

As a **supranational organization**, the Corporation was created pursuant to the ***Agreement Establishing Africa Re***, which was executed in 1976 by the following **founding shareholders**:

- 42 Member States of the African Union (AU), and
- African Development Bank (AfDB),

In subsequent years, the following **additional shareholders** joined the Corporation's shareholding:

- 112 African insurance and reinsurance companies registered in the Member States, and
- 3 leading global insurance and reinsurance groups.

This above *Agreement* confers on the Corporation its current status as a **multilateral institution** as well as the legal authority to operate in Member States. Africa Re, however, operates in other non-member States where it has registered subsidiaries, agencies, and offices.

With its **Headquarters** Lagos (Nigeria), Africa Re operates **in Africa**, through

- 6 Regional offices in Abidjan (Côte d'Ivoire), Cairo (Egypt), Casablanca (Morocco), Lagos (Nigeria), Nairobi (Kenya), and Ebène (Mauritius),

- 3 Local Offices in Addis Ababa (Ethiopia), Khartoum (Sudan), Kinshasa (DR Congo),
- 2 Underwriting Representative Offices in Kampala (Uganda), and
- 2 Subsidiaries: Africa Re South Africa Limited in Johannesburg (South Africa), African Retakaful Company in Cairo (Egypt), and

Africa Re operates **outside Africa**, through

- 1 Underwriting Agency (Africa Re Underwriting Agency Limited) in the Dubai International Financial Centre (DIFC), Dubai (UAE), and
- 1 Branch Office in the International Financial Services Centre (IFSC), GIFT City (India).

The Corporation has the highest international financial strength and credit ratings by any indigenous reinsurer in Africa, with **A (Strong / Stable Outlook)** with **Standard & Poor's** and **A (Excellent / Stable Outlook)** with **AM Best**. This is without any callable capital or parental guarantee or any other shareholders' guarantee.

2.0 OBJECTIVES

African Reinsurance corporation (hereinafter referred to as 'the Client') invites qualified, experienced, and reputable vendors and contractors to submit proposals for the **Horticultural Maintenance, fumigation and Pest Control Services at Africa Re's Building located at Plot 1572/1573, Ralph Shodeinde Street, Central Business District (CBD), Abuja.**

The services shall ensure the proper maintenance of landscaped areas, the effective prevention and control of pests, including insects and rodents, through appropriate fumigation and pest management measures and maintenance of a clean and safe environment. The services shall also ensure the protection of the Corporation's buildings,

facilities, occupants and visitors, in accordance with applicable health, safety and environmental standards.

The contract shall be undertaken to achieve the following objectives:

a. Horticultural Maintenance and Landscape Management: Maintain lawns, gardens, landscaped areas, ornamental plants, hedges, shrubs, trees and other designated green spaces in a healthy, neat and attractive condition through regular mowing, pruning, trimming, watering, weeding, fertilization, replanting and other necessary horticultural practices.

b. Aesthetic Appeal and Corporate Image: Ensure that the Corporation's landscaped areas and outdoor environment are consistently well-maintained and visually appealing, reflecting Africa Re's professional image, institutional standards and commitment to a conducive working environment.

c. Effective Fumigation and Pest Control: Provide effective, targeted and preventive fumigation and pest control services to manage and minimize the occurrence of insects, rodents and other identified pests within designated indoor and outdoor areas, including offices, common areas, service areas and other facilities identified by the Corporation.

d. Prevention of Pest Infestation and Disease Transmission: Implement appropriate pest surveillance, identification, monitoring and control measures to reduce the risk of pest infestations, property damage, contamination and the transmission of pest-borne diseases, while supporting a healthy and hygienic environment for employees, visitors and other building occupants.

e. Health, Safety and Environmental Protection: Ensure that all horticultural, fumigation and pest control activities are carried out safely and responsibly, using approved products, appropriate application methods and suitable personal protective equipment. The service provider shall take necessary precautions to protect employees, visitors, plants, animals, water sources, food-handling areas, building occupants and the surrounding environment from exposure to hazardous substances or unsafe practices.

f. Protection of Buildings, Facilities and Assets: Prevent damage to buildings, furniture, electrical installations, drainage systems, landscaping infrastructure, water installations and other Corporation assets during the execution of the services. Appropriate measures shall also be implemented to prevent pest-related damage to building components, equipment, stored materials and other property.

g. Service Reliability and Scheduled Maintenance: Ensure that all services are delivered in accordance with an approved program of work, service schedule and frequency of treatment, with adequate staffing, equipment, materials and supervision to maintain consistent service quality and respond promptly to identified maintenance needs or pest infestations.

h. Regulatory Compliance and Professional Standards: Ensure that all services comply with applicable Nigerian laws, regulations, environmental requirements, occupational health and safety provisions, pesticide handling and application requirements, and other relevant standards. The service provider shall deploy suitably trained personnel and use only legally permitted and appropriately approved chemicals and treatment products.

i. Timely Response and Corrective Action: Ensure prompt investigation and treatment of reported pest infestations, deterioration of landscaped areas, pest-related risks and

other service deficiencies. The service provider shall undertake corrective measures within the response times agreed with Africa Re and, where necessary, implement follow-up treatments to achieve satisfactory results.

3.0 SCOPE OF SERVICE

3.1. GENERAL HORTICULTURAL/LANDSCAPE MAINTENANCE

The Contractor shall undertake routine horticultural maintenance of all designated landscaped areas within the premises as below :

- Routine inspection and maintenance of lawns, flower beds, shrubs, trees and elevated landscaped areas.
- Removal of dry leaves, unwanted vegetation, fallen branches, dead flowers and other plant debris.
- Replace dead or dried plants with similar ones
- Protection of existing landscape features and surrounding property during maintenance activities
- Regular mowing of lawns to maintain an appropriate and consistent grass height.
- Trimming and edging along walkways, kerbs, garden borders, building perimeters and other landscape boundaries
- Appropriate storage, handling and disposal of pesticides, containers and related materials
- Watering the lawns, flower beds, shrubs and other plants according to their requirements and prevailing weather conditions.

3.2. GENERAL FUMIGATION AND PEST TREATMENT

- Carry out scheduled pest control treatments in designated areas using approved products and methods appropriate to the target pest.
- Undertake targeted treatment of internal and external areas as authorized by the Client and where the selected treatment is suitable for occupied or unoccupied premises and subject to applicable regulatory requirements and safety controls.
- Apply appropriate residual sprays, baits, gels, dusts, traps or other approved pest control methods, depending on the pest species and the site conditions.
- Ensure that all treatments are conducted in accordance with approved product labels, safety data sheets, manufacturer instructions and applicable laws and regulations.

3.3. SUPPLY OF MATERIALS, TOOLS AND EQUIPMENT

The Contractor shall provide the necessary tools, equipment, materials and consumables required to carry out the agreed maintenance services and not limited to the following :

- Lawn mowers and grass trimmers.
- Hedge trimmers, pruning shears and appropriate cutting tools.
- Rakes, hoes, spades, shovels watering equipment related horticultural accessories
- Appropriate personnel protective equipment.
- Approved pest and disease control products
- Waste collection bags, containers and other housekeeping materials
- Pest control application equipment, traps, secured bait stations and warning signs.

3.4. BILL OF QAUNTITY

The Contractor shall submit a detailed Bill of Quantities (BOQ) and Financial proposal covering the full scope of services as above.

4.0. TECHNICAL SPECIFICATIONS AND STANDARDS

All materials, products, and workmanship shall comply with the following minimum standards and requirements:

4.1 GENERAL WORKMANSHIP REQUIREMENTS :

- All works shall be carried out by skilled personnel with demonstrated experience in relation to the scopes.
- The Contractor shall comply with all applicable laws, statutory regulations, environmental requirements and occupational health and safety standards in force in the Federal Republic of Nigeria, including the relevant provisions of the Factories Act, Cap. F1, Laws of the Federation of Nigeria, 2004, and applicable environmental and chemical management regulations.
- A detailed method statement and risk assessment shall be submitted by the Contract Administrator at least 7 days prior to commencement of works

4.2 NOTES AND CONDITIONS

1. All rates submitted by the contractor must be inclusive of labour, materials, equipment, consumables, and all other costs necessary for the full and proper

execution of each item of work.

2. The contractor is required to carry out a detailed site survey to confirm the actual labour and material requirement.
3. All works must be carried out in strict compliance with applicable health and safety regulations.
4. All waste materials arising from the works, must be disposed of responsibly and in accordance with applicable environmental regulations.
5. The client reserves the right to adjust quantities based on the outcome of the pre-commencement site survey and inspection.

5.0 EVALUATION PROCESSES AND SELECTION CRITERIA

Responses to this RFP will be evaluated and scored based on the following criteria:

- 1) Company Profile**
- 2) Relevant experience and track record**
- 3) Technical approach and methodology**
- 4) Compliance with technical specifications**
- 5) Health, Safety & Quality Assurance**
- 6) Cost competitiveness and transparency**

6.0. PRESENTATION OF TENDER

To facilitate the analysis of responses to this RFP, the responding Company is required to prepare their proposals in accordance with the instructions outlined in this section.

Company whose proposals deviate from these instructions would be considered non-responsive and may be disqualified at the discretion of Africa Re.

Proposals should be clear and comprehensive. It should provide a straightforward, concise description of the Company's capabilities to meet the requirements of the RFP and the proposal should be organized into the following major sections:

6.1. Section Title

1. Executive summary

2. Company Profile

3. Technical approach and Methodology

4. Experience and Portfolio of Similar Contracts

5. Health, Safety & Quality Assurance

6. Financial Proposal: Detailed pricing structure

7. Quality Assurance, Health & Safety Policies

7.0. CLARIFICATION AND AMENDMENT OF REQUEST FOR PROPOSAL

The vendors may request clarification only up to **2 days** before proposal submission date. Any request for clarification must be sent in writing by letter or email to the Africa Re's address indicated below.

Africa Re will respond by letter or email to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of the inquiry) to all firms which intend to submit proposals.

Contact for clarification: nwachukwu.chinedu@africa-re.com

8.0 SITE INSPECTION

For a site inspection, kindly contact **Nwachukwu Chinedu (+2348036316799)** for necessary arrangement.

9.0 PROPOSAL SUBMISSION

The Proposals should be submitted through the email address: tender@africa-re.com not later than **November 11th, 2026**, and the subject of the email should read:

"HORTICULTURAL MAINTENANCE, FUMIGATION AND PEST CONTROL SERVICES AT AFRICA RE HEADQUARTERS BUILDING, ABUJA"

Any proposal received by Africa Re after the submission deadline shall not be considered.

10. AFRICA RE RIGHTS RESERVED

Africa Re reserves the right, in its sole discretion, to take actions deemed in Africa Re's best interest that may include any one or more of the following without thereby incurring any liability to the affected bidder(s) of any obligation to inform the affected bidder(s):

- a. Accept or reject any or all proposals in whole or in part, at any time prior to award of Contract.
- b. Waive any minor irregularities or informalities in a proposal, or vary any timetable or schedule.
- c. Suspend or modify the RFP process or negotiate the details of a proposal prior to contracting

11. OWNERSHIP AND RETURN OF PROPOSAL

All materials submitted in response to this RFP shall become the property of Africa Re and shall not be returned to the respondent.

For: African Reinsurance Corporation

Engr. Pramaseven Coopamah

Senior Manager, Engineering and General Services