



REQUEST FOR PROPOSAL

FOR

**INTERIOR DESIGN AND FIT-OUT CONSULTANCY
SERVICES**

*Interior Design and Fit-out works
for Africa Re's Head Office Building in Abuja
Plot 1573 along Ralph Shodeinde Street in Abuja, Central
District Area next to Ministry of Finance*

May 2025

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1. PROJECT BACKGROUND

The African Reinsurance Corporation (Africa Re) is the leading pan-African reinsurance company and the largest reinsurer in Africa in terms of net reinsurance written premiums.

The mission of Africa Re is 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 the African economic development.

With headquarters in Lagos (Nigeria), Africa Re operates through six (6) Regional Offices across Africa: Casablanca (Morocco), Abidjan (Côte d'Ivoire), Nairobi (Kenya), Lagos (Nigeria), Cairo (Egypt) and Ebene (Mauritius). Africa Re equally has one (1) Local Office in Addis Ababa (Ethiopia), one Underwriting Representative Office in Kampala, Uganda and three (3) Subsidiaries (Africa Re South Africa Limited in Johannesburg (South Africa), Africa Retakaful in Cairo (Egypt) and Africa Re Underwriting Agency Limited in Dubai (The United Arab Emirates).

The Corporation is **seeking to appoint a qualified contractor to support Africa Re in the interior design and fit-out of its Head Office building**, which is currently under construction **in Abuja**. The completion of the building is anticipated by the end of March 2026. The scope of work of this project will encompass specific deliverables, as detailed in the following sections.

2. PROJECT OBJECTIVES

In line with its relocation plan to Abuja, Africa Re (the Client) is currently developing a **high-end head office building on Plot 1573, Ralph Shodeinde Street, in the Central Business District of Abuja, adjacent to the Ministry of Finance**.

The project is currently under construction and has a completion rate of 58%. It is a mixed-use **grade A building development that includes premium office spaces, a restaurant, and gym facilities, all complemented by ample and well-planned parking provisions**.

Africa Re has engaged a consortium of leading consultants to support the design and supervision of this landmark project, tasked with providing comprehensive structural, architectural, and MEP design services, as well as full site supervision.

During the construction and execution phase, Africa Re has selected two esteemed Grade A contractors: a Main Contractor, which will handle the building works, and MEP Sub-Contractor, which is assigned to the MEP installations.

The work assigned to the mentioned designers and contractors includes structural works, MEP installations, and hard finishes — such as flooring, false ceilings, partitioning, and cladding — which collectively represent about 90% of the project.

Africa Re now plans to appoint and collaborate with a **reputable Design and Build Contractor for the design and execution of the soft furnishings and fit-out elements to achieve full completion.** This will be executed in line with the design intent and specifications established by Africa Re's internal design team and which is attached as a design mood board to this RFP.

3. TERMS OF REFERENCE OF THE CONSULTANT

The chosen **Design and Build Contractor** will be responsible for the "Design," in accordance with Africa Re's design intent, as well as the "Production and Implementation," following Africa Re's design approvals.

The interior design scope will encompass the

- a) reception lobby on the ground floor,
- b) lift lobbies on each floor,
- c) restaurant and fitness club on the 4th floor, along with
- d) Africa Re's office spaces situated on the 8th, 9th, and 10th floors.

During the process, the Contractor is expected to offer thorough professional and artistic guidance, utilizing industry best practices to achieve a high-quality, cohesive, and visually refined outcome.

3.1. Design Stage

The design phase which **should not exceed 3 months** should **be completed by the 20th of October 2025.**

This phase will be guided by the mood board provided by Africa Re and will culminate in a detailed design schedule illustrated through high-quality 3D renderings and artistic visualizations.

All required dimensions and details will be based on the provided layout drawings while all necessary measurements to confirm dimensions will be done physically onsite.

This process will be conducted in close collaboration with Africa Re's General Services Department and will focus on four key elements: **Artworks and sculptures, furniture, decorative cladding, and decorative false ceilings.**

After the **3D renderings and artistic views receive approval from Africa Re Management**, the Design and Build Contractor must quickly create detailed technical shop drawings and commence factory production to adhere to the delivery and completion deadline of **May 21, 2026**.

3.1.1. Artworks and Sculptures

Based on the mood board, the drawings and the preliminary BOQ provided by Africa Re, the Design and Build Contractor is expected to propose the following:

- a) **Artworks** will be displayed in prominent areas such as the main lobby, lift lobbies, corridors, restaurant, and office spaces. These pieces should reflect African culture, figures, and landscapes, and will be presented in a variety of sizes—framed or frameless—including, but not limited to: 500mm x 700mm, 600mm x 1200mm, 300mm x 400mm, and 400mm x 1200mm. Quantities and specifications are outlined in the attached preliminary Bill of Quantities (BOQ).
- b) **Sculptures**, also to be showcased in high-visibility locations such as the main lobby, lift lobbies, corridors, restaurant, and office areas, should draw inspiration from African cultural themes. These will be proposed in a range of sizes and materials, with full details provided in the attached preliminary BOQ.
- c) **Artifacts** reflecting African history and way of life will be displayed in the same key areas throughout the building. These items should be presented in diverse materials and dimensions, with corresponding quantities and specifications detailed in the attached preliminary BOQ.

3.1.2. Furniture

Based on the mood board, drawings, and preliminary Bill of Quantities (BOQ) provided by Africa Re, the Design and Build Contractor is expected to propose the following:

- a) **Reception Counter** to be installed in the main lobby on the ground floor, designed to reflect the prestige of the building and the identity of Africa Reinsurance Corporation. Dimensions and specifications are provided in the attached preliminary BOQ.
- b) **Lobby Furniture**, primarily seating and tables, to accommodate visitors in the main lobby area. Quantities, dimensions, and specifications are detailed in the attached preliminary BOQ.

- c) **Restaurant furniture**, including dining chairs and tables, designed to serve clients in the restaurant seating area. Relevant details regarding quantities, dimensions, and specifications are provided in the BOQ.
- d) **Gym amenities**, including lockers and benches, intended to enhance the user experience within the fitness facility. Full specifications and quantities are listed in the attached BOQ.
- e) **Office and conference furniture**, featuring high-quality executive desks and chairs, a boardroom table with accompanying seating, and motorized desks, among other items. Comprehensive details are available in the preliminary BOQ.

3.1.3. Decorative Cladding

Based on the mood board, architectural drawings, and preliminary Bill of Quantities (BOQ) provided by Africa Re, the Design and Build Contractor is expected to propose the following:

- a) **Timber cladding** to be installed in the main lobby on the ground floor, behind the reception counter. This feature is intended to enhance the sense of arrival and contribute to a warm, welcoming atmosphere. Similar timber treatments are also envisioned for the restaurant, gym, and office areas to reinforce a cosy and refined ambiance. All dimensions and specifications are detailed in the attached preliminary BOQ.
- b) **Mineral cladding**, likewise to be installed behind the reception counter in the main lobby, is intended to elevate the space's visual impact and reflect the prestige and corporate identity of Africa Reinsurance Corporation. This cladding will also be incorporated in the restaurant, gym, and office areas to maintain a consistent and elegant design language. Dimensions and specifications are provided in the attached preliminary BOQ.
- c) **Alucobond cladding**, laser cut with African motifs for column claddings in the reception main lobby and the restaurant sitting area is intended to elevate the space's visual impact and reflect the prestige and corporate identity of Africa Reinsurance Corporation. These claddings will also be incorporated in the gym, and office areas to maintain a consistent and elegant design language. Dimensions and specifications are provided in the attached preliminary BOQ.

3.1.4. Decorative False Ceiling

Based on the mood board, architectural drawings, and preliminary Bill of Quantities (BOQ) provided by Africa Re, the Design and Build Contractor is expected to propose the following:

- a) **Timber slat false ceilings**, to be installed along the corridors of the office areas on the 8th, 9th, and 10th floors. These are intended to evoke a warm, elegant ambiance and contribute to a sophisticated interior atmosphere. All dimensions and specifications are outlined in the attached preliminary BOQ.
- b) **Black industrial-style ceilings**, also proposed for the corridors on the 8th, 9th, and 10th floors, are envisioned to introduce a contemporary, energetic feel conducive to a dynamic working environment. Full details regarding dimensions and specifications are provided in the attached preliminary BOQ.
- c) **Mesh Grid false ceilings**, to be installed in the restaurant dining area, are intended to evoke a warm, rustic and elegant ambiance and contribute to a green interior atmosphere with hanging realistic artificial plants. All dimensions and specifications are outlined in the attached preliminary BOQ.

3.2. Production and Implementation

The production and implementation phase, which is **not expected to exceed seven months**, must be **completed by 21st May 2026**. This phase will proceed subject to the approval of all proposed designs by Africa Re's Management. All required dimensions and technical details will be verified through on-site inspections and re-measurements, to be carried out in close coordination with Africa Re's General Services Department.

The Design and Build Contractor will work in close collaboration with the main contractor and the MEP contractor, under the coordination of the Project Manager, to ensure effective planning and seamless execution. All proposed materials and equipment will require formal approval from Africa Re through its General Services Department.

3.2.1. Artworks and Sculptures

All approved artworks, sculptures, and artefacts must authentically reflect African culture, with a strong emphasis on craftsmanship and cultural significance. These pieces are to be handmade and sourced either locally within Nigeria or from any of the 42 African member states of the African Reinsurance Corporation.

3.2.2. Furniture

All proposed furniture must feature a high-quality finish, with materials such as solid timber, veneered melamine board, composite board, or steel, meeting premium standards. All materials must be durable, scratch-resistant, and moisture-resistant, and fitted with high-grade hardware and fittings to ensure longevity and performance.

3.2.3. Decorative Cladding

All proposed decorative cladding must feature a high-quality finish, with materials such as solid timber, veneered melamine board, composite board, Alucobond panels or mineral panels meeting premium standards. All materials must be durable, 1 hour fire retardant, scratch-resistant, and moisture-resistant, and fitted with high-grade hardware and fittings to ensure longevity and performance.

3.2.4. Decorative False Ceiling

All proposed decorative false ceiling must feature a high-quality finish, with materials such as solid timber, veneered melamine board, composite board, or steel panels meeting premium standards. All materials must be durable, 1 hour fire retardant, scratch-resistant, and moisture-resistant, and fitted with high-grade hardware and fittings to ensure longevity and performance.

4. EVALUATION PROCESSES AND SELECTION CRITERIA

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

- 1) Experience of the Design Built Contractor in similar architectural services*
- 2) Technical approach and methodology*
- 3) Organization and staffing*
- 4) Proposed Cost*
- 5) Financial Information*
- 6) Similar projects delivered previously*
- 7) Quality, clarity, and presentation of proposal*

5. PRESENTATION OF TENDER

To facilitate the analysis of responses to this RFP, the responding Design and Built Contractors are required to prepare their proposals in accordance with the instructions outlined in this section.

The Design and Built Contractors 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 contractor's capabilities to meet the requirements of the RFP and the proposal should be organized into the following major sections:

Section Title

1.0 Executive summary

2.0 Company Experience / Expertise

3.0 Technical approach and methodology

4.0 Organization and staffing

5.0 Cost quotations

6.0 Presentation of key staff to be deployed on the project

6. DURATION OF THE PROJECT

These project as described above is to be completed by the 21st of May 2026.

7. CLARIFICATION AND AMENDMENT OF REQUEST FOR PROPOSAL

The Design and Built Contractors 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: projects@africa-re.com and coopamah.pramaseven@africa-re.com

8. PROPOSAL SUBMISSION

The Proposals should be submitted through the email address: **tender@africa-re.com** not later than **July 7th, 2025**, and the subject of the email should read:

"SELECTION OF A DESIGN AND BUILT CONTRACTOR FOR THE INTERIOR DESIGN AND FITOUT OF THE AFRICA RE ABUJA HEAD OFFICE BUILDING "

Any proposal received by Africa Re after the submission deadline shall be rejected.

9. 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.

10. 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.

Lagos, 23rd of May 2025

Dr. Corneille KAREKEZI
Group Managing Director/Chief Executive Officer