



REQUEST FOR PROPOSAL

FOR

**CHRISTMAS DECORATION OF AFRICA RE'S
HEAD OFFICE BUILDING IN LAGOS, PLOT
1679, KARIMU KOTUN STREET, VICTORIA
ISLAND, LAGOS.**

OCTOBER 2025

TABLE OF CONTENTS

1.0. Introduction	3
2.0. Project Objectives	3
3.0. Scope Of Work And Vendor Responsibilities.....	3
4.0. Design Plans And Concept Requirements	4
5.0. Technical Requirements	4
6.0. Proposal Submission Requirements	5
7.0. Mandatory Document Requirements	5
8.0. Evaluation Criteria	5
9.0. Job Terms.....	6
10.0. Clarifications And Site Inspections	6
11.0. Submission Instructions	6
12.0. Africa Re Rights Reserved	7

1.0. INTRODUCTION

The African Reinsurance Corporation (“Africa Re” or “the Corporation”) is an international organization with headquarters in Lagos, Nigeria, and with a dual commercial and developmental mandate focused on the African insurance sector.

As a pioneering Pan-African Reinsurance Company, Africa Re-Insurance Corporation was established to promote the development of the insurance and reinsurance industry in Africa, thus supporting the continent's overall economic growth.

The Corporation is committed to excellence and corporate social responsibility. To celebrate the festive season, Africa Re seeks to beautify its Head Office Building with high-quality, culturally resonant Christmas decorations that create a warm and inviting atmosphere for staff and visitors.

2.0. PROJECT OBJECTIVES

African Reinsurance Corporation (Africa Re) invites qualified and experienced vendors to submit proposals for the Christmas decoration of its Head Office building located at Plot 1679, Karimu Kotun Street, Victoria Island, Lagos. The project aims to deliver festive decorations that reflect the corporation’s brand and values and enhance the holiday spirit in a safe, sustainable, and visually appealing manner.

3.0. SCOPE OF WORK AND VENDOR RESPONSIBILITIES

The selected vendor will be responsible for:

1. Procuring all materials and decoration items as per the approved design.
2. Safe and professional installation of decorations in the following areas:
 - Front exterior wall.
 - Surrounding environs, i.e., entrance canopy, flag pole area, security porta cabins, flower beds & lawns, palm trees, and building fence.
 - Reception areas on the Ground, 7th, 8th, 9th, 10th and 11th floors.
 - Lift lobbies and corridors.
3. Ensuring all decorations meet safety standards, do not obstruct building operations or security, and comply with local regulations.
4. Providing ongoing maintenance and repair for decorations during the entire display period.

5. Removing all decorations and conducting thorough cleaning of all decorated areas at the specified timeline.
6. Adhering to Africa Re's working hours and security protocols during all phases of the project.
7. Supplying all necessary tools, equipment, and qualified personnel for the execution of the work.
8. Submit a detailed project timeline including installation, maintenance, and removal phases.

4.0. DESIGN PLANS AND CONCEPT REQUIREMENTS

1. The design theme should be festive and may include traditional Christmas elements and motifs, and modern interpretations.
2. Proposals should include color schemes available, i.e., warm white, blue etc., and preferred materials, and incorporate Africa Re's brand colors and logo as appropriate.
3. Lighting should primarily use energy-efficient light fittings; vendors must specify power sources and installation plans.
4. Vendors may submit samples or prototypes, where necessary, for approval before full implementation.
5. Alternative or additional design elements may be proposed and should be clearly highlighted in the submission.
6. Clear images of all designs to be implemented must be included for better understanding.

5.0. TECHNICAL REQUIREMENTS

Electrical load capacity and power outlet locations will be provided; vendors must comply with these specifications.

Outdoor decorations must be weather-resistant and durable.

All decorations must comply with fire safety regulations and building codes.

Size and height restrictions apply to ensure public safety; vendors should confirm compliance in their proposals.

Vendors should ensure all installations are removable by the end of the term.

6.0. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include:

1. Detailed cost breakdown covering materials, labor, installation, removal, and maintenance.
2. The vendor should give brief highlights of experience with similar projects.
3. Project schedule outlining proposed timeline.
4. Confirmation of compliance with safety and technical requirements.
5. Submission format: PDF document

7.0. MANDATORY DOCUMENT REQUIREMENTS

The vendor should provide the following documents in their submission:

1. Certificate of Incorporation
2. Tax Clearance Certificate (2 years)
3. Insurance Policy for the business, if any.
4. Financial Statements and Organizational Structure.

8.0. EVALUATION CRITERIA

All proposals accurately submitted will be evaluated based on:

1. Creativity and design quality
2. Compliance with technical and safety requirements
3. Budget competitiveness and cost transparency
4. Submission of required documentation
5. Vendor experience and references
6. Ability to meet the project timeline

9.0. JOB TERMS

Payment terms and milestones will be agreed upon before the service award.

Penalties may apply for delays or non-compliance.

Warranty on materials and installation for the duration of the agreed display period is required.

The vendor may provide proof of insurance and liability policy, if available, as vendors would be responsible for damage caused during installation or removal.

10.0. CLARIFICATIONS AND SITE INSPECTIONS

Interested companies are required to liaise with the Department of General Services in the Head Office for clarification where necessary and to request a visit to the building to acquaint themselves with the site before the submission of their proposals.

Questions or requests for clarification may be submitted via email to:

Omosivwe.whitney@africa-re.com

Cc: adeola.oluseyi@africa-re.com

Cc: Robert.anjolaoluwa@africa-re.com

11.0. SUBMISSION INSTRUCTIONS

The following proposal guidelines are recommended for submitting all proposals.

- All proposals submitted by email must include attachment files of the decorators' proposals or provide shared downloadable links to large files or folders. These emails must have the subject line written as **"RFP – CHRISTMAS DECORATION SERVICES FOR AFRICA RE HEAD OFFICE, LAGOS"**
- Proposals must be submitted electronically to tender@africa-re.com not later than **November 3rd, 2025, 4:30 PM WAT**
- Any proposal received by Africa Re after the submission deadline will not be considered.



12.0. AFRICA RE RIGHTS RESERVED

Africa Re reserves the right to:

- Accept or reject any or all proposals without obligation to inform vendors.
- Waive minor irregularities in proposals.
- Modify the RFP process as deemed necessary.

NOTE: All materials used for the decoration exercise are to be rented and removed at the end of the specified timeline.

For: African Reinsurance Corporation

Yours sincerely,

Engr. Pramaseven Coopamah

Senior Manager, Engineering and General Services.