

REQUEST FOR QUOTATION

FOR

DISPOSAL OF 2NOS DISMANTLED OTIS 12
PASSANGERS LIFTS.

NOVEMBER 2025

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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's headquarters office is located at plot 1679, Karimu Kotun Street, Victoria Island, Lagos. The building is a skyscraper with 12 floors and equipped with 5 nos Otis elevators amongst other facilities.

2.0. PROJECT OBJECTIVES

African Reinsurance Corporation (Africa Re) invites SCRAP BUYERS to submit quotations for the acquisition of 2nos functional dismantled Otis elevators. The Corporation is upgrading the HQ building with new and modern equipment, among which is the replacement of the vertical transport system.

3.0. SCOPE OF WORK

Disposal of the entire components of the dismantled Otis elevators:

1. The 12.2HP electric motor.
2. Control panel
3. Lift chains, Suspension ropes and leather belts
4. The lift mirrors
5. Lifts stainless steel doors.
6. Lift counter weight
7. Different pieces of metallic materials.

4.0. BID INFORMATION

The bid must include:

1. The amount in figure and word.
2. The mode of payment and how many days to make payment if your bid is declared winner
3. Number of days between payment date and carting away won items.
4. Confirmation of compliance with safety (Helmet, gloves, reflective jacket, safety boot).
5. Submission format: PDF document

5.0. MANDATORY DOCUMENT REQUIREMENTS

The vendor should provide the following documents in their submission:

1. Certificate of Incorporation / CAC
2. Tax Clearance Certificate (2 years)

6.0. EVALUATION CRITERIA

All proposals accurately submitted will be evaluated based on:

1. Bid price
2. Method and duration of payment
3. Methodology of carting away of items

7.0. CLARIFICATIONS AND SITE INSPECTIONS

Interested companies / buyers 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 and the items advertised before the submission of bids.

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

[Cc: Idakwo.joel@africa-re.com](mailto:Idakwo.joel@africa-re.com)

[Cc: adeola.oluseyi@africa-re.com](mailto:adeola.oluseyi@africa-re.com)



8.0. SUBMISSION INSTRUCTIONS

Guidelines for the submission of bids.

- All bids must be in PDF format.
- Bid must be an attachment file.
- The subject of the email must be **"BID – ARC/NOV/001"**
- Bids must be submitted electronically to tender@africa-re.com not later than **Monday, December 8, 2025, 4:00 PM WAT**
- Any bid received after the submission deadline stated above will not be considered.

9.0. AFRICA RE RIGHTS RESERVED

Africa Re reserves the right to:

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

For: African Reinsurance Corporation

Yours sincerely,

Engr. Pramaseven Coopamah

Senior Manager, Engineering and General Services.