



**African Reinsurance Corporation
Société Africaine de Réassurance**

REQUEST FOR PROPOSAL

FOR

Security Services

*Africa Re's Head Office Building in Abuja (Nigeria)
Plot 1573 along Ralph Shodeinde Street in Abuja, Central District Area
next to Ministry of Finance*

January 2026

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1.0. 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, licensed and reputable Security Services Company** for its Head Office building, which is currently under construction, as well as its Management residences 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.

2.0. 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 76%. 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 now plans to appoint and collaborate with a **reputable Security Services Company, to deliver integrated security services for the Head Office facility and Management Residences.**

The appointed company will work in close coordination with the Africa Re's Chief Security Officer (CSO), General Services Department and the 3rd party Facility Management Company.

- Safety and security of personnel, visitors, tenants, and assets
- Protection of high-value corporate infrastructure and Executive Management residences
- Controlled access and movement within the premises
- Rapid and effective response to security incidents and emergencies
- Compliance with Nigerian security regulations and international best practices

3.0. TERMS OF REFERENCE FOR THE COMPANY

The **selected Security Services company** will provide end-to-end services under the following categories:

3.1. MANDED GUARDING SERVICES

The Security Service Provider shall directly manage the security operation, and provide personnel as follows:

- Provision of trained security guards on a 24/7 basis
- Deployment of security supervisors and shift leaders
- Entrance gate and reception security officers
- Parking and traffic control security
- Enforcement of security rules and procedures
- Professional conduct, discipline, and confidentiality at all times

3.2. ACCESS CONTROL AND VISITOR MANAGEMENT

The Facility Manager shall supervise third-party contractors responsible for:

- Control and monitoring of pedestrian and vehicular access
- Visitor registration, verification, and escorting
- Issuance and management of access badges and passes
- Control of contractor, vendor, and service personnel access
- Key and access card control procedures

3.3. SURVEILLANCE AND MONITORING

- Operation and monitoring of CCTV systems
- Control room management
- Incident detection, logging, and escalation
- Coordination with emergency services and authorities
- Integration with building security and management systems where applicable

3.4. PATROL & PERIMETER SECURITY

- Routine and random patrols of internal and external areas
- Perimeter fence and boundary inspections
- Parking areas and service zones patrol
- Night patrols using defined patrol routes and reporting systems

3.5. MANAGEMENT RESIDENCES PATROL

- Static security guards at residences
- Controlled access for residents, visitors, and domestic staff
- Mobile patrols where required
- Discreet and professional protection of occupants
- Emergency response support

3.6. EMERGENCY RESPONSE & INCIDENT MANAGEMENT

- Immediate response to security, fire, medical, and safety incidents
- Evacuation and emergency procedures
- Incident investigation and reporting
- Liaison with police, fire service, and emergency responders
- Crisis and contingency planning support

3.7. SECURITY MANAGEMENT, REPORTING & COORDINATION

- Appointment of a dedicated Site Security Manager
- Daily Occurrence Reports (DOR)
- Incident and investigation reports
- Monthly performance and KPI reports
- Regular security risk assessments and recommendations
- Coordination with Africa Re and Facility Management teams

4.0. BUILDING DESCRIPTION

4.1. AFRICA RE HEAD OFFICE BUILDING

- 1 Basement floor
- 1 Ground floor
- 10 Upper floors
- Mixed-use Grade-A Corporate building
- Parking facility with approximately 420 parking bays

4.2. MANAGEMENT RESIDENCES

- Two (2) high-value executive residential properties in Abuja

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) *Quality of Security Methodology and Work plan*
- 4) *Staffing and Key personnel*
- 5) *Knowledge of Abuja Security Environment*
- 6) *Client References and feedback on past performance*
- 7) *Financial Proposal*
- 8) *Clarity and completeness of submission*

Evaluation Criteria	Weight (%)
Relevant Experience and Track Record	25
Quality of Security Methodology and Work Plan	20
Qualifications of Key Personnel	20
Knowledge of Abuja Security Environment	15
Client References and Past Performance	10
Financial Proposal	10

6.0. PRESENTATION OF TENDER

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

The Security Service 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 **two (2)** major sections:

6.1. TECHNICAL PROPOSAL

1.0 Executive summary

2.0 Company Profile & Organizational Structure

*3.0 **Experience and Portfolio of Similar Contracts:** Details of relevant projects, corporate clients, and references*

*4.0 Staffing Plan and Shift **Structure***

5.0 Security methodology and Operational plan

6.0 Emergency Response and Risk Management Strategy

7.0 Training programs

8.0 Legal and Administrative Documents

6.2. FINANCIAL PROPOSAL

1.0 Detailed cost breakdown for

- *Head Office Building*
- *Management Residences*

2.0 Cost per guard category and shift

3.0 Monthly and Annual costs

4.0 Applicable taxes and Statutory Charges

5.0 Proposed payment terms

7.0. DURATION OF THE CONTRACT

The Security Services contract shall be for a period of **three (3) years**, renewable subject to satisfactory performance, mutual agreement, and Management approval.

8.0. CLARIFICATION AND AMENDMENT OF REQUEST FOR PROPOSAL

The Security Service Company 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@africare.com

9.0. SITE INSPECTION

Interested firms may request a site visit and pre-bid meeting prior to submission. Details will be communicated by the General Services Department.

10.0. PROPOSAL SUBMISSION

The Proposals should be submitted through the email address: tender@africa-re.com not later than **February 20th, 2026**, and the subject of the email should read:

“PROVISION OF SECURITY SERVICES FOR AFRICA RE HEAD OFFICE, ABUJA”

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

11.0. 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.

- a) Waive any minor irregularities or informalities in a proposal, or vary any timetable or schedule.
- b) Suspend or modify the RFP process or negotiate the details of a proposal prior to contracting

12.0. 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, 20th January 2026

For: African Reinsurance Corporation

Dr. Corneille KAREKEZI
Group Managing Director / Chief Executive Officer