



**African Reinsurance Corporation**  
**Société africaine de Réassurance**

26 April 2024

**INVITATION TO TENDER –**  
**SELECTION OF VENDOR FOR THE IMPLEMENTATION OF HYBRID MEETING**  
**SOLUTION AT AFRICA RE HEAD OFFICE IN LAGOS**

### **1.0 BACKGROUND**

The African Reinsurance Corporation (Africa Re) is an International Financial Institution 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 Ebène (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).

### **2.0 OBJECTIVES**

Africa Re wishes to set up Hybrid meeting solution for two meeting rooms. One meeting room accommodates up to 60 in-person seating capacity, while the second room accommodates 12 in-person seating capacity. Africa Re is seeking proposals from firms qualified and experienced in setting up hybrid meeting solutions.

### **3.0 DELIVERABLES**

The selected vendor will be responsible for designing, supplying, and installing a comprehensive audio-visual and hybrid meeting solution that meets the following requirements:

### **3.0.1 Platforms**

The solution must be able to accommodate up to 60 in-person attendees for the first room, and 20 in-person attendees for the second room, and each room should be able to accommodate up to 500 virtual attendees. The technology should be compatible with popular virtual meeting platforms, including Microsoft Teams, Zoom, WebEx, and Google Meet.

### **3.0.2 Audio and Video Input**

All in-person attendees should be able to be seen and heard from anywhere in the room (within reason). This may include the installation of microphones, speakers, and cameras with adequate coverage and quality.

### **3.0.3 Screen Sharing**

At least one (1) in-person attendee must be able to initiate screen sharing from their own laptop to the meeting platform in as simple a manner as possible. The solution should support various devices and operating systems.

### **3.0.4. Audio and Video Output**

In-person attendees should be able to comfortably see and hear audio, video, and shared media from remote attendees from most locations in the room.

### **3.0.5. Room Control**

The meeting room's audio-visual system should ideally be controllable via a user-friendly physical interface such as a touchscreen tablet. This control should offer a user-friendly interface and should allow adjustments to aspects such as volume, display configuration, screen sharing, meeting information, and more.

### **3.0.6. Network Connectivity**

The Corporation will provide the system with internet access via wired and/or wireless networks. Any cross-connectivity that is needed to satisfy the project requirements (such as NDI output to the TV studio), must be documented and communicated as part of the proposal.

## **Contractor's Capabilities – Specific Requirements**

The requirements listed below must be met by the vendor. In their response, the vendor must specifically address each bulleted item below. Absence of a specific response will be interpreted as a negative response.

1. There will be a six-month post installation defect liability period. The contractor must have staff available to return to the site for any problem resolution within the period at no cost to Africa Re.
2. The contractor must provide 3 references for projects of a similar scale and scope carried out within the last six years. Financial services environments are the preferred references.
3. The contractor must submit a detailed manpower resource plan to demonstrate that adequate resources are committed to this project.
4. The contractor must agree to add additional manpower to the project if it falls behind schedule.
5. The contractor must provide a dedicated Project Manager to oversee all the contractor's activities, and to serve as the single point of contact to Africa Re personnel.
6. The contractor should submit the resume of the Project Manager and networking professionals proposed for this project.
7. The contractor will be responsible for checking accuracy of parts required as part of the preliminary site visits and must notify Africa Re Project Manager of any discrepancies.
8. All equipment ordered must be new from the manufacturer.
9. The contractor will be required to expedite deliveries (at no cost to Africa Re) if necessary, to maintain the work schedule.
10. Any additional components and installations required will be done at the same unit costs as the original quote with no additional charges for change order processing.

## **4.0 EVALUATION PROCESSES AND SELECTION CRITERIA**

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

- a) Experience of the service provider in implementing hybrid meeting solutions
- b) Technical approach and methodology
- c) Organization and staffing
- d) Proposed Cost
- e) Financial Information

- f) Similar projects delivered previously
- g) Quality, clarity, and presentation of proposal

## **5.0 PRESENTATION OF TENDER**

To facilitate the analysis of responses to this RFP, the responding vendors are required to prepare their proposals in accordance with the instructions outlined in this section. The firms/vendors 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. They should provide a straightforward, concise description of the vendor's capabilities to meet the requirements of the RFP. Emphasis should be laid on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. 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 Financial information
- 7.0 Resumes of key staff to be deployed

### **5.1 Executive summary**

This part of the response to the RFP should be limited to a brief narrative highlighting the vendor's proposal. The summary should contain as little technical details as possible and should be oriented towards non-technical personnel. The Executive summary should not include cost quotations.

### **5.2 Experience of the Vendor**

The vendor must provide the following information about their company so that Africa Re can evaluate their stability and ability to support the commitments set forth in response to the RFP. Africa Re may require the vendor to provide additional documentation to support and/or clarify requested information.

*[Using the format below, provide information on each relevant assignment for which your organization, and each associate for this assignment, was legally contracted either individually, as a corporate entity or, as one of the major companies within an association, for carrying out projects similar to the ones requested under the Terms of Reference included in this document. The Proposal must demonstrate that the Vendor has a proven track record of successful experience in providing services similar in substance, complexity, value, duration, and volume of services sought in this procurement.]*

**Maximum 20 pages**

<b>Assignment name:</b>	Approximate value of the contract (in US\$):
<b>Country:</b> <b>Location within country:</b>	Duration of assignment (months):
<b>Name of client:</b>	Total no. of staff-months of the assignment:
<b>Address:</b>	Approximate value of the services provided by your firm under the contract (in US\$):
<b>Start date (month/year):</b> <b>Completion date (month/year):</b>	No. of professional staff-months provided by associated vendors:
<b>Name of associated consultants, if any:</b>	Name of proposed senior professional staff of your firm involved and functions performed:
Narrative description of review engagement:	
Description of actual services provided by your staff within the assignment:	
Description of challenges encountered, and the strategy used to address and successfully close the project including time and resources:	

Authorized Signatory:

Name of Vendor:

**5.3 Approach and Methodology**

In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output and the degree of details of such output. You should

highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

## 5.4 Organization and Staffing

In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and functional staff.

## 5.5 Cost Quotations

Your proposal should include supply and installation of items in the Bill of Material below:

Location	Item	Brand/Model	Description	Quantity
Teleconference Solution for 60-seater Room	Audiovisual Equipment	Logitech Rally Plus 960-001225 Premium Ultra-HD Conference Cam System with Automatic Camera Control with 5 Expansion mic pods	High-definition video conferencing system with camera, microphone, and speaker setup	1
	Control Computer System	HP Victus 16 16GB Intel Core I7 SSD 1T Win11 Pro	Controlling computer	1
	Cabling, Accessories and Connectivity and Electrical works		High-quality cabling, connectors, and wall plates for audio, video, hangers, mounts, Racks and power. Electrical work for power outlets and connections.	lot
	Miscellaneous Expenses		Any additional items or expenses	lot

Location	Item	Brand/Model	Description	Quantity
			not covered by the above items.	
LED Display for 60-seater Room	2m by 2.8m wall-mounted LED P1.85 pixel screen	P1.86mm Novastar powered, kinglight Lamps, refresh rate >3840hz	High-resolution LED display panel with a pixel pitch of P1.85	1
	Video Processor	Novastar vx400	Video processing unit for managing content and ensuring high-quality display	
	Mounting Bracket		Wall mounting bracket/frame and hardware for secure installation	Lot
	Cabling/connectivity/Electrical works		High-quality cabling, connectors, and wall plates for video and power	Lot
	Testing and Commissioning		Testing, calibration, and commissioning of the LED display system	lot
	Miscellaneous Expenses		Any additional items or expenses not covered by the above items.	lot
12 seater Meeting Room	Audiovisual Equipment	Logitech Rally UHD 4K Conference Camera System with Speaker and Mic Pod	High-definition video conferencing system with camera, microphone, and speaker setup.	1

Location	Item	Brand/Model	Description	Quantity
	Displays	Samsung UHD 65" 65ru7100kf Smart Tv+Netflix		1
	Control Computer System	HP Victus 16 16GB Intel Core I7 SSD 1T Win11 Pro	Controlling computer	1
	Cabling, Accessories and Connectivity and Electrical works		High-quality cabling, connectors, and wall plates for audio, video, hangers, mounts, Racks and power. Electrical work for power outlets and connections.	lot
	Miscellaneous Expenses		Any additional items or expenses not covered by the above items.	lot
Testing, configuration, and commissioning of the entire system.				
Labour				

**5.6 Financial Information**

The vendor’s financial information should be included in this section. Financial information must include audited financial information for the past three years if applicable.

**5.7 Resumes**

The vendor must make every effort to select staff for the assignment based on Africa Re’s needs. Applicable resumes should be included in this section.



## 6.0 COMPANY AND OTHER GENERAL REQUIREMENTS

No.	Requirement	Vendor Response
<b>6.1</b>	<b>Company Information Requirements</b>	
a)	How long has company been in business?	
b)	How long has the company been providing the proposed Network solution?	
c)	State number of employees in the company.	
b)	State total number of employees dedicated to this assignment.	

## 7.0 CLARIFICATION AND AMENDMENT OF REQUEST FOR PROPOSAL

The vendor may request for clarification only up to 3 days before proposal submission date. Any request for clarification must be sent in writing by letter or email to 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:** [icttender@africa-re.com](mailto:icttender@africa-re.com)

## 8.0 PROPOSAL SUBMISSION

The Proposals should be submitted through the email address [tender@africa-re.com](mailto:tender@africa-re.com) not later than May 17, 2024, and the subject of the email should read "**IMPLEMENTATION OF HYBRID MEETING SOLUTION AT AFRICA RE HEAD OFFICE IN LAGOS**". Any proposal received by Africa Re after the submission deadline shall be rejected.

## 9.0 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)

- Accept or Reject any or all proposals in whole or in part, at any time prior to award of Contract
- Waive any minor irregularities or informalities in a proposal, or vary any timetable or schedule

*RFP - Implementation of Hybrid Meeting Solution*

- Suspend or modify the RFP process or negotiate the details of a proposal prior to contracting

## **10.0 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.

**For: African Reinsurance Corporation**

*(signed)*

**Dr. Corneille KAREKEZI**  
**Group Managing Director/Chief Executive Officer**