



African Reinsurance Corporation
Société africaine de réassurance

2nd January 2026.

INVITATION TO TENDER

SELECTION OF VENDOR FOR THE IMPLEMENTATION OF HYBRID MEETING SOLUTION AT AFRICA RE HEAD OFFICE IN ABUJA

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1. INTRODUCTION

The African Reinsurance Corporation ("Africa Re" or "the Corporation") is an international organisation with headquarters in Lagos, Nigeria, and with a dual commercial and developmental mandate focused on the African insurance sector. The mission of the Corporation is "the mission 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 African economic development."

Africa Re has six regional offices: Casablanca (Morocco), Abidjan (Côte d'Ivoire), Nairobi (Kenya), Lagos (Nigeria), Cairo (Egypt) and Ebène (Mauritius). In addition, Africa Re wholly owns four operating subsidiaries, namely: Africa Re South Africa Limited (Johannesburg, South Africa), Sherborne Number Ten Investment Limited (Johannesburg, South Africa), Africa Retakaful Company (Cairo, Egypt) and Africa Re Underwriting Agency Limited (Dubai International Financial Centre, United Arab Emirates). The Corporation is an admitted reinsurer in Brazil and has contact offices in Addis Ababa (Ethiopia) and Khartoum (Sudan) with an additional Underwriting Representative Office in Kampala (Uganda). Africa Re has a fully registered foundation (Africa Re Foundation) based in Ebène (Mauritius) that oversees all Corporate Social Responsibility initiatives.

The Corporation, created by a multilateral agreement in 1976, is owned by 42 member states of the African Union (AU), the African Development Bank (AfDB), 113 African insurance and reinsurance companies and three leading global insurance and reinsurance groups. The financial strength and credit rating of the Corporation is "A" by A.M. Best and "A" by Standard & Poor's.

2. OBJECTIVES

Africa Re is completing the construction of its Head Office in Abuja. As part of this development, the corporation seeks to procure and install a comprehensive, state-of-the-art audio-visual (AV) and hybrid meeting solution for meeting rooms across several floors. The solution must enable high-quality virtual and in-person collaboration, presentations, and meetings, and be compatible with popular virtual meeting platforms.

Africa Re seeks to implement a hybrid meeting solution that will:

- Enable high-quality audio-visual experiences for both in-person and virtual participants.
- Ensure seamless integration with popular platforms, including Microsoft Teams, Zoom, WebEx, and Google Meet.
- Allow flexible and efficient use of meeting spaces across small, medium, and large rooms.
- Provide user-friendly controls for managing meetings and AV equipment.
- Support scalability for future upgrades or additional rooms.

Detailed system specifications and the Bill of Materials (BOM) for the proposed AV and hybrid meeting solution are provided in **Appendix A** of this RFP.

Nota Bene:

The Bill of Materials (BOM) presented in the Appendix details a structured list of the designed and recommended specifications for all components of the Audio-Visual (AV) project. **To enhance competition as well as foster innovation and access to cutting-edge technology, interested vendors may propose alternative optimal hybrid meeting solutions.**

However, for every alternative solution proposed, the vendor **must** provide a clear justification of how the alternative solution offers equivalent or superior functionality, performance, cost-effectiveness, and compatibility with the original requirements. Additionally, a detailed analysis of potential implementation risks and corresponding mitigation strategies is required. The justification **must** clearly articulate the benefits realized by the proposed alternative, such as enhanced efficiency or reduced operational costs, while ensuring all core objectives of the project are achieved. **This thorough explanation will allow the Client (Africa Re) to make an informed decision and ensure that the proposed change is consistent with the project's overall objectives and technical framework.**

3. DELIVERABLES

The selected vendor shall be responsible for:

- Designing and installing AV systems for all meeting rooms on the 8th, 9th, and 10th floors, as well as the reception area on the ground floor.
- Providing hybrid meeting solutions capable of supporting both in-person and virtual attendees.
- Installing high-quality microphones, speakers, cameras, and displays to ensure full coverage in each room.
- Integrating screen-sharing capabilities for participants to present content from laptops, tablets, or mobile devices.
- Providing an intuitive room control system (e.g., touchscreen tablet) for managing audio, video, display, and meeting settings.
- Ensuring all components can connect to the building's wired and wireless networks, and documenting any necessary cross-connectivity.

The vendor shall implement the solution in accordance with the **system specifications and Bill of Materials outlined in Appendix A.**

4. MEETING ROOM SPECIFICATIONS

Floor	Room	Seating Capacity	Requirements
10th	Boardroom	77	Large AV system for hybrid meetings and presentations
10th	Breakout Room 1	8	Small AV-enabled meeting room
10th	Breakout Room 2	8	Small AV-enabled meeting room
10th	GMD Meeting Room	16	Mid-sized hybrid meeting room
9th	Meeting Room 1	12	Small-medium-hybrid meeting room
9th	Meeting Room 2	6	Small AV-enabled meeting room
9th	Meeting Room 3	8	Small AV-enabled meeting room
8th	Meeting Room 1	12	Small-medium-hybrid meeting room
8th	Meeting Room 2	6	Small AV-enabled meeting room
8th	Meeting Room 3	6	Small AV-enabled meeting room
Ground	Reception Area	Reception	Large, curved display for information and infographics

5. SYSTEM REQUIREMENTS

- Platform Compatibility: Microsoft Teams, Zoom, WebEx, Google Meet; Windows, macOS, Android, iOS.
- Audio/Video Input: High-quality microphones, speakers, and cameras with coverage for all in-person participants; camera control (automatic/manual).
- Screen Sharing: Simple screen-sharing from laptops or other devices, supporting multiple operating systems and device types.
- Audio/Video Output: Clear, high-quality output for in-person participants to view remote attendees and shared media.
- Room Control: User-friendly interface for controlling audio, video, display, and meeting configurations.
- Network Connectivity: Integration with the building's wired and wireless networks; documentation of any cross-connectivity.

6. CONTRACTOR QUALIFICATION AND CAPABILITY REQUIREMENTS

The requirements listed below must be met by prospective vendors. In their proposals, bidders shall explicitly address each requirement. Failure to provide a specific response to any item will be interpreted as a negative response and may result in disqualification.

5.1 Technical and Professional Capability

- The bidder must hold an accredited partnership or certification with the Original Equipment Manufacturer(s) (OEMs) of the proposed AV and hybrid meeting solution. Evidence of such certification shall be included in the proposal.
- All equipment supplied under this project must be new, unused, and sourced directly from the manufacturer or authorized distributors.
- The contractor must provide verification that all supplied equipment is covered by a valid manufacturer's warranty and maintenance/support agreement.

5.2 Experience and References

- The contractor must provide a minimum of three (3) references for projects of similar scope and scale completed within the last six (6) years.
- References from financial services or similarly regulated environments will be considered an advantage.
- Reference details shall include client name, project description, duration, and contact information.

5.3 Project Management and Staffing

- The contractor must assign a dedicated Project Manager who will oversee all contractor activities and serve as the single point of contact with Africa Re.
- The contractor shall submit the résumé/CV of the proposed Project Manager and other key technical personnel assigned to the project.
- A detailed manpower resource plan must be provided to demonstrate that adequate personnel and skills are committed to the project.
- The contractor must agree to deploy additional manpower at no extra cost if the project falls behind schedule.

5.4 Implementation, Documentation, and Quality Assurance

- The contractor must provide all required project documentation, including system design documents, installation records, configuration details, and as-built drawings, as specified by Africa Re.
- The contractor shall ensure expedited delivery of equipment, at no additional cost to Africa Re, if required to maintain the agreed project schedule.

5.5 Defect Liability and Post-Installation Support

- The contractor shall provide a minimum six (6) month post-installation Defect Liability Period (DLP).

- During the DLP, the contractor must make qualified personnel available to return to site and resolve any defects or issues at no additional cost to Africa Re.

5.6 Commercial Conditions

- Any additional components or installations required during the project shall be provided at the same unit rates as the original quotation, with no additional charges for change order processing.

7. EVALUATION PROCESSES AND SELECTION CRITERIA

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

- Experience of the service provider in implementing networking solutions
- Technical approach and methodology
- Organization and staffing
- Proposed Cost
- Financial Information
- Similar projects delivered previously
- Quality, clarity, and presentation of proposal

8. 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. It 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:

8.1. 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

8.2. 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.

8.3. 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

Assignment name:	Approximate value of the contract (in currency US\$):
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Country:	Duration of assignment (months):
Location within country:	
Name of client:	Total no of staff-months of the assignment:
Address:	Approximate value of the services provided by your firm under the contract (in currency US\$):
Start date (month/year):	No of professional staff-months provided by associated vendors:
Completion date (month/year):	
Name of associated consultants, if any:	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:

8.4. 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.

8.5. 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.

8.6. COST QUOTATIONS

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

8.7. 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.

8.8. 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.

9. COMPANY AND OTHER GENERAL REQUIREMENTS

No.	Requirement	Vendor Response
7.1	Company Information Requirements	
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.	

10. 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 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: icttender@africa-re.com

11. PROPOSAL SUBMISSION

The Proposals should be submitted through the email address tender@africa-re.com not later than February 10th, 2026, and the subject of the email should read **"IMPLEMENTATION OF HYBRID MEETING SOLUTION AT AFRICA RE HEAD OFFICE IN ABUJA"**. Any proposal received by Africa Re after the submission deadline shall be rejected.

12. 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
- Suspend or modify the RFP process or negotiate the details of a proposal prior to contracting

13. 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

Dr. Corneille KAREKEZI

Group Managing Director/Chief Executive Officer

Appendix A

S/N	Location	Item	Brand / Model (or Equivalent)	Description	Quantity
1	Ground Floor – Reception	LED Curved Screen Display (36.65m × 1.0m)	Indoor Fine-Pitch LED ≤ P1.8 (COB/GOB), (Absen KL)	Curved indoor LED display system; minimum P1.8 pixel pitch; ≥4K effective resolution	1
2	Ground Floor – Reception	LED Processor	NovaStar VX1000 / MX40 Pro	Professional LED processor supporting curved mapping and 4K inputs	1
3	Ground Floor – Reception	Installation and Accessories	LOT	Mounting structure, casing, cabling, racks, electrical works, calibration and commissioning	LOT
4	8th & 9th Floors – Meeting Rooms	All-in-One Collaborative System (86")	Huawei IdeaHub ES2 86"	Interactive smart display with whiteboard, camera, microphones, speakers and hybrid meeting	3
5	8th & 9th Floors – Meeting Rooms	All-in-One Collaborative System (65")	Huawei IdeaHub ES2 65"	Interactive smart display with whiteboard, camera, microphones, speakers and hybrid meeting	8
6	8th & 9th Floors – Meeting Rooms	Installation and Accessories	LOT	Mounting, cabling, power, configuration and commissioning	LOT
7	10th Floor – Executive Area	LED Display Screen (3.0m × 2.0m)	Indoor Fine-Pitch LED P1.5, e.g. Absen KL1.5	High-resolution indoor LED display, P1.5 pixel pitch, ≥4K processing	1
8	10th Floor – Executive Area	LED Processor	NovaStar VX600 / MX40 Pro	LED video processor supporting 4K input and scaling	1
9	10th Floor – Executive Area	Installation and Accessories	LOT	Mounting, cabling, calibration and commissioning	LOT

10	10th Floor – Boardroom / Offices	Large-Format LCD Display (100")	Samsung QM98T / QMC100	Professional commercial LCD display including mounting and power	2
11	10th Floor – Boardroom / Offices	LCD Display (65")	Samsung QM65R / QMC65	Professional commercial LCD display including mounting and power	2
12	10th Floor – Main Boardroom	61-Seater Conference Room AV System	Bosch DICIENTIS with Plixus AE-R Dante (71.98.2904)	Hybrid AV system for U-shaped boardroom including microphones, speakers, cameras and control	1
13	10th Floor – Interpretation System	Bosch Digital Interpretation & Audio System	Bosch DICIENTIS Interpretation System: Plixus AE-R Dante (71.98.2904), Confidea FLEX (71.98.0133), Confero Advanced Interpretation (71.98.3003)	Digital interpretation for 45 delegate seats, 16 listeners and 4 interpreters	1
14	10th Floor – Interpretation System	Installation and Accessories	LOT	Cabling, headsets, distribution units, testing and commissioning	LOT
15	10th Floor – Boardroom / Control	Presentation & Control Computer	HP EliteBook (Intel Core i7, 16GB RAM, 1TB SSD, Windows 11 Pro)	Dedicated control and presentation computer for LED/LCD and conferencing	1