



**African Reinsurance Corporation
Société Africaine de Réassurance**

REQUEST FOR PROPOSAL

FOR

Facility Management Services

Facility Management Services for 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

December 2025

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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 and reputable Facilities Management Company** for its Head Office building, which is currently under construction 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 Facilities Management Company, for the smooth operation and maintenance of its facility.**

The appointed company will directly manage all technical (hard) services, supervise third-party Contractors for soft services, and implement best practices in management and sustainability reporting.

- Ensure uninterrupted operation of all engineering systems
- Extend asset life cycle and minimize downtime
- Achieve high energy efficiency and sustainability performance
- Maintain safe, healthy, and comfortable conditions for occupants

3.0. TERMS OF REFERENCE FOR THE COMPANY

The **selected Facilities Management company** will provide end-to-end services under the following categories:

HARD SERVICES (DIRECT MANAGEMENT)

The Facility Manager shall directly manage the operation, maintenance, and optimization of all building systems, including but not limited to:

- **Electrical Systems:** Power distribution, lighting, transformers, switchgear, UPS
- **Mechanical Systems:** HVAC systems, chillers, air-handling units, pumps, and controls
- **Plumbing and Water Supply:** Water treatment, reticulation, and drainage
- **Fire Detection & Protection:** Fire alarms, extinguishers, hydrants, sprinklers
- **Vertical Transportation:** Elevators, escalators, and associated systems
- **Power Generation:** Generators, fuel systems, and synchronization panels
- **Preventive & Corrective Maintenance:** Scheduled and responsive maintenance of all equipment
- **Technical Documentation:** Maintenance logs, asset registers, and equipment manuals

SOFT SERVICES (SUPERVISORY ROLE)

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

- Cleaning and janitorial services
- Security services
- Landscaping and gardening
- Pest control
- Waste management and recycling
- Front desk and concierge services (if applicable)

ENERGY MANAGEMENT & SUSTAINABILITY

- Monitor and report energy, water, and waste consumption
- Develop and implement cost-effective, eco-friendly resource conservation measures
- Conduct periodic energy audits
- Submit quarterly sustainability performance reports

FINANCIAL & ADMINISTRATIVE MANAGEMENT

- Develop annual service budgets jointly with Africa Re's General Services Department
- Manage service charge accounts
- Monitor operational costs for optimization
- Maintain comprehensive records of maintenance, utilities, and financial transactions

COMPLIANCE & REPORTING

- Adhere to all health, safety, and environmental regulations
- Ensure compliance with local, state, and federal regulations
- Provide quarterly reports detailing operational, financial, and sustainability performance
- Implement facility management software to streamline operations.

4.0. BUILDING DESCRIPTION

GENERAL INFORMATION

- **Structure:** 1 Basement + Ground Floor + 10 Upper Floors
- **Total Office Area:** 12,853 m² (approx.)
- **Occupancy:** Africa Re will occupy floors 8–10; other floors may be leased to tenants or used for corporate functions
- **Facilities:** Premium office spaces, meeting/conference rooms, cafeteria, gym, data center, and ancillary services
- **Parking:** Basement and surface parking for staff and visitors

4.1. MAIN BUILDING SYSTEMS AND EQUIPMENT

- Electrical: Transformers, LV switchboards, power distribution, energy-efficient lighting, UPS systems
- Mechanical: Centralized HVAC, chillers, AHUs, FCUs, pumps, plumbing networks, etc.
- Water Distribution: Treatment plants, booster sets, transfer pumps, water tanks, etc.
- Water treatment Plant: STP, lifting pumps, transfer pumps, etc.
- Power Generation: Standby diesel generators with ATS and fuel management, etc.
- Vertical Transportation: Passenger and service elevators, etc.
- Fire & Life Safety: Fire alarms, extinguishers, hydrants, sprinklers, emergency lighting, etc.
- ICT & Security: CCTV, access control, structured cabling, intercom, PA systems, etc.
- Building Management System (BMS): Integrated platform for HVAC, lighting, power, and fire system control, etc.
- Other Facilities: Cafeteria, restrooms, janitorial areas, landscaped zones, etc.

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) *Technical approach and methodology*
- 4) *Staffing and Key personnel*
- 5) *Energy and Sustainability plan*
- 6) *Health, Safety & Quality Assurance*
- 7) *Cost competitiveness and transparency*
- 8) *Clarity and completeness of submission*

6.0. PRESENTATION OF TENDER

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

The Facility Management 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 major sections:

Section Title

1.0 Executive summary

*2.0 **Company Profile:** Legal status, ownership, organizational structure*

*3.0 **Technical approach and Methodology:** Management systems and tools, reporting mechanisms, work plan and deliverables*

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

*5.0 **Team Structure and CVs:** Key personnel, qualifications, responsibilities and CVs*

*6.0 **Energy Management & Sustainability Plan:** Approach to monitoring, reporting and improving building performance*

*7.0 **Financial Proposal:** Detailed pricing structure, including management fees and service costs*

8.0 Quality Assurance, Health & Safety Policies

9.0 Legal and Administrative Documents

9.0 Value-Added Services

7.0. DURATION OF THE CONTRACT

The Facility Management 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 Facility Management Companies 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@aficare.com

9.0. SITE INSPECTION

Interested companies may request a site visit and clarifications from the General Services Department before submission. Pre-bid meetings may be organized and communicated in advance.

10.0. PROPOSAL SUBMISSION

The Proposals should be submitted through the email address: tender@africa-re.com not later than **December 31st, 2025**, and the subject of the email should read:

“PROVISION OF FACILITY MANAGEMEMT 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, 1st December 2025

For: African Reinsurance Corporation

Dr. Corneille KAREKEZI
Group Managing Director / Chief Executive Officer