



African Reinsurance Corporation
Société Africaine de Réassurance

REQUEST FOR PROPOSAL (RFP)

SUPPLY AND INSTALLATION OF GYM FLOOR MAT AT AFRICA RE HEAD OFFICE BUILDING, ABUJA.

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1. INTRODUCTION

The African Reinsurance Corporation ("Africa Re" or "the Corporation") is an **international organization** with a **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."*

As a **supranational organization**, the Corporation was created pursuant to the **Agreement Establishing Africa Re**, which was executed in 1976 by the following **founding shareholders**:

- 42 Member States of the African Union (AU), and
- African Development Bank (AfDB),

In subsequent years, the following **additional shareholders** joined the Corporation's shareholding:

- 112 African insurance and reinsurance companies registered in the Member States, and
- 3 leading global insurance and reinsurance groups.

This above *Agreement* confers on the Corporation its current status as a **multilateral institution** as well as the legal authority to operate in Member States. Africa Re, however, operates in other non-member States where it has registered subsidiaries, agencies, and offices.

With its **Headquarters** Lagos (Nigeria), Africa Re operates **in Africa**, through

- 6 Regional offices in Abidjan (Côte d'Ivoire), Cairo (Egypt), Casablanca (Morocco), Lagos (Nigeria), Nairobi (Kenya), and Ebène (Mauritius),
- 3 Local Offices in Addis Ababa (Ethiopia), Khartoum (Sudan), Kinshasa (DR Congo),
- 2 Underwriting Representative Offices in Kampala (Uganda), and
- 2 Subsidiaries: Africa Re South Africa Limited in Johannesburg (South Africa), African Retakaful Company in Cairo (Egypt), and

Africa Re operates **outside Africa**, through

- 1 Underwriting Agency (Africa Re Underwriting Agency Limited) in the Dubai International Financial Centre (DIFC), Dubai (UAE), and
- 1 Branch Office in the International Financial Services Centre (IFSC), GIFT City (India).

The Corporation has the highest international financial strength and credit ratings by any indigenous reinsurer in Africa, with **A (Strong / Stable Outlook)** with **Standard & Poor's** and **A (Excellent / Stable Outlook)** with **AM Best**. This is without any callable capital or parental guarantee or any other shareholders' guarantee.

2. OBJECTIVES

African Reinsurance Corporation (hereinafter referred to as "**the Client**") invites qualified, experienced, and reputable vendors and contractors to submit proposals for the **supply, delivery, and installation of interlocking gym floor mats** at the Africa Re Office Building, located at **Plot 1572/1573, Ralph Shodeinde Street, Central Business District (CBD), Abuja.**

The primary objective of this project is to provide a safe, durable, and protective flooring surface for users of the gym facilities at the African Reinsurance Corporation's (Africa Re) Head Office in Abuja, Nigeria.

On successful completion, the project is aimed to achieve the following:

- a) **Safety:** Provides a non-slip surface that reduces the risk of slips and falls.
- b) **Impact absorption:** Cushions the force of jumping, running, and dropped weights, reducing stress on joints.
- c) **Floor protection:** Prevents scratches, dents, and cracks in the subfloor caused by heavy gym equipment.
- d) **Noise and vibration reduction:** Minimizes noise from exercise machines and free weights, creating a more comfortable workout environment.
- e) **Comfort:** Offers a cushioned surface that is more comfortable for standing, stretching, and floor exercises.
- f) **Durability:** Withstands heavy foot traffic and repeated use in fitness facilities.
- h) **Equipment stability:** Provides a stable base for gym equipment, helping prevent movement during use.

3. SCOPE OF SERVICE

3.1. UNINSTALL & REMOVE EXISTING GYM EQUIPMENT

The Contractor shall provide all labor, tools, equipment, and necessary supervision to safely uninstall and remove existing gym equipment to allow preparation and installation of the floor mat. The Contractor shall also take all necessary precautions to protect surrounding areas, including finished floors during the relocation works.

3.2. GENERAL CLEANING AND HOUSE KEEPING

The Contractor shall ensure thorough cleaning and preparation of the existing floor to allow for installation of the gym mat.

3.3. SUPPLY AND INSTALLATION OF GYM (SQUARE) FLOOR MAT

The Contractor shall supply PAVIGYM Extreme premium floor mat. Each unit shall be:

- **Size: 100cm x 100cm**
- **Overall thickness 7mm**
- **Overall measurement 176.59sqm)**

The Contractor shall submit product data sheets, test certificates, and **samples for approval prior** to procurement and delivery.

3.4. RE-INSTALLATION OF THE GYM EQUIPMENT

The Contractor shall provide all labor, tools, equipment, and necessary supervision to safely re install and move back the gym equipment to the original positions The Contractor shall also take all necessary precautions to protect surrounding areas, including finished floors during the relocation works.

3.5. GENERAL CLEANING AND HOUSE KEEPING

The Contractor shall ensure thorough post-installation vacuum cleaning and housekeeping service to ensure the gym facility is clean, safe, and ready for use following the installation of gym mats

3.6. BILL OF QUANTITY: REFER TO ATTACHED DOCUMENT

4. TECHNICAL SPECIFICATIONS AND STANDARDS

All materials, products, and workmanship shall comply with the following minimum standards and requirements:

4.1. GYM MAT SPECIFICATION

- | | |
|-----------------|---------------------------------------|
| ▪ Dimensions: | 100 x 100 cm (± 0.3 cm) |
| ▪ Thickness: | 7 mm (± 0.5 mm) |
| ▪ Total weight: | 9.1 kg |
| ▪ Density: | UNE-53526 1.300 kg/m3 (± 50) |
| ▪ Hardness: | DIN 53505 70°/ Shore A (± 5) |

- % Water absorption: ASTM D570/ 0%
- Reaction to fire: EN 13501-1 Cfl-s2 (Op. Cfl-s1)
- Sound insulation: ISO 10140-3 15,4 dB

4.2. GENERAL WORKMANSHIP REQUIREMENTS

- a) All works shall be carried out by skilled tradespeople with demonstrated experience installation of gym floor mat.
- b) The Contractor shall comply with all relevant statutory regulations, including the Occupational Safety and Health Act (OSHA) 2007.
- c) A detailed method statement and risk assessment shall be submitted and approved by the Contract Administrator at least 7 days prior to commencement of works.
- d) The Contractor shall protect all adjacent finished surfaces, furnishings, and occupied spaces during all stages of the works.
- e) All debris, packaging, and waste materials shall be cleared from site daily and disposed of at an approved facility.

NOTES AND CONDITIONS

- a) All rates submitted by the contractor must be inclusive of Labour, materials, equipment, consumables, and all other costs necessary for the full and proper execution of each item of work.
- b) The contractor is required to carry out a detailed site survey and measurement of space requiring installation of the mat prior to submission of rates, to confirm quantities.
- c) All works must be carried out in strict compliance with applicable health and safety regulations.
- d) The contractor must provide a minimum 5- year warranty on all installation
- e) All waste materials arising from the works, including left over pieces, offcuts, must be disposed of responsibly and in accordance with applicable environmental regulations.
- f) The client reserves the right to adjust quantities based on the outcome of the pre-commencement site survey and inspection.

5. 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) *Compliance with technical specifications*
- 5) *Health, Safety & Quality Assurance*
- 6) *Cost competitiveness and transparency*

6. PRESENTATION OF TENDER

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

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:

- 1. *Executive summary***
- 2. *Company Profile***
- 3. *Technical approach and Methodology***
- 4. *Experience and Portfolio of Similar Contracts***
- 5. *Health, Safety & Quality Assurance***
- 6. *Financial Proposal: Detailed pricing structure***
- 7. *Quality Assurance, Health & Safety Policies***

7. DURATION OF THE PROJECT

The supply and installation work, as outlined above, must be completed within **four (4) weeks** from the date of the vendor's appointment.

8. CLARIFICATION AND AMENDMENT OF REQUEST FOR PROPOSAL

The vendors 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: nwachukwu.chinedu@africa-re.com

9. SITE INSPECTION

For a site inspection, kindly contact **Nwachukwu Chinedu (+2348036316799)** for necessary arrangement.

10. PROPOSAL SUBMISSION

The Proposals should be submitted through the email address: tender@africa-re.com not later than **September 15th 2026**, and the subject of the email should read:

"SUPPLY AND INSTALLATION OF GYM FLOOR MAT AT AFRICA RE HEAD OFFICE, ABUJA"

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

11. 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.
- b. Waive any minor irregularities or informalities in a proposal, or vary any timetable or schedule.
- c. Suspend or modify the RFP process or negotiate the details of a proposal prior to contracting

12. 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.

26th August 2026

For: African Reinsurance Corporation

Dr. Kantam NAGOU
Director, General Services