



African Reinsurance Corporation
Société Africaine de Réassurance

REQUEST FOR PROPOSAL (RFP)

SUPPLY AND INSTALLATION OF WATERPROOFING FELT AT AFRICA RE, HEADQUARTERS BUILDING LAGOS.

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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 **removal of existing roof waterproofing felt and supply & installation of new waterproofing felt** — Africa Re Head office, Lagos, located at **Plot 1679, Karimu-Kotun Street, Victoria Island, Lagos, Nigeria**.

The primary objective of this project is to restore and preserve the structural integrity, aesthetic quality, and weatherproofing performance of the roof concrete slab of the African Reinsurance Corporation's (Africa Re) Head Office building in Lagos, Nigeria.

The objective of this Request for Proposal is to select a competent contractor to:

- Safely remove and dispose of the existing, degraded waterproofing felt on the roof;
- Prepare the roof deck/substrate to receive new waterproofing works;
- Supply and install new, high-quality waterproofing membrane in accordance with the technical specifications set out in this RFP; and
- Deliver a fully water-tight, tested, and warrantied roofing system with minimal disruption to ongoing office operations.

3. SCOPE OF SERVICE

The scope of work shall include, but is not limited to, the following:

1. Mobilization to site and provision of necessary safety and welfare facilities.
2. Removal and safe disposal of all existing waterproofing felt/membrane, including any degraded screed or insulation affected by water ingress.
3. Thorough cleaning, inspection, and preparation of the roof deck, including minor screed repairs and re-grading to falls where necessary.
4. Supply and installation of new waterproofing membrane (torch-applied APP-modified bituminous membrane, minimum 4mm thick, or an approved equivalent), complete with all necessary reinforcement at upstands, parapets, and penetrations.
5. Supply and fixing of new flashing, roof outlet collars, and associated roofing accessories.
6. Flood/ponding testing of the completed works to confirm water-tightness prior to handover.
7. Making good of any affected internal finishes within the scope of this contract, and full site clearance on completion.
8. Provision of an as-built completion report, warranty certificate, and manufacturer's data sheets for all materials used.

4. TECHNICAL SPECIFICATIONS AND STANDARDS

4.1. MATERIALS

- Waterproofing membrane: SBS APP Asphalt Granules Roof Waterproof Membrane with Stone Slate Surface Water Resistant Outdoor Bitumen Waterproof Membrane.
- Primer: Bitumen-based primer compatible with the specified membrane.
- All materials shall be sourced from a reputable, recognized manufacturer, and shall carry a minimum manufacturer's material warranty of ten (10) years.

4.2. WORKMANSHIP

- All works shall be carried out by trained and competent roofing operatives, under the supervision of a qualified site supervisor/foreman.
- All works shall be executed in accordance with the membrane manufacturer's installation guidelines and relevant industry best practice.
- The Contractor shall provide a minimum workmanship warranty of five (3) years from the date of practical completion, covering defects arising from faulty installation.

4.3. HEALTH, SAFETY & ENVIRONMENT

- The Contractor shall submit a method statement and risk assessment for roof-level works prior to commencement, including fall-arrest/fall-prevention measures.
- All operatives shall be equipped with appropriate PPE, including safety harnesses where working at height.
- Hot works (torch-application) shall be carried out with appropriate fire safety precautions, including the availability of fire extinguishers on-site at all times.
- All waste shall be disposed of in accordance with applicable environmental regulations, at an approved disposal site.

5. BILL OF QUANTITIES (BOQ)

The quantities and dimensions set out in the Bill of Quantities are the estimated quantities of the Works. Bidders are required to complete the Bill of Quantities below in full, quoting a unit rate and extended amount for each item. All rates quoted shall be exclusive of VAT, which shall be stated separately. Quantities marked "provisional" are estimates only and shall be subject to re-measurement during the site inspection.

S/N	Description of Works	Unit	Qty (Provisional)	Rate (₦)	Amount (₦)
A. PRELIMINARIES & SITE MOBILIZATION					
A1	Mobilization to site, provision of welfare facilities, site hoarding/barricading of roof access points, and setting up of safe working platforms.	Lot	1		
A2	Provision of statutory signage, warning tapes, and safety notices around roof work area and building perimeter.	Lot	1		
A3	Provision of fall-arrest systems, harnesses, and other personal protective equipment (PPE) for roof-level operatives.	Lot	1		
B. REMOVAL OF EXISTING WATERPROOFING FELT					
B1	Careful strip-off and removal of existing Asphalt Granules Roof Waterproof felt/membrane from the roof deck, including any underlying degraded screed or insulation boards affected by water ingress.	M ²	1,159 (provisional)		
B2	Bagging, removal from site, and disposal of demolished waterproofing waste at an approved dumpsite, in accordance with environmental regulations.	Lot	1		
C. SURFACE PREPARATION					
C1	Thorough cleaning of roof deck/screed surface, removing dust, debris, and loose material to achieve a sound substrate.	M ²	1,159 (provisional)		
C2	Repair of cracks, spalled concrete, and uneven screed areas identified on the roof deck, including localized	lot	1		

S/N	Description of Works	Unit	Qty (Provisional)	Rate (₦)	Amount (₦)
	re-screeding to falls where necessary.				
C3	Application of bituminous primer/bonding coat to prepared surfaces prior to membrane installation.	M ²	1,159 (provisional)		
D. SUPPLY AND INSTALLATION OF NEW WATERPROOFING MEMBRANE					
D1	Supply and torch-applied installation of: SBS APP Asphalt Granules Roof Waterproof Membrane with Stone Slate Surface (minimum 4mm thick, reinforced with polyester/fibreglass mat), including reinforced overlaps to manufacturer's specification. Putting consideration upstands, parapets, roof-to-wall junctions, and around penetrations (pipes, vents, AC units, lightning conductors	M ²	1,159 (provisional)		
E. TESTING, COMMISSIONING & MAKE-GOOD					
E1	Flood testing of completed waterproofing works (minimum 24–48 hours ponding test) to confirm water-tightness prior to handover.	Lot	1		
E2	Making good of any internal ceiling/finishes previously affected by water seepage, where accessible and within the scope of this contract.	Lot	1		
E3	General site clearance, removal of all waste/debris, and reinstatement of the work area on completion.	Lot	1		
TOTAL (Exclusive of VAT)					

NOTES & 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) All materials supplied must comply with applicable international Standards
- c) The contractor is required to carry out a detailed site survey and measurement of all areas requiring replacement prior to submission of rates, to confirm quantities.
- d) All works must be carried out in strict compliance with applicable health and safety regulations, including the use of appropriate fall protection and working-at-height equipment at all times.
- e) The contractor must provide a minimum 10-year warranty on all replacement waterproofing and a 2-year warranty on all installation workmanship.
- f) All waste materials arising from the works, must be disposed of responsibly and in accordance with applicable environmental regulations.
- g) The client reserves the right to adjust quantities based on the outcome of the pre-commencement site survey and inspection.

6. 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*

7. 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:

Interested bidders shall submit the following as part of their proposal:

1. Executive summary
2. Company profile, including evidence of at least five (5) years' experience in roofing/waterproofing works;
3. List of similar projects executed in the last five (5) years, with client references and contact details;
4. Technical proposal, including proposed methodology, materials/manufacturer data sheets, and programme of works;
5. Health, Safety and Environment (HSE) policy and method statement/risk assessment for the proposed works;
6. Proposed warranty terms for materials and workmanship; and
7. Any other information the bidder considers relevant to the evaluation of its proposal.

8. DURATION OF THE PROJECT

The supply and installation work, as outlined above, must be completed within **Three (3) weeks** from the date of the vendor's appointment

9. 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: idakwo.joel@africa-re.com

10. SITE INSPECTION

For a site inspection, kindly contact **Joel Idakwo (+2348065593067)** for necessary arrangement.

11. 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:

"REMOVAL OF EXISTING ROOF WATERPROOFING FELT AND SUPPLY & INSTALLATION OF NEW WATERPROOFING FELT AT AFRICA RE HEAD OFFICE, LAGOS"

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

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):

- 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

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.

26th August 2026

For: African Reinsurance Corporation

Dr. Kantam NAGOU
Director, General Services