



**African Reinsurance Corporation  
Société Africaine de Réassurance**

## **REQUEST FOR PROPOSAL**

**FOR**

### **Property Management Services**

*Property 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 Property 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 Property Management Company, for the smooth operation and management of its property.**

The appointed company will provide strategic, administrative, legal, operational and management services to ensure optimal occupation, tenant satisfaction, and long-term value preservation of the property.

### **3.0. TERMS OF REFERENCE FOR THE COMPANY**

The project is a mixed-use Grade A facility with well-planned parking provisions and designed as follows:

- **1 Basement floor**
- **1 Ground floor**
- **10 Upper floors**

The Corporation will occupy the **8th, 9th, and 10th floors**, while the remaining floors will be leased to reputable corporate tenants and high-end service operators as follows:

- **Floors 1–3:** 2 Premium office spaces.
- **Floor 4:** 2 Premium office spaces, a high-end restaurant and fully equipped luxury gym.
- **Floor 5:** 2 premium office spaces.
- **Floors 6–7:** 4 premium office spaces.
- **Ground Floor:** Kids' Club.
- **Parking Facility:** 420 parking bays

The building will serve as a **Grade A corporate property**, designed with modern infrastructure, sustainable features, and high-end finishes.

Therefore, the **selected Property Management Company** will report to the Africa Re General Services Department and shall be responsible for, and provide end-to-end services under the following categories:

#### **3.1. LEASING AND MARKETING**

- The Property Manager shall advise on the **best floor occupation** and develop a **leasing strategy** to maximize rental income and property value in collaboration with Africa Re.
- Conduct **market research** to determine competitive rental rates and positioning.
- Prepare marketing materials and handle **tenant sourcing and screening**.
- Negotiate lease terms and conditions on behalf of Africa Re.
- Assist in **tenant acquisition** and marketing of available spaces to targeted high-profile tenants.
- Ensure all leases comply with **Nigerian laws and local regulations**.

### 3.2. TENANCY ADMINISTRATION

- Manage tenant occupancy processes.
- Maintain up-to-date records of all **lease agreements, renewals, and expirations.**
- Manage rent invoicing, payment tracking, and collection of service charges.
- Manage all **communication and correspondence** with tenants.
- Coordinate **tenant satisfaction surveys** and service reviews.
- **Oversee rent collection, service charges, and payment follow-up.**
- Serve as the **primary contact point** for all tenants and Africa Re on property-related matters.
- Ensure the **smooth day-to-day running** of the property and uphold service excellence.
- Provide **monthly and quarterly performance reports** on tenancy, financials, and maintenance matters

### 3.3. LEGAL AND FINANCIAL MANAGEMENT

- Ensure all leases and contracts are **legally compliant and properly executed.**
- Prepare **monthly financial statements** and performance reports.
- Follow up on **delinquencies and arrears**, and ensure timely collection of dues.
- Provide advice on **tax, insurance, and compliance obligations** related to property management.
- **Manage all lease agreements** and ensure legal, financial, and operational compliance.

### 3.4. MANAGEMENT COORDINATION (IN LIAISON WITH AFRICA RE FACILITY MANAGEMENT TEAM)

- Coordinate with the appointed **Facility Management Company** to ensure that building services meet tenant expectations.
- Monitor service quality, building maintenance, and general upkeep.
- Act as the **liaison between tenants and the facility management team** for issue resolution.

### 3.5. REPORTING AND ADVISORY

- Submit **monthly reports to the Africa-Re General Service Department** summarizing occupancy status, rent roll, arrears, maintenance updates, and tenant feedback.
- Provide **quarterly performance analysis** and recommendations for improvement.
- Advise Africa Re on **market trends, rent adjustments, and tenant retention strategies.**

#### 4.0. QUALIFICATION AND EXPERIENCE

Interested companies must demonstrate the following:

- At least **10 years of experience** in commercial property management, preferably of Grade A office buildings.
- Proven track record in **tenant acquisition, lease administration, and real estate advisory**.
- Strong presence and network in the Abuja real estate market.
- Availability of **qualified professionals** (estate surveyors, legal advisors, and financial analysts).
- Evidence of **corporate registration with relevant Nigerian authorities (CAC, NIESV, etc.)**
- Evidence of **insurance coverage** and **financial capability** to undertake the assignment.
- References of at least **three (3) comparable projects** previously managed.

#### 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) *Quality of proposed methodology and Work-plan*
- 4) *Qualifications of key Personnel*
- 5) *Knowledge of Abuja Real estate market*
- 6) *Client References and Past performance*
- 7) *Financial proposal*
- 8) *Clarity and completeness of submission*

Evaluation Criteria	Weight (%)
<b>Experience and Track Record</b>	25
<b>Quality of Proposed Methodology and Work Plan</b>	20
<b>Qualifications of Key Personnel</b>	20
<b>Knowledge of Abuja Real Estate Market</b>	15
<b>Client References and Past Performance</b>	10
<b>Financial Proposal</b>	10

## **6.0. PRESENTATION OF TENDER**

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

The Property Management Company whose proposal 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: All parts, pages, figures and tables should be numbered and clearly labelled.

Interested firms are requested to submit their proposals in two parts:

### **6.1. TECHNICAL PROPOSAL**

*1.0 Executive Summary*

*2.0 Company profile and organizational structure*

*3.0 Experience and Portfolio of Similar Contracts.*

*4.0 Team Structure and CVs*

*5.0 Technical Approach and methodology*

*6.0 Implementation Strategy*

*7.0 References and contact details of at least three (3) clients*

*8.0 Legal and Administrative Documents.*

### **6.2. FINANCIAL PROPOSAL**

*1.0 Management fee structure (percentage or fixed rate)*

*2.0 Breakdown of any additional charges or commissions.*

*3.0 Proposed payment terms.*

## **7.0. DURATION OF THE CONTRACT**

The Property 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 Property 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](mailto:projects@africa-re.com) and [coopamah.pramaseven@aficare.com](mailto: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](mailto:tender@africa-re.com) not later than **December 31st, 2025**, and the subject of the email should read:

**"PROVISION OF PROPERTY MANAGEMENT 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**