



**African Reinsurance Corporation**  
**Société africaine de réassurance**

2<sup>nd</sup> January 2026.

**INVITATION TO TENDER**

**SELECTION OF VENDOR FOR THE SUPPLY & IMPLEMENTATION OF  
NETWORK AND IPBX SOLUTION AT AFRICA RE ABUJA HEAD OFFICE  
AND LAGOS OFFICE**

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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. PROJECT OBJECTIVES**

The purpose of this tender is to solicit proposals from qualified service providers with expertise and experience in deploying high-performance, secure, and resilient network and voice infrastructure capable of supporting Africa Re's operational and business requirements.

Africa Re is completing the construction of its Head Office in Abuja, which is equipped with structured network cabling. The corporation plans to deploy active network components to establish a secure, scalable Cisco-based LAN, and implement an Avaya IPBX system with Avaya IP table-set phones to support enterprise voice and unified communications.

At its Lagos office, Africa Re will replace the existing legacy IPBX system with a new Avaya IPBX solution, while retaining and integrating the current Polycom table-set phones.

Africa Re is therefore seeking proposals from qualified firms for the design, supply, installation, configuration, and commissioning of network and voice infrastructure solutions for its Abuja Head Office and Lagos office. Detailed technical requirements and Bills of Materials (BOMs) are provided in the Appendix to this RFP.

Specifically, Africa Re seeks to:

- Deploy active wired and wireless network infrastructure at the Abuja Head Office using Cisco switches and wireless access points, leveraging the existing structured cabling.
- Implement an Avaya IPBX system with Avaya IP table-set phones at the Abuja Head Office.
- Replace the existing legacy IPBX system in the Lagos office with a modern Avaya IPBX solution, while retaining and integrating existing Polycom table-set phones.
- Ensure seamless migration and cut over with minimal downtime.
- Enhance overall network performance, availability, security, scalability, and manageability.
- Support a converged environment for data and voice services.

### **3. DELIVERABLES**

The selected contractor shall provide end-to-end professional services to complete the implementation of the network and voice infrastructure at the specified sites. These services shall include:

- Project planning, coordination, and scheduling
- Procurement and supply of active network and telephony equipment
- Staging, configuration, and pre-deployment testing
- Installation, integration, and commissioning of active devices
- Validation, performance testing, and acceptance support
- Reporting, documentation, and knowledge transfer
- Ongoing communication and coordination with Africa Re stakeholders

The contractor must work in a collaborative manner with Africa Re staff and other parties involved in the project.

#### **Network Infrastructure Scope (Abuja Head Office)**

The scope includes the supply, configuration, and installation of Cisco active network equipment, including switches and wireless access points, using the existing structured cabling system. The contractor shall be responsible for:

- Installing and configuring all active network devices
- Making all necessary interconnections to existing cabling infrastructure
- Deploying wireless access points in designated locations to ensure full coverage
- Verifying that the LAN is fully operational and meets agreed performance and security standards

Africa Re will provide network design guidelines, site survey templates, configuration templates, installation procedures, documentation standards, and coordinate building access and scheduling. The contractor is expected to provide experienced personnel with strong expertise in project management and Cisco enterprise networking technologies.

## **Minimum Configuration Requirements**

At a minimum, the proposed solution must support:

- Configuration and segmentation of the LAN into Virtual LANs (VLANs)
- Configuration of redundant switches to support DHCP services for dynamic IP address allocation
- Configuration of SPAN (port mirroring) on switches as required
- Activation and configuration of network security features, including:
- Anti-spoofing
- Anti-flooding

Other relevant Layer 2 and Layer 3 security mechanisms

## **4. CAPABILITIES REQUIREMENTS FOR QUALIFICATION OF PROSPECTIVE CONTRACTORS.**

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.

### **4.1 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 should 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.

### **4.2 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.

### **4.3 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.

#### **4.4 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.

#### **4.5 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.

#### **4.6 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.

### **5. 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

### **6. 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:

### **6.1. 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

### **6.2. 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.

### **6.3. 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\$):
Country: Location within country:	Duration of assignment (months):
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): Completion date (month/year):	No of professional staff-months provided by associated vendors:
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:	

**6.4. 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.

**6.5. 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.

**6.6. Cost Quotations**

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

## **6.7. 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.

## **6.8. 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.

## **7. COMPANY AND OTHER GENERAL REQUIREMENTS**

<b>No.</b>	<b>Requirement</b>	<b>Vendor Response</b>
<b>7.1</b>	<b>Company Information Requirements</b>	
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.	

## **8. CLARIFICATION AND AMENDMENT OF REQUEST FOR PROPOSAL**

The vendor may request 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](mailto:icttender@africa-re.com)

## **9. PROPOSAL SUBMISSION**

The Proposals should be submitted through the email address [tender@africa-re.com](mailto:tender@africa-re.com) not later than February 10<sup>th</sup>, 2026, and the subject of the email should read "**IMPLEMENTATION OF NETWORK AND IPBX SOLUTION AT AFRICA RE ABUJA HEAD OFFICE AND LAGOS OFFICE**". Any proposal received by Africa Re after the submission deadline shall be rejected.

## **10. 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

## **11. 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

### Wired Network Abuja

S/N	Part Number	Description	Qty
1	<b>C9200L-24P-4X-E</b>	Catalyst 9200L 24-port PoE+, 4 x 10G, Network Essentials	28
2	CON-SNT-C920024X	SNTC-8X5XNBD Catalyst 9200L 24-port PoE+, 4 x 10G, Ne	28
3	C9200L-NW-E-24	C9200L Network Essentials, 24-port license	28
4	CAB-TA-UK	United Kingdom AC Type A Power Cable	28
5	C9200-STACK-BLANK	Catalyst 9200 Blank Stack Module	56
6	C9200L-DNA-E-24	C9200L Cisco DNA Essentials, 24-port Term license	28
7	C9200L-DNA-E-24-3Y	C9200L Cisco DNA Essentials, 24-port, 3 Year Term license	28
8	NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	28
9	C9K-ACC-SCR-4	12-24 and 10-32 SCREWS FOR RACK INSTALLATION, QTY 4	28
10	C9K-ACC-RBFT	RUBBER FEET FOR TABLE TOP SETUP 9200 and 93xx	28
11	CAB-GUIDE-1RU	1RU CABLE MANAGEMENT GUIDES 9200 and 9300	28
12	PWR-C5-BLANK	Config 5 Power Supply Blank	28
13	<b>C9404R</b>	Cisco Catalyst 9400 Series 4 slot chassis	2
14	CON-SNT-C9404R	SNTC-8X5XNBD Cisco Catalyst 9400 Series 4 slot chassi	2
15	C9400-DNA-A	Cisco Catalyst 9400 DNA Advantage Term License	2
16	C9400-DNA-A-3Y	Cisco Catalyst 9400 DNA Advantage 3 Year License	2
17	D-DNAS-EXT-S-T	Cisco DNA Spaces Extend Term License for Catalyst Switches	2
18	D-DNAS-EXT-S-3Y	Cisco DNA Spaces Extend for Catalyst Switching - 3Year	2
19	TE-EMBEDDED-T	Cisco ThousandEyes Enterprise Agent IBN Embedded	2
20	TE-EMBEDDED-T-3Y	ThousandEyes - Enterprise Agents	2
21	C9400-NW-A	Cisco Catalyst 9400 Network Advantage License	2
22	C9400-PWR-BLANK	Cisco Catalyst 9400 Series Power Supply Blank Cover	4
23	C9400-S-BLANK	Cisco Catalyst 9400 Series Slot Blank Cover	2
24	TE-C9K-SW	TE agent for IOSXE on C9K	2
25	C9400-QSFP-CVR	QSFP port EMI and dust protection cover	8
26	S9400UK9-1712	Cisco Catalyst 9400 XE 17.12 UNIVERSAL	2
27	C9400-PWR-2100AC	Cisco Catalyst 9400 Series 2100W AC Power Supply	4
28	CAB-BS1363-C19-UK	BS-1363 to IEC-C19 14ft UK	4
29	C9400X-SUP-2XL	Cisco Catalyst 9400 Series Supervisor 2XL Module	2
30	C9400-SSD-NONE	No SSD Memory Selected	2
31	NETWORK-PNP-LIC	Network Plug-n-Play Connect for zero-touch device deployment	2
32	CAB-CON-C9K-RJ45	Console Cable 6ft with RJ-45-to-RJ-45	2
33	CAB-GUIDE-4R	4-SLOT CHASSIS CABLE MANAGEMENT GUIDES for 9400	2
34	C9K-ACC-ADP-DB9	ADAPTER FOR DB9F TO RJ45 for 9400	2
35	C9K-ACC-SCR-12	12-24 and 10-32 SCREWS FOR RACK INSTALLATION, QTY 12	2
36	C9400-LC-48T	Cisco Catalyst 9400 Series 48-Port 10/100/1000 (RJ-45)	2
37	C9400-LC-48XS	Cisco Catalyst 9400 Series 48-Port 10 Gigabit Ethernet(SFP+)	2

38	<b>C9500-24Y4C-E</b>	Catalyst 9500 24x1/10/25G and 4-port 40/100G, Essential	2
39	CON-SNT-C95024EY	SNTC-8X5XNBD Catalyst 9500 24-port 25/100G only, Esse	2
40	C9500-SPS-NONE	No Secondary Power Supply Selected	2
41	C9500-NW-E	C9500 Network Stack, Essentials	2
42	CAB-9K10A-UK	Power Cord, 250VAC 10A BS1363 Plug (13 A fuse), UK	2
43	C9K-PWR-650WAC-R	650W AC Config 4 Power Supply front to back cooling	2
44	S9500UK9-1715	CAT9300/9400/9500/9600 UNIVERSAL	2
45	C9500-RFID-NONE	No RFID Selected	2
46	NETWORK-PNP-LIC	Network Plug-n-Play Connect for zero-touch device deployment	2
47	C9K-PWR-C5-BLANK	Catalyst 9500 power supply blank cover	2
48	C9500-DNA-24Y4C-E	C9500 DNA Essentials, Term License	2
49	C9500-DNA-L-E-3Y	DNA Essentials 3 Year License	2
50	C9K-T1-FANTRAY	Catalyst 9500 Type 4 front to back cooling Fan	4
51	C9K-F1-SSD-BLANK	Cisco pluggable SSD storage	2
52	C9500-SSD-NONE	No SSD Card Selected	2
53	<b>SFP-10G-SR=</b>	10GBASE-SR SFP Module	80
54	<b>QSFP-40G-SR4=</b>	40GBASE-SR4 QSFP Transceiver Module with MPO Connector	10

## Wireless Network Abuja

S/N	Part Number	Description	Qty
1	<b>C9800-L-C-K9</b>	Cisco Catalyst 9800-L Wireless Controller_Copper Uplink	1
2	CON-SNT-C9800LCL	SNTC-8X5XNBD Cisco Catalyst 9800-L Wireless Controller	1
3	NETWORK-PNP-LIC	Network Plug-n-Play Connect for zero-touch device deployment	1
4	CAB-AC-C5-UK	AC Power Cord, Type C5, UK	1
5	C9800-AC-110W	Cisco Catalyst 9800 L Wireless Controller Power Supply	1
6	SC9800LK9-179	Cisco Catalyst 9800-L Wireless Controller	1
7	C9800L-RMNT	C9800 Wireless Controller Rack Mount Tray	1
8	LIC-C9800-DTLS-K9	Cisco Catalyst 9800 Series Wireless Controller DTLS License	1
9	<b>CW9178I-CFG</b>	Cisco Wireless 9178I(W7,4 radio,3 band 4x4,UWB), Global	55
10	CON-L1NBD-CW9178IC	ENH 8X5XNBD Cisco Wireless 9178I	55
11	AIR-AP-BRACKET-2	802.11 AP Universal Mounting Bracket	55
12	AIR-AP-T-RAIL-R	Ceiling Grid Clip for APs & Cellular Gateways-Recessed	55
13	CW9178-MULTI	Multi-AP packaging, minimum order qty is 6 APs	55
14	<b>CW9179F</b>	Cisco Wireless 9179F (W7,4 radio,3 band 4x4),Global	2
15	CON-L1NBD-CW9179F0	ENH 8X5XNBD Cisco Wireless 9179F	2
16	<b>AIR-DNA-E=</b>	Wireless Cisco DNA On-Prem Essential, Spare Lic	57
17	CON-L1SWT-AIRDNAE	CX LEVEL 1 SW SUB Aironet CISCO DNA Es	57
18	AIR-DNA-E-T	Wireless Cisco DNA On-Prem Essential, Term, Tracker Lic	57
19	AIR-DNA-E-T-3Y	Wireless Cisco DNA On-Prem Essential, 3Y Term, Tracker Lic	57
20	AIR-DNA-NWSTACK-E	Wireless DNA Perpetual Network Stack - Essentials	57
21	AIR-DNA-E-3Y	Wireless Cisco DNA On-Prem Essential, 3Y Term Lic	57

## **IPBX Abuja**

### **Full AVAYA**

S/N	ITEM SPECIFICATIONS	Qty
1	IPBX Avaya IP office 500 V2	1
2	Primary Access Card (daughter card)	1
3	VCM 32 Card (Motherboard)	1
4	License Essential Edition IPO	1
5	Avaya ComBo card with four lines (for Mobile Call) and two analog faxes	1
6	Avaya Telephone License	200
7	Telephone Avaya K175	20
8	Telephone Avaya K155	80
9	Telephone Avaya J159	80
10	Avaya J100 Expansion Module – 700514337	1
11	Installation Commissioning & Training	1

## **IPBX Lagos**

### **AVAYA with Polycom**

S/N	ITEM SPECIFICATIONS	Qty
1	IPBX Avaya IP office 500 V2	1
2	Primary Access Card (daughter card)	1
3	VCM 32 Card (Motherboard)	1
4	License Essential Edition IPO	1
5	Avaya ComBo card with four lines (for Mobile Call) and two analog faxes	1
6	Avaya Licenses SIP Third-Party	200
7	Installation and Commissioning & Training	1