African Reinsurance Corporation
Société africaine de réassurance

23rd March 2023.

INVITATION TO TENDER

SELECTION OF VENDOR FOR THE DELIVERY & IMPLEMENTATION OF ARUBA NETWORK SOLUTION AT AFRICA RE HEAD OFFICE IN LAGOS

CONTENTS

1. 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).

Africa Re is seeking proposals from firms qualified and experienced in providing and implementing enterprise networks upgrade to replace existing active network components with Aruba network equipment at the Headquarters' office building in Lagos, Nigeria.

2. OBJECTIVES

A new high-speed, low-latency and full-communication stack is required to address existing aging network infrastructure bottlenecks and to support the technology demands of today's workforce and modern wired and wireless converged networks.

For this purpose and to give a competitive edge to its business, Africa Re intends to upgrade the Active wired and wireless network infrastructure in her Head office at Plot 1679, Karimu Kotun Street, Victoria Island, Lagos. This RFP provides the bill of materials (BOM) required for the replacement of the aging network equipment on six of the floors of the building.

The current network infrastructure in the building consists of Cisco aggregation switches, access switches, wireless controller (deployed in the datacenter) and Wireless Access Points (APs) deployed on six floors in the building. The main key success factor of this

project is to upgrade the active network components with a view to providing an expanded network coverage, security, and performance.

3. DELIVERABLES

The contractor will be required to provide comprehensive services to complete the entire process of the network upgrades at the abovementioned site. These services will include planning, equipment acquisition, staging, scheduling, reporting, documentation updates, communication and coordination with other parties involved in the overall project. The selected contractors must be willing to work in a cooperative manner with Africa Re staff and other parties working on behalf of Africa Re.

The scope of this project will include the purchase, configuration, and installation of Aruba active network equipment (Switches, AP's and controllers). The contractor will be responsible for removing existing equipment, installing new equipment, making all necessary interconnections, and then verifying that the network is fully functional. There are existing switches and WLAN equipment in the building that will be removed as part of this project. The new switches and WLAN equipment will be installed as replacements and additional AP's will be installed in new locations in the building.

Africa Re will provide detailed instructions for network design, site survey templates, configuration templates, installation procedures, documentation procedures, and coordinate scheduling in the building. The contractor will be expected to provide experienced staff with adequate expertise in project management and networking technologies to comply with the implementation standards required at Africa Re.

The following are the expected minimum configurations:
- Configuration and partitioning the local area network into virtual LAN (VLANS)
- Configure redundant switches to run the DHCP protocol to allocate network addresses to network assets
- Configuration of Span Ports on a switches as required
- Activation of security features on the switches (the anti-spoofing, anti-flooding feature etc.)

4. CAPABILITIES REQUIREMENTS FOR QUALIFICATION OF PROSPECTIVE CONTRACTORS.

The requirements listed below must be met by the prospective vendors. In their response, the vendor must specifically address each bulleted item below. Absence of a specific response will be interpreted as a negative response.

1. Consideration will be given to the partner certification level that the bidder holds with the Original Equipment Manufacturer (OEM) of the product that is being considered. The bidder should clearly include this accredited partnership certification in the bid response.
2. There will be a six-month post installation Defect Liability Period (DLP). The contractor must have staff available to return to the site for any problem resolution within the period at no cost to Africa Re.
3. Contractor must provide three (3) references for projects of a similar scale and scope carried out within the last six years. Financial services environments are the preferred references.
4. The contractor must submit a detailed manpower resource plan to demonstrate that adequate resources are committed to this project.
5. The contractor must agree to add additional manpower to the project if it falls behind schedule.
6. Contractor must provide a dedicated Project Manager to oversee all the contractor's activities, and to serve as the single point of contact to Africa Re personnel.
7. The contractor must provide documentation as specified by the Africa Re Project Manager. This will include updating existing documentation provided by Africa Re.
8. The contractor should submit the resume of the Project Manager and networking professionals proposed for this project.
9. Contractor must remove old equipment, inventory all old equipment, cables, etc. and relocate this equipment to an Africa Re storage facility as instructed by Africa Re
10. Contractor will be responsible for checking accuracy of parts required as part of the preliminary site visits and must notify Africa Re project manager of any discrepancies.
11. All equipment ordered must be newly supplied from the manufacturer.
12. The contractor will be required to expedite deliveries (at no cost to Africa Re) if necessary, to maintain the work schedule.

13. Any additional components and installations required will be done at the same unit costs as the original quote with no additional charges for change order processing.
14. The Contractor must provide verification that the Aruba maintenance contract is in effect and all products are under coverage.

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:	

Authorized Signatory:

Name of Vendor:

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

No.	Requirement	Vendor Response
7.1	**Company Information Requirements**	
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 for 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

9. PROPOSAL SUBMISSION

The Proposals should be submitted through the email address tender@africa-re.com not later than April 13th, 2023, and the subject of the email should read "**IMPLEMENTATION**

OF ARUBA NETWORK SOLUTION AT AFRICA RE HEAD OFFICE IN LAGOS". Any proposal received by Africa Re after the submission deadline shall be rejected.

10. <u>AFRICA RE RIGHTS RESERVED</u>

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. <u>OWNERSHIP AND RETURN OF PROPOSAL</u>

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

Line#	Part Number		Description	Quantity
10th FLOOR			Manufacturer – Hewlett-Packard	
1.0	R9J32A		Aruba USB-A (reversible) to USB-C PC to Switch 3m Cable	2
2.0	J9281D		Aruba 10G SFP+ to SFP+ 1m DAC Cable	4
3.0	JL725A		Aruba 6200F 24G Class4 PoE 4SFP+ 370W Switch	1
3.1	JL725A	B2C	INCLUDED Jumper Cable – ROW	1
3.2	HR0W9E		Aruba 3Y FC NBD Exch 6200F 24G POE SVC [for JL725A]	1
3.3	J9150D		Aruba 10G SFP+ LC SR 300m MMF Transceiver	1
3.4	J8177D		Aruba 1G SFP RJ45 T 100m Cat5e Transceiver	2
4.0	JL677A		Aruba 6100 24G CL4 4SFP+ Switch	4
4.1	JL677A	B2C	INCLUDED Jumper Cable – ROW	4
4.2	HV1M2E		Aruba 3Y FC NBD Exch 6100 24G CL4 SVC [for JL677A]	4
			10th FLOOR Subtotal	
11th FLOOR				
5.0	R9J32A		Aruba USB-A (reversible) to USB-C PC to Switch 3m Cable	2
6.0	J9281D		Aruba 10G SFP+ to SFP+ 1m DAC Cable	4
7.0	JL725A		Aruba 6200F 24G Class4 PoE 4SFP+ 370W Switch	1
7.1	JL725A	B2C	INCLUDED Jumper Cable – ROW	1
7.2	HR0W9E		Aruba 3Y FC NBD Exch 6200F 24G POE SVC [for JL725A]	1
7.3	J9150D		Aruba 10G SFP+ LC SR 300m MMF Transceiver	1
7.4	J8177D		Aruba 1G SFP RJ45 T 100m Cat5e Transceiver	2
8.0	JL677A		Aruba 6100 24G CL4 4SFP+ Switch	4
8.1	JL677A	B2C	INCLUDED Jumper Cable – ROW	4
8.2	HV1M2E		Aruba 3Y FC NBD Exch 6100 24G CL4 SVC [for JL677A]	4
			11th FLOOR Subtotal	
7th FLOOR				
9.0	R9J32A		Aruba USB-A (reversible) to USB-C PC to Switch 3m Cable	1
10.0	J9281D		Aruba 10G SFP+ to SFP+ 1m DAC Cable	4
11.0	JL725A		Aruba 6200F 24G Class4 PoE 4SFP+ 370W Switch	1
11.1	JL725A	B2C	INCLUDED Jumper Cable – ROW	1
11.2	HR0W9E		Aruba 3Y FC NBD Exch 6200F 24G POE SVC [for JL725A]	1
11.3	J9150D		Aruba 10G SFP+ LC SR 300m MMF Transceiver	1
11.4	J8177D		Aruba 1G SFP RJ45 T 100m Cat5e Transceiver	2
12.0	JL677A		Aruba 6100 24G CL4 4SFP+ Switch	5
12.1	JL677A	B2C	INCLUDED Jumper Cable – ROW	5
12.2	HV1M2E		Aruba 3Y FC NBD Exch 6100 24G CL4 SVC [for JL677A]	5
			7th FLOOR Subtotal	
8th FLOOR				
13.0	R9J32A		Aruba USB-A (reversible) to USB-C PC to Switch 3m Cable	2

14.0	J9281D	Aruba 10G SFP+ to SFP+ 1m DAC Cable	4
15.0	JL677A	Aruba 6100 24G CL4 4SFP+ Switch	4
15.1	JL677A B2C	INCLUDED Jumper Cable – ROW	4
15.2	HV1M2E	Aruba 3Y FC NBD Exch 6100 24G CL4 SVC [for JL677A]	4
16.0	JL725A	Aruba 6200F 24G Class4 PoE 4SFP+ 370W Switch	1
16.1	JL725A B2C	INCLUDED Jumper Cable – ROW	1
16.2	HR0W9E	Aruba 3Y FC NBD Exch 6200F 24G POE SVC [for JL725A]	1
16.3	J9150D	Aruba 10G SFP+ LC SR 300m MMF Transceiver	1
16.4	J8177D	Aruba 1G SFP RJ45 T 100m Cat5e Transceiver	2
		8th FLOOR Subtotal	
9th FLOOR			
17.0	R9J32A	Aruba USB-A (reversible) to USB-C PC to Switch 3m Cable	2
18.0	J9281D	Aruba 10G SFP+ to SFP+ 1m DAC Cable	5
19.0	JL677A	Aruba 6100 24G CL4 4SFP+ Switch	5
19.1	JL677A B2C	INCLUDED Jumper Cable – ROW	5
19.2	HV1M2E	Aruba 3Y FC NBD Exch 6100 24G CL4 SVC [for JL677A]	5
20.0	JL725A	Aruba 6200F 24G Class4 PoE 4SFP+ 370W Switch	1
20.1	JL725A B2C	INCLUDED Jumper Cable – ROW	1
20.2	HR0W9E	Aruba 3Y FC NBD Exch 6200F 24G POE SVC [for JL725A]	1
20.3	J9150D	Aruba 10G SFP+ LC SR 300m MMF Transceiver	1
20.4	J8177D	Aruba 1G SFP RJ45 T 100m Cat5e Transceiver	2
21.0	JL675A	Aruba 6100 48G CL4 4SFP+ Switch	1
21.1	JL675A B2C	INCLUDED Jumper Cable – ROW	1
21.2	HV0M6E	Aruba 3Y FC NBD Exch 6100 48G CL4 SVC [for JL675A]	1
		9th FLOOR Subtotal	
DATA CENTER, 8th FLOOR			
22.0	JL658A	Aruba 6300M 24SFP+ 4SFP56 Switch	2
22.1	HR4C2E	Aruba 3Y FC NBD Exch 6300M 24SFP SVC [for JL658A]	2
22.2	HA113A1#5MW	HPE Installation Service – HPE Aruba 6xxx/8xxx Install SW [for JL658A]	2
22.3	JL085A	Aruba X371 12VDC 250W AC Power Supply	4
22.4	JL085A B2C	INCLUDED Jumper Cable – ROW	4
22.5	S0T78AAE	Aruba CX Software 63xx Switch Advanced 3y Subscription E-STU	2
22.6	H69E1E	Aruba 3Y FC 24x7 CX 63xx SW Adv 3Y SVC [for S0T78AAE]	2
22.7	J9150D	Aruba 10G SFP+ LC SR 300m MMF Transceiver	44
22.8	J8177D	Aruba 1G SFP RJ45 T 100m Cat5e Transceiver	4
23.0	JL488A	Aruba 25G SFP28 to SFP28 3m DAC Cable	2
24.0	J9821A	Aruba 5406R zl2 Switch	2
24.1	H1MR9E	Aruba 3Y FC NBD Exch 5406R zl2 SVC [for J9821A]	2
24.2	J9829A	Aruba 5400R 1100W PoE+ zl2 PSU	4
24.3	J9829A B2C	INCLUDED Jumper Cable – ROW	4
24.4	J9852A	HPE X450 4U/7U Univ 4-post Rackmount Kit	2
24.5	J9987A	Aruba 24p 1000BASE-T v3 zl2 Mod	2
24.6	J9993A	Aruba 8p 1G/10GbE SFP+ v3 zl2 Mod	4

25.0	JL448A		Aruba X2C2 RJ45 to DB9 Console Cable	2
26.0	JL663A		Aruba 6300M 48G 4SFP56 Switch	1
26.1	HR5M5E		Aruba 3Y FC NBD Exch 6300M 48 SVC [for JL663A]	1
26.2	JL085A		Aruba X371 12VDC 250W AC Power Supply	2
26.3	JL085A	B2C	INCLUDED Jumper Cable – ROW	2
26.4	J9150D		Aruba 10G SFP+ LC SR 300m MMF Transceiver	3
26.5	J8177D		Aruba 1G SFP RJ45 T 100m Cat5e Transceiver	1
			DATA CENTER, 8th FLOOR Subtotal	
Default				
27.0	H30JYA1		Aruba Campus Switching Deployment QuickStart SVC	1
28.0	H8XT2E		HPE Ntwrks Stackable Legacy Install SVC	39
29.0	J9150D		Aruba 10G SFP+ LC SR 300m MMF Transceiver	48
			Default Subtotal	
GROUND FLOOR				
30.0	JL725A		Aruba 6200F 24G Class4 PoE 4SFP+ 370W Switch	1
30.1	JL725A	B2C	INCLUDED Jumper Cable – ROW	1
30.2	HR0W9E		Aruba 3Y FC NBD Exch 6200F 24G POE SVC [for JL725A]	1
30.3	J9150D		Aruba 10G SFP+ LC SR 300m MMF Transceiver	1
30.4	J8177D		Aruba 1G SFP RJ45 T 100m Cat5e Transceiver	1
31.0	R9J32A		Aruba USB-A (reversible) to USB-C PC to Switch 3m Cable	2
32.0	J9281D		Aruba 10G SFP+ to SFP+ 1m DAC Cable	5
33.0	JL677A		Aruba 6100 24G CL4 4SFP+ Switch	3
33.1	JL677A	B2C	INCLUDED Jumper Cable – ROW	3
33.2	HV1M2E		Aruba 3Y FC NBD Exch 6100 24G CL4 SVC [for JL677A]	3
34.0	JL675A		Aruba 6100 48G CL4 4SFP+ Switch	1
34.1	JL675A	B2C	INCLUDED Jumper Cable – ROW	1
34.2	HV0M6E		Aruba 3Y FC NBD Exch 6100 48G CL4 SVC [for JL675A]	1
			GROUND FLOOR Subtotal	

Wireless Network

Line#	Part Number	Description	Quantity
1.0	JZ356A	Aruba AP-555 (RW) Unified AP	3
1.1	H6GM3E	Aruba 3Y FC NBD Exch AP 555 SVC [for JZ356A]	3
2.0	JW678A	Aruba 7010 (RW) 16p 150W PoE+ 10/100/1000BASE-T 1G BASE-X SFP 32 AP and 2K Clients Controller	1
2.1	H3AN7E	Aruba 3Y FC NBD Exch 7010 Cntlr SVC [for JW678A]	1
2.2	JW127A	PC-AC-UK UK AC Power Cord	1
2.3	JW472AAE	Aruba LIC-AP Controller per AP Capacity License E-LTU	28
2.4	H1RS8E	HPE Aruba Mobility Controller Startup SVC	1
2.5	H2YU4E	Aruba 3Y FC SW Cntrl per AP Cpty E-L SVC	28
3.0	JZ331A	Aruba AP-534 (RW) Unified AP	25
3.1	HN4G7E	Aruba 3Y FC NBD Exch AP 534 SVC [for JZ331A]	25
3.2	JW009A	AP-ANT-1W 2.4-2.5GHz (4dBi)/4.9-5.875GHz (6dBi) H Gain Dual-band Omni-Dir Indoor Antenna	100
4.0	JL661A	Aruba 6300M 48G CL4 PoE 4SFP56 Switch	1
4.1	HR4Z1E	Aruba 3Y FC NBD Exch 6300M 48 PoE SVC [for JL661A]	1
4.2	JL086A	Aruba X372 54VDC 680W AC Power Supply	2
4.3	JL086A ACC	INCLUDED: Power Cord – United Kingdom localization	2
5.0	R9G48A	Aruba USBA-RJ45 PC-to-Switch PIN5TX-3RX Cable	1
6.0	Q9G71A	AP-MNT-MP10-D AP mount bracket 10-pack D	2
7.0	JW009A	AP-ANT-1W 2.4-2.5GHz (4dBi)/4.9-5.875GHz (6dBi) H Gain Dual-band Omni-Dir Indoor Antenna	100
8.0	R3J18A	AP-MNT-D AP mount bracket individual D solid surface	8