



ATIN: 2025/03/ARCHITECTURAL-DESIGN/03

**REQUEST FOR EXPRESSION OF INTEREST (EOI)
ARCHITECTUTAL CONSULTANCY FOR UPGRADE OF THE ARIPO
OFFICIAL RESIDENCE**

1.0 BACKGROUND

- 1.1 The African Regional Intellectual Property Organization (ARIPO) is an inter-governmental organization (IGO) that facilitates cooperation among Member States in intellectual property matters to pool financial and human resources and seek technological advancement for economic, social, technological, scientific, and industrial development.
- 1.2 The present members of the Organization are **Botswana, Cape Verde, Kingdom of Eswatini, The Gambia, Ghana, Kenya, Kingdom of Lesotho, Liberia, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Sao Tome and Principe, Seychelles, Sierra Leone, Somalia, Sudan, Uganda, United Republic of Tanzania, Zambia, and Zimbabwe.** (Total: 22 States).
- 1.3 ARIPO is inviting eligible suppliers to express their interest in providing architectural consultancy services for the upgrade of its official residence in Highlands, Harare, Zimbabwe, including but not limited:
 - i. drafting designs and plans complete with 3D models,
 - ii. drafting Bill of Quantities (BOQs),
 - iii. providing cost & time estimates for execution of the proposed upgrade.

2.0 PURPOSE OF THIS EOI

The purpose of this request for EOI is to identify suppliers with verified technical and financial capacity to perform the service. Eligible suppliers will be invited to participate in the bidding process for the proposed Request for Proposal (RFP) tender.

Eligibility to participate in the proposed tender will be determined based on submission of the following mandatory documentation:

- i. Company registration documents, including the Certificate of Incorporation, CR6, Valid Tax Certificate, registration documents with architectural associations such as IAZ and ACZ and any other requisite company registration certificates.
- ii. Minimum of five (5) years company's experience in the provision of architectural services with a proven track record.
- iii. Qualifications and expertise for key personnel, such as architects, quantity surveyors, project engineers, e.t.c.
- iv. Copies of at least three (3) previous contracts/purchase orders/signed agreements on similar projects.
- v. Copies of audited financial statements for the past three (3) years
- vi. At least three (3) traceable references.
- vii. Well-detailed company profile including company contact details.

3.0 SUBMISSION OF YOUR EXPRESSION OF INTEREST (EOI)

Eligible firms may express their interest by submitting their company documents in pdf. format via email to procurement@aripo.org on or before 09 June 2025 by 11:59PM. Any documents received after the submission deadline will not be considered.

NB: This Request for Expression of Interest is not a solicitation, and replying to it does not constitute an invitation to do business with ARIPO. All costs and expenses incurred in relation to, or ensuing from, the submission of an Expression of Interest will exclusively be borne by the applicant. Only short-listed suppliers will be notified of the outcome of this process.

The reference to be indicated on the subject on email submission is:
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