



REQUEST FOR PROPOSAL
PROVISION OF SCHEDULED SERVICING AND MAINTENANCE SERVICES OF
THE AIR CONDITIONING SYSTEM AT THE ARIPO HEADQUARTERS
ATIN: 2025/09/AC-MAINTENANCE/15

BACKGROUND

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.

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).**

The African Regional Intellectual Property Organization (ARIPO) is requesting proposals for the provision of scheduled servicing and maintenance services of the air conditioning system at the ARIPO Headquarters located at 11 Natal Road, Belgravia, Harare as per the detailed Scope of Work below:

SERVICE DELIVERABLES:

The work deliverables during the scheduled quarterly service and maintenance of the office air conditioning system shall include the following:

- i. checking operation units
- ii. checking all electrics
- iii. checking lubrication
- iv. checking compressor efficiency

- v. checking refrigeration gas charges
- vi. checking thermostats
- vii. cleaning condenser coils
- viii. cleaning air filters
- ix. checking and cleaning the impeller
- x. checking the humidifier and operations
- xi. checking and tightening all fixing bolts and screws as well as checking fan rotation
- xii. checking fan bearing for excessive noise and lubricating it where necessary
- xiii. checking and lubricating bearings where necessary
- xiv. general cleaning of the entire unit
- xv. provision of a report on the state/condition of the equipment after every scheduled maintenance.

MANDATORY SITE VISIT:

- a. Contractors are invited to the ARIPO Office located at **11 Natal Road, Belgravia, Harare** for a **mandatory site visit** for appreciation of the premises. This is to ensure provision of accurate proposals.
- b. The site visit shall be conducted on **Friday, 03 October 2025** at **1430Hrs.**
- c. Kindly request the Administration for assistance with the site visit.

SERVICE PROVIDER'S RESPONSIBILITIES:

- a. All the costs, materials and labour requisite for the provision of the requested services, including transportation.
- b. Ensuring that all workers have the appropriate personal protective equipment while executing their duties. ARIPO shall not be responsible for any injuries or damages arising from negligence.
- c. Submitting for payment processing, the quarterly invoice for the provision of the requested services.

DOCUMENT SUBMISSION:

Technical Proposal

- a. Company registration documents, including the Certificate of Incorporation, CR6, Valid Tax Clearance Certificate and any other requisite company registration certificates.
- b. Minimum of three (3) years' company experience in the provision of similar services.
- c. Copies of previous contracts on similar projects. Minimum of three (3) contracts/purchase orders.
- d. Reference letters from reputable organizations, including international and diplomatic organizations
- e. Copies of audited financial statements for the past two (2) years.
- f. Well-detailed company profile
- g. Work plan/methodology on service delivery

Financial Proposal

- a. Submission of a quotation on the company's letterhead of the monthly service fee for the provision of the requested services.

NB: The financial proposals submitted by bidders will be considered **only after** their technical proposals have been thoroughly reviewed and confirmed to be **fully compliant** with the requirements outlined by ARIPO in this document. Bidders whose technical submissions do not meet the specified criteria will not proceed to the financial evaluation stage.

The successful bidder may be awarded a long-term contract for the provision of the requested services.

Technical and Financial Proposals **must only** be sent via email to **procurement@aripo.org**. The submission deadline is **Wednesday 15 October 2025 at 11:59PM**. Proposals submitted after the stated deadline shall not be considered.