



**REQUEST FOR PROPOSAL**  
**PROVISION OF CLEANING SERVICES AND GARDEN MAINTENANCE**  
**ATIN: 2025/09/CLEANING/14**

**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 office cleaning and garden maintenance services as per the detailed Scope of Work below:

**OFFICE CLEANING:**

Daily cleaning of offices, conference rooms, library, training rooms, balconies, toilets, passageways, walls and windows.

**Cleaning Materials and Equipment**

In performing the office cleaning services requested, the service provider shall be providing all working related materials including and not limited to:

- a. Cleaning machinery such as polishing and scrubbing machines, vacuum cleaners, window cleaning kits, combo sweepers, and mopping units on trolleys.
- b. Cleaning chemicals such as multi-purpose cleaners, toilet sanitizers, window cleaners, furniture polish, dishwashing liquid, and floor polish.

- c. Cleaning consumables such as brooms, dustpans, mutton cloth, feather dusters, toilet brushes, spray bottles and mops.

#### **GARDEN MAINTENANCE SERVICES:**

- a. providing garden maintenance and landscaping services to beautify ARIPO's premises.
- b. providing compost/manure/fertilizer/chemicals for the garden every three (3) months provided a quotation for such has been sent to ARIPO and ARIPO has provided written acceptance to pay for the cost involved.
- c. The Service Provider's duties shall include but not limited to:
  - ii. pruning of plants and deadheading,
  - iii. cleaning of garden beds, removal of weeds and cultivating beds,
  - iv. neatening of the garden bed edged,
  - v. watering garden,
  - vi. mowing of lawns,
  - vii. sweeping of the driveway,
  - viii. providing all the requisite garden tools for carrying out the requested service.

#### **WORKING HOURS (EXCLUDING PUBLIC HOLIDAYS):**

Day	Start Time	End Time	Staff Members
Monday to Friday	6:30 am	4:00 pm	Cleaning Staff
Monday to Friday	8:00 am	4:00 pm	Gardener
Saturday	7:00 am	12:00 pm	All

#### **STAFFING:**

The service provider shall provide a minimum staff complement as follows:

Role	Number
On-site Supervisor	1
Gardener	1
Cleaners (Ladies)	3
Cleaners (Gentlemen)	3

#### **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 **1115Hrs.**
- 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 monthly 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.