



REQUEST FOR PROPOSAL
PROVISION OF SECURITY SERVICES AT THE ARIPO HEADQUARTERS
ATIN: 2025/09/SECURITY/13

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 security services at the ARIPO Headquarters located at 11 Natal Road, Belgravia, Harare as per the detailed Scope of Work below:

SERVICE SPECIFICATION:

In rendering the requested service, the service provider must provide the following:

- a. One (1) day shift security guard to be on site from Mondays to Sundays from 06.00am to 6.00pm.
- b. Two (2) night shift security guards to be on site from Mondays to Sundays from 6:00 pm to 06.00 am.
- c. The service provider shall conduct site visits at least once a week to ensure that duties are carried out to the Customer's satisfaction.

SERVICE DELIVERABLES:

The day shift security guard shall be expected to:

- a. report for duty 10 minutes before the stipulated time, smartly dressed in complete uniform, and conduct a proper handover and takeover of responsibility with the night shift security guards.
- b. report any security interest to the Patrolling Supervisor, who will inform management and the client, ARIPO. Such incidents shall be recorded in the site occurrence book provided.
- c. book all parked vehicles, checking radios, viewing mirrors, hub caps, spare wheels, and scratches. Check if doors and windows are closed and locked.
- d. keep all gates locked during weekends, public holidays, and after-hours.
- e. conduct effective patrols of the premises at regular intervals to ensure that the premises are secure.
- f. man the entrance & exit post always and ensuring security on the entire premises.
- g. be courteous to all internal and external stakeholders without compromising security functions.
- h. ensure proper handover/takeover at each shift change between day and night shifts.
- i. ensure all windows and doors are closed and locked after hours
- j. be equipped with a baton stick, whistle, handheld radio, pepper spray, handcuffs and a torch when on duty.

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 **0915Hrs.**
- 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.