



**INVITATION TO TENDER**  
**SUPPLY AND DELIVERY OF PURIFIED BOTTLED WATER AT THE ARIPO**  
**HEADQUARTERS**  
**ATIN: 2025/09/BOTTLED-WATER/16**

**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 invited suitable and qualified suppliers to submit their bids for the supply and delivery of purified bottled water at the ARIPO Headquarters located at 11 Natal Road, Belgravia, Harare.

**SUPPLY DELIVERABLES:**

The successful supplier shall supply and deliver purified bottled water as per the following schedule on a monthly basis:

ITEM	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY
1	500ml Purified Bottled Water	Case of 24	250
2	5L Purified Bottled Water	Case of 4	80
3	18.9L Purified Bottled Water (For water dispenser)	Each	20

### **SERVICE PROVIDER'S RESPONSIBILITIES:**

- a. All the costs, materials and labour requisite for the provision of the requested service, including transportation.
- b. Ensuring timely supply of purified bottled water as requested.
- c. Submitting for payment processing, the monthly invoice for the supply and delivery of purified bottled water.

### **DOCUMENT SUBMISSION:**

- 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. Quotation on the company's letterhead for the monthly supply and delivery of purified bottled water as requested.

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

Upon submission of your bid, the respective tender reference number must be on the email subject line.

Bid submissions **must only** be sent via email to **procurement@aripo.org**. The submission deadline is **Wednesday 15 October 2025 at 11:59PM**. Bids received after the stated deadline shall not be considered.