



African Regional Intellectual Property Organization (ARIPO)
11 Natal Road,
Belgravia,
Harare,
Zimbabwe

25 March 2026

Dear Valued Supplier,

RE: REQUEST FOR PROPOSAL: PUBLISHING OF A HIGH-QUALITY COMMEMORATIVE BOOKLET DOCUMENTING ITS HISTORY, MILESTONES, ACHIEVEMENTS, LEADERSHIP, PROGRAMS, AND ITS IMPACT ON INTELLECTUAL PROPERTY (IP) DEVELOPMENT ACROSS MEMBER STATES.

On behalf of the Director General, the African Regional Intellectual Property Organization (ARIPO) is requesting your proposals for the provision of technical writing consultancy services:

ITEM	REQUIREMENTS	SPECIFICATIONS
1.	Publishing a high-quality commemorative booklet documenting its history, milestones, achievements, leadership, programs, and its impact on Intellectual Property (IP) development across Member States.	As per the attached TORs

Consultant's responsibilities:

1. Editorial and content alignment,
2. Design and layout of the book,
3. Images and graphic work,
4. Printing and production,

Consultant's requirements:

1. Company registration documents, including the Certificate of Incorporation, CR6, Valid Tax Clearance Certificate and any other requisite company registration certificates.
2. Curriculum vitae and copies of qualifications for the team members (editors, graphic designers, production leads)
3. Technical Proposal inclusive of detailed methodology and workplan
4. Detailed company profile showcasing the qualifications and experience of the company with evidence of similar publications completed in the past 5 years
5. Financial Proposal covering editing, design, layout, printing, and delivery as well as production of the interactive PDF (E-Pub) file.

The financial component of the bid offers will be evaluated only for those suppliers whose technical offers fully meet the ARIPO requirements as specified in the attached Terms of Reference (TORs)

Proposals must **only** be sent in **pdf. format** by email to tenders@aripo.org on or before **Wednesday 08 April 2026 by 1600Hrs.** Submissions after the stated deadline shall not be considered.

The tender reference number must be on the email subject line as follows:
ATIN: 2026/03/BOOK-PUBLISHING/04