



INVITATION TO BE INCLUDED ON APPROVED SUPPLIERS' LIST FOR GOODS AND SERVICES FOR 2025

The African Regional Intellectual Property Organization (ARIPO) is inviting prospective suppliers of goods and services in the categories detailed below to apply for inclusion in the supplier database for the period 2025:

CATEGORY 1:

ICT EQUIPMENT, ACCESSORIES & TELECOMMUNICATIONS

- Computer hardware, consumables & accessories
- Computer software
- ICT Security services
- ICT Consultancy
- PABX
- Internet service provision
- Mobile devices & accessories
- Networking equipment & services
- Web services, hosting & development
- Repairs & maintenance services

CATEGORY 2:

HOSPITALITY & EVENTS MANAGEMENT

- Overnight accommodation services
- Conference services
- Decoration services
- Photography & videography services
- Tents, tables & chairs hiring services
- Catering services
- Professional DJ services
- P.A System hiring services
- Live musical performances

CATEGORY 3:

LOGISTICS SERVICES

- Cargo transportation
- Customs clearance
- Freight forwarding
- Warehousing services
- Removals

CATEGORY 4:

PASSENGER TRANSPORTATION SERVICES

- Air ticketing services
- Vehicle hiring services
- Taxi & shuttle services
- Travel & tours

CATEGORY 5:

CORPORATE BRANDING & PROMOTIONAL MATERIALS

- Corporate gifts & branding
- Promotional materials
- Printing & publishing services
- Design & printing services
- Branding & signage
- Advertising services

CATEGORY 6:

PROFESSIONAL SERVICES

- Legal services
- HR consultancy
- Training services
- Team building services
- Translation & interpretation services
- Psychotherapy & counselling services
- Other professional services

CATEGORY 7:

POWER BACKUP SERVICES

- Generator supply & maintenance
- Solar power supply & maintenance
- Solar power assessments
- Uninterrupted power supply (UPS) systems

CATEGORY 8:

GENERAL PROPERTY MAINTENANCE

- Cleaning services & supplies
- Electrical services & maintenance
- Plumbing services
- General works, repairs & maintenance
- Air conditioning equipment & maintenance
- Landscaping & grounds maintenance
- Wall & floor tiling
- Locksmiths
- Building maintenance & renovations - painting, glazing, flooring,

welding, ceiling, water-proofing

- Construction contractors
- Office partitioning & design
- Carpentry services
- Supply & installation of blinds/curtains
- Swimming pool maintenance
- Fumigation and extermination services

CATEGORY 9:

SAFETY & SECURITY SERVICES

- Guard services (office and residential premises)
- Access controls, alarms & rapid response
- CCTV installation and maintenance
- Motor vehicle tracking services
- First aid kits sales
- Firefighting equipment sales & maintenance

CATEGORY 10:

MOTOR VEHICLE SALES, MAINTENANCE & LUBRICANTS

- Motor vehicle sales
- Motor vehicle maintenance, service & repairs
- Motor vehicle fuel & lubricants
- Motor vehicle spares, fittings and accessories
- Motor vehicle panel beating & spray painting
- Motor vehicle tyres, accessories & services

CATEGORY 11:

GENERAL OFFICE SUPPLIES & SERVICES

- Office furniture & fittings
- Office equipment
- Office stationery
- Office consumables
- Office groceries, beverages, fruits & vegetables
- Bulk water supply
- Water dispensers & bottled water
- Hygiene and sanitation supplies & services

CATEGORY 12:

HARDWARE

- Electrical hardware
- General hardware & tools
- Mechanical hardware
- Building equipment
- Personal Protective Equipment (PPE)
- Steel merchants & fabricators

Kindly visit the link below for submission of your application:

<https://supplier.aripo.org>

Requirements:

- i. Certified copy of Certificate of Incorporation
- ii. Certified copy of CR6 (all pages)
- iii. Certified copy of VAT Registration Certificate, where applicable
- iv. Certified copy of valid Tax Clearance Certificate
- v. Copies of dealership certificates/trade licenses/distributorship certificates,
- vi. Well-detailed company profile, outlining contact details and physical address
- vii. Minimum of five (5) traceable trade references
- viii. Clearly defined payment terms, the standard payment terms for ARIPO are within 30 days after delivery of goods/services
- ix. Clear banking details
- x. Suppliers interested in applying for multiple categories must clearly state and attach the respective required documents for each category

N.B.

All applicants should note that this is only a supplier registration process and does not constitute an invitation to do business. Only selected suppliers will be notified of the outcome of this process.

Applications with incomplete mandatory documents will not be considered.

Applications should be received by **31 December 2024**. Applications received after the submission deadline will not be considered.