



REQUEST FOR PROPOSALS FOR VIRTUALIZATION OF ARIPO SERVERS

15 JANUARY 2021

Prepared by the ARIPO Secretariat

1. Background

The ARIPO Server environment consists of 15 physical servers running on Windows Operating System classified into 2 categories. One hosts the IP Administration system servers and the other one hosts the internal applications.

To reduce operating costs, minimize downtime, improve efficiency and disaster recovery, ARIPO is in the process of virtualizing its server environment. It is proposed to have two virtual environments, for the IP Administration system servers and the internal systems servers.

ARIPO invites interested companies with experienced and qualified personnel to submit their proposals for virtualization of the server environment.

2. Objective of the Assignment

The main objective of this assignment is to virtualize all ARIPO servers.

3. Scope of the work

ARIPO intends to use services provided by the company to find the best virtualization platform and to fully virtualize all the servers. The work will include the following tasks:

- Conduct a review of existing environment (including network diagrams and other relevant server documentation that the consultant deems necessary to complete the task effectively)
- Recommend the best ICT infrastructure for virtualization
- Set up the ICT infrastructure
- Implement the solution
- Transfer of information from the physical servers to the virtual environment
- Train ARIPO staff on how to maintain the implemented solution
- Provide reports and proper documentation of the solution implemented

4. Reporting

The company shall report directly to the Head of ICT who acts as the contact person for ARIPO.

5. Place of Work

The company shall work from the ARIPO offices.

6. Duration of the Assignment

The project is tentatively set to start on 1 March 2021 and the assignment should be completed within a period of 3 months.

7. Required Technical Expertise

For undertaking the assignment, the company should have personnel with the following expertise in their team:

- A university degree or post graduate degree in Information Technology or related subject
- Prior experience in the implementation of server virtualization solutions for large scale organizations
- Thorough understanding of the Windows operating system and SQL Server databases
- Experience in project management
- Excellent written and spoken English

8. Assessment Criteria

Proposals will be assessed based on the following criteria:

- Understanding of the scope of work
- Methodology for undertaking the assignment
- Evidence of undertaking similar work for large scale organizations
- Qualifications and experience of the consultant and the team who will be working on the project
- Consultancy fees

9. Submission of Proposals

Interested companies who are legal and eligible are invited to submit their proposals detailing capabilities and experience on or before Friday, February 12, 2021 at 1600 hours. No late submissions will be accepted. Proposals clearly marked “VIRTUALIZATION OF ARIPO SERVERS” should be addressed to:

The Chairman – ARIPO Tender Board

African Regional Intellectual Property Organization (ARIPO)
11 Natal Road, Belgravia
P O Box 4228
Harare, Zimbabwe
E-mail: mail@aripo.org



12 February 2021

Extension of Deadline for Proposals Submission

Subject: - Request for Proposals for Virtualization of ARIPO Servers

Reference is made to the “**REQUEST FOR PROPOSALS FOR VIRTUALIZATION OF ARIPO SERVERS**” published on the ARIPO website on 24 January 2021.

Kindly note that the deadline for proposals submission has been extended from **12 February 2021 at 16:00hrs Local Time** to **5 March 2021 at 16:00hrs Local Time**. Consequently, the project is tentatively set to start on 1 April 2021.

All other paragraphs, sections and conditions of the Request For Proposals, except as amended herein, shall remain unchanged.

Thank you and we look forward to receive your best proposal.

Yours sincerely,

The Chairman – ARIPO Tender Board