



RFQ: ASLM/GHSA//02/15/23

**GHSA-2 Request for Quotes (RFQ)
For Selection of Contractors/Vendors**

Table of Content

1	
Introduction:	2
RFP Objective:	2
Application comments	3
Instructions for submitting proposals	3
Evaluation and Award Process	4
Contractual Terms and Conditions	4

1. Introduction:

The African Society for Laboratory Medicine (ASLM) is a Pan-African professional body, working to advocate for the critical role and needs of laboratory medicine and networks throughout Africa. Medical laboratories play a pivotal role in global disease diagnosis, surveillance, outbreak investigation, initiation and monitoring of therapy, as well as research and development. Unfortunately, medical laboratories in Africa are underdeveloped and cannot meet the testing demands of rapidly growing health delivery services in the 21st century. Inadequate resources and diagnostic services compromise the quality of patient care due to misdiagnosis and consequently results in under or over treatment of disease which presents significant economic and public health challenges.

ASLM through a cooperative agreement with the U.S. Centers for Disease Control and Prevention (CDC), under the Global Health Security Agenda program (GHSA-2) supports the laboratories in Malawi for the procurement of equipment and supplies for the national Waste Management programme.

2. RFP Objective:

The African Society for Laboratory Medicine (ASLM) is soliciting vendors, contractors, consultants, to submit a proposal for the timely and efficient delivery of the waste management items in the product list (attached as APPENDIX II to this RFQ) to Lilongwe, Malawi. Applicants with the capacity to install and offer equipment maintenance contracts for the items above \$5,000 will be preferred. Successful bidders will sign an agreement with ASLM to complete this procurement activity.

Scope of Work: For this Requests for Proposal (RFP) project, the requirements for the sub-contractor are to cover a wide range of multifunctional activities to provide all procurement and resources necessary including but not limited to:

- Provide quotes for requested equipment and supplies listed on Appendix II, including delivery dates, methods of shipment (air and/or ocean), freight and handling fees;
- Provide quotes for maintenance and warranty agreements on items over \$5000 as specified above;
- Deliver, install, and test requested items as per the tender requirements;
- Provide onsite training for, calibration, maintenance and care requirements of the equipment supplied;
- Provide equipment maintenance for installed items;
- Conduct equipment maintenance trainings and provide support to the laboratory staff in-country;

- Deliver supplies with the Certificate from the Manufacturer Warranty and the original Country of Origin Certificate ;
- All equipment should be supplied with at least one year of full warranty and support for at least three years is preferred.

3. Application comments

Final selection of the contractor(s) will be based on technical, cost and other considerations as deemed necessary by the scope of work. ASLM shall enter into a contract with the selected contractor(s). Duration of contracts shall be up to September 29th 2023. The review shall include checking deliverables in relation to the scope of work and feedback from target country on performance of the contractor(s). Where the contractor(s) fails to meet the contract requirements, ASLM shall communicate formally of its decision.

4. Instructions for submitting proposals

- A. The format of the submission, in response to this RFP, must include, but not limited, to the following:
- i. Background on the organization/individual and staffing qualifications and experience. Indicate how these qualifications and experience relate to the proposed functional areas applied for. Where the organization is affiliated/has partnerships with other institutions, a description of how this will result in effective implementation of the proposed areas of work should be included.
 - ii. How the Respondent proposes to accomplish the functional area (s). Include specific objectives and activities that will be done under each objective.
- B. Completed proposals shall consist of typewritten pages utilizing 12” font typing. A maximum of 3 pages for the proposal is allowed.
- C. The authorized individual representing the **Respondent** will sign and date the proposal cover sheet. The signatory agent’s printed name, title, name of the organization, address, phone and fax numbers and email address must be provided. Failure to provide a signed copy of the affirmation statement below will be cause for the proposal not to be considered.
- I affirm that the information within this proposal, to the best of my knowledge, is true and accurate. Further, I am duly authorized to sign and submit this proposal on behalf of this agency. I fully affirm and understand that failure to meet the requirements of this proposal at the submitted price may result in my organization’s contract being terminated.*
- D. Include at least two (2) current references and their contact information from organizations that have used Respondent’s services within the last twelve (12) months.
Send your completed application by email to

rfpsubmission@aslm.org by **21st March 2023 (11:59 pm EAT)**.

RFQ Issue Date	28 February 2023
RFQ Closing Date and Time	21 March 2023, 11:59 EAT
Estimated Contract Award Date	31 March 2023

5. Evaluation and Award Process

A team of ASLM staff and outside experts will evaluate the applications based on preset standards relevant to the specific RFP objectives. An evaluation matrix with assigned weighted numerical values will be used to rate each applicant. The following represents some, not all, of the criteria that will be used to the assessed feasibility of each Respondent.

1. Does the organization / individual have the right skill set and expertise to accomplish the required assignments?
2. Did the Respondent demonstrate knowledge of ASLM's project needs and objectives?
3. Past experience in similar engagement for waste management item delivery
4. Previous working relation with MoH-Malawi
5. Proposed timeline for delivery and mode of delivery
6. Reasonable budget within specified limits
7. Recommendation and references provided

ASLM reserves the right (but is not under obligation to do so) to enter into discussions with one or more Respondents in order to obtain clarifications or additional details, to suggest service delivery refinements in the proposal or other aspects of the proposal, or to negotiate the cost proposal. Formal notification to award the contract and the actual execution of the contract are subject to receipt of funds from the US Centers for Disease Control and Prevention.

Each Respondent submitting a proposal will be notified in writing or via e-mail of ASLM's decision concerning their proposal. Should your organization be recommended for acceptance, the contract shall be effective on the contract execution date and shall run until September 30th, 2023. All work must be scheduled and completed within the contract period timeframe. Any modifications or extensions must be negotiated in advance, and submitted to ASLM for review and approval. The selected Respondent's proposal, and any subsequent material submitted in response to requests for additional information, will become the basis of contractual agreements with said Respondent.

6. Contractual Terms and Conditions

Responses must be in accordance with the guidelines as specified in this RFP. This RFP does not commit ASLM to accept any proposals submitted, nor is ASLM responsible for any costs incurred in the preparation of responses to this RFP. All materials submitted in response to this RFP or developed during the life of the contract will become the property of ASLM. The detailed itemized budget must be submitted in US dollars and will be evaluated in terms of best value to ASLM.

ASLM reserves the right to delay, amend, reissue or cancel all or part of this RFP at any time without prior notice. ASLM discourages ex parte communication with any Board member, the public and/or staff member after the deadline for the receipt of proposals. ASLM will be under no obligation to reveal, or discuss with any Respondent on how a proposal was assessed, or to provide any other information relative to the selection process. Respondents whose proposals are not selected will be notified in writing and shall have no claim whatsoever for any kind of compensation.

Appendix I

General conditions



WARRANTY

- The supplier warrants that the items provided by the supplier or sub-contractors will be free from defects.
- If not mentioned elsewhere in the PO or the SA, the warranty for any delivered equipment will not be less than one year from the date of accepting the delivered items. Supplier has to submit a warranty certificate with the invoice and a copy of it to the HAAD's procurement section.

PAYMENT

- The Purchase Order number must be quoted on all the documents and copy of the Purchase Order and Original Delivery Note should be attached with the invoice.
- The authority will make payment no later than 30 days from the date of receiving invoice.
- All original invoices must be submitted to the Manager of the Finance Department at ASLM.

Appendix II

Consolidated Waste management materials/equipment/Supplies for ASLM Support					
Biosafety equipment and materials for waste management for 12 Months					
	No	Item	Number of Units	Description	
Reusables	1	Industrial Trolley	15	 For moving waste	
	2	Big Square Wheelie Bins /ADR transport Containers	60		
	3	Funnels	150	To be supplied to all MLs, 10 per ML for easier funnelling of liquid waste to the gallons.	
	4	waste pedal bins	300	25 liters capacity x 300	
	5	Spill kits	100	For managing chemical spills in hubs and molecular; in about 100 sites	
	6	Liquid waste containers (20 Litre Jerry Cans)	150	Procurement of 150 jerry cans for storing liquid waste in 15 MLs, 10 per ML (11 functional at the moment, 4 more expected to be functional in 2023).	
Non Reusable	7	Liquid waste containers (5 litre Jerry cans)	12000	Procurement of number 12000 disposable 5 litre gallons for disposing off the liquid waste in incinerators. 5 litres are easy to lift	
	8	Cartons (5 litre cartons)	12000	Procurement of small cartons for sealing 5 litre gallon in readiness for transportation and destruction.	
Consumables	9	Bin cleaning materials	400	Procurement of 400 number of each cleaning material (Chlorine, Detergents, Liquid handsoap)	
	10	Duct Tape	2100		Used for sealing of cartons
	11	Heavy duty gloves	150		Consumables will be used to undertake waste management at each of the waste collection and disposal sites including during transportation
	12	Biohazard bags	8550		
	13	Biohazards stickers	12000		
	14	Bin liners cables	2000		
	15	Latex gloves	600		
	16	Respirators N95	900		
	17	Heavy duty aprons	150		
18	Gumboots	150			
19	Safety googles	150			
Non-consumables	20	Waste management job aids/posters	200		
Additional Comments :					
# of Health facilities - 45 Health facilities for solid waste and 15 Molecular Labs for liquid waste.					
# of solid waste kilos - 1200 kgs of solid waste anticipated from the 45 health facilities per month					
# of liquid waste litres - 1500 litres of liquid waste anticipated from the 15 Molecular labs per month					