



**RFP No. ASLM/05/18/23**

**ASLM Request for Proposal (RFP) For Selection of Contractors/Vendors**

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## **1. Introduction**

The African Society for Laboratory Medicine (ASLM) is an independent, international, not-for-profit organization that coordinates, galvanizes and mobilizes relevant stakeholders at the local, national, and international levels to improve local access to world-class diagnostic services and ensure healthy African communities now and for the long-term. ASLM is the first pan-African society for laboratory professionals, endorsed by the African Union (AU) and supported by multiple African Ministers of Health through its Ministerial Call for Action.

Based on the partnership and network centered approach, ASLM works on five functional pillars:

1. **Laboratory Networks:** Strengthen laboratory networks and systems to support the delivery of clinical and public health functions.
2. **Laboratory Workforce:** Strengthen the laboratory workforce in Africa.
3. **Quality of Laboratory Services:** Improve the quality of laboratory services towards accreditation based on national, regional and international standards.
4. **Regulatory Systems:** Promote and support harmonized national and regional regulatory systems for diagnostic products, technologies and services.
5. **Communication & Knowledge Management:** Strengthen data collection, analysis and sharing capacity, communication platforms and advocacy to promote the laboratory profession and contribute to evidence-based laboratory medicine in Africa.

ASLM serves the community of laboratory professionals, as well as networks of public health laboratories delivering clinical and public health functions in Africa. ASLM serves the global health agenda for the laboratory sector in Africa by supporting the efforts of Africa CDC and the World Health Organization (WHO) Regional Office for Africa (AFRO) and Regional Office for the Eastern Mediterranean.

The primary goal of ASLM is to promote the value of all medical laboratories and laboratory networks in Africa within all sectors including; Ministries of Health, National Public Health Institutes, research laboratories, universities and other tertiary institutions, private medical laboratory sector, and National Laboratory Professional Associations as an essential resource to improve the overall health status of Africa. ASLM's expertise includes support for the development of specialized diagnostic technology, international accreditations, and quality assurance, a neutral convener of international conferences on critical issues, and fostering development of laboratory workforce programs to meet the growing needs of national laboratory systems.

ASLM strives to achieve its goals and objectives by coordinating and synergizing partnerships, and advocating for and facilitating cost-effective interventions for laboratory strengthening. ASLM brings

together programs, expertise, institutions and laboratory professionals to catalyze new initiatives and processes toward improved laboratory capacity on the continent.

## **2. RFP Objective/Terms of Reference:**

ASLM is soliciting proposals from professional events management organizations to lead the design, planning, implementation and closing of the LabCoP annual meeting to be held between 3-5 October 2023 in Abidjan, Cote d'Ivoire.

In this context, ASLM is seeking a professional events management service vendor to support the in-house team to organize this critical annual event.

Vendors are therefore invited to submit proposals to the design, planning and implementation of the annual LabCoP meeting for 2023, following the RFP requirements noted below.

## **3. Terms of Reference:**

Whereas the annual meeting attendance varies from year to year, the LabCoP 2023 expects to attract approximately 120 delegates.

### **Conference Programme**

As a guideline for initial planning purposes, the proposed conference programme is described below. Please note the detailed programme is being developed and some specific details may change.

- The main meeting will be convened for 3 days **3-5 October 2023 (Tuesday to Thursday)**.
- The program format will include (but may not be limited to): opening and closing ceremony; plenary sessions and 3 breakout sessions.
- All plenary sessions shall be livestreamed as well as virtual links provided to participants to join remotely

### **Contracting Organization**

The contracting organization is the *African Society for Laboratory Medicine (ASLM)*

#### **Ethiopia Office**

Joseph Tito Street, Nega City Mall, Suite 800

P.O. Box 5487

Kirkos Subcity, Kebele 08

Addis Ababa, Ethiopia

Phone: (+251) 11-557-1021

Fax: (+251) 11-557-1030

#### **South Africa Office**

The Pivot, Montecasino Boulevard,

Four Ways, Gauteng

South Africa, 2055.

## **Services to be Provided**

Vendors are invited to tender for the provision of the services described below. The list provided is intended to be indicative of the responsibilities of the successful vendor at this point in time and it is not exhaustive and therefore subject to change.

Tenderers are requested to describe their ability to, and identify how, they will provide the following services. In addition, tenderers are welcome to include other services they believe would be required for the successful organization of this meeting. Tenderers should also indicate if there are any roles they would not undertake. Where the Tenderer would subcontract any such role, this must be clearly stated.

Specifically, the successful event management organization shall work with the ASLM organizing team to;

1. Manage all suppliers and service providers already identified and those yet to be identified
2. Review current contracts with service providers and initiate immediate task implementation to ensure effective delivery and eliminate possible cost duplications due to delays
3. Work alongside the ASLM admin team to support travel logistics including flight bookings and ground transfers
4. Identify/set up a delegate's registration system to be used before, during and after the workshop (should provide exhaustive functionality including identification of accommodation locations, daily support needs including special meals requirements and transport to meeting venues)
5. Print 120 delegates badges/Name tags based on the list provided by ASLM
6. Manage all session presentations and key-note addresses
7. Set up conference venue, related facilities and handle general management of the event
8. Design and Print directional Signage, Venue Branding, Mobile wall, Media Walls and pull up banners
9. Provide binders/file folders for holding printed documents and workshop program for 120 delegates
10. Secure and manage a local vendor to supply promotional materials including branded delegate Bags, pens, USB drives, Jacket Pins, (items and branding to be funded directly by ASLM)
11. Work with the Hotel, to secure a Technical/AV supplier PA system with dual language functionality (to be funded directly by ASLM)

12. Secure and manage simultaneous Interpretation services (equipment and Interpreters) (funded directly by ASLM)

#### **4. Application Comments**

Final selection of the vendor will be based on technical, cost and other considerations as deemed necessary by the terms of reference. ASLM shall enter into a contract with the selected vendor. Duration of contracts shall be up to November 31, 2023. The review shall include checking deliverables in relation to the terms of reference and feedback from other references on performance of the contractor(s). Where the contractor(s) fails to meet the contract requirements, ASLM shall communicate formally of its decision.

#### **5. 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. A description of the Respondent's work history (experience) with similar projects (Capability Statement). This should include, but not limited to, a narrative description of the principal results achieved, how they were achieved.
  - III. How the Respondent proposes to accomplish the functional area (s). Include the financial proposal and areas that are not included in your costing that ASLM will have to fund directly.
- B. Completed proposals shall consist of typewritten pages utilizing 12" font typing. A maximum of 10 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.
- E. Include at least two (2) samples of virtual conference platforms developed, including URLs and login details.

F. Send your completed application by email to [rfpsubmission@aslm.org](mailto:rfpsubmission@aslm.org) by **2 June 2023, before 12 pm EAT**.

## **6. Point of contact**

Direct any written questions or request for information about this RFP to:

**Francis Ocen**

ASLM LabCoP 2023 Annual Meeting Point of Contact

[focen@aslm.org](mailto:focen@aslm.org)

## **7. Evaluation and Award Process**

G. 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? (10 points)
2. Does the organization / individual demonstrate adequate and verifiable past experience in similar projects? (5 Points)
3. Did the application include references that attest to the Respondents personal and professional integrity and competency? (3 Points)
4. Did the Respondent demonstrate knowledge of ASLM's project needs and objectives? (5 points)

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.

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 November 31, 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 the said Respondent

## **8. 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.

-End-