RFP No. ASLM/07/28/23

ASLM Request for Proposal (RFP) For Comprehensive/Commercial General Liability Insurance Cover For Hospital/Laboratory Equipment in Various Countries
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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 insurance organizations, brokers, agents to lead and offer a service to maintain comprehensive/commercial general liability insurance and such other insurance that a reasonably prudent person would obtain under the circumstances as may be reasonably determined by ASLM.

In this context, ASLM is seeking a professional to enter into non-exclusive Long Term Agreements (LTAs) with qualified suppliers for the provision of Insurance services in all African countries supported by ASLM (Africa Union state countries).

3. **Terms of Reference:**

Whereas ASLM equipment varies from year to year, In the event of ASLM signing an LTA the following shall apply:

3.1 The successful Bidder(s) shall accord the terms and conditions in section 3.3

3.2 The successful Bidder(s) shall have the right to review their prices every 12 months from commencement of the LTA, and shall notify ASLM in writing 90 days prior to the 12-month period of a proposed price decrease or increase. The successful Bidder(s) shall provide proper justification for any price increase. ASLM shall be entitled either to accept the price decrease/increase or to cancel the LTA, and shall notify the successful Bidder(s) in writing of its decision.

3.3 This Bidding process is open to all legally constituted companies that can provide the requested insurance services and have legal capacity to perform in Africa, or through an authorized representative.

3.4 Bidders and all parties constituting the Bidder may hold any nationality.

3.5 Bidders must not have a conflict of interest in order to be considered eligible. Bidders found to have a conflict of interest shall be disqualified.

3.6 Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they: Are, or have been associated in the past, with a company or any of its affiliates that have been engaged by ASLM to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods and/or services to be purchased under this Bid.

3.7 Any Bidder that is uncertain as to whether the situation it is in constitutes a conflict of interest must disclose the situation to ASLM and seek ASLM’s guidance.

The following information must be disclosed in the Bid:
Bidding entities whose owners, part-owners, officers, directors, controlling shareholders, or key personnel are immediate family of ASLM staff involved in procurement functions and/or of any government official of the beneficiary country and/or of any Implementing Partner (IP) receiving the goods and/or services under this RFP; and

Any other situation that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.

Failure to disclose the information above may result in rejection or disqualification of the Bid or of the award resulting of the Bid process.

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 and it is not exhaustive and therefore subject to change.

Tenderers are 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 any roles or scenarios they would not cover. Where the Tenderer would subcontract any such role, this must be clearly stated.

Specifically, the successful insurance/broker/agent organization shall work with the ASLM organizing team to;

1. Cover all equipment already identified and those yet to be identified

2. Work alongside the ASLM procurement team to support and ensure that all equipment are covered across all the countries once they are delivered at the site of use by the suppliers

3. Work with the countries and partners that equipment are delivered

THE LIST OF LOTS TO BE QUOTED FOR ARE IN THIS LINK

3 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 12 months. 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.

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. 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.

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.

IV. Incidents that are not covered by the cover should be well stated

B. Completed proposals shall consist of a maximum of 10 pages for the proposal is allowed utilizing 12” font typing.

C. The authorized individual representing the Respondent will sign and date the proposal cover sheet with the signatory agent’s printed name, title, name of the organization, address, phone and fax numbers and email address. Failure to provide a signed copy of the affirmation statement below will be cause for the proposal not to be considered.

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. While partial quotes will be accepted per lot, preference will be given to full offers per lot

F. Financial proposals/Quotation per item, per destination and relevant attachments should be preferable in one pdf document, and any pictorials may be on a web link as part of the document or on the same document. E.g. if submitting 5 quotations, 5 individual pdfs with Lot/titles/subjects clear like Lot 1_Server _Malawi will be received

G. Percentage annual offer, taxes, inspection or any other charges should not be lumped but clearly reflected per LOT/item or set as instructed. Where vendors are bidding for more than one lot or item they should not assume they will be awarded the whole and combine any charges

Send your completed quotations by email plication by email to: rfpsubmission@asl.org with a copy to sitholen@africa-union.org by August 14, 2023 (11:59 pm Harare time).
5  **Point of contact**

Direct any written questions or request for information about this RFP to by August 7, 2023

Mashilo Matsoati  
Grants and Contracts Manager  
Email: rfpsubmission@aslm.org CC: sitholen@africa-union.org

6  **Evaluation and Award Process**

H. 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? (4 Points)
3. Did the application include references that attest to the Respondent's personal and professional integrity and competency? (3 Points)
4. Did the Respondent demonstrate knowledge of ASLM’s project needs and objectives? (3 points)
5. Does the financial presentation offer the best cost of ownership (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, 2024. All work must be scheduled and completed within the contract period timeframe. 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.

7  **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 proposals were evaluated, 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.

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