



## REQUEST FOR PROPOSAL (RFP)

RFP No. ASLM/ACDC/09/14/23

### FOR CONSULTANCY FOR THE DEVELOPMENT OF A HIGH CONSEQUENCE AGENT AND TOXIN (HCAT) LIST GUIDANCE FOR AFRICAN UNION MEMBER STATES.

**CLOSING DATE: 30 SEPTEMBER 2023**

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## 1.0 INTRODUCTION

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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. For more information, please visit our website at <https://aslm.org>.

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## 2.0 OBJECTIVE OF THE ASSIGNMENT | SCOPE OF WORK | EXPECTED DELIVERABLES

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### Background:

The Africa Centers for Disease Control (Africa CDC) launched the Biosafety and Security Initiative in April 2019 to strengthen the biosecurity and biosafety systems of African Union Member States and enable them to comply with international standards for safety. To guide implementation of the Initiative, Africa CDC developed a Biosafety and Biosecurity 5-year Strategic Plan) <https://africacdc.org/download/biosafety-and-biosecurity-initiative-2021-2025-strategic-plan/>). One of the strategic plan areas is establishment of a Regulatory and Certification framework for Institutions Handling High Risk Pathogens (<https://africacdc.org/download/the-regulatory-and-certification-framework-for-institutions-handling-high-risk-pathogens-in-the-africa-region/>). Through ASLM, Africa CDC is seeking a consultant/expert to develop a guidance document on development of High

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Consequence Agents and Toxins (HCAT) list that Africa Union Member States can adopt/adapt for domestication.

### **Objective of the Assignment:**

ASLM is soliciting a vendor (consultant, subject matter expert) to support ASLM and Africa CDC with the development of a **“Guidance Document on Development of a High Consequence Agents and Toxins List”** for African Union Member States.

The vendor is expected to work with ASLM, Africa CDC and relevant partners to deliver the requested guidance document for eventual adoption/adaptation and domestication by Member States.

The successful bidder will sign an agreement with ASLM to complete the work no later than 30 November 2023.

### **Scope of Work:**

The aim of this consultancy is to develop a **“Guidance Document on Development of a High Consequence Agents and Toxins List”** for African Union Member States

The consultant is expected to:

- Draft a Guidance documents on the development of HCAT List that will
  - Describe a step-by-step scientific methodology of identification of HCAT list. This will include
    - Description of National level structures required to support the process of identification of the HCAT List as well as its regular review and maintenance
    - How to apply such factors as pathogenicity, transmission routes, epidemiological impact, public health significance, agricultural and environmental consequences, and existing surveillance and outbreak data in developing the HCAT list
  - Describe a scientific methodology for conducting scheduled risk assessments on the identified HCAT as required by the Regional Biosafety and Biosecurity Legislative Framework ([The Legal Framework for Biosafety and Biosecurity for African Union Member States – Africa CDC](#)). This should include
    - National requirements to establish a system/structure for regular/scheduled risk assessments for the identified HCAT
    - Tools/checklist required to conduct the risk assessment and reporting
    - Development and monitoring of effectiveness of mitigation measures for the identified risks

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- Describe how to establish a National Bio-surveillance System for high-risk pathogens/pathogens of concern as part of early warning systems. The proposed system shall allow Member States to proactively monitor and detect the presence of risk pathogens, enabling early response and containment measures.

**Deliverables:**

A draft “Guidance document on development of a HCAT list for African Union Member states with

- National Level structures required to develop and maintain the list
- Step by step procedure for developing the HCAT List
- Scientific method for risk assessment of identified HCAT list
- A national routine bio-surveillance of high risk pathogens

**INITIAL TERM AND OPTIONAL PERIODS:**

The initial term (or period of performance) of the service shall be from **15<sup>th</sup> October 2023 to 15<sup>th</sup> January 2023. N.B. This consultancy shall be paid on a task basis and is NOT a monthly consultancy; as such it shall be paid as and when the assigned deliverables are undertaken.**

ASLM may exercise its right to extend the contract subject to the performance of the consultant and availability of funding.

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### **3.0 MANDATORY REQUIREMENTS**

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- Company profile with Certificate of Incorporation, Tax Clearance and all other applicable licenses, permit, authorizations, affiliations and certifications required per applicable laws and regulations. The company profile should provide additional information such as Registration name and trading name if applicable, physical address, telephone, contact person, period in business, key personnel/management and line of business.

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## 4.0 EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS

ASLM will accept proposals from bidders that provide Best Value and satisfy the requirements stipulated in the solicitation. All submissions/proposals will be evaluated against the set Evaluation Criteria provided below. Each proposal should contain the items listed in the Submission Requirements column in the following table.

<b>Evaluation Criteria</b>	<b>Submission Requirements</b>	<b>Weight</b>
1. Qualifications and Experience	<ol style="list-style-type: none"> <li>1. Knowledge of the practice of medical laboratory medicine through either education, training and experience.</li> <li>2. Familiarity with international biosafety and biosecurity guidelines and standards.</li> <li>3. In-depth knowledge of standard tools and methods for high risk pathogen identification, risk assessment and bio-surveillance.</li> <li>4. Strong background and experience in developing regional strategies that can easily be translated to national level implementation</li> <li>5. Demonstrated ability to deliver high-quality and timely outputs.</li> <li>6. Experience working within the health system in the Africa Region.</li> <li>7. Consultant's work history and/or experience with similar projects in the past five (5) years. This should include but is not limited to, a narrative description of the principal results achieved, how they were achieved and how those results related to the problem statement being addressed.</li> <li>8. Provide 3 contactable references where similar consultancy has been provided</li> </ol>	60%
2. Technical Approach and Methodology	A maximum 5-page written proposal explaining how the consultant proposes to achieve the deliverables. Include detailed outline of the methodology, specific activities and approach to address the scope of work	20%
3. Price	Provide the consultancy fees	20%
<b>Total</b>		<b>100%</b>

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## 5.0 CONTRACT TYPE

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For this procurement, ASLM will issue out a Firm Fixed Price Contract on its terms and conditions indicating the service provider's quoted firm fixed price, scope of work, deliverables, timelines duration of contract and other instructions.

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## 6.0 SUBMISSION REQUIREMENTS

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Completed proposals must be addressed to the Procurement Committee and send electronically on or before the closing date and time to [rfpsubmission@aslm.org](mailto:rfpsubmission@aslm.org) **ONLY**.

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## 7.0 PROPOSED TIMELINES

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Date	Activity
14 September 2023	Release of RFP and publicly posted on ASLM website:
21 September 2023	Deadline for submission of inquiries related to this RFP directed to Email to: <a href="mailto:rfpsubmission@aslm.org">rfpsubmission@aslm.org</a> and all questions must clearly identified with the solicitation #
	Indicate the RFP number indicated at the top of this RFP (i.e. RFQ #) in your proposals.
22 September 2023	Response to all inquiries released and posted publicly on ASLM website
30 September 2023	Deadline for Proposal submission.
10 October 2023	Final decision announced and Bidders receive feedback
16 October 2023	Contract confirmed & issued out.

**While ASLM is desirous of maintaining the proposed timelines, delays necessitated by unforeseen circumstances.**

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## 8.0 ASLM TERMS AND CONDITIONS

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The following are the terms and conditions of ASLM and any exceptions to these should be noted in writing at submission:

8.1. This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from companies interested in providing the goods or services outlined in this RFP.

8.2. The specifications prescribed are not in any way limited to any specific tenderer as they are based on generally achievable requirements and thus, participation in this solicitation is open to all legal vendors that are registered and comply with the laws of doing business in the applicable country(ies) where services will be rendered. The necessary legal, commercial, technical and financial requirements should be satisfied.

8.3. ASLM does not bind itself to accept the lowest tender price and reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

8.4. 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 quotation.

8.5. All quotations **MUST** be typed, on company official letterhead with full contact details including physical address, contact phone, email. Submissions **MUST** be received on or before the **closing date and time** and all bids received after the closing date and time may not be considered.

8.6. ASLM shall NOT be responsible for any costs involved in the preparation and submission of bids or proposals. All costs to be borne by the bidder and this is irrespective of the outcome.

8.7. Bid validity of quotation/proposals shall be 90 days.

8.8. Unless otherwise specified in the final contract, full payment will be made by ASLM to the Vendor within 30 days of receipt of invoice from the Vendor and either delivery of goods or completion of required deliverable.

8.9 ASLM provides an equal opportunity for any vendor/supplier to participate irrespective of race, colour, religion, sex, or national origin and will receive equal treatment.

8.10. By participating, preparation and submitting this quotation or proposal, you represent that none from your organization has any conflict of interests.

8.11. To the maximum extent practical and possible, ASLM will strive to ensure that the finances provided in this procurement do not support organisations, companies and individuals associated with acts of terrorism, prostitution and drug trafficking.

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8.12. ASLM reserves the right to delay, amend, reissue, or cancel all or part of this RFP at any time but feedback will be provided to the vendors who participated. Additionally, ASLM will be under no obligation to reveal, or discuss with any bidder how a quotation/proposal was assessed, or to provide any other information relative to the selection process. Respondents whose quotations are not selected will be notified in writing and shall have no claim whatsoever for any kind of compensation.

8.13. ASLM reserves the right to waive or permit cure of non-material variances in the bid proposal if, in the judgment of ASLM, it is in ASLM's best interest to do so. Non-material variances include minor informalities that do not affect responsiveness; that are merely a matter of form or format; that do not change the relative standing or otherwise prejudice other vendors; that do not change the meaning or scope of the RFP; or that do not reflect a material change in the services. In the event ASLM waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the vendor from full compliance with RFP specifications or other contract requirements if the vendor is awarded the contract. The determination of materiality is in the sole discretion of ASLM.

8.14. Failure to provide any of the above specifications and requirements may be considered non-responsive and disqualify the bidder from final selection.

8.15. **ASLM ETHICAL STATEMENT:** As part of its commitment to engrain a culture of honesty and integrity in all its business processes, unethical conduct such as undisclosed conflict of interests, bribes and kick-backs and other corrupt activities are strictly prohibited and denounced. No employees at ASLM are not allowed to use their position(s) to pursue personal and unethical gain. In the same vein, bidders or potential suppliers and contractors are proscribed from offering bribes aimed at influencing the process and the outcome(s). ASLM implore vendors to embrace this culture in their interactions with us. Violation of this ethical principle and requirement will result in the supplier or service provider disqualified and ASLM will not solicit or accept bids in the future from the same. Should you experience or suspect unethical behaviour by an ASLM employee, please reach out to: [ethics@aslm.org](mailto:ethics@aslm.org)