



## REQUEST FOR PROPOSAL (RFP)

RFP NO ASLM/CONF/KE/09/08/23

### FOR THE PROVISION OF HOTEL ACCOMMODATION AND CONFERENCING SERVICES (KENYA)

**CLOSING DATE: 22 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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African Society for Laboratory Medicine (ASLM) conducts trainings, meetings and conferences in Kenya mostly in Nairobi and Mombasa. There is an on-going need for Hotel Accommodation and Conferencing facilities and it is ASLM's strategy and approach to identify hotels to work with on a long term basis in a manner that reduces administrative burden of getting quotations every time a need arise. It is intended that a Basic Ordering Contract be put in place with agreed pricing from which individual Purchase Orders can be issued without going through the solicitation approach. After provision of the services, the invoices can be processed within the agreed timeframe. This will be convenient for ASLM and the Service Provider.

Physical Office Address: *Joseph Tito Street, Nega City Mall, Suite 800, P.O.Box 5487 Kirkos Subcity, Kebele 08, Addis Ababa, Ethiopia (+251) 11-557-1021*  
*The Pivot, Block E, Third floor, Montecasino Boulevard, Fourways, 2055, Gauteng, South Africa (+271) 08-808-592* [info@aslm.org](mailto:info@aslm.org) [www.ASLM.org](http://www.ASLM.org)

#	SERVICE and SPECIFICATIONS	UOM	INITIAL TERM	EST. OPTION PERIODS
1	Accommodation Facilities on <b>bed only</b> per participant ( <b>standard and single</b> ) in Nairobi and Mombasa	Per Person	Up to September 2024	2 Years
2	Accommodation Facilities on <b>bed and breakfast</b> per participant in Nairobi and Mombasa	Per Person	Up to September 2024	2 Years
3	<b>Full-Day</b> Conference Package per participant in Nairobi and Mombasa (which includes morning teas, lunch and afternoon teas, stationery)	Per Person	Up to September 2024	2 Years
4	<b>Half-day</b> Conference package per participant in Nairobi and Mombasa (which includes morning teas, lunch and stationery)	Per Person	Up to September 2024	2 Years

**Note:** Public Address System and Projector may be complementary but if not provide separate line costs.

Provide your quotation in USD for the services in the above table.

#### INITIAL TERM AND OPTIONAL PERIODS:

The initial term of the service shall be one (1) year from the date of signing. ASLM may exercise its right to extend the contract by additional 2 years subject to the performance of the service provider 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.

Evaluation Criteria	Submission Requirements	Weight
1. Past and current performance of similar services	Three (3) references where similar services were/are being provided with contact details. ASLM may contact the references provided	20%
2. Cleanliness, Nearby Amenities and security	<ul style="list-style-type: none"> <li>○ Description of hotel amenities</li> <li>○ Photos, if applicable</li> <li>○ Link to website, if applicable</li> <li>○ Capacity (i.e. # of rooms, size of conference rooms, etc.)</li> <li>○ Describe the nearby amenities eg. Shopping malls, banks, Option restaurants, dining facilities, entertainment. Indicate the travelling distance to these facilities</li> <li>○ Provide the estimated distance from airport to the hotel</li> <li>○ Describe the existing security systems or measures at the hotel for safety of occupants</li> <li>○ If hotel shuttle is available</li> </ul>	50%
3. Price	<ul style="list-style-type: none"> <li>○ Indicate clearly the cost of accommodation on bed only, bed and breakfast for single standard room for all hotels/Lodges per person.</li> <li>○ Indicate clearly the cost of conferencing for full-day conference and half-day conferencing per person , including a separate cost of PA System per day</li> </ul>	30%
<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 Basic Ordering Contract on its terms and conditions indicating the service provider's quoted firm fixed price, scope of work and 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
8 September 2023	Release of RFP and publicly posted on ASLM website:
14 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.
15 September 2023	Response to all inquiries released and posted publicly on ASLM website at:
22 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 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.

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

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8.10. 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.

8.11. 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.

8.12. 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.

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

8.14. **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 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)