



PRE-QUALIFICATION OF VENDORS FOR THE SUPPLY OF COMMODITIES (ZAMBIA)

PRE-QUALIFICATION No. 03/13/24

CLOSING DATE: 31 MARCH 2024

When replying to the PRE-QUALIFICATION, please mention the PRE-QUALIFICATION No. in the subject line

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

2.0 OBJECTIVES OF THE PRE-QUALIFICATION OF SUPPLIERS/VENDORS

Prequalification is the process in which ASLM screens suppliers to determine their eligibility to supply goods and services so that they can be included on the Supplier Database. This will provide an opportunity for vendors to be directly solicited for business whenever the need arises over the next 3 years. For that reason, it is critical for both current and prospective suppliers to participate in the process for the following listed categories:

ASLM would like to pre-qualify suppliers based in **Zambia and international** companies who are legally registered, competent and able to supply commodities for the period 2023-2026. The categories:

ASLM/ZA/PQ 35	Supply of Medical Laboratory Equipment, Reagents, Kits, Chemicals and Consumables.
ASLM/ZA/PQ 36	Supply of IT Equipment, Accessories & Consumables (Laptops, Desktops, Servers, Toners etc.
ASLM/ZA/PQ 37	Supply of Local Area Network Equipment, Supplies and Consumables
ASLM/ZA/PQ 38	Supply of General Stationery
ASLM/ZA/PQ 39	Provision of Hotel Accommodation & Conferencing Facilities
ASLM/ZA/PQ 40	Provision of Travel Agency Services
ASLM/ZA/PQ 41	Printing Services (including normal and large format printing etc)

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ASLM/ZA/PQ 42	Transportation services
ASLM/ZA/PQ 43	Legal Services
ASLM/ZA/PQ 44	Translation Services
ASLM/ZA/PQ 45	Supply of Promotional Materials (IEC) such as T-Shirts, Bags, Hats Jackets, colleterial material etc

- 1) Full legal company name, address, telephone, email
- 2) List of Board of Directors, Senior Management, and/or other key essential personnel within the organization.
- 3) Minimum of three contactable references relevant to the supplier's line of business. Preferably if references come from organisations similar in scope or business to ASLM. Further, provide evidence of supply/provision of service in the form of Purchase Order or Contract.
- 4) Photos of office, warehouse facility, etc. Attach evidence of existence of premises e.g. copy of title deed, lease/tenancy agreements or utility bills for the last 3 months.
- 5) Link to company website, if applicable
- 6) Copy of Registration and/or Incorporation Certificate
- 7) Current/Valid Tax Clearance Certificate (i.e. VAT)
- 8) Traders License, if applicable.
- 9) Proof of authorization or certification to sell the goods in question (as applicable) for example, laboratory reagents, software licenses, IT equipment
- 10) Copy of the most recent company financial statement/bank certified statement.
- 11) Include a catalogue of items supply and warehouse photos, if applicable.
- 12) Standard supply lead time (delivery period) and payment terms
- 13) Other documents, as applicable

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3.0 SUBMISSION INSTRUCTIONS

Documents must properly and clearly labelled and if they are in a booklet format, a table of contents should be included for easy access. Completed documents should be addressed to the Procurement Committee and send electronically on or before the closing date and time to rfpsubmission@aslm.org **ONLY**. Please reference the category # of the category(ies) applied for in the subject line for electronic submission.

4.0 PROPOSED TIMELINES

Date	Activity
13 March 2024	Release of Pre-qualification Document and publicly posted on ASLM website
25 March 2024	Deadline for submission of inquiries related to this Pre-qualification directed to Email to: JShonhe@aslm.org ; SMate@aslm.org and all questions must clearly identified with the pre-qualification #
	Indicate the pre-qualification # indicated at the top of this document in your submission.
26 March 2024	Response to all inquiries released and posted publicly on ASLM website at: https://aslm.org/funding-rfp-opportunities/
31 March 2024	Deadline for submission of documents.
22 April 2024	Final decision announced and bidders receive feedback

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

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5.0 ASLM TERMS AND CONDITIONS

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

5.1. This pre-qualification is not an offer to enter into agreement with any party, but rather a request for pre-qualification from companies interested in providing the goods or services outlined in this RFP.

5.2. 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.

5.3. 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.

5.4. All submissions **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.

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

5.6 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.

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

5.8. 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.

5.9. ASLM reserves the right to delay, amend, reissue, or cancel all or part of this document 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.

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5.10. ASLM reserves the right to waive or permit cure of non-material variances in the pre-qualification document 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 pre-qualification requirements or excuse the vendor from full compliance with the requirements. The determination of materiality is in the sole discretion of ASLM.

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

5.12. **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 kickbacks and other corrupt activities are strictly prohibited and denounced. No employees at ASLM are allowed to use their position 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 via email: ASLM@tips-offs.com or through the website: <http://www.tip-offs.com/>.