



REQUEST FOR PROPOSAL (RFP)

RFP NO. ASLM/QWArS/CONS/04/22/24

FOR CONSULTANCY FOR TEST DEVELOPMENT AND ADMINISTRATION

CLOSING DATE: 30 APRIL 2024

When replying to the RFP, please mention the RFP 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 OBJECTIVE OF THE ASSIGNMENT | SCOPE OF WORK | EXPECTED DELIVERABLES

The African Society for Laboratory Medicine would like to consultancy services for the following activities 4 activities in the order set below. The Consultant should propose a workable and feasible technical approach and methodology including applications assumptions to deliver Activity 1-4.

Activity 1 – Develop and administer QWArS and EQAfrica professional examinations/credentiaing examinations.

Activity 2 – Begin ISO 17024 Accreditation process.

Activity 3 - Train ASLM Staff.

Activity 4 - Assist in Developing an ASLM Item Bank.

Please note that the scope of work and fees for each activity should be clearly indicated under each Activity.

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Activity 1 – Develop and administer AMR surveillance experts (under QWArS) and EQA experts under (EQAfrica) examinations:

ASLM Academy offers professional qualification in AMR surveillance withing the Laboratory and Epidemiology tracks. A similar credential has been established for External Quality Assessment. New cohorts are been enrolled and expected to sit for the centralized examination in 10 months' time. See more details about QWARS EQAFRICA [here](#).

The requirement is for the Consultant to propose an appropriate technical approach and methodology to develop and administer one (1) form of each of the following professional registration examinations to be published in both **English and French**:

QWArS Exams

- EPI Epidemiology (110 items)
- MH Microbiology Human Health (110 items)

- MA Microbiology Animal Health (110 items)

EQAFRICA Exams

- PCS Provider Core (100 items)
- PBS Provider Bacteriology (60 items)

Activity 2 – Begin ISO 17024 Accreditation Process

The Consultant should provide a well-defined technical approach and methodology to guide ASLM Academy staff on the development of new policies and procedures designed to meet ISO 17024 accreditation requirements.

Activity 3- Train ASLM Staff

The Consultant is required to propose the technical approach and methodology to adequately train ASLM staff in the credential test development processes.

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Activity 4: Assist in Developing an ASLM examination Item Bank

ASLM Academy plans to expand the number of credentialed courses in the next 2 years. Presently an outsourced service, ASLM intends to build internal capacity and therefore a consultant to provide a well-defined technical approach and methodology be proposed by the Consultant to assist ASLM in the development of Item Bank Specifications.

PERIOD OF PERFORMANCE AND OPTIONAL PERIODS:

The initial term (or period of performance) of the service shall be from **7 May 2024 to 31 December 2024**.

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

3.0 MANDATORY REQUIREMENTS

- 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.
- Individual consultants can also participate, and the above requirements may not be applicable but should conform to in-country tax requirements.

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
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1. Qualifications, Experience, Competencies & language requirements	<ol style="list-style-type: none"> 1. A minimum of 5 years of experience in examination development and administration, accreditation processes, staff training, and item bank development. 2. Previous experience working with professional societies or organizations in the healthcare or laboratory medicine sector in Africa is highly desirable. 3. Demonstrated proficiency in both English and French languages. 4. Strong project management skills with a track record of delivering projects on time and within budget. 5. Excellent communication and interpersonal skills. 	30%
2. Technical Approach, Methodology and Timelines	A well-defined technical approach and methodology under each activity where the Consultant proposes how to deliver Activity 1-4	50%
2. Price	Provide the consultancy fees for Activity 1-4	20%
Total		100%

5.0 CONTRACT TYPE

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.

6.0 SUBMISSION REQUIREMENTS

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

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7.0 PROPOSED TIMELINES

Date	Activity
22 April 2024	Release of RFP and publicly posted on ASLM website:
25 April 2024	Deadline for submission of inquiries related to this RFP directed to Email to: JShonhe@aslm.org , AMataka@aslm.org , SMate@aslm.org 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.
26 April 2024	Response to all inquiries released and posted publicly on ASLM website
30 April 2024	Deadline for Proposal submission.
7 May 2024	Final decision announced and Bidders receive feedback
7 May 2024	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

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.

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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.

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. 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/>.

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