



REQUEST FOR PROPOSAL (RFP)

RFP No. ASLM/CONS/WM/04/19/24

FOR CONSULTANCY: DEVELOPMENT OF LABORATORY WASTE MANAGEMENT GUIDELINES AND TRAINING TOOLKIT

CLOSING DATE: 26 APRIL 2024 (Extended to May 15, 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 is seeking consultancy services to hire regional experts for to form a Technical Working Group for the development of a Regional Guideline and training toolkit on the management and disposal of laboratory waste per the TOR below:

BACKGROUND

Safe healthcare waste management is fundamental for the provision of quality, people-centered care, protecting patient and staff safety, and safeguarding the environment. Diagnostic laboratories regularly generate hazardous wastes which if improperly managed, can pose threats to human health, safety, and the environment.

To this purpose since 2020, under a US CDC award, ASLM has cooperated with WNNW International, a healthcare waste management consultant, in the implementation of activities to address clinical laboratory waste with an initial focus on the waste generated from HIV viral

load, early infant diagnosis and COVID-19 molecular diagnostic testing, which produces potentially hazardous chemical waste that contains guanidinium thiocyanate (GTC).

Within ASLM's Laboratory Strengthening Community of Practice (LabCoP), targeted technical assistance, knowledge dissemination, and south-to-south collaborations on laboratory Waste Management is provided through its specialized Waste Management Sub-Community of Practice. This sub-community facilitates collaborative efforts aimed at the development, assessment, and enhancement of laboratory waste management systems, promoting safe and proper disposal methods for medical laboratory waste within member countries.

ASLM experts guide country teams comprised of laboratorians, clinicians, and representatives from ministries of health, as well as stakeholders including implementing partners and regulatory agencies, to identify and implement practical and sustainable strategies for the disposal of waste generated from diagnostic testing procedures related to COVID-19, HIV, tuberculosis (TB), malaria, and other prevalent diseases. The outcomes of these initiatives has underscored the necessity for a comprehensive and integrated approach to laboratory waste management practices across the African Continent. There is a recognized need for strengthening Waste Management governance frameworks and establishing robust systems and structures at the national level to ensure the effective and sustainable management of laboratory waste.

The Waste Management Technical Working Group being established seeks to bring together continental expertise from all sectors to review current national, regional, and international guidance and practices, identify the weaknesses and Gaps and to develop a Regional Guidance document that details guidance and strategies African Countries to strengthen/optimize Laboratory Waste Management.

Through the establishment of this Waste Management Technical Working Group, ASLM aims to convene regional professionals with expertise spanning all sectors clinical waste management to review existing national, regional, and international guidance and practices. Its objectives include identifying weaknesses and gaps in current approaches and formulating a Regional Guidance document outlining effective and sustainable strategies for African countries to enhance and optimize Laboratory Waste Management practices.

I. SCOPE OF WORK

The primary aim of this assignment is to formulate comprehensive Laboratory Waste Management guidelines tailored for the African Region. The Technical Working Group (TWG) will collaborate closely with WNWN, appointed as the lead consultant representing ASLM, to develop chapters encompassing operational, practical, and technical procedures and guidelines for the management and disposal of all aspects of laboratory waste management.

Task 1: Develop a Comprehensive Laboratory Waste Management Guideline Document

- Compile a detailed Laboratory Waste Management guideline document covering various facets of waste management practices specific to laboratory settings in the

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
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African Region. The document should encompass operational, practical, and technical guidelines to effectively address different types of laboratory waste.

- Support activities to have the guideline endorsed by WHO-AFRO and Africa CDC
- Support activities for the sensitization and dissemination of the guidelines across AU member states.

Task 2: Contribute to the development of a Laboratory Waste Management Toolkit

- Create a comprehensive Laboratory Waste Management Toolkit to complement the guideline document.
- The toolkit should include practical resources, templates, checklists, and other tools to facilitate the implementation of the guidelines in diverse laboratory settings.

Task 3: Support the finalization of a training toolkit and qualification exam aligned to the guideline and training toolkit.

- Support the review and finalization of the Waste Management Training Toolkit in collaboration with the ASLM Academy and lead consultants WNNW.

2.0 PERIOD OF PERFORMANCE AND OPTIONAL PERIODS:

The period of performance for this assignment is from **06 May – 30 September 2024**. All work must be scheduled and completed within this timeframe.

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

3.0 MANDATORY REQUIREMENTS

- Company profile with Certificate of Incorporation, Tax Clearance and all other applicable licenses, permits, 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	A relevant university degree in a field directly related to clinical or laboratory waste management, or a minimum of 5 years of hands-on experience in the domain. Language Skills: Proficiency in English and/or French language, both in written and oral communication, with additional language proficiency being an advantage. General Professional Experience: Extensive background in the healthcare or waste management sector, with a focus on clinical or laboratory settings. Laboratory Management and Operations, Occupational health and safety, Experience in logistics of laboratory products. Regional Experience: Previous engagement in regional contexts, particularly within the African Region, will be highly valued	50%
2. Technical Approach, Methodology and Timelines	A well-defined technical approach and methodology under each activity where the Consultant proposes how to deliver Tasks 1-3	30%
2. Price	Provide the consultancy fees for Tasks 1-3	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 REPORTING AND PAYMENT REQUIREMENTS

- 50% of the contract value will be paid on completion of the contract.
- 25% will be paid on completion of the waste management guideline and toolkit.
- The final 25% will be paid on completion of the training toolkit and qualification exam.

The contractor will be required to submit a report on the completion of each deliverable with an invoice for payment

7.0 SUBMISSION REQUIREMENTS

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

8.0 PROPOSED TIMELINES

Date	Activity
18 April 2024	Release of RFP and publicly posted on the ASLM website:
23 April 2024	The deadline for submission of inquiries related to this RFP is to Email to: JShonhe@aslm.org , BPuije@aslm.org , SMate@aslm.org , and all questions must identified with the solicitation #
	Indicate the RFP number indicated at the top of this RFP (i.e. RFQ #) in your proposals.
24 April 2024	Response to all inquiries released and posted publicly on the ASLM website
26 April 2024	Deadline for Proposal submission.
1 May 2024	The final decision is announced and Bidders receive feedback
1 May 2024	Contract confirmed & issued out.

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

9.0 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 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 discussions with one or more respondents 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.

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/>