



## PRE-QUALIFICATION OF CONSULTANTS FOR THE PROVISION OF CONSULTANCY SERVICES

**CLOSING DATE: 25 JULY 2024**

PRE-QUALIFICATION No. **ASLM/PRE-QUALIFICATION/CONS/06/24/24**

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

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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 OBJECTIVES OF THE PRE-QUALIFICATION OF SUPPLIERS/VENDORS

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Prequalification is the process in which ASLM screens Consultants to determine their eligibility to provide services so that they can be included on the Supplier Database. This will provide an opportunity for the consultants 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 consultants to participate in the process for the following listed categories. Please further note participation is at **no cost**.

PREQUALIFICATION #	CATEGORY
ASLM/CONS/PQ 1	Genomics and Bioinformatics Consultancy
ASLM/CONS/PQ 2	Biosafety and Biosecurity Consultancy
ASLM/CONS/PQ 3	Quality Management Services (QMS) Consultancy
ASLM/CONS/PQ 4	External Quality Assessment (EQA) for Next Generation Sequencing Facilities Consultancy
ASLM/CONS/PQ 5	Biomedical Engineering Consultancy
ASLM/CONS/PQ 6	Policy and Governance Consultancy
ASLM/CONS/PQ 7	Waste Management Consultancy
ASLM/CONS/PQ 8	Molecular Diagnostics Consultancy
ASLM/CONS/PQ 9	Health Informatics Consultancy

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)*

<b>ASLM/CONS/PQ 10</b>	Bacteriology and Epidemiology Consultancy
<b>ASLM/CONS/PQ 11</b>	Anti-microbial Resistance (AMR)/Anti-microbial Use (AMU)

**Note:** The pre-qualification is open to registered **companies and individual consultants**.

- 1) Full legal name, address, telephone, email
- 2) List of Board of Directors, Senior Management, and/or other key essential personnel within the organization, if applicable
- 3) Minimum of three contactable references relevant to the consultant's line of business. Preferably if references come from organisations similar in scope or business to ASLM. Further, provide evidence of service in the form of Purchase Order or Contract.
- 4) Attach evidence of existence of premises e.g. copy of title deed, lease/tenancy agreements or utility bills for companies 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 as applicable.
- 10) Copy of the most recent company financial statement/bank certified statement.
- 11) Other documents, as applicable

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### **3.0 SUBMISSION INSTRUCTIONS**

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Documents must be 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 sent electronically on or before the closing date and time to [rfpsubmission@aslm.org](mailto:rfpsubmission@aslm.org) **ONLY**. Please reference the category # of the category(ies) applied for in the subject line for electronic submission.

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## 4.0 PROPOSED TIMELINES

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Date	Activity
24 June 2024	Release of Pre-qualification Document and publicly posted on ASLM website
16 July 2024	Deadline for submission of inquiries related to this Pre-qualification directed to Email to: <a href="mailto:JShonhe@aslm.org">JShonhe@aslm.org</a> ; <a href="mailto:SMate@aslm.org">SMate@aslm.org</a> and all questions must clearly identified with the pre-qualification #
	Indicate the pre-qualification # indicated at the top of this document in your submission.
17 July 2024	Response to all inquiries released and posted publicly on ASLM website at: <a href="https://aslm.org/funding-rfp-opportunities/">https://aslm.org/funding-rfp-opportunities/</a>
25 July 2024	Deadline for submission of documents.
15 August 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

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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:

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

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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.

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](mailto:ASLM@tips-offs.com) or through the website: <http://www.tip-offs.com/>.

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