



**REQUEST FOR QUOTATION (RFQ) # FOR THE SUPPLY & DELIVERY OF  
MEDICAL CALIBRATION EQUIPMENT**

**RFQ NO. ASLM/EQUP/CAL/01/10/25**

**CLOSING DATE: 31 JANUARY 2025**

**Please Mention the RFQ number in the subject line when responding**

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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 REQUIREMENTS AND SPECIFICATIONS**

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ASLM would like to solicit quotations for the supply and delivery of calibration equipment from reputable companies:

**Please refer to detailed specifications on Appendix #1:**

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 www.ASLM.org*

Please provide separate quotation per country including its full freight costs without the assumption that all countries will be awarded to one vendor.

**For the quoted items, please provide a colour brochure and detailed specifications.**

**Incoterm: CIP:**

**Late Delivery Penalty Clause: Bidders are required to indicate realistic delivery period in their quotations. ASLM reserve the right to apply the Late Delivery Penalty Clause. In the event of failure by the contractor/supplier to fulfil contractual timeframe due to their fault, ASLM shall be entitled to demand a payment of late delivery penalty on a scale of 1% per week of delay up to a maximum of 5% of the contract value.**

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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

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The selection method for this RFQ is **Lowest Price Technically Acceptable** (LPTA). This entails that ASLM will select or award the lowest bidder who meet the specifications provided. Bidders are advised and cautioned against under-pricing their bids with the intention of supplying sub-standard vehicles or alternatively to seek price variation after the award of 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*

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contract.

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### 5.0 CONTRACT TYPE

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For this procurement, ASLM will issue out a Purchase Order on its terms and conditions indicating the supplier's quoted firm fixed price, description of the item(s), quantity, delivery location(s) and other instructions.

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### 6.0 SUBMISSION REQUIREMENTS

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Completed bids 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  |
|------------------------|---|
| 10 January 2025        | Release of RFQ and publicly posted on ASLM website:   |
| 21 January 2025        | Deadline for submission of inquiries related to this RFQ directed to Email to: <a href="mailto:JShonhe@aslm.org">JShonhe@aslm.org</a> ; <a href="mailto:SMate@aslm.org">SMate@aslm.org</a> ; <a href="mailto:VHarawa@aslm.org">VHarawa@aslm.org</a> and all questions must clearly identified with the solicitation # |
|                        | Indicate the RFQ number indicated at the top of this RFQ (i.e. RFQ #) in your proposals.  |
| 22 January 2025        | Response to all inquiries released and posted publicly on ASLM website  |
| <b>31 January 2025</b> | <b>Deadline for Proposal submission.</b>  |
| 7 February 2025        | Final decision announced and Bidders receive feedback   |
| 12 February 2025       | Contract confirmed & issued out.  |

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

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**APPENDIX # 1: CALIBRATION EQUIPMENT & ACCESSORIES:**

|  | Country Name | Equipment Required                             | Quantity |
|--|--------------|--|----------|
|  | Rwanda       | Pipette Calibrator                             | 3        |
|  |              | Thermocouple Thermometer                       | 3        |
|  |              | Digital Tachometer                             | 3        |
|  |              | Digital Multimeter                             | 3        |
|  |              | Stopwatch                                      | 3        |
|  |              | F1 weights                                     | 3        |
|  |              | F1 weights                                     | 3        |
|  |              | Tool Kit                                       | 3        |
|  |              | Clamp Meter                                    | 3        |
|  | Senegal      | Pipette Calibrator                             | 3        |
|  |              | Thermocouple Thermometer                       | 3        |
|  |              | Digital Tachometer                             | 3        |
|  |              | Digital Multimeter                             | 3        |
|  |              | Stopwatch                                      | 3        |
|  |              | F1 weights                                     | 3        |
|  |              | F1 weights                                     | 3        |
|  |              | Tool Kit                                       | 3        |
|  |              | Clamp Meter                                    | 3        |
|  | Zimbabwe     | Biosafety Calibration kit                      | 1        |
|  |              | Single Channel Micropipette Calibration System | 1        |
|  |              | Multichannel Micropipette Calibration System   | 1        |
|  |              | E2 Mass pice Set                               | 1        |
|  |              | Reference Humidity Meter                       | 2        |
|  |              | Fluid bath which uses alcohol                  | 1        |
|  |              | Temperature and Humidity Generator             | 1        |
|  |              | High temperature and pressure Dataloggers      | 3        |

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|  |        |  |     |
|--|--------|--|-----|
|  |        | Pneumatic Pressure Pump  | 1   |
|  |        | Reference Pressure Indicator   | 2   |
|  |        | Reference Tachometer   | 2   |
|  |        | Timer Calibrator   | 2   |
|  | Zambia | Class M1 test weights with traceable OIML Calibration 1kg, 5kg, 10kg, 20kg       | 3   |
|  |        | Micro-pipette calibration system with ISO 8655 compliant software                | 1   |
|  |        | Multi-channel (12) pipette calibration balance full calibration system           | 1   |
|  |        | Digital barometer/thermohygrometer   | 3   |
|  |        | Thermal label printer (Bluetooth barcode printer for pipette stickers)           | 3   |
|  |        | Mettler Toledo Class E1 Mass pieces test weights 1mg to 1kg                      | 1   |
|  |        | Mettler Toledo Class E2 Mass pieces test weights 1mg to 1kg                      | 3   |
|  |        | Mettler Toledo Class F1 Mass pieces test weights 1mg to 1kg                      | 3   |
|  |        | Climatic Chamber (Temperature climatic calibration chamber (-80°C to +150°C))    | 1   |
|  |        | Stop watches with high resolution range of (0.001s, 1s to 99hrs, 99mins, 999sec) | 9   |
|  |        | Portable bluetooth thermal printer (for calibration barcode stickers)            | 9   |
|  |        | Barcode sticker paper 40x30mm label  | 500 |
|  |        |  |     |
|  | Malawi | Set of E1 Mass   | 1   |
|  |        | Timer Calibrator   | 1   |
|  |        | Biosafety Validation Tools   | 1   |
|  |        | 4-Channel Thermocouple Thermometer with Data Logging                             | 2   |

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|  |            |  |   |
|--|------------|--|---|
|  |            | Thermal Calibrator   | 1 |
|  |            | Blood Pressure Machine Calibrator  | 1 |
|  |            | Dry Block Calibrator   | 1 |
|  |            |  |   |
|  | Uganda     | Hot Wire VelociCalc Air Velocity Meter with Articulated Probe and Basic Data Logging | 5 |
|  |            | Platinum Resistance Thermometer High Accuracy Thermometers                           | 5 |
|  |            | Environmental Thermometer  | 5 |
|  |            | Pressure temperature data logger for autoclave calibration                           | 5 |
|  |            | Platinum Resistance Thermometer  | 5 |
|  |            | Stopwatch  | 5 |
|  |            |  |   |
|  | Mozambique | Digital Aerosol Photometer   | 1 |
|  | e          | Aerosol Generator  | 1 |
|  |            | Flow Hood Shortridge with Win Wedge Software   | 1 |
|  |            | Air Data Multimeter  | 1 |
|  |            | Veloci Cal Anemometer TSI  | 1 |
|  |            | Tool Box   | 1 |
|  |            | Pao Oil 5L   | 1 |
|  |            | Tough Rectangular Epocyn Stand and Base  | 1 |
|  |            | Ladder   | 1 |
|  |            | Tape Engineering   | 1 |
|  | Nigeria    | Digital Aerosol Photometer   | 1 |
|  |            | Aerosol Generator  | 1 |
|  |            | Flow Hood Shortridge with Win Wedge Software   | 1 |
|  |            | Air Data Multimeter  | 1 |
|  |            | Veloci Cal Anemometer TSI  | 1 |

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|  |  |   |   |
|--|--|---|---|
|  |  | Tool Box                                | 1 |
|  |  | Pao Oil 5L                              | 1 |
|  |  | Tough Rectangular Epocyn Stand and Base | 1 |
|  |  | Ladder                                  | 1 |
|  |  | Tape Engineering                        | 1 |
|  |  |   |   |

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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 RFQ is not an offer to enter into agreement with any party, but rather a request to receive quotations from companies interested in providing the goods or services outlined in this RFQ.

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.

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.

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8.12. ASLM reserves the right to delay, amend, reissue, or cancel all or part of this RFQ 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 RFQ; 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 RFQ 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. In compliance with Section 889 of the National Defense Authorization Act for Fiscal Year 2019, supplier agree and commit that they will not supply under this contract any equipment, system, or service that uses "covered telecommunications equipment or services" as a substantial or essential component of any system, or as critical technology as part of any system under this agreement. "Covered telecommunications equipment or services" includes telecommunications or video surveillance equipment or services (including, but not limited to, cell phones, security cameras, network switches, and routers) manufactured by or with components from these Chinese companies or their subsidiaries or affiliates: (1) Huawei Technologies Company; (2) ZTE Corporation; (3) Hytera Communications Corporation; (4) Hangzhou Hikvision Digital Technology Company; or (5) Dahua Technology Company. Should the supplier identify covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, for performance of this agreement for ASLM, the supplier will notify ASLM immediately and will be guided to provide the information required by FAR 52.204-25. The supplier agrees to subsequently insert the substance of this clause in all of its subcontracts or purchase orders funded by ASLM which are under United States Government Funding.

8.16. Further, the supplier is prohibited under this contract to use Kaspersky Lab in compliance with section Section 1634 of the National Defense Authorization Act for Fiscal Year 2018. The supplier undertakes and agree under this contract that they will not provide any "covered article" to ASLM or use any "covered article" in the development of data or deliverables first produced in the performance of a resulting contract or order. "Covered article" means any hardware, software, or service that: (1) Is developed or provided by a "covered entity"; (2) Includes any hardware, software, or service developed or provided in whole or in part by a "covered entity"; or (3) Contains components using any hardware or software developed in whole or in part by a "covered entity". "Covered entity" means (1) Kaspersky Lab; (2) Any

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successor entity to Kaspersky Lab; (3) Any entity that controls, is controlled by, or is under common control with Kaspersky Lab; or (4) Any entity of which Kaspersky Lab has a majority ownership.

8.17. 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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