



REQUEST FOR PROPOSAL (RFP)
RFP No. ASLM/CONS/CONF/SERV/08/04/25

**CONSULTANCY FOR EVENT MANAGEMENT FOR ASLM SPECIAL CONVENTION
ON DIAGNOSTICS IN NAIROBI, KENYA**

CLOSING DATE: 18 AUGUST 2025

When responding to this RFP, please ensure the RFP number is included in the subject line of your email.

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

2.1. Background

The African Society for Laboratory Medicine (ASLM) will hold a **Special Convention on Diagnostics from the 25th November to the 27th November 2025 in Nairobi, Kenya**. This convention will bring together global and regional laboratory leaders, stakeholders, and partners to discuss innovations, best practices, and sustainable approaches in laboratory systems. The event emphasizes sustainability, digital transformation, and reducing environmental impact.

2.2 Objectives of the RFP

The objective of this Request for Proposal (RFP) is to select a qualified service provider to manage and deliver event management services for the ASLM convention 2025, ensuring a smooth, innovative, and seamless experience.

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2.3. Scope of Work & Deliverables

Event Setup & Exhibition

- Design and execution of the main conference hall to accommodate at least 500 participants in a classroom setting with sustainable, reusable structures, including set up of stage to accommodate panel discussions fully fitted with microphones and screens
- Digital branding solutions using LED screens and projection to minimize printed materials such as banners and programs.
- Construction and furnishing of eco-friendly exhibition booths with modular and reusable designs, which must include exhibitor mobilizations and management.
- Provision of audiovisual equipment including P2 LED video walls, projectors, and multiple screens.
- Supply and setup podiums, VIP chairs, low tables, and pulpit on the podium.
- Ensure the use of energy-efficient lighting systems (LED fixtures) and equipment.
- Digital set up for questions and answers, surveys and feedback portals

Hospitality & Airport Transfers

- Provide airport pick-up and drop-off for all delegates, with precision in itinerary management.
- Offer VIP and VVIP transfer services with executive vehicles, minibuses, and luxury sedans.
- Coordinate onsite logistics for seamless transfers and delegate movement.
- Provide hospitality desk and concierge services for delegates.

Translation & Interpretation

- Provide ISO-certified interpretation booths and headsets.
- Offer simultaneous interpretation services in French and Portuguese in plenary and during breakout sessions 5 breakout rooms
- Ensure interpreters have experience in high-level conferences.
- Install Bosch or Sennheiser/equivalent interpretation systems with redundancy for uninterrupted service.

Video Conferencing

- Set up high-definition video conferencing systems to facilitate hybrid participation.
- Provide reliable streaming services with backup internet connectivity.
- Integrate video conferencing with conference microphones for seamless interaction.

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Registration & Accreditation

- Develop and implement a digital-first registration platform accessible via web and mobile.
- RSVP Confirmation with automated reminders
- Secure Accreditation System
- Badge Management (Digital & Eco-friendly Physical Badges)
- Onsite QR Code Check-in with real-time tracking
- Analytics & Sustainability Reports of the convention
- Manage the issuance and records for promotional materials if any

Entertainment

- Curate cultural performances highlighting African heritage.
- Provide audio-visual support for entertainment sessions with energy-efficient systems.
- Coordinate the entertainment schedule to align with conference sessions and networking breaks.

Protocol Management

- Develop and execute a comprehensive protocol plan for VIPs and dignitaries.
- Coordinate arrival, seating, and departure of VIP guests.
 - Alongside the venue personnel ensure meals are set up on time and delegates are ushered to the various meals points seamlessly
- Provide professional protocol officers to manage official proceedings.
- Ensure security compliance and privacy for participants.
- Fire and emergency response and medical emergency response
- Provide list of anticipated event management risks and mitigation and ensure IT failures are mitigated with backup systems

4. Sustainability Strategy

The event will prioritize sustainability, demonstrate how your organization will ensure this during the execution of the event.

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5. Technical Requirements

All equipment must meet the following minimum specifications

Category	Specification	Recommended
LED Screens	P2 LED Video Wall, 16m-20m x 5m main screen, high brightness & color accuracy	ROE Visual, Absen Europe/Equivalent
Microphones	Wireless handheld, lapel, and gooseneck microphones with digital frequency agility	Shure, Sennheiser/Equivalent
Speakers	Line array system with subwoofers for high-fidelity sound	L-Acoustics, d&b audiotechnik/equivalent
Mixing Console	Digital audio mixer with minimum 32 channels	Yamaha CL/QL series/Equivalent
Lighting	Energy-efficient LED stage and ambient lighting fixtures	Martin Professional, Robe/Equivalent
Interpretation	ISO-compliant interpretation booths with headsets	Bosch, Sennheiser/Equivalent
Video Conferencing	Full HD streaming system with backup internet	Barco, Crestron/Equivalent

Costing: The price quoted should be firm and fixed and not expressed in percentage (%) or as a variable.

PERIOD OF PERFORMANCE AND OPTIONAL PERIODS:

The convention shall commence on the 25th- 27th November 2025 and there will be pre-event and post-event work to be executed.

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

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.
- 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
1. Past Experience	<ul style="list-style-type: none"> ○ At least 3 contactable references where similar consultancy work was conducted. ○ CV (s) of key consultants to be assigned to this work 	40%
2. Technical Approach & Methodology & Timelines	<ul style="list-style-type: none"> ○ Provide a technical approach and methodology on how this consultancy will be conducted, including clear, realistic timelines. 	25%
2. Price	Provide detailed cost breakdown consultancy fees for the work but the total price should be fixed .	35%
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 consultant's quoted firm fixed price, scope of work, deliverables, timelines duration of contract and other instructions.

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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**.

7.0 PROPOSED TIMELINES

Date	Activity
4 August 2025	Release of RFP and publicly posted on ASLM website:
11 August 2025	Deadline for submission of inquiries related to this RFP directed to Email to: JShonhe@aslm.org , SMate@aslm.org ; NRwenji@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.
12 August 2025	Response to all inquiries released and posted publicly on ASLM website
18 August 2025	Deadline for Proposal submission.
20 August 2025	Final decision announced and Bidders receive feedback
20 August 2025	Contract confirmed & issued out.

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

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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 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 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/proposals **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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