



REQUEST FOR PROPOSAL (RFP) FOR THE EVENT ORGANISER FOR THE ASLM 2026 CONFERENCE, CAPE TOWN, SOUTH AFRICA

RFP No. ASLM/CONF2026/01/16/26

CLOSING DATE: 5 FEBRUARY 2026

When replying to this RFP, please make sure to include the RFP number in the email 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: <https://aslm.org>.

2.0 OBJECTIVE OF THE ASSIGNMENT | SCOPE OF WORK | EXPECTED DELIVERABLES

Background

The African Society for Laboratory Medicine (ASLM) is organizing a Conference in Cape Town, South Africa from the 6th -11th December 2026 at the Cape Town International Convention Centre (CTICC). An estimated 1,500 participants are expected to attend the conference. Given the scale of and complexity of this event the services of an experienced event organizer is required to deliver the conference in line with the Scope of Work (SOW) outlined below.

Please further note that for the stipulated SOW of work, a **Firm Fixed Price** is required to be quoted. All services/goods required for the ASLM 2026 Conference will be procured and contracted through and by **ASLM**.

a. Scientific Programme Support

- Translate the approved scientific agenda into detailed **room assignments, timing, and logistical plans**
- Allocate **breakout rooms, plenary halls, and seating layouts** in line with program needs
- Coordinate **audio-visual requirements, session timing, and speaker flow onsite**
- Manage seamless **presentation upload, playback, and transitions** across all sessions

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

- Support the Scientific Committee with **real-time agenda adjustments** during the conference

b. Speakers Management

- Issue **official invitations** to speakers using ASLM-approved terms and benefits
- Coordinate **speaker rehearsals**, green rooms, and speaker preparation areas
- Provide **onsite speaker liaison services**, including timekeeping
- Coordinate **speaker travel logistics** (flights, transfers)
- Manage **speaker accommodation and hotel check-ins**

c. Abstracts & Academic Submissions (Logistics Only)

- Manage **travel and benefits logistics** for approved presenters
- Support the **setup of poster display areas**
- Coordinate **poster boards, layouts, and physical setup**
- Manage **onsite poster session logistics**
- Support presenters with **room navigation and session timing**

d. Satellite Symposia & Seminars

- Coordinate **room setup, seating, and AV** for satellite sessions
- Manage **catering logistics** for satellite sessions where applicable
- Support **rapporteurs** with recording tools and logistical arrangements

e. Finance-Related

- Submit **timely invoices** for reimbursement or advance payment for **pre-approved expenses only**

f. Conference Website

- Provide **approved program, speaker, sponsor, and exhibitor content** per agreed schedules
- Coordinate **editorial approvals and stakeholder reviews**
- Manage sponsor deliverables (**logos, copy, links**) and confirm legal notices
- Provide **logistical content** including venue maps, floor plans, and schedules
- Flag **urgent onsite updates** requiring immediate web changes

g. Registration (Onsite Operations)

- Set up and manage **onsite registration desks**
- Provide **trained registration staff**
- Manage **queuing systems, badge distribution, and troubleshooting**

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

- Provide **daily registration performance updates**
- Manage **visa letters, VIP/media access requests**, and onsite access control
- Align with ASLM Finance on **registration reconciliation cadence**

h. Venue Setup, Branding & Logistics

- Manage **venue setup and teardown** in consultation with ASLM
- Install **signage, branding, and wayfinding**
- Coordinate **food outlets and approved service providers**

i. Audio-Visual Coordination

- Coordinate AV delivery in line with **ASLM-procured service providers**
- Support **onsite technical execution** as per approved technical designs

j. Onsite Staffing & Operations

- Provide **staffing numbers per function and shift**
- Train onsite staff on **venue layout, crowd flow, and emergency procedures**
- Supervise **day-to-day execution and timekeeping**
- Provide **radios, badges, uniforms/lanyards**
- Coordinate **real-time redeployment** of staff based on traffic and needs
- Participate in **daily morning briefings and evening debriefs**

k. Exhibitions & Booths

- Manage **exhibition hall layout and booth allocation**
- **Prepare and share the exhibition manual with all exhibitors**
- Coordinate **exhibitors move-in and move-out**
- Provide **onsite exhibitor support**
- Conduct **compliance checks** against contracted exhibition terms
- Coordinate and collate all publicity materials including short videos from the exhibitors
- Ensure exhibitors receive benefits as outline in the exhibition manual

L. Sponsorship Delivery Support

- Support **sponsor invoicing and payment tracking** in coordination with ASLM Finance

Ensure **sponsor** benefits are received as outlined in the sponsorship prospectusm.

Marketing & Communications

- Work alongside ASLM Communications to ensure **message alignment and consistency**

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

- **Work with ASLM communication team to develop communication strategies**

n. Onsite Branding & Visual Identity Execution

- Coordination with the appointed designer to translate approved branding concepts into onsite applications
- Production and installation of branded materials such as stage backdrops, banners, signage, directional wayfinding, exhibition branding, and partner visibility assets
- Branding of key conference spaces including plenary halls, breakout rooms, registration areas, media zones, and exhibition areas
- Ensuring consistent and correct use of logos, colors, typography, and partner branding in accordance with brand guidelines and partner SOPs
- Oversight of onsite quality control, maintenance, and timely removal of branding materials

o. Media Support and conference documentation

- Engage or coordinate with a **media-specialized organization** for:
 - Media mobilization and outreach for local, regional, and international media coverage
 - Management of media accreditation, registration, verification, and issuance of media passes
 - Coordination of onsite media logistics, media desks, briefing areas, interview coordination, and facilitation of media access.
 - Provision and coordination of professional photography and videography services,
 - Production of welcome video and full conference documentary highlight reels, interviews, and post-event video package.

p. Conference App

- Select and implement a **conference app** with:
 - Searchable agenda and speaker bios
 - Venue maps and push notifications
 - Surveys and feedback tools
- Integrate:
 - **CPD/CVS tracking** (QR/self-scan)
 - Live updates and translation feeds
- Configure:
 - Sponsor tiles and alerts
 - iOS, Android, and web access
- Train staff and provide an **onsite support desk**
- Deliver **post-event analytics** (usage, engagement, feedback summaries)

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

q. Conference Evaluation

- Support **onsite dissemination** of conference evaluation tools

r. Conference Reporting Inputs

- Submit **logistical data, attendance data, and operational metrics** to support the final conference report

PERIOD OF PERFORMANCE AND OPTIONAL PERIODS:

The initial term (or period of performance) of the contract shall be from 1 March 2026 to 31 December 2026.

ASLM may exercise its right to extend the contract/ expand scope subject to need, the performance of the service provider and availability of funding. The anticipated Option Periods shall be 2 years.

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.

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*

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 Performance	<ul style="list-style-type: none">○ Demonstrated experience in the provision of event organization services. Provide at least 3 contactable references where similar consultancy work was provided. Provide a description of the previous work performed relevant to the Scope of Work in the RFP.○ Please include CVs of key staff to be assigned for this work.	30%
2.Technical Approach & Methodology & Timeline	<ul style="list-style-type: none">○ Provide a technical approach and methodology on how you intend to undertake this consultancy work.	30%
3.Price	Provide detailed a Firm Fixed Price for the full Scope of Work and further show cost breakdown.	40%
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.

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

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
15 January 2026	Release of RFP and publicly posted on ASLM website:
26 January 2026	Deadline for submission of inquiries related to this RFP directed to Email to: JShonhe@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.
27 January 2026	Response to all inquiries released and posted publicly on ASLM website
5 February 2026	Deadline for Proposal submission.
16 February 2026	Final decision announced and Bidders receive feedback
1 March 2026	Contract confirmed & issued out.

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

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

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.

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*

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/>.

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*