



REQUEST FOR PROPOSAL

RFP No ASLM/LEG/SRV/09/24/26

FOR THE PROVISION OF LEGAL SERVICES TO ASLM

CLOSING DATE: 30 OCTOBER 2026

Include the RFP number and your company name 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 at <https://aslm.org>.

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

Purpose

ASLM invites qualified South African law firms to submit proposals to provide legal services on an as-needed basis. The selected legal services provider will advise and represent ASLM in matters related to its operations, governance, contracts, compliance, disputes, and other legal issues assigned during the contract term.

Objectives:

- Obtain timely, practical, and cost-effective legal advice.
- Protect the organization's legal interests.
- Support compliance with applicable laws, regulations, policies, and contractual obligations.
- Reduce legal risk and resolve disputes efficiently.
- Provide high-quality representation before courts, administrative agencies, and other tribunals when required.

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

Scope of Work:

The selected provider may be required to perform some or all of the following services.

A. General Legal Counsel

- Provide legal advice to the organization, governing body, officers, employees, and authorized representatives.
- Interpret applicable laws and regulations.
- Identify legal risks and recommend mitigation strategies.
- Prepare legal opinions, memoranda, advisories, and other written guidance.
- Advise on legal and regulatory developments affecting the organization.

B. Governance and Organizational Matters

- Advise on governance and fiduciary duties.

C. Employment and Labour Matters

- Advise on employment policies, personnel actions, classifications, compensation, leave, accommodations, and workplace investigations.
- Represent the organization in administrative proceedings, grievances, mediations, and employment-related disputes.

D. Regulatory and Compliance Matters

- Advise on applicable licensing, regulatory, reporting, and compliance requirements.

E. Litigation and Dispute Resolution

- Represent ASLM in litigation, arbitration, mediation, administrative hearings, and other dispute-resolution proceedings.
- Conduct legal research, case assessment, discovery, depositions, motion practice, hearings, trials, and appeals.
- Develop litigation strategies, budgets, and case-management plans.
- Advise on settlement negotiations and alternative dispute resolution.

F. Tax Matters

- Provide general guidance on tax-related legal issues within the provider's qualifications.

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PERIOD OF PERFORMANCE AND OPTIONAL PERIODS:

The initial Period of Performance shall be 3 years from the date of signing.

ASLM may exercise its right to extend the contract subject to need, performance of the law firm and availability of funding.

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.

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
Past Performance, Qualifications & reputation	•Experience handling cases. •Credentials and specialization of the attorneys •Professional rankings, awards, and peer recognition •Client references and testimonials. At least 5 references. •Disciplinary history or malpractice claims •Outcomes achieved in similar cases •Settlement, litigation, or transactional experience	40%

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2. Legal Strategy, Technical Approach, Methodology & Timelines	Provide legal strategy, technical approach and methodology	30%
3. Legal Fees	Hourly rates, fixed fees, retainers, or contingency arrangements per different levels of counsel	30%
Total		100%

5.0 CONTRACT TYPE

For this procurement, ASLM will issue out Basic Ordering 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.

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
24 September 2026	Release of RFP and publicly posted on ASLM website:
	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 #

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	Indicate the RFP number indicated at the top of this RFP (i.e. RFQ #) in your proposals.
19 October 2026	Response to all inquiries released and posted publicly on ASLM website
30 October 2026	Deadline for Proposal Submission.
30 November 2026	Final decision announced and Bidders receive feedback
30 November 2026	Contract confirmed & issued out.

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

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 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.

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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

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employee, please reach out to via email: ASLM@tips-offs.com or through the website: <http://www.tip-offs.com/>.

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