



**RFP No 1129/19**

**RFP for Selection of Contractor**

**Renovation of ASLM's HQ Office**

**December, 2019**

## 1 Acronyms

ASLM	African Society for laboratory Medicine
CDC	U.S. Centers for Disease Control and Prevention
DGHA	Division of Global HIV and AIDS Program
HQ	Head Quarter
PAC	Pan African Consortium
PEPFAR	President's Emergency Plan for AIDS Relief
RFP	Request for Proposals
SME	Subject Matter Experts
SOW	Scope of Work

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### **3 Introduction:**

The African Society for Laboratory Medicine (ASLM) is a Pan-African professional body to advance laboratory medicine, practices, science, systems and networks throughout Africa. Medical laboratories play a pivotal role in global disease diagnosis, surveillance, outbreak investigation, initiation and monitoring of therapy, as well as research and development.

The ASLM Head Quarter (HQ) needs renovation to get a better working environment and use the existing space more efficiently.

### **4 RFP Objective:**

The African Society for Laboratory Medicine (ASLM)/PAC is soliciting vendors (contractors, consultants, subject matter experts (SMEs)) to provide design and construction service in order to renovate the existing HQ office. Successful bidders will sign an agreement with ASLM to complete the work.

#### **Scope of Work:**

1. Interior Design:
  - a. Various purpose office rooms space organization(programs/rooms)
  - b. Ceiling light
  - c. Partition
  - d. Reception area
  - e. Painting
  - f. Advising material selection
2. Construction:
  - a. Existing partition demolition
  - b. New partition reconstruction with adequate light entrance considered
  - c. Ceiling mounted chandrells
  - d. Reception area work, including wall decoration and ceiling
  - e. Ceiling Gypsum decoration works
  - f. Painting work

#### **Deliverables:**

1. Contractor will come up with fully done interior design taking into account the SOW and the comments to be given by ASLM.
2. Construction of the office based on the agreed upon design

3. Complete renovation as per the design within two weeks after the signing of the contractual agreement.

**Period of performance:** 21 December 2019 to 4 January 2020

**Approximate total budget:** \$10,000

**Qualifications for position:**

1. Licensed with civil engineering and architecture certified credentials
2. Practical documented experience in the construction and design business
3. Reference letters from clients where similar work was done
4. Valid organizational registration documents

The review shall include checking deliverables in relation to the scope of work and feedback from ASLM assigned staff on performance of contractor. Where contractor fails to meet the deliverable according to the SOW, ASLM shall communicate formally of its decision.

## 5 Instructions for submitting proposals

- A. The format of the submission, in response to this RFP, must include, but not limited, to the following:
  - i. Background on the organization/individual and staffing qualifications and experience. Indicate how these qualifications and experience relate to the proposed functional areas applied for. Where the organization is affiliated/has partnerships with other institutions, a description of how this will result in effective implementation of the proposed areas of work should be included.
  - ii. A description of the Respondent's work history (experience) with similar projects in the past five (5) years (Capability Statement). This should include, but not limited to, a narrative description of the principal results achieved, how they were achieved and how those results related to the problem statement being addressed.
  - iii. How the Respondent proposes to accomplish the functional area (s). Include specific objectives and activities that will be done under each objective
- B. Completed proposals shall consist of typewritten pages utilizing 12" font typing. A maximum of 10 pages for the proposal is allowed.
- C. The authorized individual representing the **Respondent** will sign and date the proposal cover sheet. The signatory agent's printed name, title, name of the organization, address, phone and fax numbers and email address must be provided. Failure to provide a signed copy of the affirmation statement below will be cause for the proposal not to be considered.

*I affirm that the information within this proposal, to the best of my knowledge, is true and accurate. Further, I am duly authorized to sign and submit this proposal on behalf of this agency. I fully affirm and understand that failure to meet the requirements of this proposal at the submitted price may result in my organization's contract being terminated.*

- D. Include at least two (2) current references and their contact information from organizations that have used Respondent's services within the last twelve (12) months.
- E. Send your completed application by email to the point of contact indicated below by 9 **December 2019 (11:59 pm East African Time)**.

**Point of contact**

Direct any written questions or request for information about this RFP to:

Elias Said  
Liaison Officer, ASLM  
Email: [esaid@aslm.org](mailto:esaid@aslm.org), [rfpsubmission@aslm.org](mailto:rfpsubmission@aslm.org)  
Phone Number: +251-115-571030, +251-908767242

**6 Evaluation and Award Process**

A team of ASLM staff and outside experts will evaluate the applications based on preset standards relevant to the specific project and its correlation with the RFP objectives. An evaluation matrix with assigned weighted numerical values will be used to rate each applicant. The following represents some, not all, of the criteria that will be used to the assessed feasibility of each Respondent.

1. Does the organization / individual have the right skill set and expertise to accomplish the required assignments?
2. Does the organization / individual demonstrate adequate and verifiable past experience in similar projects?
3. Is the respondent's proposed activities (strategy of implementation) current, feasible and cost effective?
4. Did the application include references that attest to the Respondents personal and professional integrity and competency?
5. Did the Respondent demonstrate knowledge of ASLM's project needs and objectives?

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 proposal. Formal notification to award the contract and the actual execution of the contract are subject to receipt of funds from the US Centers for Disease Control and Prevention.

Each Respondent submitting a proposal will be notified in writing or via e-mail of ASLM's decision concerning their proposal. Should your organization be recommended for acceptance, the contract shall be effective on the contract execution date and shall run until **4 January, 2020** with a possible extension following a review of the performance of the contractor by ASLM and based on availability of funding for the work. All work must be scheduled and completed within the contract period timeframe. Any modifications or extensions must be negotiated in advance, and submitted to ASLM for review and approval. The selected Respondent's proposal, and any subsequent material submitted in response to requests for additional information, will become the basis of contractual agreements with said Respondent.

## **7 Contractual Terms and Conditions**

Responses must be in accordance with the guidelines as specified in this RFP. This RFP does not commit ASLM to accept any proposals submitted, nor is ASLM responsible for any costs incurred in the preparation of responses to this RFP. The detailed itemized budget must be submitted in US dollars and will be evaluated in terms of best value to ASLM.

ASLM reserves the right to delay, amend, reissue or cancel all or part of this RFP at any time without prior notice. ASLM discourages ex parte communication with any Board member, the public and/or staff member after the deadline for the receipt of proposals. ASLM will be under no obligation to reveal, or discuss with any Respondent on how a proposal was assessed, or to provide any other information relative to the selection process. Respondents whose proposals are not selected will be notified in writing and shall have no claim whatsoever for any kind of compensation.