



RFP /GHSA/2019/CM001

**GHSA Request for Proposal (RFP)
For Selection of Contractors/Vendors**

Table of Contents

Table of Contents 1

Introduction: 2

RFP Objective: 3

5 Application comments 3

6. Instructions for submitting proposals 3

7. Evaluation and Award Process 4

8. Contractual Terms and Conditions 5

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. Medical laboratories play a pivotal role in global disease diagnosis, surveillance, outbreak investigation, initiation and monitoring of therapy, as well as research and development. Unfortunately, medical laboratories in Africa are underdeveloped and cannot meet the testing demands of rapidly growing health delivery services in the 21st century. Inadequate resources and diagnostic services compromise the quality of patient care due to misdiagnosis and consequently results in under or over treatment of disease which presents significant economic and public health challenges.

ASLM through a cooperative agreement with the U.S. Centers for Disease Control and Prevention (CDC), under the Global Health Security Agenda program (GHSa) supports the laboratories in Cameroon for the procurement of equipment and supplies.

ASLM works in close collaboration with governments, local and international organizations, implementing partners, and the private sector in these countries by focusing on four strategic goals:

- Strengthening the laboratory workforce by training and certifying laboratory professionals and clinicians through standardized frameworks
- Transforming laboratory testing quality by enrolling laboratories in quality improvement programs to achieve accreditation by international standards
- Developing strong, harmonized regulatory systems for diagnostic products as defined by the Global Harmonization Taskforce
- Building a network of national public health reference laboratories to improve early disease detection and collaborative research.

RFP Objective:

The African Society for Laboratory Medicine (ASLM) is soliciting vendors, contractors, consultants, to submit a proposal for the timely and efficient delivery of the items in the product list (attached as APPENDIX II to this RFP) for **National Public Health Dashboard to Yaoundé**, Cameroon. Applicants with the capacity to install and offer equipment maintenance contracts for the items above \$5,000 will be preferred. Successful bidders will sign an agreement with ASLM to complete this procurement activity.

Scope of Work: For this Requests for Proposal (RFP) project, the requirements for the sub-contractor are to cover a wide range of multifunctional activities to provide all procurement and resources necessary including but not limited to:

- Provide quotes for requested equipment and supplies including delivery dates, methods of shipment (air and/or ocean), freight and handling fees;
- Provide quotes for installation and warranty agreements on items over \$5000 as specified above;
- Deliver, install, and test requested items as per the tender requirements;
- Deliver supplies with the Certificate from the Manufacturer Warranty and the original Country of Origin Certificate ;
- All equipment should be supplied with at least one year of full warranty and support for at least three years is preferred.

5 Application comments

Final selection of the contractor(s) will be based on technical, cost and other considerations as deemed necessary by the scope of work. ASLM shall enter into a contract with the selected contractor(s). Duration of contracts shall be up to **20 Marsh 2020**. The review shall include checking deliverables in relation to the scope of work and feedback from target country on performance of the contractor(s). Where the contractor(s) fails to meet the contract requirements, ASLM shall communicate formally of its decision.

Offers presenting the technical details and precise specifications of the items will be given priority.

6. 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. 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 3 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.

Send your completed application by email to

atraore@aslm.org and Copy at enzeko@aslm.org; rfpsubmission@aslm.org by **03 January 2020 (11:59 pm EAT)**.

Point of contact

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

Aliou Moctar Traore

GHSA Program Coordinator

Email: atraore@aslm.org, ENZeko@aslm.org, rfpsubmission@aslm.org

Phone Number: +223 72 99 99 14

7. Evaluation and Award Process

A team of ASLM staff and outside experts will evaluate the applications based on preset standards relevant to the specific 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. Did the Respondent demonstrate knowledge of ASLM's project needs and objectives?
3. Does the offer contain enough details to clearly define the nature of the service rendered?

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 **Marsh 06th, 2020**. 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.

8. 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. All materials submitted in response to this RFP or developed during the life of the contract will become the property ASLM. 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.

Appendix I

General conditions

WARRANTY

- The supplier warrants that the items provided by the supplier or sub-contractors will be free from defects.
- If not mentioned elsewhere in the PO or the SA, the warranty for any delivered equipment will not be less than one year from the date of accepting the delivered items. Supplier has to submit a warranty certificate with the invoice and a copy of it to the HAAD's procurement section.

PAYMENT

- The Purchase Order number must be quoted on all the documents and copy of the Purchase Order and Original Delivery Note should be attached with the invoice.
- The authority will make payment no later than 30 days from the date of receiving invoice.
- All original invoices must be submitted to the Manager of the Finance Department at ASLM.

APPENDIX II: EQUIPEMENTS LIST AND CHARACTERISTICS

Item Name	Description	QTY/pcs
46" Video Wall 2x3	Original Newest 46" Samsung screen,3.5mm Ultra narrow bezel, LED backlight, 1920*1080 resolution,500nits brightness	06
Video Wall Processor	Daisy chain video wall processor and software license Built-in Version (Integrated Version)	
Video wall controller	4 inputs 6 outputs HDMI port Controller	01
HDMI cables	6pcs 5m length brand HDMI cables	
Wall mount racks	Quality SPCC wall mount racks for 2x3 46 inch LCD video walls with complete accessories	06
Accessories	English Manual, IR Controller, Power Cables,RJ45 Cables,RS232-RJ45 Connector	01
55" wall mount digital signage	wall mount LCD digital signage with Original LG screen, LED backlight,1920*1080 resolution, single version	04
Apple iMac 27" all in one	Apple iMac 27" LCD 2560x1440 Intel i7 @ 2.93 GHz 4 GB DDR3 @ 1333 MHz 1TB SATA HDD, 16GB AMD Radeon HD 5750M 1024 mb, Super Drive OS X El Capital.	01
Gigabit IP Phone	Polycom VVX 301 - Gigabit IP Phone Backlit Grayscale 208x104 LCD Display 6 lines (programmable line keys)	03
Dell XPS 8900 Desktop	Dell XPS 8900 Desktop - Intel Core i7-6700 6th Generation Quad-Core Skylake up to 4.0 GHz, 32GB DDR4 Memory, 512GB SSD + 2TB SATA Hard Drive, 2GB Nvidia GeForce GT 730, DVD Burner, Windows 10	01
Dell Ultra Sharp monitor	2019 Dell Ultra Sharp U2412M Black IPS Panel 24" 8ms Pivot, Swivel & Height Adjustable LED Backlight Widescreen LCD Monitor 300 cd/m2 DC 2,000,000:1 (1000:1)	01
Dell OptiPlex 9020 SFF Computer Desktop PC	Dell OptiPlex 9020 SFF Computer Desktop PC, Intel Core i5 Processor, 16 GB Ram, 2 TB Hard Drive, WiFi, Bluetooth 4.0, DVD-RW, Dual 19" LCD Monitors (Upgrades Available) Windows 10 Pro (Renewed)	04
Console room	KESINO/CHARP/SONY control room console KCD D1000*H750*W3400	01
Dell D3100 - Dock for Inspiron 15 Gaming 7567	Dell D3100 - Dock for Inspiron 15 Gaming 7567, Latitude USB 3.0 connects your laptop to up to three additional monitors, support for Ultra HD 4K displays.	01