

INVITATION TO TENDER

GAC EiC LEARNING AND TEACHING MATERIAL

Education in crisis (EiC) project – educating vulnerable and hard-to-reach girls and adolescent girls in Northeastern Nigeria

For the provision of 2,930 Dignity Kits for Adolescent Girls, Learning Materials for 10,500 Learners in the 81 formal schools. Second tranche of ALP learning materials for 3,150 learners and teaching materials for 21 ALP centers in Borno (Askira Uba, MMC, Jere, Konduga) and Yobe (Damaturu and Gujba) Nigeria.

Tender Main Facts Table

Tender reference	PIN/CO/22/010
Tender launch date	18 th May, 2022
Clarifications	<i>To be submitted on or before the deadline to Nigeria.Tenderinquiry@Plan-International.org</i>
Contract Manager	Country Admin and Logistics Manager
Deadline for submission of offers	17 th June, 2022
Address for submission of offers	Plan International Nigeria No 49 Anthony Enahoro Street, Utako district, FCT, Abuja Or Hard copies can be submitted in all Plan offices, but soft copies are encouraged.
Estimated date of award of contract(s)	8 th July, 2022
Duration of contract	One Month

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1. Background Information on Plan International

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls.

We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And its girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 80 years and are now active in more than 75 countries.

Plan International officially started operations in Nigeria in 2014 and works to strengthen and promote the rights of children. Our program is currently focused on basic education; improve community health services, youth and citizens' participation in governance and creating economic opportunities and livelihoods for the poor, building resilient communities through our emergency and humanitarian response. Plan Nigeria works with communities, civil society organizations, development partners, government at all levels and the private sector.

Read more about Plan International's Global Strategy: 100 Million Reasons at <https://plan-international.org/strategy>

2. Summary of Requirement

Plan International Nigeria with funding from Global Affairs Canada is implementing a 33-month project called Educating vulnerable and hard-to-reach girls and adolescent girls in Northeastern Nigeria. The initiative seeks to address a range of demand and supply-side barriers to help restore the right to 12 years of education for the most vulnerable and disadvantaged children and adolescent girls, including pregnant girls, young mothers and survivors in conflict-affected Northeastern Nigeria. The ultimate outcome of the project is to improve the realization of girl's rights to inclusive, protective and gender-responsive quality education, in the conflict-affected states of Borno and Yobe in Northeastern Nigeria. The project will create pathways to help out-of-school adolescent girls and boys return to learning via non-formal education programs and will support the most vulnerable adolescent girls to make the transition into school, between primary and junior secondary and then onwards to secondary schools.

As part of this project, Plan International is implementing a COVID-19 response plan to address the COVID-19 pandemic. This 6-month plan responds directly to the objectives the Nigeria Education Sector COVID-19 Response Strategy in the Northeastern Nigeria with a focus on **Outcome 3** (Ensure effective, inclusive and safe return to quality education for learners, teachers, and School-based management committees - SBMC, after school closure) with a view to supporting the overall mid to longer term recovery of the education system. This outcome is closely aligned with the original purpose and approach of the project and highlights the necessity of creating more resilient education systems in general, with a specific focus on the most marginalized. Part of the response plan is the distribution of learning kits to boys and girls in schools; and teaching kits for schools which will be used by the teachers to improve learning outcomes for children.

Prior to the conflict Nigeria suffered from a weak education system, the situation has been exacerbated with the education system deteriorating even further as a result of the on-going crisis. The focus will be on increasing access, to safe, quality and inclusive education opportunities (formal and non-formal) for conflict affected children, adolescent and youth through addressing the specific barriers of girls and boys in the view of improving retention and completion, achieving better learning outcomes, and improving access to livelihood and employment opportunities for youth.

3. Project objective:

The ultimate outcome of the project which is also the objective is to improve the realization of girl's rights to inclusive, protective and gender-responsive quality education, in the conflict-affected states of Borno and Yobe in NE Nigeria. This will be realized through two mutually reinforcing and interconnected.

1. 1100 Increased equitable access to safe, secure, quality inclusive education and learning by girls, especially adolescent girls, including those with disabilities, in Borno and Yobe states.
 - Build personal and collective 3 assets and agency of girls by addressing household and community-based barriers to education. It is broken down into two Immediate Outcome areas, the first focusing directly on girls (1110)
 - And the second focusing on girls 'support networks of parents, caregivers and community leaders.
 - (1120) (see above for COVID-19 additional Outcome).
2. **Intermediate Outcome:** 1200 Improved equitable and coordinated provision of innovative, safe, quality, gender-responsive, and evidence-based formal and non-formal education, from primary to the end of secondary for girls and adolescent.
 - (Immediate Outcomes 1210 and 1220) relates to the *supply of appropriate, conflict sensitive, gender responsive education services*, including formal and non-formal, for both in-school and out-of-school children (OoSC);
 - the second (Immediate Outcomes 1230 and 1240) focuses on *institutional capacity and accountability* to support safe and protective environments for learning in conflict-affected areas.

Overall Project Objectives:

Ultimate Outcome: Improved realization of girl's rights to inclusive, protective and gender responsive quality education in conflict-affected states of Borno and Yobe in NE Nigeria

Intermediate Outcome:

- 1100 Increased equitable access to safe, secure, quality inclusive education and learning by girls, especially adolescent girls, including those with disabilities, in Borno and Yobe states
- Intermediate Outcome: 1200 Improved equitable and coordinated provision of innovative, safe, quality, gender-responsive, and evidence-based formal and non-formal education, from primary to the end of secondary for girls and adolescent

The project adheres to a three-pronged, **gender transformative theory of change** which proposes that i) by building the self-confidence, skills and agency of adolescent girls, ii) by mobilizing families, mentors, peers (boys and girls) and community members to build supportive social environments for girls' education, and iii) by enhancing the capacity of schools and education authorities to increase the availability and quality of gender responsive, conflict sensitive and inclusive education, ***that adolescent girls who are out of school, or who are at risk of dropping out of school, will gain access to appropriate non-formal or formal school, and be better able to navigate through difficult transition points to realize their inherent right to twelve years of education.***

4. ITT Overview and Instructions

4.1 Overview

Plan International Logistics & Procurement are inviting interested parties to bid as part of a competitive tender process for the Supply of 2,930 Dignity Kits for Adolescent girls, learning materials for 10,500 learners in 81 formal schools and Second tranche of ALP learning materials for 3,150 learners and teaching materials for 21 ALP in Borno (MMC, Jere, Konduga) and Yobe (Damaturu and Gujba) Nigeria.

Successful Tenderers will be expected to enter into a formal contract with Plan International on a non-exclusive basis with our organization. Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

4.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified, or risk your offer being rejected.

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Documents comprising this tender pack are as follows:

- **PIN/CO/22/010** Plan Tender Dossier
- Annex A: Confirmation of intention to tender and receipt of copy documents
- Annex B: Supplier Questionnaire
- Annex C: Tenderers Declaration
- Annex D: Specifications & Pricing Schedule
- Annex E: Sample Pictures and Logo's
- Annex F: Non-Staff Code of Conduct

4.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

Activity	Deadline Date
Issue of Invitation to Tender	18 th May 2022
Deadline for supplier submission of clarifications questions & Answers surrounding this tender	18 th May - 10 th June 2022
Deadline for submission of offers	17 th June 2022
Supplier short-list notification	20 th June 2022 – 25 th June 2022
Supplier Presentation of samples to Plan International	27 th June 2022 – 2 nd July 2022
Contract Award and signing	4 th July 2022 – 8 th July 2022
Mobilization/Delivery to all Plan International locations	11 th July 2022 – 10 th August 2022

4.4 Pricing

Bidders are required to complete the pricing schedule attached separately in 'Annex D – Pricing Schedule.' All prices must be quoted in Nigerian Naira (NGN), and exclusive of Value Added Tax (VAT).

It is expected that prices will be fixed for the duration of the contract and quotes valid for a maximum period of 90 calendar days following the Closing Date of this tender. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

The successful Bidder will be required to pay their staff who work on this contract at least the National Living Wage.

5. Specifications and Scope of Requirement

Please refer to '**Annex D – Specification and Pricing Schedule**' for full details of the requirement.

The vendor will procure the materials and samples must be brought to the project team for approval before supply. Plan International representative must agree in writing to any variation in dimension, materials or design prior to supply. Samples verified and approved must be sample delivered by the vendor.

In order to minimize the cost of transportation and reduce risk due to damages, it is required that the materials should be procured, kitted and delivered by suppliers at field offices where the items will be distributed i.e. Maiduguri and Damaturu. That is, items that will be distributed in MMC, Jere and Konduga should be delivered at **the Maiduguri field office** by the supplier. Whereas items that will be distributed in Damaturu and Gujba should be delivered at the **Damaturu field office**.

A distribution plan with details of the distribution will be issued to the procurement officer who will then share the plan with suppliers at the due time for ease of implementation. However, the items will be distributed to Borno (MMC, Konduga and Jere) and Yobe (Damaturu).

Visibility: The hijab and packaging bag will be branded with GAC and Plan International Logos. Please find details in '**Annex E – Sample pictures and Logo**'

6. Selection Criteria

Please read this section carefully and be sure that all requested information is included in your submission. Evaluators will neither make assumptions nor draw inferences regarding missing or incomplete information. The submission of incomplete information could result in the rejection of submissions.

Quotations should be comprehensive and highlight how the bidding company intends to meet up with our requirements as stated above, in addition to clearly stating service costs and/or rates of commission, proposals should include the following;

Vendor requirement for Pre-qualification:

- Company Profile including names and contact details of key personnel

- Evidence of valid registration with corporate affairs commission with the (1) Copy of Memorandum and Article of Association (2) Copy of forms CAC2 and CAC7.
- Evidence of tax clearance certificate for the last three years Tax Identification Number (TIN)
- Evidence of corporate office, phone number and email address
- Verifiable list of previous/similar projects/work carried out in the recent past
- Evidence of financial capability and bankers' support letters
- Explain clearly other services your company specializes in.

A completed Tender Should contain the following:

- I. Completed Quotations for the Learning and Teaching Materials
- II. Availability to supply the items within 10 days, if chosen
- III. Evidence of Physical functioning Office in Yobe / Borno / Yola

Each successful Tenderer is intended to be a Provider, but the contract pertaining to this tender shall not constitute an exclusive contract and Plan International, at its sole discretion, reserves the right to enter into agreement with other suppliers, for the same type of services at any time, whenever it deems it necessary.

Plan International Nigeria will exercise its rights to enter into formal one-year contract with the supplier and issue consequent supplies for the same or similar items within the one-year period under this project or other projects in Nigeria.

If you believe that your company may be in the position to meet any of our specified requirements and would like to be considered as a potential supplier **firstly complete and return Annex A – “Confirmation of Intention to Tender” as soon as possible, and thereafter complete and submit all the required documents as listed above point 4.2 (Annex A, B, C and D).**

This tender dossier has been issued for the sole purpose of obtaining offers for supply of 2,930 Dignity Kits for Adolescent girls, learning materials for 10,500 learners in 81 formal schools and Second tranche of ALP learning materials for 3,150 learners and teaching materials for 21 ALP in Borno (MMC, Jere, Konduga) and Yobe (Damaturu and Gujba) Nigeria against the specification contained within this document and Annexes. Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender.

Any attempt by the Tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable.

Bids will be assessed by a procurement panel against set criteria, including bid eligibility, the extent to which the Requirements have been met and the overall value for money proposition. Bids should include detailed information on the following technical requirements for each category. Please complete the following tables in your submission and feel free to attach additional information on your product offerings.

7. Terms and Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers
- Part of the evaluation process may include a presentation from the Bidder and a site visit by Plan International staff, where applicable and necessary
- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer
- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing
- You accept Plan International's standard terms of payment which are **30 days** after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd

8. Evaluation of offers

Plan International, at its sole discretion, will select the winner of this tender.

Plan international shall be free to:

- Accept the whole, or part only, of any tender
- Accept none of the proposal's tenders
- Republish this request for Tenders

Plan International will not be liable for any costs or expenses incurred in the preparation of the tender.

Please note that if we do not get across to you 2 weeks after the close of this tender then you are not selected.

Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers.

Part of the evaluation process may include a presentation from the Tenderer and a site visit by Plan International staff.

Value for money is very important to Plan International, as every additional Naira saved is money that we can use on our humanitarian and development work throughout the world

9. Plan International's Ethical & Environmental Statement

1. The organization should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation.
2. The organization should seek to set reduction targets in areas where the organization's activities lead to significant environmental impacts.

10. Ethics and Child Protection

Plan International Nigeria places a high premium on **CHILD PROTECTION** issues in all its working relationships with its partners and associates and mandates all its working partners and associates to adhere to its **CHILD PROTECTION** Policy.

As such, the activity **must ensure appropriate, safe, non-discriminatory participation; a process of free and un-coerced consent and withdrawal; confidentiality and anonymity of participants.**

VALUES OF PLAN INTERNATIONAL:

You confirm you are familiar and committed to the following values of Plan International Nigeria

- **We work well together**
- **We are open and accountable**
- **We strive for lasting impact**
- **We are inclusive and empowering**

ANTI – TERRORISM

The Contractor or partners declares and guarantees that the funds provided by Plan International Nigeria for the service shall not be knowingly used to benefit terrorist groups as defined in the criminal code of Nigeria or individual members of those groups or for terrorist activities either directly or indirectly

11. Submission of offers

Offer should be submitted to Plan International address at;

Attention: Country Admin and Logistics Manager

No 49, Anthony Enahoro Street, Utako District,
Abuja, Nigeria.

Tel: +234 9-2921781

Or

Electronically to through Plan International designated email address;

Nigeria.Procurement@Plan-International.org

Queries related to this tender must be addressed to

Nigeria.TenderInquiry@plan-international.org

Please include the tender reference number above in all correspondence

The offer and all correspondence and documents related to the tender must be written in English languages.

The offer must be sent to the address specified above. It must be via registered post with acknowledgement of receipt or hand-delivered against receipt signed by a Plan International representative.

Offers must be received before the deadline specified in the “Tender Main Facts Table” and section 4.3 (key dates & timelines) above.

All offers must be submitted in one signed original, marked “original”, and one copy signed and marked “copy”. In case of discrepancies, information in the “original” shall prevail on “copy”. As well as the paper responses there should also be one copy in the form of a CD (If applicable)

All offers, inclusive of any annexes or supporting documents, must be submitted in **one sealed envelope (You may also Staple)** bearing only:

- a) The address;
- b) The tender reference number/name stated in the “Tender Main Facts Table”;
- d) The words “**Not to be opened before the tender opening session**”;
- e) The name and address of the Tenderer.

Each Tenderer or member of consortium or subcontractor may submit only one offer. The offer can be for one entire lot ONLY.

12. Submission Checklist

In addition to information requirements as outlined in section 6. Offers must be inclusive of the following documents:

Document	Form
Annex A – Confirmation of intention to tender & receipt of copy documents	Please complete with all requested information and return in PDF format.
Annex B – Supplier Questionnaire	Please complete with all requested information and return in word/PDF format.
Annex C – Tenderers Declaration	Please complete with all requested information and return in PDF format.
Annex D – Item List/specifications & Pricing Schedule (per LOT in each separate TAB)	Please complete with all requested information and return in Excel format
Annex E – Sample Pictures & Logo	For information only
Annex E - Non-Staff Code of Conduct	Please sign and date this document and return in PDF format.
Evidence of valid registration with corporate affairs commission	Please provide Copy of (1) Memorandum and Article of Association (2) Copy of forms CAC2 and CAC7
Evidence of tax clearance certificate	Please provide certificate for the last three years Tax Identification number (TIN)

Previous experience/supply	Please provide verifiable list of previous/similar projects/work carried out in the recent past
Financial Capability	Please provide evidence of financial capability and bankers' support letters

13. Clarifications

The onus is on the Tenderer to ensure that its offer is complete and meets Plan International's requirements. Failure to comply may lead to the offer being rejected without any reason being given. Please therefore ensure that you read this document carefully and answer fully all questions asked.