INVITATION TO TENDER
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1. **Background Information on Plan International**

Plan International is an independent development and humanitarian organisation 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 85 years and are now active in more than 75 countries.

Read more about Plan International's Global Strategy: 100 Million Reasons at [https://plan-international.org/strategy](https://plan-international.org/strategy)

2. **Summary of the Requirement**

The Global Fund to Fight AIDS, Tuberculosis and Malaria has granted Guinea a new grant for the period 2021-2023. Plan International Guinea has been designated Principal Recipient (PR) for Tuberculosis and HIV prevention. This grant aims to strengthen the quality of the TB services provided as well as to remove bottlenecks in the achievement of objectives.

The analysis of the situation showed that the notification rate of tuberculosis cases is below what is required to be able to detect a sufficient percentage of existing tuberculosis cases estimated by WHO.

In this regard, the TB treatment coverage rate estimated by the WHO is only 65% in 2018, while the rate recommended worldwide under the End TB strategy is at least 90% for achieve an impact on the TB burden and achieve the End TB targets. This discrepancy between estimated existing cases and notified cases is generally related to underdiagnosis of tuberculosis and/or underreporting of detected cases. This problem is especially accentuated in upper Guinea with a gap of 83% in Kankan.

To meet these challenges, the National TB Programme (PNLAT) in collaboration with, Plan Guinea International (Principal Recipient), in close collaboration with the Ministry of Health and other partners, proposes to make an international call for tenders to Purchase a mobile unit for the screening of TB in hard-to-reach areas. Buying a mobile unit for TB screening in areas that
are difficult for Guinea, considering the specific characteristics related to its working environment (lack of continuous power, difficult transport system, etc.), is a national priority.

3. ITT Overview and Instructions

3.1 Overview

Plan International are inviting interested parties to submit a bid as part of a competitive process for the supply of a mobile clinic. Successful Bidder(s) will be expected to enter into a formal contract 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.

3.2 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. Further details can be found in section 9.1 of this ITT document, ‘Submission Checklist.’

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:

- ITT FY22 -165 Mobile Clinic Tender Dossier
- ANNEX B - Pricing Schedule
- ANNEX C - Technical Questions
- ANNEX D - Supplier Questionnaire
- ANNEX E – Non-Staff Code of Conduct
- ANNEX F - Plans General Terms and Conditions

Tenderers are required to submit their proposal, inclusive of all required annexes, via email to procurement@plan-international.org. Offers must be received by the deadline specified in the section ‘3.2.1 Key Dates and Timelines.’

The offer and all correspondence and documents related to the tender must be written in French or English

Each Tenderer or member of consortium or sub-contractor may submit only one offer.

Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to procurement@plan-international.org and must include the ITT reference number: ITT FY22 -165 Mobile Clinic
3.3 **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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline Date</th>
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<tbody>
<tr>
<td>Issue of Invitation to Tender</td>
<td>May 31, 2022</td>
</tr>
<tr>
<td>Deadline for supplier submission of clarifications questions</td>
<td>June 14, 2022 - 23:59 PM GMT</td>
</tr>
<tr>
<td>Deadline for submission of offers</td>
<td>June 28, 2022 - 23:59 PM GMT</td>
</tr>
<tr>
<td>Extension of Deadline</td>
<td>July 14, 2022 – 23:59OM GMT</td>
</tr>
<tr>
<td>Supplier short-list notification</td>
<td>July 22, 2022</td>
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<tr>
<td>Supplier presentations / interviews</td>
<td>July 26, 27, 28, 2022</td>
</tr>
<tr>
<td>Contract Award</td>
<td>July 29, 2022</td>
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</tbody>
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3.4 **Pricing**

Bidders are required to complete the pricing schedule attached separately in ‘Annex B – Pricing Schedule.’ All prices must be quoted in USD, 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.

3.5 **Confidentiality**

The contents of this document are confidential and have been disclosed to you in strict confidence. Tenderers must not disclose the contents of this document to any third party except to those of your team (including staff members, consultants and advisers) who need to see the information on a need to know basis in order to assist you with your submission. Tenderers are responsible for any breaches of confidentiality by your team.
4. Specification and Scope of Requirement

Specifications for the Mobile Unit

- 4x4, 12 to 16 Ton chassis
- Engine: Euro 3 or below (Preferred due to poor fuel quality)
- Manual Transmission
- Left Hand Drive
- Demountable body
- Fresh and Waste water tanks
- Tropicalised Engine that is suitable for fuel quality of the region (Suitable to run in the hot climatic conditions)
- The truck brand representation in Guinea
- Anti-theft options
- Drivers and Passengers Air Bags
- Second spare wheel
- 3 Seat Cab
- Service parts list (Up to first 30,000 Kilometres)
- Driver and Basic maintenance Training

Mobile unit offering the different services of Radiography, laboratory unit with GeneXpert platform used for the diagnosis of TB, HIV (Viral load and pre-cause diagnosis), Ebola, Covid-19 and other diseases as needed.

This UNIT may have different capabilities:

A large version, integrating radiology equipment, image processing station, a room dedicated to the laboratory with GeneXpert, thus allowing optimization of patient flow management, respect for data confidentiality, and better working conditions for medical staff, patient data transmission system with an available hospital.

It should have a standard shipping container of 20 feet or more divided into three compartments:

1. A lead-shielded X-ray compartment
2. Workstation
3. Laboratory
The following equipment must be included:
1. Digital X-ray machine with CAD4TB
   (Computer-assisted detection for tuberculosis)
2. Computer workstations
3. GeneXpert MTB/RIF Test Equipment
4. Biosecurity cabinet
5. Air conditioners
6. Generator with capacity to run all equipment and air-conditioner.
7. Solar panels
8. Regulator/Batteries/Inverter
9. Printers
10. Refrigerators
12. Radiation protection equipment (e.g., lead aprons)
13. Operating power of equipment: 220V and 50Hz
14. All equipment should be compliant with Guinea power supply – voltage and hertz
15. Medical Equipment Training
16. Brand, origin and specification of each piece of equipment must be specified

The truck has three sources of energy:
1. Generator: this is the main source of energy, it runs all equipment, including air conditioners and the GeneXpert machine.
2. Solar energy: The batteries are charged by the solar panels on the roof of the container and thanks to an inverter can power all equipment except air conditioners. (The alternator also charges the batteries when the truck is in motion).
3. National Power Grid: The truck can also be connected to the power grid/mains if available.

Please refer to ‘Annex A - Specifications’ for full details of the requirement.

5. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process. The information gathered in ‘Annex C -Technical Questions,’ ‘Annex B – Pricing Schedule’ and any other requested documentation, will be used to evaluate and score each Bid against this set criteria. Please find further details in the below table
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Tenderers must demonstrate……</th>
<th>Weight</th>
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<tbody>
<tr>
<td><strong>Compliance</strong></td>
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</table>
| Tender Compliance and Completion | * Satisfactory completion of all documentation requested with sufficient information, submitted no later than the Closing Date specified.  
  - Agreement to our mandatory policies as set out in ‘Annex E - Non-Staff Code of Conduct.’ | Pass/Fail |
| Lead time | * Lead times offered must be best and final. | 30% |
| Ability to meet Specifications | * Able to provide all goods/materials at the required specifications and minimum alternatives offered  
  - Meets the required credentials to perform the service/consultancy  
  - Delivery Time for build and delivery to Guinea  
  - Warranty  
  - Ability to train | 20% |
| **Technical Proposal (65%)** | | |
| Quality | * Provides copy of Quality Assurance certificates (e.g. ISO9001)  
  - Provides copy of accreditations | 10% |
| Experience | * Previous experience in similar Projects  
  - Previous experience working with INGOs  
  - Customer References provided | 5% |
| Financial Proposal (30%) | | |
| Pricing Schedule | * Completion of ‘Annex B – Pricing Schedule’ with all requested information  
  - Fixed pricing  
  - Economically advantageous for the organisation | 30% |
| **Gender Responsive (5%)** | | |
| Gender Sensitive Practices and Policies | As part of our ongoing Gender Responsive Procurement Initiatives, Bidders will be allocated 5% of the overall score if they meet one or more of the following:  
  - If headed up by a woman  
    - If supplier is a women-owned business: A legal entity in any field that is more than 51% owned, managed, and controlled by one or more women.  
    - If the % of women in management positions is over 35%  
    - If % of women workers is 55% or above  
    - If robust gender equality initiatives are in place and active, E.g. WEPs | 5% |
6. Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to re-advertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of award of contract will be issued via e-mail.

7. Terms & 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. Plan International’s Ethical & Environmental Statement

- The organisation 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.

- The organisation should seek to set reduction targets in areas where the organisation’s activities lead to significant environmental impacts.

9. Submission Checklist

<table>
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