



PLAN
INTERNATIONAL



INVITATION TO TENDER



Table of Contents

1. Background Information on Plan International	3
2. Summary of the Requirement.....	3
3. ITT Overview and Instructions.....	3
3.1 Overview	3
3.2 Instructions to Tenderers	3
4. Specification and Scope of Requirement	5
5. Selection Criteria	5
6. Evaluation of offers	7
7. Terms & Conditions.....	7
8. Plan International's Ethical & Environmental Statement	8
9. Submission Checklist	9

School Feeding Program

PLAN/SLE/SFP/FY23/07

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 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>

2. Summary of the Requirement

Plan international Sierra Leone is implementing the integrated School Feeding Program in Bo, Kailahun, Bombali, Port Loko, Tonkolili and Moyamba districts. The objective of the program is to increase enrolment and retain children in primary school, thereby providing a daily meal per child to school children.

Plan International Sierra Leone is encouraging vendors/suppliers with the capacity and ability, to submit a Bid for the supply of **FOOD ITEMS** as stated in the price schedule 'ANNEX B'

3. ITT Overview and Instructions

3.1 Overview

Plan International are inviting interested parties to submit a bid for the supply of goods as part of a competitive process for the supply of Food Items. Successful Bidder(s) will be expected to enter into a Long-Term Agreement for call off requirements 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:

PLAN/SLE/SFP/FY23/07 Plan Tender Dossier
ANNEX B - Pricing Schedule
ANNEX C - Technical Questions
ANNEX D - Supplier Questionnaire
ANNEX E - Non-Staff Code of Conduct

Tenderers are required to submit their proposal, inclusive of all required annexes, via email to PlanSLE.tender@plan-international.org. Tenderers could also submit hard copy of Bid to Plan International Sierra Leone office, 6 Cantonment Road, Off King Harman Road, Freetown, Sierra Leone and place it in the tender box. Envelopes should be marked: **PLAN/SLE/SFP/FY23/07 Food Items** 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 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 plansle.procurement@plan-international.org and must include the ITT reference number: **PLAN/SLE/SFP/FY23/07 – Food Items.**

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	5 th July 2022, 0900hrs GMT
Deadline for supplier submission of clarifications questions	20 th July 2022, 1700hrs GMT
Deadline for Plan to respond to clarification questions	25 th July 2022, 1700hrs GMT
Deadline for submission of offers *Extended*	15 th August 2022, 1700hrs GMT
Extended deadline	12 th August 2022, 1700hrs GMT
Plan Review of Offers	15 th – 16 th August, 1700hrs GMT
Contract Award (S)	17 th August, 1700hrs GMT
Site Visit	18 th – 24 th August 2022

The above may be subject to change.

3.4 Pricing

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

4. Specification and Scope of Requirement

Destination	Rice (100% broken) 50kg bags	Gari (50 kg bags)	Beans (black eye) 50Kg bags	Vegetable Oil (20litres gallon)	Salt (25kg bags)
Moyamba	30978	7744	9680	8067	3227
Bo	24,607	6,152	7,690	6,408	2,563
Kailahun	23,505	5,876	7,345	6,121	2,448
Port Loko	35,562	0	8,891	7,409	2,964
Tonkolili	20,119	0	5,030	4,191	1,677
Bombali	22,744	0	5,686	4,738	1,895
Total	157,514	19,772	44,322	36,935	14,774

Deliveries are calculated in bags and are needed for the duration of the contract (1 year) to be supplied on a quarterly basis in the first week of every month of the quarter as per the above estimated quantities.

Note these quantities may vary within a 10% tolerance +/-.

5. Selection Criteria

Bids will be assessed against a 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:

	Criteria	Tenderers must demonstrate	Weight
Compliance	Tender Compliance and Completion	<ul style="list-style-type: none"> Satisfactory completion of all documentation sufficient information, submitted no later than the Closing Date specified. (1) Certificate of Business Registration/proof of Registration for Women's Cooperative organizations, (2) Updated NASSIT (May 2022), (3) updated Tax clearance (May 2022), (4) GST Certificate, (5) Freetown City Council Certificate for 2022/District Council Certificate for 2022, (6) Ministry of Health Food supplies certificate (2022) and if yes, please provide a copy of this along with your Bid Submission. Agreement to our mandatory policies as set out in 'Annex E- Non-Staff Code of Conduct.' 	Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.
Technical Proposal (65%)	Lead time	<p>Lead times offered meet requirements of Project implementation</p> <p>Bidder is able to supply within 15 days upon receipt of Purchase Order (PO)</p>	10%
	Delivery Location	<p>Bidder is able to supply food commodities to Sierra Leone (Local Bidders 30%, Bidders has a sales representative in Sierra Leone 15%)</p> <p>Bidders with no sales representative in Sierra Leone (0%)</p> <p>Bidders must be able to supply to at least one of the aforementioned districts.</p>	30%
	Ability to meet Specifications	Able to provide all goods at the required specifications and minimum alternatives offered	5%
	Quality	<p>Provides copy of License to supply food commodities in Sierra Leone</p> <p>Provides copy of accreditations</p>	10%
	Experience	<p>Previous experience in similar Projects</p> <p>Previous experience working with INGOs</p> <p>Customer References provided</p>	10%

Financial Proposal (30%)	Pricing Schedule	Completion of 'Annex B – Pricing Schedule' with all requested information Fixed pricing Economically advantageous for the organization	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: <ul style="list-style-type: none"> • 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 signed, gender equality procurement policy, any additional gender-sensitive program implemented. 	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

Document	Form
Annex B - Pricing Schedule	Please complete with all requested information and return in <i>PDF</i> format.
Annex C - Technical Questions	Please complete with all requested information and return in <i>PDF</i> format.
Annex D - Supplier Questionnaire	Please complete with all requested information and return in <i>PDF</i> format.
Annex E - Non-Staff Code of Conduct	Please sign and date this document and return in <i>PDF</i> format.
Copy of all business registration document as stated in Annex C – Technical Questions	Please provide a scanned copy
3 client references	Please provide 3 x client references
Examples of previous work of similar value including within Non-Governmental Organisations	Please provide details of the type of contract, period of performance, company name and service/goods provided