INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

1. Plan International Inc. through its Bidding Committee invites capable vendors to apply for eligibility and if found eligible, to bid for the hereunder proposed contract for the supply and delivery of goods and services thru Long Term Agreement, to wit:

<table>
<thead>
<tr>
<th><strong>Project Description</strong></th>
<th>Various Non-Food items for Plan International’s disaster response project/s (hygiene kit, water kit, infant kit, menstrual hygiene management kit, ECCD kit, CFS kit, sleeping kit)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
<td>4F Bloomingdale Bldg, #205 Salcedo St. Legazpi Village, Makati City</td>
</tr>
</tbody>
</table>

2. Interested suppliers are required to submit a *Letter of Intent* together with the following valid and/or unexpired pre-qualification documents either original or under-oath certified photocopy:
   
   a) Latest Business Permit,
   b) DTI Registration/SEC Registration,
   c) Latest Income Tax Return,
   d) Audited Income Statement – Independent Auditor,
   e) Certificate of Good Deposit and Good Credit Standing from a reputable bank and
   f) List of clients with similar projects/contracts

   delivered to:

   **The Bidding Committee CHAIRPERSON**
   Plan International Inc.- Country Office
   4F Bloomingdale Building, #205 Salcedo St. Legazpi Village, Makati City

   or e-mail PDF documents to:

   plan.phl_coproc@plan-international.org

   With subject: APPLICATION FOR ELIGIBILITY AND TO BID FOR *(indicate the project description)*

3. The Bidding Committee will issue Tender Pack only to bidders who submitted their Letter of Intent. All prospective bidders shall be NOTIFIED by the office through telephone and/or formal letters.

4. The Committee will use non-Discretionary pass/fail criteria in the Eligibility Check/Screening as well as the Preliminary Examination of Bids and it will conduct post evaluation of bids.

5. The schedule is as follows:

<table>
<thead>
<tr>
<th><strong>ACTIVITIES</strong></th>
<th><strong>Date &amp; Time</strong></th>
<th><strong>Place / Venue</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>a.) Submission of Letter of Intent and Issuance of Tender Pack</td>
<td>November 15, 2022 8:30am-5:30pm</td>
<td>Plan International Inc. Country Office</td>
</tr>
<tr>
<td>b.) Pre-bid conference</td>
<td>November 17, 2022 at 9:30am</td>
<td></td>
</tr>
</tbody>
</table>
c.) Submission of Bid Proposal and Opening of Bids

<table>
<thead>
<tr>
<th>November 21, 2022</th>
<th>12:00nn submission; 2:00pm opening of bids</th>
</tr>
</thead>
<tbody>
<tr>
<td>4F Bloomingdale Building, #205 Salcedo St. Legazpi Village Makati City</td>
<td></td>
</tr>
</tbody>
</table>

6. Blacklisted contractor by Plan need not submit their Pre-qualification documents.

7. All Bid prices/costs must have a validity period of one (1) year and to allow a specified Long Term Agreement for a maximum of two (2) years on the particular goods and services once selected and awarded.

8. Letter of authorization and Special Power of Attorney is not allowed.

9. No subcontracting/subletting.

10. Plan International reserves the right to accept or reject any bids and to cancel the bidding at any time prior to award of the contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidders of the reasons for employer’s action.

Plan International was founded over 75 years ago with a mission to promote and protect the rights of children. Plan International is a global organization that works with 51 developing countries to promote child rights and lifts millions of children in poverty.

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

For more information on Plan International and its programs in the Philippines, please visit our website: www.plan-international.org. Our selection policies and procedures ensures our commitment to gender equality and keeping children safe.

For further details and queries please refer to:

Maricel Campomanes
Country Logistics, Procurement and Admin Manager
Plan International Inc - Country Office
4F Bloomingdale Building, #205 Salcedo St.
Legazpi Village, Makati City
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Email: maricel.campomanes@plan-international.org