REQUEST FOR QUOTATION
Main Facts Table

<table>
<thead>
<tr>
<th>RFQ reference</th>
<th>RFQ FY23 – 136 Zoom Live Captions for Disability and Inclusion Webinars</th>
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</thead>
<tbody>
<tr>
<td>RFQ launch date</td>
<td>20th October 2022</td>
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<tr>
<td>Contract Manager</td>
<td>Tinotenda Hondo</td>
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<td>Deadline for submission of offers</td>
<td>27th October 2022</td>
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Submission of offers to procurement@plan-international.org

Please include the RFQ reference number RFQ FY23 – 136 Zoom Live Captions for Disability and Inclusion Webinars in all correspondence
**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 it’s 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 75 years, and are now active in more than 70 countries.

Read more about Plan International's Global Strategy: All Girls Standing Strong Creating Global Change at [https://plan-international.org/strategy](https://plan-international.org/strategy)

1. **Requirements**

The Gender & Inclusion Hub at Plan International are delivering a short Zoom webinar series that cover some essential principles and practices around disability inclusion and are seeking contract Zoom live captioning services for its Disability Inclusion webinar series to be held between November 2022 – January 2023.

**Requirements (to be met in full):**

**Around 6 hours of Zoom live captions in English, French, Spanish and Portuguese.**

The webinars will take place on the Zoom platform to be able to provide interpretation into different languages (simultaneous interpretation services have already been procured by Plan International). There will be two sessions for each webinar to accommodate colleagues across different regions.
Webinar Schedule

<table>
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<tr>
<th>Webinar</th>
<th>Session 1 (interpretation French &amp; Portuguese)</th>
<th>Session 2 (interpretation French, Spanish and Portuguese)</th>
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<tr>
<td><strong>Webinar 1:</strong> Disability from a rights perspective – Empowerment vs Development</td>
<td>Tuesday 8th November 9.00-10.00 UK time</td>
<td>Tuesday 8th November 15.00-16.00 UK time</td>
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<tr>
<td><strong>Webinar 2:</strong> Collecting disability specific disaggregated data – using the Washington Group question sets</td>
<td>Thursday 24th November 9.00-10.00 UK time</td>
<td>Thursday 24th November 15.00-16.00 UK time</td>
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<tr>
<td><strong>Webinar 3:</strong> Inclusive research and monitoring – including persons with disabilities in data gathering processes</td>
<td>Monday 5th December 9.00-10.00 UK time</td>
<td>Monday 5th December 15.00-16.00 UK time</td>
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We see to have the live captions service for each webinar as per the available language specified in the table above.

2. List of documents to be submitted with the RFQ

Please provide a quotation for the service requirement in section 1. Include a detailed breakdown of prices in GBP and your company profile.

3. Submission of offers

The offer must be sent via email to Procurement@plan-international.org

Offers must be received before the deadline specified in the “Request for Quotations”

Pricing for services should state whether they are fixed or non-fixed.

4. Evaluation of offers

Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan’s discretion.

Plan International, at its sole discretion, will select the successful RFQ.

Plan International shall be free to:
- Accept the whole, or part only, of any submission
- Accept none of the proposals
- Republish this Request for Quotations

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 supplier and a site visit by Plan International staff, to offices.

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

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

Plan International may award multiple contracts and all contracts will be non-exclusive.

5. **Contract Payment terms**

Please note that, if successful, Plan International’s standard terms of payment are **30 days** after the end of the month of receipt of invoice, or after acceptance of the Goods/Services/Works, if later.

6. **Plan International’s Ethical & Environmental Statement**

The supplier 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

7. **Clarifications**

The onus is on the invited companies to ensure that its offer is complete and meets Plan International’s requirements. Failure to comply may lead to the offer being rejected. Please therefore ensure that you read this document carefully and answer fully all questions asked.

If you have any queries in relation to your submission, or to any requirements of this tender, please email: procurement@plan-international.org

Thank you for your proposal.