



ITT-IDN/III/2024-042 – FUNDRAISING AGENCY

INVITATION TO TENDER

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1. Background Information on Plan Indonesia

Plan International has worked in Indonesia since 1969 and has officially become Yayasan Plan International Indonesia (Plan Indonesia) in 2017. We work to fight for the fulfillment of children's rights and the equality of girls. Plan Indonesia implements its activities through four programs: Child Development and Protection, Adolescent Health and Agency, Youth Employment and Entrepreneurship, and Humanitarian and Emergency Response. We work in 7 provinces, including East Nusa Tenggara, West Nusa Tenggara, Central Sulawesi, North Sulawesi, DKI Jakarta, Central Java, and West Java, with a target to empower 1 million girls. Furthermore, Plan Indonesia also sponsored 36.000 girls and boys in East Nusa Tenggara.

To achieve our mission and strategies as a local entity, Plan Indonesia aims to reach a wider audience and raise funds for potential donors through various channels such as face-to-face (F2F) fundraising, corporation, and institutional giving.

In its fourth year of fundraising, Plan Indonesia has faced milestones and challenges enough to draw insights for further improvement as it aims to grow its donor base. The gains over the past years demonstrate how F2F fundraising has been the main driver of income of local fundraising. This best practice shall continue 2023 to maintain fundraising growth and organization goals. Plan Indonesia seeks to grow its F2F operations in collaboration with a service provider in the market to augment the current capacity in place. This engagement is planned to commence in 2023.

Read more about Plan International's Global Strategy: 100 million Reasons at [Tentang Kami - Yayasan Plan International Indonesia \(plan-international.or.id\)](https://tentangkami-yayasanplaninternationalindonesia.org.id)

2. Summary of the Requirement

Plan Indonesia requires services bound by a Long-Term Agreement with the entities operating in the companies engaged in Fundraising Agency to conduct the F2F fundraising campaigns at events, businesses, and targeted public sites (street) to solicit regular giving (i.e. monthly) donations and collect donations in the form of a pledge by a donor to have an amount deducted from the donor's credit card or bank account and paid into a Plan Indonesia bank account on a regular basis as a donation to Plan Indonesia by the donor.

3. ITT Overview and Instructions

3.1 Overview

Plan Indonesia invites interested parties to submit a bid as part of a competitive process for Permanent Advocate and Legal Consultant services. Successful Bidder(s) will be expected to enter into a formal contract on an exclusive basis with our organization. Plan Indonesia reserves the right not to award a contract due to 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 information requested 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 in advancing gender equality and women's empowerment in the workplace are especially encouraged to apply.”

Documents comprising this tender pack are as follows:

- ITT-IDN/III/2024-042 Plan Tender Dossier
- ANNEX A – Scope of works
- ANNEX B - Pricing Schedule
- ANNEX C - Technical Questions
- ANNEX D - Supplier Questionnaire
- ANNEX E - Non-Staff Code of Conduct

Tenderers must email their proposal, including all required annexes, to yayasan.procurement@plan-international.org with the email subject “ITT-IDN/III/2024-042-F2F Agency_Supplier Name”. 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 consortium member or sub-contractor member may submit only one offer.

Unless stated otherwise, all communications from Bidders about this tender, including Clarification Questions, must be asked during the Pre-qualification meeting mentioned in paragraph 3.3 Key Dates & Timelines.

3.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan Indonesia 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 Indonesia 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	March 6 th , 2024
Deadline for pre-qualification briefing (online)	March 18 th , 2024
Deadline for submission of offers	April 6 th , 2024
Plan Review of Offers	April 9 th , 2024
Supplier short-list notification	April 12-15 th , 2024
Contract Award	April 12 th , 2024

For an explanation session related to the scope of work and other details, please join the pre-qualification meeting, which will be held on the schedule in the table above by joining the online room meeting via the following link:

bit.ly/F2FAgencyBriefing2024

3.4 Pricing

Bidders are required to complete the pricing schedule attached separately in ‘**Annex B – Pricing Schedule.**’ All prices must be quoted in Indonesian Rupiah (IDR), 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 Indonesia 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

For more detailed needs and scope of work, please refer to “**Annex A – Specifications**” by downloading the following link for details of the requirement:

[ANNEX A SCOPE OF WORKS – FUNDRAISING AGENCY.pdf](#)

5. Selection Criteria

Bids will be assessed against predetermined criteria, which have been developed and agreed upon 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 of criteria. Please find further details in the table below:

	Criteria	Tenderers must demonstrate.....	Weight
Compliance	Tender Compliance and Completion	<ul style="list-style-type: none">▪ Satisfactory completion of all documentation requested with sufficient information, submitted no later than the Closing Date specified.▪ Agree by confirming/signing our mandatory policies as set out in ‘Annex E- Non-Staff Code of Conduct.’▪ Deed of Incorporation▪ Letter of approval from the Ministry of Law and Human Rights▪ Tax Number Certificate (NPWP)▪ Front Page of Bank Account▪ Letter of Tax Confirmation	Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.

		<ul style="list-style-type: none"> ▪ NIB ▪ Submit Relevant Portfolios ▪ Permit from relevant institution (Ministry of Health) ▪ Relevant certificate (personnel) ▪ Certificate from PERADI Association for Directing/Managing Partners 	
Technical Proposal (65%)	Clawback mechanism	<ul style="list-style-type: none"> • Clawback mechanism offered meet requirements of Project implementation 	20%
	Ability to meet Specifications	<ul style="list-style-type: none"> • Able to provide all services at the required specifications and minimum alternatives offered • Meets the required credentials to perform the service/consultancy 	20%
	Quality	<ul style="list-style-type: none"> • Provides copy of Quality Assurance certificates (e.g. ISO9001) • Provides copy of accreditations 	10%
	Experience	<ul style="list-style-type: none"> • Previous experience in similar Projects • Previous experience working with INGOs <p>Customer References provided</p>	15%
Gender Responsive (5%)	Gender Sensitive Practices and Policies	<p>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:</p> <ul style="list-style-type: none"> ▪ If headed up by a woman ▪ If the 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%
Financial Proposal (30%)	Pricing Schedule	<ul style="list-style-type: none"> • Completion of 'Annex B – Pricing Schedule' with all requested information • Economically advantageous for the organization • Competitiveness 	30%

6. Evaluation of offers.

The Tender Panel will review all Bids to ensure they meet the minimum requirements in the 'Compliance' section above. Each Bid will be assigned a score based on predetermined criteria and 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 readvertise the opportunity.
- Not necessarily accept the lowest cost offer

Notification of the award of the 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 preparing your offer.
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- Plan Indonesia 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 Indonesia reserves the right to alter the schedule of tender and contract awarding
- Plan Indonesia reserves the right to cancel this tender process at any time and not to award any contract
- Plan Indonesia reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan Indonesia 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 Indonesia 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 conditions of sale may be, which you hereby waive
- You have examined carefully, understood, and complied with all conditions, instructions, forms, provisions, and specifications 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 Indonesia 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 the performance of the contract, you shall immediately inform Plan Indonesia in writing
- You accept Plan Indonesia's standard payment terms **14 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 Indonesia.

8. Submission Checklist

Document	Form
Annex B - Pricing Schedule	Please complete all requested information and return it in Excel and pdf format.
Annex C - Technical Questions	Please complete all requested information and return it in Excel and pdf format.
Annex D - Supplier Questionnaire	Please complete all requested information and return it in pdf format.
Annex E - Non-Staff Code of Conduct	Please sign and date this document and return it in PDF format.

For the details of the tender pack, please click the below link.

bit.ly/F2FAgency_tenderpack

Or use the QR Code below to download the tender pack.

