

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: **Girls Standing Strong** at <https://plan-international.org/strategy>

Overview of the Project:

Plan International Liberia has been selected as PR to implement the TB/HIV/RSSH grant from January 1st, 2024 to end of December 2026 and C19RM grant from January 1st, 2024 to end of December 2025. This will be done in coordination with multiple partners including Ministry of Health entities like NACP (National AIDS and STIs Control Program) and NLTCP (National Leprosy and TB Control Program) and Liberia Medicines & Health Products Regulatory Authority (LMHRA) as well as various civil society organizations and UN agencies. As Principal Recipient, Plan International Liberia will be implementing the various health activities throughout the 3 years with national scope of intervention. The RSSH component aims to strengthen the technical capacity of the National AIDS Control Programs (NACP), National Leprosy and Tuberculosis Control Program (NLTCP), Supply Chain Management Unit (SCMU), and The Liberia Medicines & Health Products Regulatory Authority (LMHRA). The goal is to first clear stock-piled pharmaceutical waste from the central Medical Store, county depots and health facilities and transition waste management to a core routine and decentralized intervention nationwide.

1. Summary of the Requirement

Plan International Liberia (PIL) is inviting tenders from qualified suppliers to provide services for the Liberia Medicines & Health Products Regulatory Authority (LMHRA). The procurement is divided into two lots as follows:

* **LOT 1:** Supply and Installation of a Medical Waste Incinerator
* **LOT 2:** Supply and Installation of a Generator

The LMHRA, as the statutory body of the Government of Liberia responsible for ensuring the safety and effectiveness of medicines and health products in the country, is facing challenges with its current waste management infrastructure. To enhance the capacity for proper treatment and disposal of health product waste, LMHRA is in the process of procuring a high-capacity incinerator and a generator.

The selected bidder(s) will be responsible for the delivery, installation, testing, and training of LMHRA officials on the use of both the incinerator and generator.

**Bidders have the option to bid for one or both lots as per the specification.**

1. ITT Overview and Instructions
   1. Overview

Plan International Liberia are inviting interested parties to submit a **bid**as part of a competitive process for **Supply, Installation, testing and Commissioning of a Medical Waste Incinerator and a Generator.** 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.

* 1. 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 FY25 -0195 Plan Tender Dossier
* ANNEX A – Confirmation of Intention to Tender
* ANNEX B – Specification (Incinerator)
* ANNEX C – Specification (Generator)
* ANNEX D - Pricing Schedule
* ANNEX E - Technical Questions
* ANNEX F - Supplier Questionnaire
* ANNEX G - Non-Staff Code of Conduct

Tenderers are required to submit their proposal, inclusive of all required annexes, via email to [procurement@plan-international.org](mailto:procurement@plan-international.org).Offers must be received by the deadline specified in the section **‘3.3 Key Dates and Timelines.’**

The offer and all correspondence and documents related to the tender must be written in English Language.

**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](mailto:procurement@plan-international.org) and must include the ITT reference number:***ITT FY25 – 0195.***

**3.3 Key Dates and Timelines**

The following table outlines the key dates and timelines associated with this tender process. Plan International Liberia 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 Liberia 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 | **20th September 2024** |
| Deadline for supplier submission of clarifications questions | **18th October 2024** |
| Pre - Bid Meeting | **22nd October 2024** |
| Deadline for Plan to respond to clarification questions | **23rd October 2024** |
| Deadline for submission of offers | **23:59 (BST) 1st November 2024** |

* 1. Pricing

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

1. Specification and Scope of Requirement

Please refer to ‘**Annex B & C - Specifications’** for full details of the requirement.

1. 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Criteria** | **Tenderers must demonstrate……** | **Weight** |
| **Compliance** | | **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. Bidders who do not meet these minimum requirements will not have their Bids further assessed.** |
| **Technical Proposal**  **(65%)** |  | ***General Experience*** | * *Demonstrate Experience for the supply and installation of Incinerator / Generator in the role of prime contractor.* | *20%* |
| ***Specific Experience*** | * *Provide evidence that the bidder has successfully completed two (2) similar works in the last 3 years* | *15%* |
|  | ***Ability to Meet Plan’s Requirement.*** | * *The Bidder shall furnish documentary evidence to demonstrate that the Goods it offers meet the usage requirement: as per specification* | *25%* |
| ***Experience with INGO*** | * *Previous experience working with INGOs* * *Customer References provided* | *5%* |
| **Financial Proposal  (30%)** | | **Pricing Schedule** | * Completion of ‘Annex B – Pricing Schedule’ with all requested information * Delivery Schedule – Incoterm * Cost of major replacement components, mandatory spare parts and service. * Life Cycle Costs (Ownership cost + Operating Cost+ Maintenance Cost)   Number of years for Life Cycle cost – **5 years** | **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 signed, gender equality procurement policy, any additional gender-sensitive program implemented. | **5%** |

1. 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 Money (VFM) 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 award of contract will be issued via e-mail.

1. 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

1. 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

1. Submission Checklist

Please note Plan International are unable to accept submissions which are accessible by an online link, for example SharePoint, Dropbox etc. Please submit the documents as email attachments.

|  |  |
| --- | --- |
| **Document** | **Form** |
| **Annex D - Pricing Schedule** | Please complete with all requested information and return in *Excel or PDF* format. |
| **Annex E - Technical Questions** | Please complete with all requested information and return in *Excel or PDF* format. |
| **Annex F - Supplier Questionnaire** | Please complete with all requested information and return in *Word of PDF* format. |
| **Annex G- Non-Staff Code of Conduct** | Please sign and date this document and return in PDF format. |
| ***Full and detailed Proposal to this ITT to***  ***showcase:***  *➢ How your organisation meets Plan*  *International’s minimum*  *requirements per Lot*  *➢ Any additional or complimentary*  *services available per Lot*  *➢ A clear breakdown of pricing per*  *Lot, including price details for any*  *additional or complimentary*  *services per Lot*  *➢ Details demonstrating your*  *organisations understanding of*  *working with INGOs for this*  *category of service* | *Please submit your Proposal in either PDF, Word, PowerPoint or any of these combinations (if submitting more than one file).* |