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1. **Background** **Information on Plan International**

**Supply of Construction and Rehabilitation Materials to**

**Lot 1 - Damboa & Lot 2 - Mobbar**

**LGA of Borno State**

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 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 80 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>.

1. Summary of the Requirement

Plan International, under the Director General for European Civil Protection and Humanitarian Aid Operations funded project, is implementing an integrated education project titled: "Enhancing Access to Learning Opportunities and Protection Outcomes for Children." This project aims to provide quality education and child protection services while strengthening community-level mechanisms to create a safer environment for children and their families in targeted LGAs of Borno State;

This tender seeks to procure construction materials, which will be supplied by the awarded company to designated storage locations in Damboa and Mobbar LGAs of Borno State. All associated costs, including transportation to the delivery locations in each LGA, should be included in the bid.

The construction work aims to provide a conducive learning environment for out-of-school children. Specifically, the new gender-responsive and disability-friendly latrines will promote good hygiene practices among learners in schools and learning centers. The construction will adhere to the International Network for Education in Emergencies (INEE) minimum standards and utilize locally sourced and sustainable materials to ensure the project's sustainability and effectiveness. The details and magnitude of the construction and rehabilitation work have been assessed and determined by the construction coordinator based on the material estimate.

* Enhance Learning Environment: Constructing and rehabilitating classrooms aims to provide safe, comfortable, and well-equipped spaces for teaching and learning.
* Promote Hygiene: Building gender-responsive and disability-friendly latrines encourages good hygiene practices and improves sanitation standards.

Foster Inclusivity: Constructing inclusive latrines ensures accessibility for all learners, promoting equality and diversity in education. Educators

1. ITT Overview and Instructions
   1. Overview

Plan International's Supply Chain department is inviting interested parties to bid as part of a competitive tender process for the procurement and supply of construction and rehabilitation materials to Mobbar and Damboa LGA.

Successful tenderers will be expected to enter into a formal contract with Plan International 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 contracts 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 they provide all the necessary information asked for in the format specified, or risk their 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 or advancing gender equality and women's empowerment in the workplace are especially encouraged to apply.

Documents comprising this tender pack are as follows:

* **PIN/CO/O25/010** Plan Tender Dossier
* ANNEX A – Specifications
* ANNEX B - Pricing Schedule
* ANNEX C - Technical Questions
* ANNEX D - Supplier Questionnaire
* ANNEX E – Non-Staff Code of Conduct
* ANNEX F – Bill of Quantity (BOQ)

Tenderers are required to submit their proposal, inclusive of all required annexes, via email. Offers must be received by the deadline specified in the section **‘3.3 Key Dates and Timelines.’**

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

**Each Tenderer or member of a consortium or sub-contractor may submit only one offer.**

Unless stated otherwise, all communications from Bidders about this tender must include the ITT reference number **PIN/CO/O25/010** and be directed to [nigeria.procurement@plan-international.org](mailto:nigeria.procurement@plan-international.org)**.** Clarification and Questions must be sent to [Tenderinquiry@plan-international.org](mailto:Tenderinquiry@plan-international.org)

###### 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 | **17th March 2025** |
| Deadline for supplier submission of clarification questions | **17th to 28th March 2025** |
| Deadline for Plan to respond to clarification questions | **2nd of April 2025** |
| Deadline for submission of offers | **11.59 pm, 16th April 2025** |
| Plan Review of Offers | **21st – 22nd April 2025** |

###### 3.4 Pricing

Bidders are required to complete the pricing schedule attached separately in **Annex B – Pricing Schedule.’** All prices must be quoted in Nigeria Naira and inclusive of all applicable taxes.

It is expected that prices will be fixed for the duration of the contract and quotes will be 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 - Specifications’** for full details of the requirement.

1. Selection Criteria

Bids will be assessed against predetermined criteria, which have been developed and agreed upon by the Tender Panel before 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 table below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Criteria** | **Tenderers must demonstrate** | **Weight** |
| **Compliance** | **Tender Compliance and Completion** | * Properly filled, stamped and signed Annexes B, C, D, & E, & F * Agreement to our mandatory policies as set out in ‘Annex E- Non-Staff Code of Conduct.’ * Evidence of valid registration with the corporate affairs commission, including forms C02 and C07 **OR/** status report * Evidence of tax clearance certificate for the years 2022 and 2023 * Audited report for the past 2 years (2023/2024) and bankers’ support letter.      * Satisfactory completion of all documentation requested with sufficient information, submitted no later than the tender closing date. | **Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.** |
| **Technical (65%** |  | **Delivery Lead Time:**   * The supplier must specify the estimated timeline for delivering the requested items and demonstrate their capability to meet the stated delivery schedule | *65%* |
|  | **Proof of work experience:**   * The bidder must provide evidence that it has carried out at least 5 specific and similar procurements as a Prime Contractor in the last 5 years. This can be demonstrated through Purchase Orders and Contracts for completed supplies or projects, particularly in locations similar to Damboa and Mobbar. * The bidder must demonstrate it has carried out a similar contract worth no less than 80 million Naira. |
|  | **Sample review:**  *The best qualitative sample was presented for review.*   * **Sample Quality** – The highest-quality sample should be presented for evaluation. * **Initial Stage**: Pictorial samples are required for review. * **Final Stage**: Physical samples must be provided by the prequalified bidders for final assessment. Note that samples received during prequalification should be provided for contracting |
| **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 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. | **5%** |
| **Financial Proposal  (30%)** | **Pricing Schedule** | * 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. * Completion of ‘Annex B – Pricing Schedule’ with all requested information * Fixed pricing * Economically advantageous for the organisation | **30%** |

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 based on 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 the Plan reserves the right to:

* Decide not to award to any supplier
* Decide to award to one or more suppliers
* Decide to advertise 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 conditions of sale may be, which you hereby waive
* You have examined carefully, understood and complied 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 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 the 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 the Nigerian Environmental Management System, 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

|  |  |
| --- | --- |
| **Document** | **Form** |
| **Annex B - Pricing Schedule** | Please complete with all requested information and return in Excel format. |
| **Annex C - Technical Questions** | Please complete with all requested information and return in Excel format. |
| **Annex D - Supplier Questionnaire** | Please complete with all requested information and return in Word format. |
| **Annex E - Non-Staff Code of Conduct** | Please sign and date this document and return it in PDF format. |
| **Annex F – Bill of Quantity (BOQ)** | Please complete with all requested information and return in PDF format |
| **Certificate of Incorporation with forms C02 and C07, or Status Report** | Please provide scanned copies |
| **Tax clearance certificate for the years 2022/2023** | Please provide scanned copies. |
| **Audited Financial report for the past 2 years 2023/2024** | Please provide scanned copies |
| **Proof of relatable work experience from a minimum of 5 organizations demonstrated through signed Purchase Orders or Contracts for completed supplies or projects, particularly in locations similar to Damboa and Mobbar.** | Please provide scanned copies. |