







Table of Contents

[1. Background Information on Plan International 3](#_Toc94078393)

[2. Summary of the Requirement 3](#_Toc94078394)

[3. ITT Overview and Instructions 3](#_Toc94078395)

[3.1 Overview 3](#_Toc94078396)

[3.2 Instructions to Tenderers 4](#_Toc94078397)

[4. Specification and Scope of Requirement 5](#_Toc94078398)

[5. Selection Criteria 5](#_Toc94078399)

[6. Evaluation of offers 5-6](#_Toc94078400)

[7. Terms & Conditions 6](#_Toc94078401)

[8. Plan International’s Ethical & Environmental Statement 7](#_Toc94078402)

[9. Submission Checklist 9-10](#_Toc94078403)

ECHO, Enhancing access to safe, inclusive, and protective learning opportunities for children through the provision of quality integrated education

1. Background Information on Plan International

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

The Materials will be supplied by the awarded company to the Plan International Maiduguri office/warehouse in Borno State. All costs should be inclusive of transportation costs to the delivery location at Maiduguri.

The learning materials are key to achieving effective learning. While teachers depend on teaching materials to effectively communicate ideas, skills, knowledge and information to learners, learners on the other hand need learning materials to actively participate in their own learning.

Therefore, to enhance access to inclusive learning opportunities and protection outcomes for children through the provision of quality integrated education and child protection, the project is procuring and distributing basic learning material to formal school learners across Damboa, Mobbar and Kala Balge Borno State.

1. ITT Overview and Instructions
   1. Overview

Plan International are inviting interested parties to submit a bid as part of a competitive process for the supply of Teaching and Learning Materials. 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 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/025/004** 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

Tenderers are required to submit their proposal, inclusive of all required annexes, via email to [Nigeria.procurement@plan-international.org](mailto:Nigeria.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.

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

Unless stated otherwise, all submissions from Bidders about this tender must be directed to [Nigeria.Procurement@plan-international.org](mailto:Nigeria.Procurement@plan-international.org) and must include the ITT reference number – **PIN/CO/O25/004**. Clarifications must be directed to [Tenderinquiry@plan-international.org](mailto:Tenderinquiry@plan-international.org) and must include the ITT reference number: **PIN/CO/O25/004.**

###### 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 | **6th March 2025** |
| Deadline for supplier submission of clarification questions | **7th – 18th March 2025** |
| Deadline for Plan to respond to clarification questions | **19th – 20th March 2025** |
| Deadline for submission of offers | **11.59 pm, 4th April 2025** |
| Plan Review of Offers | **7th – 9th 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 Naira and inclusive of 7.5% Value Added Tax (VAT).

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

A detailed list of the items to be procured can be found in **Annex B**, attached to this tender.

The items have been categorized into Lots, with each Lot containing similar items. Bidders are encouraged to submit bids for a maximum of three (3) Lots.

Please refer to ‘**Annex B – Pricing schedule** 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** | * Evidence of valid registration with corporate affairs commission with the Memorandum and Article of Association, and forms CAC2 and CAC7. * Evidence of tax clearance certificate for the years ending 2022 and 2023 * Audited report for years ending 2023 and 2024 * 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%)** | **Delivery Lead Time** | * Bidders are to clearly state the timeline the items can be delivered if successful. | **15%** |
| **Proof of relatable work experience.** | * The bidder must demonstrate that it has carried out at least 3 specific similar procurements as a Prime Contractor in the last 5 years. * The bidder must demonstrate it has carried out a similar contract worth no less than 30 million Naira. * Bidders are to provide three client references, including email addresses and phone numbers. | **30%** |
| **Sample Quality** | * Prequalified bidders may be requested to submit samples for the Lots under consideration. Evaluation will be based on the quality and suitability of the samples provided. | **20%** |
| **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. E.g. WEPs signed, gender equality procurement policy, any additional gender-sensitive program implemented. | **5%** |
| **Financial Proposal  (30%)** | **Pricing Schedule** | * Completion of ‘Annex B – Pricing Schedule’ with all requested information * Price validity | **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 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
* Successful Bidders 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 **within 30 days** after an invoice is received or, if later, after acceptance of the Goods or Services in question by Plan International Nigeria.

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, 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.

**VALUES OF PLAN INTERNATIONAL:**

You confirm you are familiar with and committed to the following values of Plan International Nigeria

* **We work well together**
* **We are open and accountable**
* **We strive for lasting impact**
* **We are inclusive and empowering**

**ANTI – TERRORISM**

The Contractor or partners declares and guarantees that the funds provided by Plan International Nigeria for the service shall not be knowingly used to benefit terrorist groups as defined in the criminal code of Nigeria or individual members of those groups or for terrorist activities, either directly or indirectly.

Submission of offers

**Offer should be submitted to Plan International address at;**

**Attention: Head of Supply Chain**

No 49, Anthony Enahoro Street, Utako District,

Abuja, Nigeria.

Tel: +234 9-2921781

**Or**

**Electronically through the Plan International designated email address;**

[Nigeria.Procurement@Plan-International.org](mailto:Nigeria.Procurement@Plan-International.org)

**Queries related to this tender must be addressed to**

[Nigeria.TenderInquiry@plan-international.org](mailto:Nigeria.TenderInquiry@plan-international.org)

**Please include the tender reference number above in all correspondence**

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

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 Excelformat. |
| **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. |
| **Evidence of valid registration with corporate affairs commission with forms C02 and C07** | Please share scanned copies. |
| **Evidence of tax clearance certificate for the years ending 2022 and 2023** | Please share scanned copies |
| **Evidence of previous work experience for a similar procurement** | Please share scanned copies |
| **Audited reports for the years ending 2023 and 2024** | Please share scanned copies |