



INVITATION TO TENDER

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## 1. Background Information on Plan International

Founded in 1937, Plan International is an independent development and humanitarian organization with no religious, political, or governmental affiliations. Our vision is a just world that advances children's rights and equality for girls. We engage people and partners to; empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability; drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face; work with children and communities to prepare for and respond to crises and to overcome adversity; support the safe and successful progression of children from birth to adulthood.

To fulfil the promise of the 2030 Global Goals, our 5-year Global Strategy is designed to deliver significant change for girls and boys, putting a special emphasis on gender equality. We see clear links between fulfilling children's rights, achieving gender equality and ending child poverty. Every girl and boy have the right to be healthy, educated, protected, valued and respected in their own community and beyond. We support these rights from when children are born to when they reach adulthood. We work to ensure that girls and boys know their rights, and have the skills, knowledge, and confidence to fulfil them. This approach inspires and empowers children and communities to create long-lasting change. Girls have the power to change the world. Our ambition is to work beside them and together we act so 100 million girls learn, lead, decide and thrive. Our global advocacy work not only focuses on international policy but also ensures national governments can meaningfully implement and uphold laws that advance children's rights and gender equality at community level. Read more about Plan International's Global Strategy: 100 million Reasons at <https://plan-international.org/strategy>

## 2. Background

The COVID-19 pandemic exposed significant gaps in healthcare infrastructure, especially in the availability and reliability of health systems, which are critical for the testing and treatment of severe illnesses. The Ministry of Health (MoH), in collaboration with the Global Fund through the COVID-19 Response Mechanism (C19RM), is working to strengthen the country's integrated health system.

Liberia faces significant energy challenges, with less than 20% of the population having access to reliable public electricity. This hinders the consistent operation of medical devices and equipment. Solar energy offers a cost-effective, sustainable, and independent power source essential for maintaining uninterrupted diagnostic services.

As part of the Global Fund's Grant Cycle 7 (GC7), Plan International Liberia, serving as the Principal Recipient, is supporting the solarization efforts of the Govt. of Liberia. To ensure continuous functionality, mitigate power-related disruptions, and reduce dependency on fossil fuels, Plan International Liberia is initiating the solarization of 2 PSA Oxygen Plants at Tellewoyan and Rally Time hospital and 14 GeneXpert Machines at 14 hospital sites across nine counties. This intervention aims to provide a reliable, cost-effective, and environmentally sustainable energy solution.

## 3. ITT Overview and Instructions

### 3.1 Overview

Plan International Liberia is inviting interested parties to submit a Proposal for:

- 1) Lot 1: Solarization of 2 PSA Oxygen Plants at Tellewoyan and Rally Time Hospital.**
- 2) Lot 2: Solarization of 14 GeneXpert Machines at 14 hospital sites across nine counties:**

Facility	County	Peak Load (kVA)	Day Energy (kWh)	Night Energy (kWh)	System Size
Charles B. Dunbar Hospital	Bong	4.15	25.63	12.51	5 kVA

Rally Time Hospital	Grand Kru	4.41	19.44	13.15	5 kVA
Sr. Barbara Ann HC	Montserrado	4.75	30.26	20.52	5 kVA
G.W. Harley Hospital	Nimba	--	--	--	15 kVA
NACP Molecular Lab	Montserrado	14.68	114.92	69.04	15 kVA
Liberia Government Hospital	Bomi	7.15	48.39	19.16	10 kVA
Phebe Hospital (OPD)	Bong	5.65	37.63	17.01	10 kVA
Sinjah CHC	Grand Cape Mount	5.83	26.59	17.23	10 kVA
Martha Tubman Mem Hosp	Grand Gedeh	7.30	34.12	21.31	10 kVA
Kolahun Hospital	Lofa	7.14	35.35	21.17	10 kVA
J.J. Dossen Hospital	Maryland	7.43	47.14	18.74	10 kVA
Pleebo Health Center	Maryland	6.74	42.26	27.60	10 kVA
Redemption Hospital	Montserrado	7.60	36.28	20.20	10 kVA
TB Annex	Montserrado	7.66	53.61	25.88	10 kVA

As part of a competitive process for services, successful Bidder(s) will be expected to enter into a **formal contract** 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.

### 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 they provide all the necessary information asked for in the format specified, or risk their offer being rejected. Further details can be found in 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:

- Ref No.: 2025/C19/Solarization of PSA Oxygen Plants and GeneXpert Machines/006
- ANNEX A(a) – Terms of Reference of Solarization of PSA Plants
- ANNEX A(b) – Terms of Reference of Solarization of GeneXpert Machines
- ANNEX B – Pricing Schedule/BOQ
- ANNEX C – Technical Questions
- ANNEX D – Supplier Questionnaire
- ANNEX E – Non-Staff Code of Conduct

Tenderers are required to submit their proposals inclusive of all required annexes in a sealed envelope and dropped into the tender box situated on the Ground Floor of Plan International Liberia Country Office on or before **June 16, 2025 @ 3:30 PM**. Bids will be opened on **June 17, 2025 at 11 AM** in the presence of bidders' representatives who choose to attend. The opening will take place in the Supply Chain Office room #1 at Plan Liberia Country Office. All bids submitted after the deadline as indicated above will be rejected. 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 (1) offer.**

Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to [Liberia.procurementinfo@plan-international.org](mailto:Liberia.procurementinfo@plan-international.org) and

must include the ITT reference number: **2025/C19/Solarization of PSA Oxygen Plants and GeneXpert Machines/006**.

### 3.3 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 their 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	<b>May 26, 2025</b>
Deadline for supplier submission of clarifications questions	<b>By or before June 6, 2025</b>
Deadline for Plan to respond to clarification questions	<b>By or before June 9, 2025</b>
Deadline for submission of offers	<b>June 16, 2025; on or before 3:30 PM</b>
Opening of technical bids	<b>June 17, 2025 at 11 AM in Plan International Liberia Country Office Supply Chain Office room # 1</b>
Opening of financial bids	<b>June 17, 2025 at 11 AM in Plan International Liberia Country Office Supply Chain Office room # 1</b>
Site Visit by committee members	<b>June 20, 2025 beginning at 11 AM to 4:30 PM</b>
Finalization of Service provider Selection by Plan	<b>June 26, 2025</b>

### 3.4 Pricing

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

### 3.5 Confidentiality

The contents of this document are confidential and have been disclosed to you in strict confidence. Tenderers must not disclose the contents of this document to any third party except to those of your team (including staff members, consultants and advisers) who need to see the information on a need-to-know basis in order to assist you with your submission. Tenderers are responsible for any breaches of confidentiality by your team.

## 4. Specification and Scope of Requirement

Please refer to ‘**Annex A(a) and Annex A(b) – Terms of Reference: (i) Solarization of PSA Plants and (ii) Solarization of GeneXpert Machines**’ for full details of the requirement.

## 5. 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/BoQ' 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:

Selection	Criteria	Tenderers must demonstrate Documents Required	Weight Maximum Score
<b>Compliance</b>	<b>Tender Compliance and Completion</b>	<ul style="list-style-type: none"> <li>Satisfactory completion of all documentation requested with sufficient information submitted no later than the Closing Date specified.</li> <li>Documentation must be in the name of the bidder submitting the tender.</li> <li>Agreement to Plan mandatory policies as set out in 'Annex E- Non-Staff Code of Conduct'</li> <li>Valid Business Registration Certificate and Tax Clearance, Licensed Engineering/Electrical Contractor and valid proof of registration documents <b>(if not provided or not valid, must be provided within 72 hours after award)</b>.</li> </ul>	<b>Pass/Fail</b> Bidders who do not meet these minimum requirements will not proceed to the next level of the evaluation process
<b>Technical Scoring Criteria (65%)</b>	<b>Company Profile and Staffing's Technical Expertise</b>	<ol style="list-style-type: none"> <li>Organizational structure, staff list, and clarity of project team roles and responsibilities <b>(5%)</b> <ul style="list-style-type: none"> <li>✍ 9-10 points: provide detailed company profile, org. structure, staff list, clarity of project team roles &amp; responsibilities</li> <li>✍ 7-8 points: provide detailed company profile, staff list, clarity of project team roles &amp; responsibilities</li> <li>✍ 4-6 points: provide detailed company profile, clarity of project team roles &amp; responsibilities</li> <li>✍ 1-3 points: provide detailed company profile and not clear structure</li> <li>✍ 0 point: not provide documents</li> </ul> </li> <li>Availability of operational office or long-term partners in Liberia for ongoing support, maintenance and response <b>(5%)</b> <ul style="list-style-type: none"> <li>✍ 9-10 points: has operational office or long-term partner in Liberia with staffing</li> <li>✍ 7-8 points: has local representative office in Liberia</li> <li>✍ 4-6 points: has project-based presence in Liberia</li> <li>✍ 1-3 points: has limited or ad hoc in-country access</li> <li>✍ 0 point: no in-country presence</li> </ul> </li> <li>Qualifications and experience of key staff <b>(10%)</b> <ul style="list-style-type: none"> <li>✓ Project Manager x1: Minimum qualification - Project Management or equivalent with minimum 10 years of relevant experience. <ul style="list-style-type: none"> <li>✍ 9-10 points: qualification in project management or equivalent with 10+ years of relevant experience</li> <li>✍ 7-8 points: qualification in project management or equivalent with 9-10 years of relevant experience</li> <li>✍ 4-6 points: qualification in project management or equivalent with 6-8 years of relevant experience</li> <li>✍ 1-3 points: qualification in project management or equivalent with 3-5 years of relevant experience</li> <li>✍ 0 point: &lt; 3 years of relevant experience</li> </ul> </li> <li>✓ Engineers x3: Minimum qualification - B.tech or equivalent (Electrical) with</li> </ul> </li> </ol>	<b>25%</b>

		<p>minimum 5 years of experience in Solarization.</p> <ul style="list-style-type: none"> <li>✖ 9-10 points: qualification in B.tech or equivalent (electrical) with 5+ years of experience in Solarization</li> <li>✖ 7-8 points: qualification in B.tech or equivalent (electrical) with 4-5 years of experience in Solarization</li> <li>✖ 4-6 points: qualification in B.tech or equivalent (electrical) with 1-3 years of experience in Solarization</li> <li>✖ 1-3 points: no qualification in B.tech or equivalent (electrical) but have 1-3 years of experience in Solarization</li> <li>✖ 0 points: no qualification, no experience</li> </ul> <p>✓ Technicians (2 for PSA and 9 for GenXpert): Minimum qualification - Diploma in Engineering or equivalent with minimum 3 years of experience in Solarization</p> <ul style="list-style-type: none"> <li>✖ 9-10 points: diploma in engineering or equivalent with 4+ years of experience in Solarization</li> <li>✖ 7-8 points: diploma in engineering or equivalent with 3-4 years of experience in Solarization</li> <li>✖ 4-6 points: diploma in engineering or equivalent with &lt;3 years of experience in Solarization</li> <li>✖ 1-3 points: no diploma in engineering or equivalent with but have &lt;3 years of experience in Solarization</li> <li>✖ 0 point: no diploma, no experience</li> </ul> <p>✓ Site Supervisors x3: Minimum qualification - Project Management or equivalent with minimum 3 years of experience in Solarization</p> <ul style="list-style-type: none"> <li>✖ 9-10 points: qualification in project management or equivalent with 4+ years of experience in Solarization</li> <li>✖ 7-8 points: qualification in project management or equivalent with 3-4 years of experience in Solarization</li> <li>✖ 4-6 points: qualification in project management or equivalent with &lt;3 years of experience in Solarization</li> <li>✖ 1-3 points: no qualification in project management or equivalent but have &lt;3 years of experience in Solarization</li> <li>✖ 0 point: no qualification, no experience</li> </ul> <p>4. Valid Liberian (or local partner) electrical/ engineering license; knowledge of IEC &amp; Liberia's energy standards <b>(5%)</b></p> <ul style="list-style-type: none"> <li>✖ 9-10 points: valid licenses with both, Bidder &amp; Partners, plus demonstrated knowledge of standards</li> <li>✖ 7-8 points: valid licensing with Bidder only plus basic standards understanding</li> <li>✖ 4-6 points: valid licensing with Partner only plus basic standards understanding</li> <li>✖ 1-3 points: minimal documentation</li> <li>✖ 0 point: no license/knowledge provided</li> </ul>	
	Company Expertise and Experience	<p>5. Proven track record in implementing solar PV systems of similar complexity, preferably in health or low-resource settings – At least 5 relevant projects in the past 5 years, in health and/or NGO sectors <b>(10%)</b></p>	<b>15%</b>

		<ul style="list-style-type: none"> <li>✍ 9-10 points: 6+ current relevant projects in health and/or NGO sectors</li> <li>✍ 7-8 points: 5-6 current relevant projects in health and/or NGO sectors</li> <li>✍ 4-6 points: 2-4 current relevant projects in health and/or NGO sectors</li> <li>✍ 1-3 points: &lt;2 current relevant projects in health and/or NGO sectors</li> <li>✍ 0 point: no evidence of similar projects</li> </ul> <p>6. At least 3 references for similar scale projects in Liberia <b>(5%)</b></p> <ul style="list-style-type: none"> <li>✍ 9-10 points: 4+ Liberia-based references for similar work</li> <li>✍ 7-8 points: 3-4 Liberia-based references for similar work</li> <li>✍ 4-6 points: 2 Liberia-based references for similar work</li> <li>✍ 1-3 points: 1 Liberia-based references for similar work</li> <li>✍ 0 point: no references provided</li> </ul>	
	<b>Equipment and Technical Resources</b>	<p>7. Compliance of solar modules, inverters, batteries with required technical specs “provide all datasheets and certifications” per TORs (10%)</p> <ul style="list-style-type: none"> <li>✍ 9-10 points: fully compliant Tier-1 components; all datasheets and certifications provided</li> <li>✍ 7-8 points: mostly compliant. Minor specification gaps or limited documentation</li> <li>✍ 4-6 points: partially compliant several components below spec or incomplete documentation</li> <li>✍ 1-3 points: low compliance. Major gaps in quality or missing key documents</li> <li>✍ 0 point: non-compliant. No technical details or supporting documents provided</li> </ul>	<b>10%</b>
	<b>Implementation Methodology</b>	<p>8. Approach to design, supply, installation, commissioning; technical soundness and logical sequencing - detailed, logical and site-specific plan</p> <ul style="list-style-type: none"> <li>✍ 9-10 points: n/a</li> <li>✍ 7-8 points: detailed, logical and site-specific plan</li> <li>✍ 4-6 points: general but acceptable methodology</li> <li>✍ 1-3 points: vague or unclear</li> <li>✍ 0 point: not submitted</li> </ul>	<b>5%</b>
	<b>Quality Assurance and Safety</b>	<p>9. QA/QC procedures, testing, supervision, documentation of system performance</p> <ul style="list-style-type: none"> <li>✍ 9-10 points: comprehensive QA/QC plan fully aligned with international standards (e.g., IEC, ISO), including detailed procedures for: design verification, component checks, real-time monitoring, supervision, functional testing, commissioning, and documentation. Includes training, warranties, and monitoring protocols</li> <li>✍ 7-8 points: good plan with most key elements; minor gaps in detail or execution</li> <li>✍ 4-6 points: basic plan with general procedures; limited detail on testing or monitoring</li> <li>✍ 1-3 points: inadequate or unclear QA/QC content, weak plan with vague references and minimal QA/QC structure</li> <li>✍ 0 point: not submitted</li> </ul>	<b>5%</b>

	<b>Workplan/Lead time</b>	<p>10. Sequenced Gantt chart or schedule to meet project deadlines - realistic workplan aligned to timelines</p> <ul style="list-style-type: none"> <li>✓ PSA Plants: Within 120 days (4 months) upon issuing contract.</li> <li>✓ GeneXpert Sites: Within 90 days (3 months) upon issuing contract.</li> </ul> <p>✗ 9-10 points: n/a  ✗ 7-8 points: clear, realistic workplan aligned to timelines  ✗ 4-6 points: reasonable timeline with minor issues  ✗ 1-3 points: weak or overly ambitious plan  ✗ 0 point: no timeline submitted</p> <p><b>Note:</b> Lead times longer than the above are acceptable but will be scored unfavorably "minus 1 point for each additional 3 days".</p>	<b>5%</b>
<b>Gender Responsive (5%)</b>	<b>Gender Sensitive Practices and Policies</b>	<ul style="list-style-type: none"> <li>• 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: <ul style="list-style-type: none"> <li>• If headed up by a woman.</li> <li>• 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.</li> <li>• If the % of women in management positions is over 35%.</li> <li>• If % of women workers is 55% or above.</li> <li>• If robust gender equality initiatives are in place and active. E.g. gender equality procurement policy, any additional gender-sensitive program implemented.</li> </ul> </li> </ul>	<b>5%</b>
<b>Financial Proposal (30%)</b>	<b>Financial Evaluation</b>	<ul style="list-style-type: none"> <li>• Scores will be based on final total as evaluated.</li> <li>• Not necessarily accept the lowest cost offer but best response quote (able to offer the required service in a timely and quality manner and outcome of the site visit verification.</li> <li>• Payment terms</li> </ul>	<b>30%</b>

## 6. 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(s) 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 award of 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 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, you shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and your 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 then question by Plan International Ltd

## 8. Plan International's Ethical & Environmental Statement

- The Service provider 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 Service Provider should seek to set reduction targets in areas where the organisation's activities lead to significant environmental impacts

## 9. Submission Checklist

### List of documents must be submitted

Document	Form
<b>Annex A(a)&amp;(b) - Terms of Reference</b>	Please review, sign and date this document and submit along with your bid
<b>Annex B - Pricing Schedule/BOQ</b>	Please complete with all requested information and submit along with your bid. You are requested to use the Annex B only.

<b>Annex C - Technical Questions</b>	Please complete with all requested information and submit along with your bid
<b>Annex D - Supplier Questionnaire</b>	Please complete with all requested information and submit along with your bid
<b>Annex E - Non-Staff Code of Conduct</b>	Please sign and date this document and submit along with your bid
<b>Renewed Business License, VAT or Tax Registration</b>	Please attach copy to your application
<b>Licensed Engineering/Electrical Contractor</b>	Please attach copy to your application
<b>Detailed company profile, organizational structure, staff list, and clarity of project team roles and responsibilities</b>	Please attach copy to your application
<b>Operational office address or list of long-term partners' office address in Liberia for ongoing support, maintenance and response</b>	Please attach copy to your application
<b>Project organization and manpower chart (key personnel): CV and certificates of Project Manager, Engineers, Technicians and Site Supervisors to be included</b>	Please attach copy to your application
<b>Proof/contracts of at least 5 relevant projects in the past 5 years, in health and/or NGO sectors</b>	Please attach copy to your application
<b>List of references</b>	Provide 3 top clients references including name of organization, phone numbers and email address
<b>List of equipment and technical resources with proofs of ownership/ purchasing invoice or lease</b>	Please attach copy to your application
<b>Implementation Methodology for the execution of the project</b>	Please attach copy to your application
<b>Quality Assurance and Safety - QA/QC procedures, testing, supervision, documentation of system performance</b>	Please attach copy to your application
<b>Workplan/Lead time - Sequenced Gantt chart or schedule to meet project deadlines - realistic workplan aligned to timelines</b>	Please attach copy to your application