



PLAN
INTERNATIONAL



INVITATION TO TENDER



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CONSTRUCTION OF LATRINES, DRILLING OF WATER BOREHOLES AND EXTENSION OF WATER SUPPLY FROM THE BOREHOLES TO SCHOOLS IN MWANZA, GEITA AND SUMBAWANGA REGIONS

TENDER # PIT/CO/11/FY26

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 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 80 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>

Plan International Tanzania (PIT) operates in 8 regions with footprints within 16 regions since 1991, currently supporting 25,000 vulnerable children and their families to access health care, quality education, safe sanitation and water, productive livelihoods and protection of their wellbeing.

2. Summary of the Requirement

Plan International Tanzania is looking to Construct Latrines, Drilling of Water Boreholes and Extension of Water Supply from the Boreholes to Schools in Mwanza, Geita and Rukwa regions as indicated below:

Lot No.	Description	Location
1.	Construction of Latrines in 6 Primary Schools, 2 blocks per School.	Bufunda, Bulela, Mrisho, Buyagu, Bugalahinga and Kanyala in Geita DC and TC, Geita Region
	Construction of 2 Latrines blocks at Ilesa Primary School	Ilesa Primary School in Ilemela District, Mwanza Region
	Construction of Latrines at Tambaruka	Tambaruka Primary School in Mkwamba ward, Nkasi District, Sumbawanga Region
2	Drilling of Water Borehole at Ilesa and Mwilima Primary Schools	Ilesa Primary School in Ilemela District, Mwanza Region, Mwilima Primary School in Geita Region

Extension of Water Supply from the Boreholes to the Latrines in 11 Primary Schools	Ntuchi, China, Matala, Mtenga B, Swaila, Milundikwa, Miyombo, Malongwe, Mtenga A, Nkomoro, and Kisula Primary Schools, Nkasi District, Sumbawanga Region
Drilling of Water Borehole at Mkwamba Primary School and Extension of Water Supply from the Boreholes to the Latrines at Mkwamba Primary School.	Mkwamba Primary School at Mkwamba Ward, Nkasi District, Sumbawanga Region

3. ITT Overview and Instructions

3.1 Overview

Plan International is inviting interested parties to submit a bid as part of a competitive process for Construction of Latrines, Drilling of Water Boreholes and Extension of Water Supply from the Boreholes to Schools in Mwanza, Geita and Rukwa regions as indicated in section 2 above. 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 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.

- 3.2.1 Tenderers registered as Building (Construction of latrines, kitchen and classrooms), Drilling (Drilling boreholes) Contractors in Class Seven and above with the Contractors Registration Board are eligible.
- 3.2.2 The site visit for this tender number PIT/CO/11/FY26 shall be held on 20/10/25 – 31/10/25. Bidders are required to visit all sites at their own cost, and submit documentary or pictorial evidence of the same. For visit arrangement bidders shall notify Plan through the tender email: tenders@plan-international.org
- 3.2.3 The Advance Payment: Plan International Tanzania Procurement procedures doesn't allow advance payments
- 3.2.4 Minimum Amount of Interim Payment Certificate will be 25% of the contract sum. The amount of retention is five percent of value of works of Interim Payment Certificate'.
- 3.2.5 The time of submission of the work program is within 14 days after signing the contracts.
- 3.2.6 Documents comprising this tender pack are as follows:
 - PIT/CO/11/FY26 Plan Tender Dossier
 - ANNEX A – BOQs and Specifications
 - ANNEX B - Technical Questions
 - ANNEX C - Supplier Questionnaire
 - ANNEX D - Non-Staff Code of Conduct
 - Architectural and Structural Drawings

Further, to be evaluated bidders must submit/include all the following documents

- Names and nationalities of Directors/Shareholders.
- Copies of Registration Certificate and latest subscription receipt from Contractors Registration Board of Tanzania
- Business license
- Copies of VAT and Tax Payer's Identification Number
- Work programme and construction methodology.
- A letter to commit the Bidder that he/she has read and understood all drawings, included everything in his/her pricing and that, no variations shall be considered for items shown on drawings, which may not have been included in the Bills of Quantities.
- Letter to commit the bidder that, all items shown on drawings are included in the Bid Price
- Documentary or pictorial Evidence that the bidder has visited and is conversant with the sites.
- The essential equipment to be available for the Contract by the successful Bidder (proposal for timely acquisition or own, lease, etc) shall be:

Item of Equipment	Unit	Qty
Lories/tipper in good condition	Nos.	2
Concrete Mixer	Nos	1
Wheel barrow	Nos.	10
Masonry and carpentry tools	Nos.	10
Reflectors and safety tools		

- The Bidder shall have suitably qualified personnel and submit currently signed curriculum vitae to fill the following positions:

Position	Total Experience (years)	In similar Works (years)	As In-charge For Respective Position (Years)
Site Engineer (Registered Professional building engineer)	2 yrs above	2	2
Site technician	2	2	2
Site foremen	2	2	2

Tenderers are required to submit their proposal, inclusive of all required annexes as outlined in the submission check list section 9. below, in a sealed envelope by hand to: The Country Director,

Plan International Tanzania
Country Office
Office Building No. 6 Ground Floor,
Mlimani City Office Park, Sam Nujoma Road,
P.O.Box 3517, Dar es salaam, Tanzania.

Or

Plan International Tanzania,
Mwanza Program Unit,
Balewa Street, Opposite SGA Offices,
PLOT No. 39, BLOCK D,
P.O. Box 1452, Isamilo
Mwanza, Tanzania.

Or

Plan International Tanzania,
Geita Program Unit,
Lusana Road, Kagera Street, Near PCCB Office,
P.O. Box 448, Geita,
Tanzania.

Or

Plan International Tanzania
Nkasi Program Unit Office,
P.O.Box, 44 Namanyere, Nkasi District. Rukwa Region.

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 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 tenders@plan-international.org and must include the tender reference number PIT/CO/11/FY26

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 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	15/10/2025
Deadline for supplier submission of clarifications questions	31/10/2025
Deadline for Plan to respond to clarification questions	05/11/2025
Deadline for submission of offers	5PM, on Thursday, 13/11/2025 East Africa Time (EAT)
Plan opening of tenders	13/11/2025
Plan Review/Evaluation of tenders	13-21/11/2025
Contract negotiations and award	21-26/11/2025
Contract signing	27-30/11/2025

3.4 Pricing

Bidders are required to complete the pricing schedule attached separately in ‘**Annex A – Pricing Schedule (BOQs)**.’ All prices must be quoted in Tanzanian Shillings, 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.

4. Specification and Scope of Requirement

Please refer to ‘**Annex A – BOQs and Specifications**’ 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 B -Technical Questions,**’ ‘**Annex A – Pricing Schedule (BOQs)**’ 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 and submission of all documentation requested in ITT section 3.2.6 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%)	Lead time	Lead times offered meet requirements of Project implementation	20%
	Ability to meet Specifications	Able to provide all goods/materials at the required specifications and minimum alternatives offered	25%
	Experience and reference	- Previous experience in similar Projects - Previous experience working with INGOs - Customer References 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 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 • Fixed pricing • Economically advantageous for the organisation	30%

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 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, 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

8. 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

9. Submission Checklist

Document	Form
Annex A - Pricing Schedule/BOQs & Specifications	Please complete with all requested information and return in format.
Annex B - Technical Questions	Please complete with all requested information and return in format.
Annex C - Supplier Questionnaire	Please complete with all requested information and return in format.
Annex D - Non-Staff Code of Conduct	Please sign and date this document and return in PDF format.

▪ Copies of Registration Certificate and latest subscription receipt from Contractors Registration Board of Tanzania ▪ Business license ▪ Copies of Certificate of Registrar of Companies with its extract ▪ Copies of VAT and Tax Payer's Identification Number	Please provide copies of valid documents
Examples of previous work of similar value including within Non-Governmental Organisations	Please provide details of the type of contract, period of performance, company name and service/goods provided