



# 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 know this is often suppressed by poverty, violence, exclusion and discrimination. And it is girls who are most affected. Working together with children, young people, supporters and partners, we strive for a just world, tackling the root causes of the challenges girls and vulnerable children face.

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.

For over 85 years, we have rallied other determined optimists to transform the lives of all children in more than 80 countries.

**We won't stop until we are all equal.**

Read more about Plan International's Global Strategy: **Girls Standing Strong** at: <https://plan-international.org/strategy>

## 2. Project Background and Summary of the Requirement

Plan International is in the process of updating its Hybrid Working Policy, which covers all UK-based employees. The existing policy allows an employee to work outside of the UK for up to 180 days in any tax year.

Due to the potential risks to Plan, we are looking to reduce the amount of time an employee can work outside of the UK. Additionally, we have an appendix to the policy which details countries where we are either unable to allow employees to work for any period, countries which either require certain criteria or greater scrutiny of any requests.

At present, the policy is only in draft format and will be required to be reviewed by our Staff Council for feedback. The current draft and the form employees will need to complete to request to work outside of the UK will be shared only with bidders who complete the Intention to Bid form, expressing their intention to bid.

Any requests outside the maximum time allowed out of the country will be required to be considered as an exception for which advice will need to be sought. We are seeking a supplier to provide us with this advice.

The advice should be in writing, provided within 14 calendar days and would consider the risks to Plan in allowing the request. It should include considerations of:

- Tax liabilities
- Payroll withholding requirements
- Employment law that may apply to the employee whilst temporary located in the country
- Social security
- Cyber security risks
- Risk of creating a permanent establishment
- Any other relevant factors that could present a risk to Plan

The advice would consider whether the request should be granted as is, or if there are recommendations, such as considering a shorter period or other mitigation that could be put in place that would limit the risk to Plan.

An example of a request received that is typical of the type of requests that will be treated as an exception is:

*An employee on a UK-based contract is currently trying to obtain her permanent residency in Netherlands. She has previously been advised that she must work and be permanently based in the UK. Previously she went over the 180 days allowed under the policy.*

*She has requested to work from the Netherlands under the hybrid policy for the maximum period allowable.*

*Plan will be as lenient as possible, but needs to be aware of all the potential risks.*

The advice should also consider whether further requests from the employee should be granted. Most requests come from employees visiting family overseas and therefore we often receive multiple requests from the same employee for the same location.

The requests we receive are for countries across the globe and therefore global knowledge or access to partners who have this knowledge is essential.

In addition to the advice, the proposal should cover any additional follow-up questions that may arise from the advice.

Each department will be responsible for the cost for this advice; we therefore require a fixed service fee.

In addition, we may ask for similar advice for our employees who are hosted in one of our country offices and do not have a UK employment contract. Given the added complexity of these requests, these requests would be charged on a time spent basis and your proposal should include details of your hourly rate for this additional service.

### 3. ITT Overview and Instructions

#### 3.1 Overview

Plan International are inviting interested parties to submit a **Proposal** as part of a competitive process for **the provision of advice under the exceptions process of Plan's Hybrid Working Policy**. Successful Bidder(s) will be expected to enter into a **Long-Term Agreement** on a non-exclusive basis with our organisation. 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.

Plan wishes to make a sourcing decision for all of the works involved in this tender, creating an agreement with a single or multiple suppliers.

The successful Tenderers will be expected to enter into a service agreement with Plan International for a period of 3 years. The continuation of the contract after each contract year, will be subject to a successful annual performance review.

### 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 8 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 FY26 - 0215 Exceptions Advice Tender Document
- ANNEX A – Supplier Questionnaire
- ANNEX B – Non-Staff Code of Conduct
- ANNEX C – Intention to Bid

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.

**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 FY26 - 0215 Exceptions Advice**.

### 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	<b>Tuesday 13 January 2026</b>
Deadline for supplier submission of clarification questions	<b>Monday 16 February 2026</b>
Deadline for Plan to respond to clarification questions	<b>Monday 23 February 2026</b>
Deadline for submission of offers	<b>Thursday 5 March 2026</b>
Plan Review of Offers	<b>w/c 9 March 2026</b>
Supplier short-list notification	<b>w/c 9 March 2026</b>
Supplier presentations / interviews	<b>w/c 16 March 2026</b>
Contract Award	<b>w/c 23 March 2026</b>

### 3.4 Pricing

All prices must be quoted in GBP 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. 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. Please find further details in the below table:

	Criteria	Tenderers must demonstrate...	Weight (%)
<b>Compliance</b>	<b>Tender Compliance &amp; 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>• Agreement to our mandatory policies as set out in Annex B – Non-Staff Code of Conduct</li></ul>	Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.
<b>Technical Proposal (65%)</b>	<b>Relevant experience</b>	<ul style="list-style-type: none"><li>• Experienced in providing this type of advice, preferably to similar organisations.</li><li>• Knowledge of relevant global risk factors or have a network that can be used to obtain the relevant guidance.</li><li>• Previous examples of advice must be provided as part of the bid.</li></ul>	32.5%
	<b>Ways of working approach</b>	<ul style="list-style-type: none"><li>• Willing to provide email or online support following initial advice.</li></ul>	32.5%
<b>Financial Proposal (30%)</b>	<b>Pricing Schedule</b>	<ul style="list-style-type: none"><li>• Fixed pricing</li><li>• Hourly rates for advice outside of UK-based employee's exceptions policy</li><li>• Economically advantageous for the organisation</li><li>• Follow-up questions are not expected to be a charge to the organisation</li></ul>	30%

<b>Gender Responsive (5%)</b>	<b>Gender-sensitive Practices &amp; Policies</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• If headed up by a woman</li> <li>• 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.</li> <li>• If the % women in management positions is over 35%.</li> <li>• If % women workers is 55% or above.</li> <li>• If robust gender equality initiatives are in place and active. E.g. WEPs signed, gender equality procurement policy, and additional gender-sensitive programme/s implemented.</li> </ul>	5%
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## 5. 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.

## 6. 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

## 7. 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.

## 8. 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
<b>Annex A – Supplier Questionnaire</b>	Please complete with all requested information and return in Word or PDF format.
<b>Annex B – Non-Staff Code of Conduct</b>	Please sign and date this document and return in PDF format.
<b>Annex C – Intention to Bid</b>	Please complete with all requested information and return in Word or PDF format.
<b>Detailed technical proposal, outlining approach, how requirements set out in this document will be met [including, but not limited to, experience with the NGO sector]</b>	PDF format or PPT
<b>Detailed financial proposal</b>	
<b>Company profile/Team structure</b>	
<b>A small selection of previous examples of advice provided to clients, as described in section 2 Project Background and Summary of the Requirement in this tender document</b>	