



REQUEST FOR INFORMATION



REQUEST FOR INFORMATION

Insert Name of RFI Opportunity

RFI Main Facts Table	
RFI Reference	Ref No: 008-022/023
RFI Issue date	9 September 2022
Deadline for submission of offers	23 September 2022

Submission of offers to

Procurement Department
Plan International Nepal,
Nepal Country Office
Lalitpur-3, Maitri Marga, Bakhundole, Lalitpur, Nepal Phone: 01-5435580

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PART 1 – BACKGROUND

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 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: 100 Million Reasons at <https://plan-international.org/strategy>

1.1 Company overview

Plan International Nepal is an independent development and humanitarian organization that advances children's rights and equality for girls. Plan International has been working in Nepal since 1978 to help most marginalized children, their families and communities for accessing their rights to survival, development, protection and participation. Plan International Nepal has been implementing programmes through development partners, in coordination with government and other stakeholders in 11 districts.

1.2 The Opportunity

Plan International Nepal is considering options for the provision of different materials, goods and services ("Opportunity"). The Opportunity (*list of services mentioned in Annex – I*), but is not limited only to it:

1.3 Purpose of the RFI

The purpose of this RFI is to allow Plan to assess supplier responses and use the resultant assessments in future decision making in regard to supply of the Opportunity. Whilst it is the intent of Plan to compare supplier responses for the purposes of pre-qualification and possible short listing for further consideration, Plan Limited makes no obligations or undertakings in any way to:

- a) go to tender; or
- b) accept any RFI information received from suppliers; or
- c) include suppliers responding to this RFI in any future tender invitation; or
- d) any other commitment to suppliers whatsoever, including any intention to form a contract with any supplier for provision of the Opportunity.

PART 2 – INSTRUCTIONS

This Part sets out instructions regarding submission of responses to this RFI.

2.1 RFI key dates

The following key dates apply to this RFI:

RFI Issue Date **9 September 2022**, as stated on the RFI Cover Page

RFI Closing Date and Time **23 September 2022**, as stated on the RFI Cover Page

2.2 Company contact

The following individual is the nominated Plan contact for this RFI.

Name	Prashant Upadhyay
Title/Position	Logistics and Procurement Manager
Email address	nepal.procurement@plan-international.org

2.3 Queries and questions during the RFI period

Suppliers are to direct any queries and questions regarding the RFI content or process to the Company contact. All questions should be submitted by email to nepal.procurement@plan-international.org. Plan may choose to convey responses to submitted questions and queries to all suppliers so that each is equally informed.

2.4 Opportunity briefing and site visit *(Not Applicable)*

2.5 Response lodgement methods and requirements

Suppliers must submit one copy of their response to Plan by the following method:

Through hardcopy OR email. Hard copy of the RFI should be deposited into the Box separately clearly mentioning the RFI Reference No. with heading on or before **23 September, 2022** to the address as mentioned below, OR email can be sent through nepal.procurement@plan-international.org clearly mentioning the RFI Reference No. on or before the above mentioned date.

Responses must be prepared in English and in the format requested in Part 3 of this RFI.

2.6 Late responses

Suppliers are responsible for submitting their response prior to the RFI closing date and time in accordance with the acceptable lodgement requirements described in Clause 2.5. There will be no allowance made by Plan for any delays in transmission of the response from supplier to Plan. Any Proposal received by the Company later than the stipulated RFI closing date and time may be removed from further consideration by Plan.

2.7 Suppliers to inform themselves

Plan has taken all reasonable care to ensure that the RFI is accurate; however, Plan gives no representation or warranty as to the accuracy or sufficiency of the contained information.

2.8 Costs of preparing the response

All costs relating to the preparation and submission of a response are the sole responsibility of the supplier. Plan shall not pay the supplier, wholly or in part, for its response.

2.9 Confidentiality

Except as required for the preparation of a proposal, suppliers must not, without Plan's prior written consent, disclose to any third party any of the contents of the RFI documents. Suppliers must ensure that their employees, consultants and agents also are bound and comply with this condition of confidentiality.

2.10 Acceptance of these Conditions

Suppliers, by submitting a response to this RFI, are deemed to have acknowledged and agreed to the conditions set out in this RFI and have read and agreed to Plan's general Terms and Conditions included in this RFI.

PART 3 – INFORMATION TO BE PROVIDED

This Part details all the information suppliers are required to provide to Plan. Submitted information will be used by Plan as set out in Clause 1.3. The following minimum information is to be provided.

If this information, or any additional information, is available on your website please provide the address to enable Plan to undertake further analysis.

3.1 Supplier details

- a) Supplier's registered name, VAT/PAN certificate, latest tax clearance certificate with registered address.
- b) Details of supplier operations and operating locations.
- c) Supplier ownership information, including details of Directors and other key office bearers.
- d) Details of any current legal actions pending against the supplier or its directors and/or office bearers.
- e) Relationships with any parent company (if applicable).
- f) Details of joint venture arrangements (if applicable).
- g) Details of when the supplier organisation was founded, including origins and historical development of the organisation.
- h) Total number of employees.

A separate list for suppliers detail is attached here with which must be filled by the Supplier in **Annex-II.**

3.2 Supplier capabilities and experience

- a) A description of the core supplier business, listing relevant case studies or examples (a maximum of three) that support this description. Where possible, include case studies that may relate to activities consistent with the Opportunity. Within necessary boundaries of confidentiality, please be as specific as you can.
- b) Additional services, products and works provided outside of your core business.
- c) Examples (if any) of services that supplier has provided to Plan including the name of the Company representative/s concerned.
- d) Details of key health and safety, environmental and other performance measures
- e) Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

3.3 Supplier financials

- a) Details of supplier's financial background in particular latest annual report or latest financial statements.
- b) Details of held insurances relevant to the Opportunity.
- c) Supplier market share in terms of turnover, revenue and volume output.
- d) Details of potential funding arrangements, lines of credit etc. to support investment in the Opportunity (if relevant).

3.4 Certifications and awards

- a) Details of all certifications held (e.g. ISO 9001) including date of last certification/recertification and details of the certifying body (copies of certifications may be appended to your response).
- b) Details of any recent external corporate awards, including the awarding body, if relevant to the Opportunity.

3.5 Policies

- a) Details of all major supplier policies, including Health and Safety, Environmental/ Sustainability, Employee Relations and Local Participation. Copies of policies are to be appended to your response.

3.6 Indicative Pricing

- a) Details of indicative rates and prices to perform the Opportunity. (Catalogue price)

3.7 Other Information

- a) Any further information you believe Plan may require in support of its RFI review

Annex I

S. No.	Category	Tick the desire category you want to be listed for
1	Generator Repair Maintenance	
2	Motorbike Repair Maintenance	
3	Petrol, Fuel, Diesel	
4	Vehicle Rental Service	
5	Supply of Computers, Printers, Copiers, IT Hardware, Mobile phone, Maintenance and Repairs	
6	Supply of Toner, Cartridge	
7	Printing Services	
8	Cell Phone connection service	
9	Cell phone data and balance top up service	
10	Hospitality, Catering, Accommodation, Meeting Halls	
11	Production of Video	
12	Translation and Interpretation Service	
13	Supply of Recreational Materials	
14	Supply of Educational Materials	
15	Supply of Non Food Relief Materials	
16	Supply of Water & Sanitation Materials	
17	Supply of Office furniture & furnishing	
18	Supply of Visibly Materials such as, Bag, T-Shirt, Jacket, Mugs, Banner etc.	
19	Supply of Office Electronics	

Annex II

Category RFI sent for	
Supplier Name	
Supplier Address	
Supplier Primary Email	
Supplier Primary Phone Number	
Supplier Primary Website (URL)	
Mode of Delivery	
Terms of Delivery	
Payment Terms	
Currency	
Payment Method	

Information as required in PART-3 above also needs to be submitted with the application.