



**PLAN**  
INTERNATIONAL



## INVITATION TO TENDER



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## ***Instructions***

***EU- DEVCO\_Procurement of VSLA Kits for 160 groups (Sokoto and Kano) PIN/CO/025/022***

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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 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>.

### **2. Summary of the Requirement**

The EU's Northwest Accelerating Basic Education and Livelihood Opportunities project in Sokoto, Kano, and Jigawa aims to empower the poorest and most marginalised populations, including women, girls, youth, and nomads, by providing access to quality, inclusive, gender-sensitive education and livelihood opportunities. The project recognises the challenges faced by rural communities in these regions, where poverty, limited access to formal education, and social exclusion are prevalent. By focusing on underserved groups, the initiative works to break down barriers to education, especially for girls and young women (GYW), as well as persons with disabilities, ensuring they have the opportunity to improve their lives. The project promotes education that is both conflict-sensitive and responsive to the specific needs of these vulnerable groups.

In addition to enhancing educational opportunities, the project supports financial inclusion through the introduction of Village Savings and Loan Associations (VSLAs). These community-based savings and credit systems allow members to pool resources and access loans, which helps in managing financial risks and supporting small businesses. The project will provide VSLAs with essential kits, including training materials for financial management and entrepreneurship, alongside safe space kits (containing items like cardboard, colouring pencils, and first aid kits) to support community engagement. The inclusion of life skills and entrepreneurship manuals for 160 individuals aims to build resilience and self-sufficiency. These resources will help GYW and other marginalised community members make informed

decisions, fostering greater social cohesion and enabling them to contribute meaningfully to their communities. Safe spaces will ensure that activities are inclusive, accessible, and designed to empower GYW and people with disabilities, providing them with the tools to lead more independent and fulfilling lives.

The procurement of these items will;

- 160 quality VSLA tools that meet the Plan International standard are procured and delivered to safe spaces as scheduled.
- Safe spaces for GYW are provided with the right tools that promote the project objectives.
- Safe space facilitators are provided with social life skills and entrepreneurship manual, VSLA manual to deliver structured sessions at the safe space.

### **Delivery Location**

- The delivery Location is in **Sokoto and Kano States**.
- All goods are to be delivered at the place **(DAP)**

## **3. ITT Overview and Instructions**

### **3.1 Overview**

Plan International are inviting interested parties to submit a **proposal/tender** as part of a competitive process for **the supply of Procurement of VSLA Kits for 160 groups (Sokoto and Kano)**. Successful Bidder(s) will be expected to enter into a **formal contract** for fixed goods and/or services 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.

### **3.2 Instructions to Tenderers**

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidder's 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/025/022 Plan Tender Dossier ANNEXE A – Terms of Reference
- ANNEXE B - Pricing Schedule
- ANNEXE C - Technical Questions
- ANNEXE D - Supplier Questionnaire
- ANNEXE E - Non-Staff Code of Conduct
- ANNEXE F - Specifications

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 **'3.2.1 Key Dates and Timelines.'**

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

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

Unless stated otherwise, all communications from Bidders about this tender, including Clarification Questions, must be directed to [Nigeria.Procurement@plan-international.org](mailto:Nigeria.Procurement@plan-international.org) and must include the ITT reference number: **PIN/CO/025/022**

### **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.

<b>Activity</b>	<b>Deadline Date</b>
Issue of Invitation to Tender	<b>12<sup>th</sup> May 2025</b>
Deadline for supplier submission of clarification questions	<b>19<sup>th</sup> May 2025</b>
Deadline for Plan to respond to clarification questions	<b>22<sup>nd</sup> May 2025</b>
Deadline for submission of offers	<b>26<sup>th</sup> May 2025</b>
Plan Review of Offers	<b>27<sup>th</sup> May 2025 to 8<sup>th</sup> June 2025</b>
Supplier short-list notification	<b>11<sup>th</sup> June 2025</b>
Contract Award	<b>June 2025</b>

### **3.4 Pricing**

Bidders are required to complete the pricing schedule attached separately in ‘**Annexe B – Pricing Schedule.**’ All prices must be quoted in Naira (NGN) and exclusive of 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.

## **4. Specification and Scope of Requirement**

Please refer to ‘**Annexe F - Specifications**’ for full details of the requirement.

## 5. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed upon by the Tender Panel before launching this Tender process. The information gathered in ‘Annexe C -Technical Questions, ‘Annexe B – Pricing Schedule’, and any other requested documentation will be used to evaluate and score each Bid against this set of criteria. Please find further details in the table below:

	Criteria	Tenderers must demonstrate.....	Weight
Compliance	Tender Compliance and Completion	<p><b>Satisfactory completion of all documentation requested with sufficient information submitted no later than the closing date specified:</b></p> <p>Properly filled, stamped/ signed:</p> <ul style="list-style-type: none"> <li>• <b>Annexe C</b> – Technical Questions</li> <li>• <b>Annexe D</b> - Supplier Questionnaire</li> <li>• <b>Annexe E</b> – Non-staff code of conduct</li> </ul> <ul style="list-style-type: none"> <li>• Company Profile including evidence of corporate office, phone number, email address, and names and contact details of key personnel.</li> <li>• Evidence of valid registration with the Corporate Affairs Commission (CAC Certificate), Memorandum, and Articles of Association and forms CAC2 and CAC7 <b>OR</b> Status report.</li> </ul> <p>The firm must provide evidence of a tax clearance certificate for the years 2022 and 2023 or the most recent after these periods.</p> <ul style="list-style-type: none"> <li>• Audited report for the years ending 2022 and 2023, or the most recent after these periods</li> </ul>	<p><b>Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.</b></p>
Technical Proposal (65%)	Lead time	<ul style="list-style-type: none"> <li>• Bidders are to clearly state the timeline the items can be delivered if successful.</li> </ul>	15%
	Sample Quality	<ul style="list-style-type: none"> <li>• Prequalified bidders may be requested to submit samples for the item under consideration. Evaluation will be based on the quality and suitability of the samples provided.</li> </ul>	30%
	Experience	<ul style="list-style-type: none"> <li>• The bidder must demonstrate that it has carried out at least 3 specific similar procurements as a Prime Contractor in the last 5 years.</li> <li>• The bidder must demonstrate it has carried out a similar contract worth no less than 10 million Naira.</li> <li>• Bidders are to provide three client references, including email addresses</li> </ul>	20%

		and phone numbers.	
<b>Gender Responsive (5%)</b>	<b>Gender Sensitive Practices and 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 % 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.</li> </ul>	<b>5%</b>
<b>Financial Proposal (30%)</b>	<b>Pricing Schedule</b>	<ul style="list-style-type: none"> <li>• Completion of 'Annexe B – Pricing Schedule' with all requested information is required</li> <li>• Fixed pricing</li> <li>• Economically advantageous for the organisation</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 based on predetermined criteria and its associated weighted scoring.

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 re-advertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of the award of the 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 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 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
<b>Annexe B - Pricing Schedule</b>	Please complete with all requested information and return in Excel format. Additionally, you can use your letter-headed paper.
<b>Annexe C - Technical Questions</b>	Please complete with all requested information and return in Excel format.
<b>Annexe D - Supplier Questionnaire</b>	Please complete with all requested information and return in PDF format.
<b>Annexe E - Non-Staff Code of Conduct</b>	Please sign and date this document and return it in PDF format.
<b>Additional Documents required</b>	
<ul style="list-style-type: none"> <li>▪ A copy of a Certificate of Incorporation as part of any Bid submission, including form C4, form C7, OR company status report OR</li> <li>▪ The Consulting individual must provide evidence of any of: Membership in a recognised Professional body, Affiliation with Trade Associations or Industry Networks.</li> </ul>	Please provide a scanned copy.
Referees	Please provide 3 client references.
Tax Clearance Certificates	Provide a scanned copy of TCC.
Company profile	Please provide in any format, PDF, Word, etc.
Evidence of previous work of similar value, including within Non-Governmental Organisations	Please provide details of the type of contract or purchase order, period of performance, company name and service/goods provided