



# INVITATION TO TENDER



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# Instructions

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

## 2. Summary of the Requirement

Cyclone Remal made landfall on May 26 and affected approximately 4.6 million people in 119 sub-districts (upazilas) of 19 coastal districts<sup>1</sup>. 3.3 million people have been severely affected, with 173,866 houses partially or fully damaged. Up to 16 deaths have occurred due to the cyclone<sup>2</sup>. Women are facing challenges with their sexual & reproductive health (SRH) due to damage and destruction of majority Water Supply, Sanitation and Hygiene (WASH) facilities and unavailability of Menstrual Hygiene Management (MHM) products<sup>1 & 3</sup>.

In this regard, girls and young women are more affected and vulnerable compared to men and boys considering fragile WASH and security issues at the shelters. Bhola and Barguna are two of the districts that are seriously affected by the cyclone. Under such circumstances, Plan International Bangladesh (PIB) intends to provide humanitarian assistance including household and shelter kits, hygiene kits and education kits to at least 4,250 most-affected households and 4,250 children from the upazila of Bhola Sadar, Barguna Sadar and Pathorghata.

### 2.1 Scope of Work:

Plan International Bangladesh will procure Hygiene kits 4,250 sets, Household & Shelter Kits 4,250 sets, Education kits 4,250 sets within around 18 275 beneficiaries under different unions Barguna Sadar, Pathoghata & Bhola Sadar district at Barisal Division for support to Cycle Remel affected population.

## 3. ITT Overview and Instructions

### 3.1 Overview

Plan International Bangladesh is inviting interested vendor to submit quotations along with detail specification and sample of the respective item as part of a competitive process for the Hygiene kits, Household & Shelter kits and Education kits. Successful Bidder(s) will be expected to enter into a formal contract for supplying the require kits 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.

Documents comprising this tender pack are as follows:

- **Plan/BCO/LPT/Hygiene/FY'25/002**
- Invitation to Tender
- ANNEX A – Details of requirement
- ANNEX B – Pricing schedule
- ANNEX C – Technical question
- ANNEX D – Supplier Questionnaire
- ANNEX E – Non-Staff Code of Conduct
- ANNEX F \_ Distribution locations

#### **Tender submission:**

Tender documents will be available at House # 14, Road # 35, Gulshan-02, Dhaka-1212 from 9:00am to 4:00pm during from **09 October, 2024 to 22 October, 2024** and into the link: <https://tinyurl.com/tscheduleforkits>

The last date for proposal submission is **23 October, 2024 by 4:00pm.**

The proposal should be submitted hard copy. 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 languages

Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to [enamul.haque@plan-international.org](mailto:enamul.haque@plan-international.org) and must include the ITT reference number: **Plan/BCO/LPT/Hygiene/FY'25/002**

#### **3.2.1 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	From 09 October, 2024, to 22 October, 2024
Deadline for clarifications questions or question tender related issues	19 October, 2024
Deadline for Plan to respond to clarification questions	21 October, 2024
Deadline for submission of offers / Tender	23 October, 2024 before at 4:00 pm
Tender box opening	24 October, 2024 at 11:30 am

\* Interested bidders can be present during the tender box opening as per the above schedule.



### 3.4 Pricing

Bidders are required to complete the pricing schedule attached separately in '**Annex B – Pricing Schedule**.'

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 find **Annex A** for full details of the requirement.

### 5. Selection Criteria

Bids will be assessed against predetermined criteria mentioned below. The information gathered in '**Annex C -Technical Questions,**' '**Annex B – Pricing Schedule**' 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
<b>Compliance</b>	<b>Tender Compliance and Completion</b>	<ul style="list-style-type: none"> <li>▪ Satisfactory completion of all documentation i.e. Valid Trade License, Update VAT &amp; TIN Certificate etc. with sufficient information, submitted no later than the Closing Date specified.</li> <li>▪ Agreement to our mandatory policies as set out in 'Annex E- Non-Staff Code of Conduct.'</li> </ul>	<b>Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.</b>
	<b>Ability to meet Specifications</b>	<ul style="list-style-type: none"> <li>• Submission of offer proposals with all required legal update documents.</li> <li>• All legal update documents i.e. Trade license, TIN, BIN certified etc.</li> <li>• Additional offer/feature</li> </ul>	
<b>Technical Proposal</b>	<b>Quality</b>	<ul style="list-style-type: none"> <li>• Sample quality</li> </ul>	
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant working experience</li> <li>• Previous experience working with INGOs</li> <li>• Customer References provided. Attached evidence is required i.e. Workorder/ Agreement/Invoice etc.</li> </ul>	



<b>Gender Responsive</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 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. WEPs signed, gender equality procurement policy, any additional gender-sensitive program implemented.</li> </ul>	
<b>Financial Proposal</b>	<b>Pricing Schedule</b>	<ul style="list-style-type: none"> <li>• Completion of 'Annex B – Financial offer with all requested information</li> <li>• Economically advantageous for the organisation</li> </ul>	

## 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:





- Only signed Tender Schedule provided/supplied by Plan International Bangladesh, will be accepted (no alternation of bid document, price quote offer will be accepted by Plan International Bangladesh).
- Delivery period: the successful bidder shall be delivered the above-mentioned Hygiene Kits, Household & Shelter Kits and Education Kits within **15 calendar days** upon receiving the purchase order.
- Price should be quoted including VAT, Tax, delivery, Loading, unloading, Packaging etc. for supplying all materials to the respective destinations.
- Mode of Payment: Payment will be made vide cross cheque or bank to bank transfer in favor of your company after satisfactory completion of the delivery
- VAT and Tax will be deducted at source as per the Government rules of Bangladesh (if applicable). Deducted VAT & Tax amount will be deposited to Gov. authority and a copy of the Challan will be provided to you by Plan International Bangladesh.
- Supplier should provide one final sets of Hygiene Kits, Household & Shelter Kits and Education kits samples before going to issue the Purchase Order at House # 14, Road # 35, Gulshan-2. The samples should be approved by the Plan and accordingly all kits need to be delivered to the field.
- Late delivery, when caused by the supplier, Plan International Bangladesh will impose 0.5% penalty per day on the Purchase Order value on the undelivered kits.
- 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 Bangladesh.



## 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>Annex B - Pricing Schedule</b>	Please complete with all requested information and return in format.  ANNEX_B Pricing Schedule.xlsx
<b>Annex C - Technical Questions</b>	Please complete with all requested information and return in format.  ANNEX C - Technical Questions
<b>Annex D - Supplier Questionnaire</b>	Please complete with all requested information and return in format.  ANNEX D - Supplier Questionnaire.docx
<b>Annex E - Non-Staff Code of Conduct</b>	Please sign and date this document and return in PDF format.  ANNEX E - Non-staff Code of C
3 client references	Please provide 3 x client references
Examples of previous work of similar value including within Non-Governmental Organisations	Please provide copy of contract/purchase order, certificate/performance document etc.

### Following updated documents are to be submitted with the quotation:

- Sealed Price quotation of Hygiene Kits, Household & Shelter Kits and Education Kits as ANNEX\_B: Pricing Schedule
- **A Sample set must be submitted with the price quotation**
- Copy of updated license/Trade license, E-TIN Certificate, Income Tax clearance certificate & VAT certificate (13 digits) in favor of the company
- Copy of Bank Solvency Certificate/Bank details.
- List of major clients with addresses and contact numbers.
- Copy of relevant experience PO/work order from clients is expected.
- Duly fill up of Plan Supplier Questionnaire as Annexure\_D
- Signed copy of Plan Non-staff code of conduct as Annexure\_E

