

invitation to tender

Table of Contents

[2](#_Toc90300465)

[1. Background Information on Plan International 2](#_Toc90300466)

[2. Summary of the Requirement 2](#_Toc90300467)

[3. ITT Overview and Instructions 2](#_Toc90300468)

[3.1 Overview 2](#_Toc90300469)

[3.2 Instructions to Tenderers 3](#_Toc90300470)

[4. Specification and Scope of Requirement 4](#_Toc90300471)

[5. Selection Criteria 5](#_Toc90300472)

[6. Evaluation of offers 6](#_Toc90300473)

[7. Terms & Conditions 7](#_Toc90300474)

[8. Plan International’s Ethical & Environmental Statement 8](#_Toc90300475)

[9. Submission Checklist 8](#_Toc90300476)

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 85 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>

1. Summary of the Requirement

Plan International Inc. is seeking to contract vendors of events management services withing framework of implementing the project **"Building, back, better (BBB) -** Project for the rehabilitation and reconstruction of child-focussed infrastructure in Ukraine**" funded by the German Federal Ministry of Economic Cooperation and Development (BMZ).**

# **Requirements (to be met in full):**

# Ability to organize events, including company size and documents of the company.

# Minimum 3 years of experience in the market providing event services.

# Provision of clientele list with minimum of 3 references, confirming satisfactory service delivery.

1. ITT Overview and Instructions
   1. Overview

Plan International are inviting interested parties to submit a bid as part of a competitive process for the provision of events management services. Successful Bidder(s) will be expected to enter a formal contract on an exclusive basis 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.

* 1. 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:

* **UA-T-02\_2023** Plan Tender Dossier
* ANNEX B – Financial Quotation
* ANNEX C - Technical Questions
* ANNEX D - Supplier Questionnaire
* ANNEX E - Non Staff Code of Conduct
* ANNEX F - Plans General Terms and Conditions

Tenderers are required to submit their proposal, inclusive of all required annexes, via Tender Platform or send by post or courier delivery in **closed envelope to address:**

**Business Centre Illinsky 8 Illinska Street**

**Entrance 10, Floor 6 Kyiv, 04070, Ukraine**

**Plan International Ukraine office**

**Tsipkun Lesia**

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 or Ukrainian.

**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 made through Tender Planform or directed to [ukraine.office@plan-international.org](mailto:ukraine.office@plan-international.org) and must include the ITT reference number:

**UA-T-02\_2023**

**IMPORTANT!** E-mail address [ukraine.office@plan-international.org](mailto:ukraine.office@plan-international.org) can be used only for Clarification Questions, not for Proposals. Proposals should be sent only in closed envelopes to office address and/or through Tender Platform.

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 | **07.12.2023, 12.00 UTC+2** |
|  |  |
| Deadline for supplier submission of clarifications questions | **14.12.2023, 18.00 UTC+2** |
| Deadline for Plan to respond to clarification questions | **18.12.2023, 18.00 UTC+2** |
| Deadline for submission of offers | **21.12.2023, 12.00 UTC+2** |

* 1. Pricing

Bidders are required to complete the pricing offer attached separately in **‘Annex B – Financial Quotation.’** All prices must be quoted in UAH, including 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.

1. Specification and Scope of Work

The purpose of the tender is to identify the successful Supplier(s) who will be able to organize trainings, workshops, conferences for child protection specialists working in Khmelnytskyi, Vinnytsia, Cherkasy and Kirovohrad oblasts to build their professional capacity in the period from January to March 2024.

The services of the winning Supplier can be provided directly in the mentioned oblasts or in the cities of Ukraine with the appropriate infrastructure, such as Kyiv and Lviv or others (by agreement).

It is planned to conduct:

* 4 practical seminars (workshops) (up to 120 participants).
* 2 conferences (up to 200 participants)
* 4 trainings (up to 100 participants)

The organization and maintenance of the event may include, but is not limited to, the following services:

- rental of conference rooms;

- hotel reservation;

- transfer of participants and booking/reimbursement of tickets within Ukraine;

- organization of coffee breaks and meals during the event;

- printing of handouts;

- ordering and production of branded souvenirs for event participants;

- material and technical support of the event;

- administrative support of the event;

- organizing online broadcasts of events through such platforms as ZOOM, YOUTUBE, WEBEX, etc.

- submission of the final financial report on the event, including copies of supporting documents, etc.

1. 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 C -Technical Questions,’ ‘Annex B – Financial Quotation’** 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 of all documentation requested 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.’ * Statutory documentation, Registration documents. | **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 | **25%** |
| **Ability to meet Specifications** | * Able to provide all services at the required specifications. * Meets the required credentials to perform the service. | **30%** |
|  | **Quality** | * Provides copy of Quality Assurance certificates (e.g. ISO9001) * Provides copy of accreditations | **10%** |
|  |  |  |
| **Financial Proposal  (30%)** | | **Pricing Schedule** | * Completion of ‘Annex B – Financial Quotation’ with all requested information * Fixed pricing * Economically advantageous for the organisation | **30%** |
| **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%** |

1. 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.

1. 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, or other terms agreed.

1. 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

1. 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** |
| **Annex B – Financial Quotation** | Please complete with all requested information and return in excel format. |
| **Annex C - Technical Questions** | Please complete with all requested information and return in excel format. |
| **Annex D - Supplier Questionnaire** | Please complete with all requested information and return in word format. |
| **Annex E - Non-Staff Code of Conduct** | Please sign and date this document and return in PDF format. |
| **Certificate of Incorporation** | Please provide a scanned copy (if available) |
| **Company profile** | Please provide in any format |