



FOR QUOTATION

REQUEST

|  |  |
| --- | --- |
| Main Facts Table | |
| RFQ reference | UA-36\_2024 |
| RFQ launch date | **February 1, 2024** |
| Contract Manager | **Sven Marietta A.Coppens,** the Head of theof the Representative office of Foreign Non-Governmental Organization PLAN INTERNATIONAL, INC. in Ukraine |
| **Deadline for submission of offers** | **February 10, 2024** |

**Submission of offers to** [**lesia.tsipkun@plan-international.org**](mailto:lesia.tsipkun@plan-international.org)

***Please include the RFQ reference number above in all correspondence***



**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 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 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>

# Requirements

Plan is seeking to contract vendors/suppliers for Printer for office of the organization.

# Requirements (to be met in full):

* 1. Specifications are detailed in Annex 1;
  2. Product to be of high quality;
  3. Prompt delivery of the product.

# List of documents to be submitted with the RFQ

*Add any additional documents to the table below. The following examples are the minimum requirement.*

RFQ must be inclusive of the following documents:

|  |  |  |
| --- | --- | --- |
| **Document** | **Rationale** | **Form** |
| Specification/Financial Quotation | The entities have to fill in the tables with needed information in Annex 1.  (Prices for the best-quality products) | **Annex 1** – All participants to complete and send in excel format and in pdf format with signature and stamp |
| Supplier Registration Form | The entities communicate company detailed information. | **Annex 2** – All participants to complete (2nd page in English) and send in word format |
| Non- Staff Code of Conduct | Mandatory for all suppliers/vendors | **Annex 3** – All participants to sign and send scan in pdf format |

# Submission of offers

Specification of the item needed for the office you can find in Anex 1.

Bidders can submit the offers for the items with the required technical specification or propose similar items which will be in line with the requirements.

Offers should be in local currency (UAH) including VAT and sent via email to [**lesia.tsipkun@plan-international.org**](mailto:lesia.tsipkun@plan-international.org)

Offers must be received before the deadline specified in the “Request for Quotations” – February 10, 2024.

Pricing for goods should state whether they are fixed or non-fixed.

# Evaluation of offers

Plan International, at its sole discretion, will select the successful RFQ. Plan international shall be free to:

* Accept the whole, or part only, of any submitted offers,
* Accept none of the proposals,
* Republish this Request for Quotations.

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 supplier and a site visit by Plan International staff, to offices.

# Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Value for money is very important to Plan International, as every additional £ saved is money that we can use on our humanitarian and development work throughout the world.

Plan International may award multiple contracts and all contracts will be non-exclusive.

# Contract Payment terms

Please note that, if successful, Plan International’s standard terms of payment are maximum **30 days** after the end of the month of receipt of invoice, or after acceptance of the Services, if later. Annex 2 must be filled in for identifying the bank account for the payment.

# Plan International’s Ethical & Environmental Statement

The supplier 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.

# Clarifications

The onus is on the invited companies to ensure that its offer is complete and meets Plan International’s requirements. Failure to comply may lead to the offer being rejected. Please therefore ensure that you read this document carefully and answer fully all questions asked.

If you have any queries in relation to your submission, or to any requirements of this tender, please email:

[**lesia.tsipkun@plan-international.org**](mailto:lesia.tsipkun@plan-international.org)

Thank you for your proposal.

# Annex Contents List

|  |  |  |
| --- | --- | --- |
| Annex 1 | Specification / Financial Quotation | All companies to complete and send in excel format and in pdf format with signature and stamp |
| Annex 2 | Supplier Registration Form | All companies to complete (2nd page in English) and send in word format |
| Annex 3 | Non-Staff Code of Conduct | All companies to sign and send scan in pdf format |