



INVITATION TO TENDER

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INVITATION TO TENDER
ITT-IDN/VII/2026/070
Venue Arrangement Services
for Monthly Face-to-Face Fundraising Activities

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 85 years and are now active in more than 75 countries.

Read more about Plan International's Global Strategy: **Girls Standing Strong** at <https://planindonesia.org/tentang-kami/>

2. Summary of the Requirement

Plan Indonesia is inviting interested parties to bid for the supply of Venue Arrangement Services for Monthly Face-to-Face (F2F) Fundraising Activities to Yayasan Plan International Indonesia based in Jakarta, Bogor, Depok, Tangerang and Bekasi, Indonesia. Successful Bidder(s) will be expected to enter into a Long-Term Agreement for a period of 3 years on a non-exclusive basis with our organization.

The following key requirements are essential for this agreement:

- One of the fundraising activities conducted by Plan Indonesia is the Face-to-Face (F2F) Fundraising program, which focuses on acquiring individual donors. This activity is carried out at **various public venues, including shopping malls, supermarkets, bookstores, and office buildings**, where fundraisers engage directly with potential donors to introduce Plan Indonesia's programs and encourage regular individual contributions.
- Selecting the right public venues is a key factor in the success of the Face-to-Face (F2F) Fundraising program. Strategic venues with high visitor traffic and the right target audience contribute significantly to acquiring high-quality individual donors. Therefore, Plan Indonesia seeks to engage a qualified service provider that can facilitate access to and secure strategic public venues, **particularly shopping malls**, where the F2F fundraising team can conduct fundraising activities effectively.

- On a monthly basis, Plan Indonesia will conduct Face-to-Face (F2F) Fundraising activities at shopping malls classified into two categories: **two high-end shopping malls** and **four mid-range shopping malls**.
- Various public venues, particularly shopping malls located in Jakarta, Bogor, Depok, Tangerang, and Bekasi, Indonesia, as listed in **Annex A**.

Plan Indonesia reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

[ITT Overview and Instructions](#)

This Service Level Agreement (SLA) sets out the minimum expected level of service from the Supplier. It is intended to form the bases of the agreement between the successful Tenderer and Plan Indonesia.

Plan Indonesia will seek (as part of the implementation period) to develop these SLAs and Key Performance Indicators (KPIs) with the successful Supplier, to obtain a mutual agreement of Venue Arrangement Services provision between the Supplier and Plan Indonesia offices.

The ability to meet the proposed SLAs will be assessed in the technical evaluation of the Tenderer's proposal.

The purpose of the SLA is to ensure that the correct elements and commitments are in place to provide consistent Venue Arrangement Services support and delivery to Plan Indonesia by the Supplier.

The objectives of the SLA are to:

- Provide clear reference to service ownership, accountability, roles and/or responsibilities.
- Present a clear, concise and measurable description of service provision.
- Measure actual service support and delivery against expected service provision.

Account Management

The Supplier is required to provide an account manager to cover contracted Plan Indonesia offices to provide regular Management Information to demonstrate service delivery. Plan Indonesia will expect proactive and co-operative account management particularly in relation to any remedies that may be proposed in respect of poor or failed performance.

Quarterly review meetings shall be held between Supplier and Plan Indonesia to discuss the following:

1. Agreement status and proposed modifications to the contract
2. Reconciliation of outstanding reports and credit facilities
3. Review KPIs and service-level issues
4. Innovation and Continuous Improvement
5. Future business plans
6. Any other relevant issues

Plan Indonesia Contract Management Responsibilities

Plan Indonesia Supply Chain Manager will be responsible for the overall Contract Management of this Agreement and will co-ordinate and manage all service issues, complaints, resolutions, and feedback to and from the supplier.

Plan Indonesia will conduct itself in a professional manner with the supplier, working towards building a good collaborative relationship of transparency and trust. Neither party will take advantage of any genuine errors.

Please refer to '**Annex A - Specifications**' for full details of the requirement.

2.1 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:

- ITT-IDN/VII/2026/070 Venue Arrangement Services for Monthly Face-to-Face (F2F) Fundraising Activities

- ANNEX A – Specifications
- ANNEX B - Pricing Schedule
- ANNEX C - Tender Questions
- ANNEX D - Supplier Questionnaire
- ANNEX E - Non-Staff Code of Conduct

Tenderers are required to submit their proposal, inclusive of all required annexes, via email to yayasan.procurement@plan-international.org. 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.

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

Please ensure that all inquiries are submitted during this session. This will be the only opportunity for clarification before the submission deadline.

2.2 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan Indonesia 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 Indonesia 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	August 4th, 2026
Technical Requirement & Clarifications https://bit.ly/TechnicalRequirementandClarifications_ITT-070	August 19th, 2026
Deadline for submission of offers (extension)	September 18th, 2026
Plan Review of Offers	September 21st – 25th, 2026
Contract Award	October 1st 2026

2.3 Pricing

Bidders are required to complete the pricing schedule attached separately in ‘**Annex B – Pricing Schedule.**’ All prices must be quoted in **IDR**, and exclusive of 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 Indonesia 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.

Please refer to ‘**Annex A - Specifications**’ for full details of the requirement.

3. 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 -Tender 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
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.’ ▪ Deed of Incorporation ▪ Letter of approval from the Ministry of Law and Human Rights ▪ Company Tax Number Certificate (NPWP) ▪ Front Page of Bank Account ▪ Letter of Tax Confirmation (PKP) ▪ Proof of SPT (Tax Return) for the last 3 months ▪ NIB and relevant KBLI (Indonesian Standard Classification of Business Fields)	Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.

	Lead Time	• Lead times offered meet requirements of Project implementation.	15%
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Technical Proposal (65%)	Ability to meet	• Able to provide all services at the required specifications and minimum alternatives offered. • Meets the required credentials to perform the service/consultancy.	30%
	Quality	• Provides copy of relevant certifications • Provides copy of accreditations	15%
	Experience	• Previous experience in similar Projects • Previous experience working with INGOs. • Customer References provided.	5%
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%
Financial Proposal (30%)	Pricing Schedule	• Completion of 'Annex B – Pricing Schedule' with all requested information • Fixed pricing • Economically advantageous for the organisation	30%

4. 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 Indonesia 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.

5. Terms & Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan Indonesia 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 Indonesia 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 Indonesia staff, where applicable and necessary
- Plan Indonesia reserves the right to alter the schedule of tender and contract awarding
- Plan Indonesia reserves the right to cancel this tender process at any time and not to award any contract
- Plan Indonesia reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan Indonesia 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 Indonesia 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 Indonesia'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 Indonesia 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 Indonesia in writing
- You accept Plan Indonesia'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 Indonesia

6. 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

7. 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 - Pricing Schedule	Please complete with all requested information and return in excel format.
Annex C - Tender 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.
<i>To access the comprehensive tender pack, please click on the link below:</i> <u>Tender Pack</u>	

Document	Rationale	Form
Contact details of three Referees (preferably I/NGO or UN customers)	Through contacting the Referees, Plan Indonesia can be assured on competency of Tenderer.	Services provided, Type of contract, period of performance, company name, contact name, telephone number, e-mail

