



ITT-IDN/VIII/2026/178

INVITATION TO TENDER



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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 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

Plan International Indonesia invites qualified vendors to participate in a tender to procure 6,829 School Kits to support children affected by the emergency response in Lembata Island, Nusa Tenggara Timur (NTT) Province.

The procurement will be implemented through a Cash Voucher Assistance (CVA) mechanism, enabling eligible project participants to redeem vouchers for school kits from selected suppliers. The intervention will be carried out across 49 locations in Lembata Island, ensuring timely and accessible distribution of educational supplies to targeted beneficiaries.

The selected vendor(s) will be responsible for supplying the required school kits in accordance with the technical specifications, agreed quality standards, delivery schedule, and requirements outlined in the tender documents. Vendors must demonstrate adequate operational capacity, product availability, and experience in managing large-scale supply and distribution activities.

Key Requirement:

- Item: School Kits
- Quantity: 6,829 Kits
- Delivery Modality: Cash Voucher Assistance (CVA)
- Location: 49 locations across Lembata Island, Nusa Tenggara Timur Province

Interested vendors are encouraged to review the complete tender documentation and submit their proposals in accordance with the instructions and timelines specified in the Invitation to Tender.

3. ITT Overview and Instructions

3.1 Overview

Plan International are inviting interested parties to submit a **bid** as part of a competitive process for the provision of School Kits for Thank You Project Plan Lembata with Cash Voucher Assistance (CVA) mechanism. Successful Bidder(s) will be expected to enter into a **formal contract** on a **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.

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:

- ITT-IDN/VIII/2026/178 Plan Tender Dossier
- ANNEX A – Specifications
- ANNEX B - Pricing Schedule
- ANNEX C - Technical Questions
- ANNEX D - Supplier Questionnaire
- ANNEX E - Non Staff Code of Conduct

Tenderers are required to submit their proposal, inclusive of all required annexes, Quotations are sent in a sealed envelope to:

Yayasan Plan International Indonesia

Program Implementation Area Lembata

Jl. Eugene Smitz, Wangatoa- Kel. Selandoro, Kec. Nubatukan

Kabupaten Lembata- Provinsi Nusa Tenggara Timur.86682. Indonesia

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

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 directed to yayasan.procurement@plan-international.org and must include the ITT reference number: ITT-IDN/VIII/2026/178 before September 15, 2026.

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.

Activity	Deadline Date
Issue of Invitation to Tender	August 26th 2026
Pre-qualification meeting	Sept 14th - 16th 2026

Deadline for submission of offers	Sept 25th 2026
Plan Review of Offers	September 26th - October 03th, 2026
Supplier short-list notification	October 06th 2026
Contract Award	October 11th - 15th 2026

3.4 Pricing

Bidders are required to complete the pricing schedule attached separately in ‘**Annex B – Pricing Schedule.**’ All prices must be quoted in Indonesian Rupiah (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 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

Plan International Indonesia reserves the right to award contracts to **more than one supplier/vendor** for this procurement process. Multiple suppliers may be engaged to participate in the Cash Voucher Assistance (CVA) bazaar activities to promote project participant choice, market competitiveness, and uninterrupted availability of school kit items throughout the implementation period.

Under the voucher redemption mechanism, **project participants** will have the freedom to select their preferred supplier/shop when redeeming their vouchers during the bazaar events. Suppliers should therefore be prepared to operate in a competitive environment where actual sales volumes may vary depending on project participant preferences and purchasing decisions. As the procurement will be implemented through a voucher redemption mechanism, Plan International Indonesia does not guarantee the purchase of the full estimated quantity of **6,829 School Kits**. The final quantity purchased from each supplier will be determined based on the number of vouchers redeemed at their respective stalls/shops and will be subject to post-distribution reconciliation between Plan International Indonesia and the supplier. Consequently, Plan International Indonesia does not guarantee any minimum purchase quantity to any individual supplier.

To ensure adequate stock availability throughout the bazaar events and to accommodate variations in project participant preferences among participating suppliers, each supplier shall maintain sufficient inventory and be capable of providing, at a minimum, **30% of the total estimated requirement of 6,829 School Kits**, equivalent to **2,049 School Kits**. Suppliers must ensure that this minimum stock is available and ready for distribution during the voucher redemption activities. Additional contingency stock may be required to prevent stock-outs and ensure project participants have continuous access to the required items.

This approach is intended to maximize **project participant choice**, ensure fair competition among suppliers, maintain adequate product availability, and mitigate the risk of supply shortages during implementation.

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

5. 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 – 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/Identity Card (PT/CV), UD, Individual Supplier etc. - Letter of approval from the Ministry of Law and Human Rights/Trader's Certificate from the Village Head - Company Tax Number Certificate (NPWP)/Identity Card - Front Page of Bank Account - Letter of Tax Confirmation (PKP)/Identity Card - NIB/Trader's Certificate from the Village Head	Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.
Technical Proposal (65%)	Lead Time	Willing to follow the bazaar schedule in each village	15%
	Ability to meet	- Able to provide all goods/materials at the required specifications and minimum alternatives offered - Meets the required credentials to perform the service/consultancy	25%
	Quality	Provides price list of school kits item according to the specifications offered	25%
	Experience	Understand the location in Lembata	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	5%

		▪ 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.	
Financial Proposal (30%)	Pricing Schedule	• Completion of 'Annex B – Pricing Schedule' with all requested information • Fixed pricing • Economically advantageous for the organisation	30%

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:

- 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

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

Tender pack can be downloaded at:

Tender pack: [//bit.ly/TenderPack_108Lembata](https://bit.ly/TenderPack_108Lembata)

Document	Form
Annex B - Pricing Schedule	Please complete with all requested information and return in excel and PDF format.
Annex C - Technical Questions	Please complete with all requested information and return in excel and PDF format.

Annex D - Supplier Questionnaire	Please complete with all requested information and return in excel and PDF format.
Annex E - Non-Staff Code of Conduct	Please sign and date this document and return in PDF format.
Tender Pack	Please download: