Affiliated with:

YAYASAN PLAN INTERNATIONAL INDONESIA

PLAN INTERNATIONAL



INVITATION TO TENDER

ITT-IDN/IX/2026/512

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1. Background Information on Plan Indonesia

Plan Indonesia 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 Tentang Kami - Yayasan Plan International Indonesia (plan-international.or.id)

2. Summary of the Requirement

Plan Indonesia invites qualified suppliers to provide and deliver emergency response kits for the Flores Emergency Response program in Nagekeo, Flores, consisting of:

- **School Kits:** 9,623 units
- **Hygiene Kits:** 1,670 units

Suppliers are required to:

1. Submit complete technical specifications and unit prices for both School Kits and Hygiene Kits.
2. Ensure all items meet Plan Indonesia's required quality standards and specifications.
3. Deliver the goods to the designated warehouse or distribution point in Nagekeo, Flores.
4. Provide packaging suitable for transportation, handling, and storage.
5. Indicate production lead times, proposed delivery schedules, and available stock capacity to meet the required quantities.

The selected supplier will be expected to supply and deliver the kits in accordance with the specifications, quantities, quality requirements, and delivery timelines outlined in the ITT documents.

3. ITT Overview and Instructions

3.1 Overview

Plan Indonesia invites interested parties to submit quotations through a competitive procurement process for the supply of 9,623 School Kits and 1,670 Hygiene Kits. Each kit shall be individually packed in bags and goodie bags containing the items specified in Annex A.

Successful Bidder(s) will be expected to enter into a formal contract on an exclusive basis with our organization. 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.

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/IX/2026/512
- 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, via email to yayasan.procurement@plan-international.org 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/IX/2026/512 before November 5th, 2026.

3.3 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	**Oct 25th, 2026**
Deadline for supplier submission of clarifications questions	**Nov 4th, 2026**
Deadline for submission of offers	**Nov 5th, 2026**
Plan Review of Offers	**Nov 6th, 2026**
Supplier short-list notification	Nov 9th, 2026
Contract Award	Nov 10th, 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 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.

4. Specification and Scope of Requirement

- Procurement of 9,623 School Kit
- Procurement of 1,670 Hygiene Kit
- The School and Hygiene packages are packed in individual bags and goody bags, each containing the materials listed in Annex A.A

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 ▪ 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 ▪ NIB	**Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.**

		▪ Proof of tax payment for the last 3 months ▪ Submit Relevant Portfolios	
Technical Proposal (65%)	**Lead Time**	• Lead times offered meet requirements of Project implementation.	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.	20%
	Quality	• Provides copy of Quality Assurance certificates (e.g., ISO9001) • Provides copy of accreditations	25%
	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%**

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 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 International 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 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 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.

8. Plan Indonesia'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

Annex A – Specifications as below:

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 pdf format.
Annex E - Non-Staff Code of Conduct	Please sign and date this document and return in PDF format.

Interested vendors may download the complete **Invitation to Tender (ITT) Package** through the following link: https://bit.ly/Tenderpack_512

Completed proposals, together with all mandatory supporting documents as specified in the ITT, must be submitted electronically to **Yayasan.Procurement@plan-international.org** no later than **5 November 2026 at 23:59 WIB**. Submissions received after the stated deadline or those that do not contain the required documentation may be deemed non-responsive and may not be considered for further evaluation.