



## INVITATION TO TENDER



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## 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 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 Sierra Leone invites you to submit a Bid for:

**Supply of long grain parboil rice 50 Kg, black eye beans 50 Kg, vegetable oil 20 litres, iodized cooking salt 25 Kg, red palm oil 20 litres, locally produce long grain parboil rice 50 Kg and locally produce garrie 50 kg.**

S/N	Item Description	Specification	UoM	QTY
	<b>LOT1</b>			
1	Long grain parboil rice 50 Kg ( <b>imported</b> )	Parboil rice long grain 50 Kg	Bag	1
2	Black eye beans 50 Kg	Black eye beans 50 Kg	Bag	1
3	Vegetable oil 20 litres	20 litres	Gallon	1
4	Iodized cooking salt 25 kg	Iodized cooking salt 25 Kg	Bag	1
5	Red palm oil 20 litres.	Red palm oil 20 litres	Gallon	1
6	Locally produce parboil long grain rice 50 Kg.	Locally produce parboil long grain rice	Bag	1
7	Locally produce garrie 50 kg.	Locally produce garrie 50 Kg	Bag	1
8	Transportation of imported rice 50 Kg, black eye beans 50 kg, garrie 50 kg and locally produce rice 50 Kg to Port Loko warehouse.	Transportation service (first mile transport service)	Bag	1
9	Transportation of vegetable oil 20 litres and red palm oil 20 litres to Port Loko warehouse.	Transportation service (first mile transport service)	Gallon	1
10	Transportation of iodized cooking salt 25 Kg to Port Loko warehouse.	Transportation service (first mile transport service)	Bag	1
11	Transportation of imported rice 50 Kg, black eye beans 50 kg, garrie 50 kg and locally produce rice 50 Kg to Moyamba warehouse.	Transportation service (first mile transport service)	Bag	1
12	Transportation of vegetable oil 20 litres and red palm oil 20 litres to Moyamba warehouse.	Transportation service (first mile transport service)	Gallon	1
13	Transportation of iodized cooking salt 25 Kg to Moyamba warehouse.	Transportation service (first mile transport service)	Bag	1
14	Transportation of imported rice 50 Kg, black eye beans 50 kg, garrie 50 kg and locally produce rice 50 Kg to Kailahun warehouse.	Transportation service (first mile transport service)	Bag	1

15	Transportation of vegetable oil 20 litres and red palm oil 20 litres to Kailahun warehouse.	Transportation service (first mile transport service)	Gallon	1
16	Transportation of iodized cooking salt 25 Kg to Kailahun warehouse.	Transportation service (first mile transport service)	Bag	1
<b>LOT2</b>				
17	Transportation service of food items within Port Loko district	Distribution of food items	MT	1
18	Transportation service of food items within Moyamba district	Distribution of food items	MT	1
19	Transportation service of food items within Kailahun district	Distribution of food items	MT	1

Further details of the requirement are described in Part 2 of this ITT.

### 3. ITT Overview and Instructions

#### 3.1 Overview

Plan International Sierra Leone are inviting interested parties to submit a **bid for supply of food items and last mile transportation of food items** as part of a competitive process for **Supply of long grain parboil rice 50 Kg, black eye beans 50 Kg, vegetable oil 20 litres, iodized cooking salt 25 Kg, red palm oil 20 litres, locally produce long grain parboil rice 50 Kg, locally produce garrie 50 kg and transportation services of food within Port Loko, Moyamba and Kailahun districts.** Successful Bidder(s) will be expected to enter into a **Long-Term Agreement** on a **non-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:

- Invitation to Tender (*mandatory*)
- ANNEX A – Vendor Registration (*mandatory*)
- ANNEX B - Pricing Schedule (*mandatory*)
- ANNEX C - Technical Questions (*mandatory*)
- ANNEX D - Supplier Questionnaire (*mandatory*)
- ANNEX E - Non-Staff Code of Conduct (*mandatory*)

Bidders must submit one copy of their Bid to us in any of the following methods:

a) By email to: [PlanSLE.procurement@plan-international.org](mailto:PlanSLE.procurement@plan-international.org) . The subject heading of the email shall be *N° 06858/PLAN/CO/ISFP/ITT/FY25 – Supply of Assorted Food Items*. Electronic copies are to be submitted by PDF and native (e.g. MS Word) format and Bidders may submit multiple emails (suitably annotated – e.g. Email 1 of 3), or zipped, if attached files are deemed too large to suit a single email transmission.

b) Bidders could also submit hard copy of Bid to Plan International Sierra Leone office, 6 Cantonment Road, Off Kind Harman Road, Freetown, Sierra Leone and place it in the tender



box. Envelopes should be marked: *IN° 06858/PLAN/CO/ISFP/ITT/FY25 – Supply of Assorted Food Items*. 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 Language**.

**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 [PlanSLE.procurement@plan-international.org](mailto:PlanSLE.procurement@plan-international.org) and must include the ITT reference: *Invitation to Tender – Supply of Assorted Food Items*

### 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
ITT Issue of Invitation.	12 <sup>th</sup> May 2025
Deadline for supplier submission of clarifications questions.	21 <sup>st</sup> May 2025
Deadline for Plan to respond to clarification questions.	30 <sup>th</sup> May 2025
Deadline for submission of offers.	2 <sup>nd</sup> June 2025
Plan Review of Offers.	3 <sup>rd</sup> June 2025
Site Visit.	6 <sup>th</sup> to 13 <sup>th</sup> June 2025
Bid Report Submission and approval.	19 <sup>th</sup> to 23 <sup>rd</sup> June 2025
Contract Award.	26 <sup>th</sup> to 30 <sup>th</sup> June 2025

### 3.3 Pricing

Bidders are required to complete the pricing schedule attached separately in ‘**Annex B – Pricing Schedule.**’ All prices must be quoted in **Sierra Leone Leones**, and exclusive of Goods and Services Tax (GST).

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. 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
<b>Compliance</b>	<b>Tender Compliance and Completion</b>	<ul style="list-style-type: none"> <li>Satisfactory completion of all documentation requested with sufficient information, submitted no later than the Closing Date specified.</li> <li>Agreement to our mandatory policies as set out in 'Annex E- Non-Staff Code of Conduct.'</li> </ul>	<b>Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.</b>
<b>Technical Proposal (65%)</b>	<b>Lead time</b>	<ul style="list-style-type: none"> <li>Lead times offered to Supply food items</li> </ul>	10%
	<b>Ability to meet Specifications</b>	Required measurement (5%) and specification (5%)	10%
	<b>Proof/evidence of similar supply</b>	Copy of either purchase order or contract (first page and last page)	25%
	<b>Experience and quality of services</b>	<ul style="list-style-type: none"> <li>Customer References provided (minimum 3 referees and their contacts)</li> </ul>	20%
<b>Gender Responsive (5%)</b>	<b>Gender Sensitive Practices and Policies</b>	<p>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:</p> <ul style="list-style-type: none"> <li>If headed up by a woman</li> <li>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.</li> <li>If the % of women in management positions is over 35%</li> <li>If % of women workers is 55% or above</li> </ul>	<b>5%</b>
<b>Financial Proposal (30%)</b>	<b>Pricing Schedule</b>	<ul style="list-style-type: none"> <li>Completion of 'Annex B – Pricing Schedule' with all requested information</li> <li>Fixed pricing Economically advantageous for the organisation</li> </ul>	<b>30%</b>

## 5. 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 re-advertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of award of contract will be issued via e-mail.

## 6. 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

## 7. 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

## 8. Submission Checklist

Document	Form
<b>Annex A – Vendor Registration</b>	Please complete with all requested information and return in format.
<b>Annex B - Pricing Schedule</b>	Please complete with all requested information and return in format.
<b>Annex C - Technical Questions</b>	Please complete with all requested information and return in format.
<b>Annex D - Supplier Questionnaire</b>	Please complete with all requested information and return in format.
<b>Annex E - Non-Staff Code of Conduct</b>	Please sign and date this document and return in PDF format.
<b><i>Additional Requirements</i></b>	
<i>Business Registration certificate</i>	<i>Please provide a copy</i>
<i>Update NRA Tax payment clearance certificate</i>	<i>Please provide updated copy</i>
<i>Updated City/District Council Registration Certificate</i>	<i>Please provide updated copy</i>
<i>Updated NASSIT payment clearance certificate</i>	<i>Please provide updated copy</i>
<i>Updated certificate from the Ministry of Health for supply of food items</i>	<i>Please provide updated copy</i>