



Request

For Quotation

Main Facts Table	
RFQ reference	RFQ FY25 - 192 Media Database and Monitoring Service
RFQ launch date	Thursday 2 January 2025
Contract Manager	Anna MacSwan
Deadline for submission of offers	Friday 17 January 2025

Submission of offers to: procurement@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 know this is often suppressed by poverty, violence, exclusion, and discrimination. And it is girls who are most affected.

Working together with children, young people, supporters, and partners, we strive for a just world, tackling the root causes of the challenges girls and vulnerable children face. 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.

For over 85 years, we have rallied other determined optimists to transform the lives of all children in more than 80 countries.

We won't stop until we are all equal.

Read more about Plan International's Global Strategy: Girls Standing Strong at <https://plan-international.org/strategy>

1. Requirements

Plan International requests quotations for the provision of a media monitoring service for 5-10 users with or without an additional database of journalist contacts.

1.1 Media monitoring:

- Mentions of Plan International and associated keywords in media across the world – including online news, print and broadcast. The ability to add and remove keywords.
- Mentions of key competitors – Oxfam, Save the Children, UNICEF, World Vision, Action Aid, Red Cross
- Daily summary of media coverage and real time alerts of risk issues or specific keywords.
- Ability to create coverage reports on key topics/campaign moments.
- Ability to identify and manage relationships with journalists (search by keyword, them, publication etc.)

1.2 Journalists database:

It is critical that the journalist database must be exhaustive, up to date and include journalists with global titles such as New York Times, Washington Post, Al Jazeera, BBC, CNN, The Atlantic, CGTN, etc.

The platform should have the functionality to create and monitor named email distribution lists.

In your offer, provide details of how you meet each of the above requirements and provide a budget for each numbered requirement.

2. List of documents to be submitted with the RFQ

RFQ must be inclusive of the following documents:

Document	Form
Plan International Non-Staff Code of Conduct. It is mandatory for all suppliers to agree to this policy.	Annex A
Detailed technical proposal in response to the ToR, highlighting how you meet the requirements, including services provided to similar organisations (preferably in the development sector), as well as proposed scope, methodology and timelines.	
Company profile and details.	
Detailed financial proposal in GBP, including rates, expenses, etc. This must be a detailed breakdown of all offered services. Please include all additional costs (if any) and what is included in the services.	

3. Submission of offers

Offers must be received before the deadline specified in the “Request for Quotations”.

The offer must be sent via email to: Procurement@plan-international.org with the subject line “RFQ FY25 - 192 Media Database and Monitoring Service”.

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

4. Evaluation of offers

We are inviting interest from different suppliers. We will choose a maximum of 4 for a presentation and request a trial. A panel comprising three staff will oversee the trial and make a final recommendation based on the following criteria:

- Quality of media monitoring
- Quality of journalist database
- Preference for integrated platform/provider
- Quality of training and account management
- Value for money

Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan’s discretion.

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 submission
- 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.

5. Contract Payment terms

Please note that, if successful, Plan International's standard terms of payment are **30 days** after the end of the month of receipt of invoice, or after acceptance of the Goods/Services/Works, if later.

6. 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.

7. 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 RFQ, please email: procurement@plan-international.org

Thank you for your proposal.