



REQUEST FOR QUOTATION

Main Facts Table	
RFQ reference	UA-106.1_2025
RFQ launch date	March 6, 2025
Contract Manager	Sven Marietta A.Coppens , the Head of the of the Representative office of Foreign Non-Governmental Organization PLAN INTERNATIONAL, INC. in Ukraine
Deadline for supplier submission of clarifications questions	March 13, 2025 18.00 UTC+2
Deadline for Plan to respond to clarification questions	March 18, 2025 18.00 UTC+2
Deadline for submission of offers	March 27, 2025 18.00 UTC+2

Submission of offers to offers must be sent via email to ukraine.procurement@plan-international.org, Lesia.Tsipkun@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 this is often suppressed by poverty, violence, exclusion and discrimination. And it's 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://plan-international.org/strategy>

1. Requirements

Plan International, Inc. Ukraine **is seeking for a service provider to optimize the PRASA approach (Participatory Risk and Security Analysis) for its further integration into recovery programs at the national, regional and community levels in close cooperation with local authorities, including the State Migration Service of Ukraine and the Ministry of Social Policy of Ukraine.**

Payment will be made within the framework of the **Project “Building Back Better II - Building, rebuilding, improving. Creating a favorable environment for children and adolescents in Ukraine”** (hereinafter – the project), **funded by the German Federal Ministry for Economic Cooperation and Development (BMZ).**

Requirements (to be met in full):

Compliance of the application with the customer's requirements and the terms of the ToR;

Proven qualification and experience in providing the relevant services.

Acceptable budgeted price and terms of service provision.

All requirements are detailed in Terms of reference (Annex 1.1) and Annexes 1-3.

2. List of documents to be submitted with the RFQ

Add any additional documents to the table below. The following examples are the minimum requirement.

RFQ must be inclusive of the following documents:

Document	Rationale	Form
Financial Quotation (Annex 1)	Mandatory for all suppliers/vendors	All participants to provide information in both formats: format MS Excel and to sign in format pdf*
Terms of Reference (Annex 1.1)	Mandatory for all suppliers/vendors	All participants to review
Supplier Registration Form (Annex 2)	Mandatory for all suppliers/vendors	All participants to fill in the first page in English and to provide information in format MS Word
Non- Staff Code of Conduct (Annex 3)	Mandatory for all suppliers/vendors	All participants sign and provide information in format pdf*

3. Submission of offers

Offers should be in local currency (UAH) including VAT and sent via email to ukraine.procurement@plan-international.org, Lesia.Tsipkun@plan-international.org

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

4. Evaluation of offers

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 submitted offers,
- 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 maximum **30 days** after the end of the month of receipt of invoice, or after acceptance of the Services, if later, or according to payments terms indicated in relevant Terms of reference. Supplier Registration Form must be filled in for identifying the bank account for the payment.

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 tender, please email:

ukraine.procurement@plan-international.org,
Lesia.Tsipkun@plan-international.org

Thank you for your proposal.