



Request

For Quotation



Main Facts Table	
RFQ reference	RFQ FY26-207 Medical Procurement Quality Assurance Consultancy
RFQ launch date	14 th January 2026
Contract Manager	Sarah Watson
Deadline for submission of offers	28th January 2026

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 organisation 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](#).

1. Requirements

In support of our health programming, Plan International Inc. offices regularly procure a wide range of medical commodities both locally and internationally, including but not limited to, pharmaceuticals, medical devices, medical consumables, medical equipment, laboratory equipment and diagnostics etc.

To enhance the quality and efficiency of our procurement processes we are seeking a qualified consultant(s)/consultant company, or technical expert to provide support in standardising and rationalising the list of products we procure, developing general specifications for each sub category of products, and ensuring robust quality assurance mechanisms throughout the tendering and supplier selection process.

2. Objective

The primary objective of this consultancy is to strengthen the quality assurance components of our medical procurement processes by developing tools and frameworks that ensure compliance with international standards and organisational requirements.

3. Deliverables

The consultant(s)/consultant company will be requested to complete the following deliverables:

1) Standardising medical item list for tendering

- Review current procurement data and identify commonly used medical commodities
- Rationalise and consolidate formulations, dosage etc. where applicable

- Create a standardised and categorised list of medical items suitable for inclusion in an upcoming tender process
- Ensure alignment with international coding/classification systems E.g. WHO EML

2) Development of general specifications per sub-category of medical commodities

- Develop general technical specifications and minimum quality standards for each sub-category of medical items
- Specifications should include key parameters such as dosage forms, packaging, shelf life, storage conditions and applicable certifications e.g. WHO PQ, GMP

3) Quality Criteria for Bid Evaluation

- Define set of quality-related criteria to be used when evaluating supplier bids for medical commodities
- Criteria should cover aspects such as product quality, regulatory compliance, certifications, traceability, and past performance

4) Supplier Assessment Checklist for Local Procurement

- Develop a practical and context-sensitive checklist to assess the capability, reliability, and compliance of local suppliers, when local procurement may be necessary
- The checklist should include quality assurance processes, storage and handling conditions, registration with local authorities, and documentation standards.

4. Timeline and Resourcing

The timeline below outlines the required steps and output, along with the estimated number of days for each activity. The project is estimated to run from January 2026 – March 2026 and be entirely remote/desk based.

Phase	Activity	Timeline – Estimate d # days	Resourcing considerations
Kick off meeting	Meeting with key Plan stakeholders to align expectations and familiarise with the medical category strategy	0.5 Days	Key Plan staff
Document review	Structured desk review	1 Day	<ul style="list-style-type: none"> ➤ Medical Category Strategy ➤ Extracted system data ➤ Any other documentation requested by the consultant(s)
Standardised list of medical items for global use	Consultant(s) to review the extracted system data and harmonise into a list to be used as a basis for tendering	10 days	Procurement
General specifications	Develop standard technical specifications for each	2 Days	

	subcategory under the medical umbrella		
Quality Criteria	Define clear, measurable quality evaluation criteria for medical suppliers and products to be used for tendering	1 Day	
Local Supplier Assessment Checklist	Develop a supplier evaluation/qualification checklist tailored for local medical suppliers	4 Days	
	Total:	18.5 days	

5. Selection Criteria for Consultants

Bidders will be evaluated against the following criteria:

- Demonstrable experience in medical procurement and quality assurance in similar settings and contexts
- Knowledge of WHO procurement guidelines and international medical standards
- Strong knowledge of GDP and GMP
- Proven record in developing supplier evaluation frameworks and product specifications
- Experience working with INGOs, UN Agencies, or other global health organisations
- Experience/knowledge and understanding of procurement in low- and middle-income countries and/or humanitarian contexts
- Advanced university degree in pharmacy, Biomedical Engineering, Public Health, Supply Chain Management, or in another related field. OR a bachelor's degree with significant relevant experience

7. How to Apply

Applicants should submit an application package by 28th January 2026 via email to procurement@plan-international.org, with the subject line “RFQ FY26- 207 Medical Procurement Quality Assurance Consultancy” and which must include:

- 5) Detailed response to the RFQ, including proposed scope, methodology and proposed timelines
- 6) Detailed budget, including daily fee rates, expenses, etc.
- 7) CVs of consultant(s)
- 8) Example(s) of previous work

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 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.