



Invitation To Tender

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1. 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** at <https://plan-international.org/strategy>

2. Summary of the Requirement

Plan International manages a global fleet of more than **1,700** assets across 50 countries, comprising a diverse range of vehicle categories, including 4x4 vehicles, motorbikes, passenger vehicles, and generators. All operational fleet assets are managed through a centralized Fleet Management System (FMS), with over half of the vehicle fleet currently equipped with GPS tracking devices.

Plan Limited is inviting qualified suppliers to submit proposals for the provision of Fleet Management and Vehicle Telematics Solutions. The scope of services shall include, but not be limited to, the following:

Scope of Services

- Supply, delivery, and where feasible, installation of GPS vehicle tracking devices for both newly acquired and existing fleet assets, including owned, leased, and rented vehicles, as well as motorbikes.
- Provision of a comprehensive Fleet Management Solution, including access to a web-based Fleet Management System platform, associated mobile applications, and an integrated transport booking and vehicle reservation system.
- Installation, commissioning, and configuration of GPS tracking devices, together with post-implementation user training for designated personnel, where local support is available.
- Delivery of Fleet Management System training for fleet management staff and other relevant users to ensure effective adoption and utilization of the solution.
- Ongoing technical support, maintenance, and after-sales service for both the tracking devices and software platform.

Geographic Coverage

As Plan International operates globally, suppliers are required to clearly specify the countries and regions in which they can provide device supply, installation, training, technical support, and maintenance services.

Plan International's operational presence includes the following regions:

1. **Middle East and East Africa**
2. **West and Central Africa**
3. **Asia-Pacific**
4. **Central and South America**

Bidders are encouraged to demonstrate their regional coverage, local presence, implementation capabilities, and experience in supporting multinational fleet operations across these geographic areas. Please see **Annex A** for countries covered by Plan.

3. ITT Overview and Instructions

3.1 Overview (Procurement)

Plan International are inviting interested parties to submit a Proposal *for services* as part of a competitive process for **ITT FY27-225 Fleet Management and Vehicle Telematics Solutions**. Successful Bidder(s) will be expected to enter a formal contract for 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:

- ITT FY27-225 Fleet Management and Vehicle Telematics Solutions
- ANNEX A – List of countries covered by Plan
- 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 procurement@plan-international.org. Offers must be received by the deadline specified in the section '**3.3 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 procurement@plan-international.org and must include the ITT reference number: **ITT FY27-225 Fleet Management and Vehicle Telematics Solutions.**

3.2.1 Termination and Transfer (applicable to Incumbent Suppliers)

By submitting a proposal return, your Company agrees that:

As an incumbent supplier to any of the contracts under tender, should you be unsuccessful in gaining our sourcing decision, Plan expects your support to de-mobilise the existing contract to minimize the effects. As part of this de-mobilisation process, all outstanding issues, including (but not limited to) the provision of any reports, outstanding agreed works, certification and statutory obligations must be completed in line with existing contractual obligations

3.3 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
Issue of Invitation to Tender	20th July 2026
Deadline for supplier submission of clarifications questions	3rd August 2026
Deadline for Plan to respond to clarification questions	7th August 2026
Deadline for submission of offers	17th August 2026
Plan Review of Offers	W/c of 17th – 21st August
Supplier presentations / interviews	W/c 24th – 28th August
Contract Award	September 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 GBP, 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 Limited 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.

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

Plan International is considering options for the provision of Fleet Management and Vehicle Telematics Solutions for Over 1,700 engines of different categories.

The supplier solution should provide a robust, secure, and globally deployable fleet tracking and management platform with reliable hardware, comprehensive software functionality, and strong support services.

Tracking and Security Requirements: The requirement focus on procuring a comprehensive fleet and personal tracking solution that provides reliable, near real-time tracking across all Plan International operating locations. The solution should support continuous data collection, including offline-to-online synchronisation, operate with local SIM cards, and offer security features such as immobilisation kits, panic buttons, anti-theft protection, and anti-tamper capabilities.

Hardware Requirement: The hardware must be durable and suitable for challenging operating environments, with a proven track record in extreme temperatures, humidity, and off-road conditions. Devices should have robust casing, long battery life with backup power reserves, and be backed by clear warranty provisions. Suppliers should also demonstrate product performance and coverage in the locations specified by Plan International.

System Flexibility and Future Upgrades: The proposed solution should be flexible, future-ready, and easy to integrate with other hardware and software platforms. Suppliers are expected to provide details of product technology roadmaps, planned upgrades, and remote software management capabilities. Installation options, activation costs, local installation support, and training resources for self-installation should also be clearly defined.

Training and User Support: Strong support and user enablement are essential requirements. Suppliers should offer multilingual training programmes, user manuals, technical support for routine and emergency issues, and managed service options with defined service level agreements (SLAs). The software should support multiple time zones, Active Directory integration, unique user IDs, mobile app access, multilingual interfaces, and customisable dashboards and views.

Reporting and Analytics: The fleet management platform should provide comprehensive reporting, analytics, and operational insights. Key capabilities include real-time alerts, journey logging, historical data analysis, maintenance reminders, route optimisation, fuel

consumption and carbon emissions monitoring, and driver behaviour reporting such as speeding, idling, and harsh driving alerts. Suppliers should also outline the full range of available reporting categories and any associated software licensing or ongoing service costs.

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 & 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 B – Non-Staff Code of Conduct	Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.
Technical Proposal (65%)	Technical Solution & System Functionality	- Breadth of functionality - Reliability and performance - Ease of use - Reporting capability - Fleet management features - Cost recharging modality - Hardware capability - User experience	25%
	Service Delivery, Support & Global Coverage	- Global coverage - Local support capability - Installation and deployment capacity - Service responsiveness - Training and support arrangements - Delivery performance	20%
	Supplier Experience & Organisational Capability	Relevant industry experience NGO/international organisation experience - Reference quality - Organisational maturity - Quality management practices - Proven delivery capability	10%
	Security, Innovation & Future Development	- Cybersecurity maturity - Data protection compliance - Business continuity	10%

		• Scalability • Product innovation • Technology roadmap • Future-proofing	
Financial Proposal (30%)	Pricing Schedule	Completion of 'Annex B - Pricing Schedule' with all requested information clearly indicating; • Software licence costs • GPS tracking hardware costs • Installation costs • Training costs • Support and maintenance costs • Data/SIM connectivity charges • Implementation/project management costs • And any other associated costs.	30%
		• Fixed pricing or indicate any applicable index • Warranty • Discount	
Gender Responsive (5%)	Gender sensitive Practices & 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 the 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 % women in management positions is over 35% • If % women workers is 55% or above. • If robust gender equality initiatives are in place and active. E.g. WEPs signed, gender equality procurement policy, and additional gender-sensitive program/s implemented.	5%

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 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

8. 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

9. Submission Checklist

Please note Plan International are unable to accept submissions which are accessible by an online link, for example SharePoint, Dropbox etc. Please submit the documents as email attachments.

Document	Form
Annex B - Pricing Schedule	Please complete with all requested information and return in Excel format.
Annex C - Technical Questions	Please complete with all requested information and return in Excel format.
Annex D - Supplier Questionnaire	Please complete with all requested information and return in <i>Word</i> format.
Annex E - Non-Staff Code of Conduct	Please sign and date this document and return in PDF format.
<i>Client References</i>	<i>Please provide 3 x client references</i>
<i>Company profile</i>	<i>Please provide in any format</i>
<i>Examples of previous work of similar value including within Non-Governmental Organisations</i>	<i>Please provide details of the type of contract, period of performance, company name and service/goods provided</i>