



Invitation To Tender

Table of Contents

1.	Background Information on Plan International	2
2.	Summary of the Requirement.....	2
3.	ITT Overview and Instructions	2
3.1	Overview	3
3.2	Instructions to Tenderers	3
4.	Specification and Scope of Requirement.....	5
5.	Selection Criteria	5
6.	Evaluation of offers.....	7
7.	Terms & Conditions	7
8.	Plan International's Ethical & Environmental Statement	8
9.	Submission Checklist.....	8

Procurement of ICT Materials (Tablets, Computers and Accessories) for E-Learning program in Kano State, Nigeria

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

Nigeria continues to face significant challenges in ensuring equitable access to quality education, particularly for out-of-school children and youth in the Northwest, where low foundational literacy and limited English language proficiency continue to hinder learning outcomes and transition into formal education. Through the Accelerated Basic Education Programme (ABEP), implemented with support from the European Union (EU), NERDC, and UBEC, Plan International Nigeria is providing alternative learning opportunities for these learners. To further strengthen English language acquisition, Plan is implementing the Akelius Language Learning Pilot, which integrates an innovative, offline-enabled digital language learning platform into 12 ABEP centers in Kano State. Successful implementation of the pilot requires the provision of tablets and accessories to enable learners and facilitators to access the platform and participate in structured, interactive digital learning sessions, thereby improving the quality and effectiveness of English language instruction in non-formal education settings.

The procurement of these items will;

- To provide learners with adequate digital devices for accessing the Akelius Digital Language Learning course and other approved educational content.
- To improve equitable access to quality education for vulnerable and underserved learners through the provision of technology-enabled learning tools.
- To strengthen digital literacy skills among learners and teachers by increasing access to and utilization of digital learning technologies.

Delivery Location

The delivery Location is in Kano State, Nigeria.

All goods are to be Delivered-at-place (DAP)

ITT Overview and Instructions

2.1 Overview

Plan International are inviting interested parties to submit a **proposal/tender** as part of a competitive process for the **Supply of ICT Materials (Tablets, Computer and Accessories) in Kano**. Successful Bidder(s) will be expected to enter into a **formal contract for fixed goods and/or services** 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

2.2 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:

- **PIN/CO/26/004 Plan Tender Dossier**
- ANNEX A – Specifications
- 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 Nigeria.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 Nigeria.procurement@plan-international.org and must include the ITT reference number: **PIN/CO/26/004** Procurement for the Supply of ICT Materials (Tablets, Computer and Accessories) in Kano State Nigeria

2.3 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	21 st August 2026
Deadline for supplier submission of clarifications questions	30 th August 2026
Deadline for Plan to respond to clarification questions	4 th September 2026
Deadline for submission of offers	10 th September 2026
Plan Review of Offers	12 th September 2026 – 30 th September 2026

2.4 Pricing

Bidders are required to complete the pricing schedule attached separately in **‘Annex B – Pricing Schedule.’** All prices must be quoted in Naira, 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 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.

3. Specification and Scope of Requirement

Please refer to ‘Annex A - Specifications’ for full details of the requirement.

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
Compliance	Tender Compliance and Completion	- Bidders are to submit a detailed company profile that clearly outlines their business activities and areas of expertise. - Evidence of valid registration with corporate affairs commission with the Memorandum and Article of Association, and forms CAC2 and CAC7 or Status report. - Evidence of tax clearance certificate for the years ending any one of 2023, 2024, and 2025 - Audited report for years ending 2023 and 2024 - Agreement to our mandatory policies as set out in ‘Annex E- 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%)	Lead time	- Lead time offered meet requirements of Project implementation - Bidders are to mention lead time on Annex B - Pricing	10%
	Specification Compliance	- Bidders shall demonstrate compliance with Annex A- Technical Specifications. - Bidders will provide a completed compliance checklist: - Manufacturer's warranty and coverage period. - Additional warranty options, where available, including any applicable charges. - Warranty claims and support process.	35%

		▪ Authorised service centres in Nigeria. ▪ Service Level Agreements (SLAs), including response and resolution timelines. ▪ Dedicated account manager/contact person. ▪ Dead-on-Arrival (DOA) replacement process.	
	Experience	▪ Bidders must demonstrate that it has carried out at least 4 specific similar procurements as a Prime Contractor in the last 5 years. ▪ Previous experience working with INGOs is recommended.	20%
Financial Proposal (30%)	Pricing Schedule	▪ Fixed pricing ▪ Completion of 'Annex - Pricing Schedule' with all requested information (if applicable) ▪ Economically advantageous for the organisation	30%
Gender Responsive (5%)	Gender Sensitive Practices and 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%

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 readvertise 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

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. Additionally, you can use your letter-headed paper.
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 PDF format.
Annex E - Non-Staff Code of Conduct	Please sign and date this document and return it in PDF format.
A copy of a Certificate of Incorporation including form C2, form C7 or company Status report. OR its Equivalent	Please provide a scanned copy.
Referees	Please provide 3 client references.
Tax Clearance Certificates OR its Equivalent	Provide a scanned copy of TCC.
Company profile	Please provide it in PDF.