



Main Facts Table	
ITT reference	ITT FY27-0226 Global Medical Supplies
ITT launch date	8th September 2026
Contract Manager	Sarah Watson
Deadline for submission of offers	17.00 GMT 21st October 2026

Submission of bids to:

procurement@plan-international.org

Please include the ITT reference number above in all correspondence.

Table of Contents

1	PART 1 - INSTRUCTIONS TO SUPPLIERS AND BID SUBMISSION CONDITIONS	4
1.1	Definitions	4
1.2	Summary of the Requirement	5
1.3	Structure of this document	5
1.4	ITT key dates	6
1.5	Plan International Contact	6
1.6	Bid submission acknowledgement	6
1.7	Clarification Questions	6
1.8	Amendments to ITT documents	7
1.9	Bid submission methods and requirements	7
1.10	Late Bid submissions	7
1.11	Acceptance of Bid submissions	7
1.12	Alternative Bid submissions	7
1.13	Validity of Bid submissions	7
1.14	Evaluation Criteria	7
1.15	Supplier Vetting and Sanctions Screening	11
1.16	Withdrawals	11
1.17	Suppliers to inform themselves	11
1.18	Costs of preparing Bid submissions	11
1.19	Inconsistencies and omissions	11
1.20	Terms and Conditions of Contract	11
1.21	Debrief	11
2	PART 2 - INTRODUCTION TO PLAN INTERNATIONAL	11
2.1	Our Purpose	11
2.2	Organisational Structure	12
2.3	Medical supplies procurement at Plan International	13
2.4	Quality Assurance Framework	13
2.5	Emergency Response Requirements	13
3	PART 3 - SUPPLIER REQUIREMENTS	14
3.1	Background to Tender	14
3.2	Framework Governance	14
3.2.1	Framework Duration	15
3.2.2	Multi-Supplier Award Model	15
3.2.3	Access to the Framework	15
3.2.4	Ordering and Call-Off Arrangements	15
3.2.5	Performance Management	16

3.3	Scope Boundaries	16
3.3.1	In Scope	16
3.3.2	Out of Scope	17
3.3.3	Geographic Scope	17
3.3.4	Technical and Quality Requirements	18
3.4	Supplier Response Requirements	18
3.4.1	Annex A Technical Questions	19
3.4.2	Annex B Financial Submission	20
3.4.3	Supporting Documentation	20
3.4.4	Submission Checklist	21

APPENDICES

Annex A- Technical Questions

Annex B- Financial Submission

Annex C- Technical Specifications

Annex D- Non Staff Code of Conduct

1 PART 1 - INSTRUCTIONS TO SUPPLIERS AND BID SUBMISSION CONDITIONS

1.1 Definitions

Term	Definition
Bid	The supplier's complete response to this Invitation to Tender (ITT), including all annexes, supporting documentation and pricing information.
Supplier	The organisation submitting a response to this ITT.
Country Office (CO)	A Plan International country-level operation authorised to utilise the framework established through this procurement process.
Framework Agreement	The overarching agreement established with successful suppliers governing the supply of products under the awarded Lot(s).
Call-Off Order	An individual order placed by Plan International under the framework agreement.
Lot	A distinct category of products within the framework. Lot 1: Pharmaceuticals, Lot 2: Medical Devices, Lot 3: Health Kits.
Medical Products	Pharmaceuticals, medical devices, diagnostics, medical equipment, medical consumables and health kits supplied under this framework.
Pharmaceuticals	Medicines used to prevent, diagnose, treat or cure disease, including prescription medicines, over-the-counter medicines and controlled medicines where legally authorised.
Medical Devices	Instruments, apparatus, equipment or other healthcare products used for medical purposes whose primary intended action is not achieved through pharmacological means.

Health Kits	Pre-packaged and standardised combinations of pharmaceuticals, medical devices and associated healthcare products assembled for a defined healthcare purpose.
GSDP	Good Storage and Distribution Practices.
GDP	Good Distribution Practice.
GMP	Good Manufacturing Practice.
ISO 13485	International standard specifying quality management system requirements for organisations involved in the manufacture, supply or distribution of medical devices.
MQAS	World Health Organization Model Quality Assurance System for Procurement Agencies.
WDA	Wholesale Distribution Authorisation or equivalent licence permitting the storage and distribution of medical products.
WHO	World Health Organization.
WLA	World Health Organization Listed Authority.
NRA	National Regulatory Authority.
OTIF	On-Time In-Full delivery performance.
Emergency Procurement	Procurement activity undertaken to support humanitarian response, emergency operations or other urgent programme requirements.

1.2 Summary of the Requirement

This tender is structured into three distinct Lots:

Lot 1 Pharmaceuticals	Lot 2 Medical Devices	Lot 3 Health Kits
Includes, but is not limited to, essential medicines, antibiotics, analgesics, controlled drugs, reproductive health products, maternal and child health medicines, injectable medicines and treatments for communicable and non-communicable diseases.	This includes, but is not limited to, diagnostic devices, syringes, intrauterine devices (IUDs), laboratory equipment, medical equipment, consumables, hospital furniture and medical devices classified as Class I, II or III.	Supply of standardised and custom health kits comprising combinations of pharmaceuticals, medical devices and associated healthcare products. This includes emergency health kits, community health kits and disease-specific treatment kits.

Each Lot covers a separate sub-category of medical products and may be tendered for individually or in combination. Suppliers are invited to submit a response to one or more Lots, clearly identifying which Lot(s) their submission relates to. The evaluation of submissions will be conducted on a lot-by-lot basis.

Further details of the requirement can be found in Part 3 of this ITT.

1.3 Structure of this document

This ITT is structured into three parts. Part 1 sets out the instructions to suppliers and bid submission conditions. Part 2 introduces Plan International and the context for this procurement. Part 3 describes the requirements, framework governance, scope boundaries and supplier response requirements.

Part 1- Instructions to Suppliers and Bid Submission Conditions sets out the administrative requirements for this ITT, including key dates, contact arrangements, clarification process, submission requirements, bid validity, evaluation approach and other tender conditions. Suppliers must comply with the instructions in Part 1 when preparing and submitting their bid.

Part 2 - Introduction to Plan International provides background information on Plan International, its organisational structure, the context for medical supplies procurement and the quality assurance and emergency response considerations that underpin this tender. This section explains why Plan International is establishing a global medical supplies framework and the type of supplier capability required.

Part 3 - Requirements and Supplier Response Information describes the scope of the framework, the Lots included within this procurement, the framework governance model and the supplier response requirements. It also explains the purpose of the annexes and the documentation suppliers must complete and submit as part of their bid.

The annexes form part of the Tender Pack and must be read together with this ITT. Where there is any uncertainty about the requirements, suppliers should raise clarification questions in accordance with the process set out in section 1.7.

1.4 ITT key dates

The following key dates apply to this ITT:

Date	Activity
8th September 2026	Launch of this ITT
17.00 GMT 18th September 2026	Supplier questions to be sent to Plan International
30th September 2026	Plan International to send consolidated response to questions raised to all suppliers
17.00 GMT 21st October 2026	Receipt of suppliers' written responses to ITT

1.5 Plan International Contact

The following individual is the nominated Plan Contact for this ITT.

Name	Sarah Watson
Title/Position	Procurement Officer
E-mail address	sarah.watson@plan-international.org
Postal address	Plan International Global Hub Block A, Duke's Court. Duke Street Woking Surrey GU21 5BH

No other Plan International personnel are to be contacted in relation to this ITT unless directed to do so by the Plan Contact. Plan International reserves the right to disqualify and reject Bid submissions that do not comply with this requirement.

1.6 Bid submission acknowledgement

By participating in this ITT, suppliers are indicating their acceptance to be bound by the conditions set out in Part 1.

1.7 Clarification Questions

Each supplier should provide any clarification questions to the Plan Contact by 17.00 GMT 18th September 2026. Plan International will collate these questions and the answers will be sent to all suppliers by 30th September 2026.

Suppliers are to direct any queries and questions regarding the ITT content or process to the Plan Contact. All questions should be submitted in writing to the nominated email address.

1.8 Amendments to ITT documents

Plan International may amend the ITT documents by issuing notices to that effect to all interested suppliers and may extend the ITT closing date and time if deemed appropriate.

1.9 Bid submission methods and requirements

Each supplier must submit one copy of its Bid to Plan International by email to: procurement@plan-international.org. The subject heading of the email shall be **ITT FY27-0226 Global Medical Supplies [Supplier's name]**.

Electronic copies are to be submitted in the following formats:

- Annex A- Technical Questions, Excel
- Annex B- Financial Submission, Excel
- Supporting documents and evidence must be submitted in PDF and/or Word format.

Suppliers may submit multiple emails, clearly labelled as Email 1 of 3, Email 2 of 3 and so on, or may submit zipped files if attachments are too large for a single email transmission.

Submissions must be prepared in English and in the formats requested.

1.10 Late Bid submissions

Suppliers are responsible for submitting their Bids prior to the ITT closing date and time in accordance with the acceptable submission requirements described in Clause 1.9. There will be no allowance made by Plan International for any delays in transmission of the Bid from the supplier to Plan International. Any Bid received later than the stipulated ITT closing date and time may be removed from further consideration.

1.11 Acceptance of Bid submissions

The Bid may be for all or part of the Requirement and may be accepted by Plan International either wholly or in part. A Bid will not be accepted unless and until Plan International has signed a Contract or sent a 'Notice of Award' in writing to the successful supplier(s).

Plan International is under no obligation to accept the lowest priced Bid or any Bid and reserves the right to reject any Bid which is incomplete, conditional or not compliant with the ITT documents.

1.12 Alternative Bid submissions

Suppliers may submit alternative Bids if they consider that an alternative approach may offer Plan International additional benefits while still complying with the Requirement. Plan International reserves the right to accept or reject any proposed alternative, either wholly or in part.

1.13 Validity of Bid submissions

Bids submitted in response to this ITT are to remain valid for a period of 90 days from the ITT closing date.

1.14 Evaluation Criteria

Following the closing date for suppliers' responses to the ITT, a bid evaluation process will take place. Plan International may request additional information from suppliers to assist further evaluation of Bids.

Discussions may be held with some or all of the suppliers to seek further clarification of their bids. Following such clarification, Plan International may conduct parallel negotiations with several suppliers.

The evaluation process may also involve taking up supplier client references.

Plan International will be relying on all of the material contained in the bid and all of the representations made in the bid process, together with any subsequent written and/or verbal clarifications of the bid.

Final evaluation scores will be calculated on a Lot-by-Lot basis using a total score of 100 points. The overall score will comprise Technical Evaluation worth 60 points, Financial Evaluation worth 30 points and Lead-Time Evaluation worth 10 points. The Technical Evaluation will include Quality and Product Assurance, Service Delivery and Operational Capability, and Emergency Preparedness and Supply Continuity. A supplier may be evaluated, scored and awarded differently across different Lots depending on the evidence, pricing and lead-time commitments submitted for each Lot.

Stage 1 – Mandatory Compliance Assessment (Pass/Fail)

Before progressing to scored evaluation, suppliers must demonstrate compliance with the mandatory requirements applicable to the Lot(s) for which they are bidding. Failure to satisfy any mandatory requirement may result in exclusion from further evaluation. The detailed requirements are set out within the Technical Questions and Medical Product Technical Specifications annexes.

Mandatory Requirement	Assessment
Valid licence or authorisation to distribute the products being offered	Pass/Fail
Compliance with applicable regulatory requirements	Pass/Fail
Compliance with the Medical Product Technical Specifications	Pass/Fail
Mandatory technical information supplied in ANNEX A - Suppliers must complete all mandatory technical questions, and provide the required supporting documentation.	Pass/Fail
Mandatory commercial information in Annex B. Each Lot contains mandatory basket items that must be quoted for in order to progress to scored evaluation. Minimum order quantity, stockholding and lead-time information must also be completed for all mandatory basket or core basket line items, as applicable. Failure to provide mandatory commercial information may result in exclusion from further evaluation for the relevant Lot.	Pass/Fail

Stage 2 – Weighted Evaluation

Only suppliers that successfully pass the mandatory compliance assessment will progress to the scored evaluation stage.

Technical responses will be assessed against the quality, relevance, completeness and verifiability of the evidence provided. Higher scores will be awarded where suppliers provide clear, current and independently verifiable evidence that demonstrates capability, compliance and experience relevant to the Lot(s) for which they are bidding.

Area	Weighting	Evaluation Criteria
Quality & Product Assurance	35%	- Strength of alignment to WHO MQAS principles, GSDP/GDP requirements and recognised quality assurance standards. - Evidence of valid MQAS audits or equivalent assessments. - GSDP/GDP certification or audit evidence. - WDA or equivalent authorisations, regulatory compliance and product sourcing controls.

		• Supplier qualification processes, quality management systems and product traceability • Recall and quarantine procedures. • Medical device conformity or ISO 13485 evidence where relevant to the Lot(s) being bid for.
Service Delivery & Operational Capability	15%	• Demonstrated ability to deliver comparable medical supplies to international organisations. • Experience with INGOs or humanitarian agencies. • International shipping capability, export licensing and documentation. • Distribution centre locations and bonded warehousing capability. • Cold chain packaging and transport where applicable. • Customer support, account management and order handling. • Value-added services such as online ordering, stock reporting, technical advisory support or demand forecasting.
Lead Time	10%	• Standard and emergency lead-time commitments for mandatory core basket items, as submitted in Annex B. • Completion of stockholding status for each mandatory core basket item. • Completion of standard dispatch lead times and emergency response lead times. • Comparison of supplier lead-time performance against the fastest eligible supplier averages for the relevant Lot.
Emergency Preparedness & Supply Continuity	10%	• Ability to support humanitarian and emergency response requirements. • Rapid mobilisation and emergency stock availability. • Previous emergency response experience. • Delivery to remote or difficult-to-access locations. • Surge capacity, business continuity planning and alternative logistics routes. • 24/7 escalation arrangements and flexible ordering and reporting processes. • Quote response times, dispatch readiness and on-time delivery performance.
Commercial Competitiveness	30%	• Pricing competitiveness and value for money based on Annex B. • Mandatory basket price competitiveness. • Price completeness across remaining basket items. • Minimum order quantity acceptability. • Mandatory basket pricing and MOQ information must be completed for each Lot being bid for to support commercial evaluation.

Evaluation scores will be calculated using the relevant annexes: Annex A for technical criteria, and Annex B for financial and lead-time criteria. Suppliers should ensure all responses, pricing, lead-time information and supporting evidence are complete, accurate and clearly linked to the Lot(s) being bid for.

Lot-Specific Evidence Requirements

The following table summarises the additional supporting documentation that suppliers may be required to submit outside of the information entered directly into Annex A. Suppliers must still complete all mandatory and scored questions in Annex A for the Lot(s) being bid for.

Requirement / Evidence Area	Lot 1 Pharmaceuticals	Lot 2 Medical Devices	Lot 3 Health Kits
Company registration certificate and tax certificate or equivalent	Required	Required	Required
National Regulatory Authority registration or authorisation to procure, import, store, distribute and/or export products being bid for	Required	Required where applicable	Required according to kit contents
Wholesale Distribution Authorisation (WDA) or equivalent authorisation for all relevant operational sites	Required	Required where applicable	Required according to kit contents
Copies of requested quality certifications relating to the products being bid for	Required	Required	Required according to kit contents
WHO MQAS evidence, including valid external audit evidence where available	Required	If applicable	Required where kits contain pharmaceuticals or relevant medical products
GSDP/GDP evidence, including valid GSDP audit, Eudra GDP certificate, HPC/USAID prequalified vendor evidence or Quamed Quality Certification Programme certificate where available	Required	If applicable	Required according to kit contents and distribution model
Medical device conformity evidence, including EU MDR evidence where applicable	If applicable	Required	Required where kits contain medical devices
ISO 13485 certification for relevant medical-device manufacturers, or ISO 9001 quality management evidence where appropriately applicable	If applicable	Required	Required where kits contain medical devices
At least three references from comparable organisations within the last three years, including scope, value and contact details	Required	Required	Required
Export licences or documentation	Required	Required	Required
Financial stability evidence, including recent audited financial	Required	Required	Required

statements, insurance cover including product liability, and credit or banking evidence where available			
---	--	--	--

1.15 Supplier Vetting and Sanctions Screening

By participating in this tender process, suppliers acknowledge and agree that Plan International may undertake supplier due diligence checks as part of its procurement, compliance and risk management processes. This may include screening the supplier, its owners, directors, key personnel and any relevant subcontractors or associated entities through Plan International's vetting and sanctions screening software, including anti-terrorism screening checks.

1.16 Withdrawals

Bid submissions may be withdrawn at any time prior to the ITT closing date and time by written notice to Plan International.

1.17 Suppliers to inform themselves

Plan International has taken reasonable care to ensure that the ITT is accurate; however, it gives no representation or warranty as to the accuracy or sufficiency of the information contained within it. Suppliers are required to inform themselves fully of all conditions, risks and other circumstances relating to the proposed contract before submitting a Bid. Proposed prices shall be deemed to cover the cost of complying with all conditions of the ITT and of all things necessary for the due and proper performance and completion of the Requirement.

1.18 Costs of preparing Bid submissions

All costs relating to the preparation and submission of a Bid are the sole responsibility of the supplier. Plan International shall not pay any supplier, wholly or in part, for its Bid.

1.19 Inconsistencies and omissions

Suppliers must promptly advise Plan International in writing of any inconsistencies and omissions they discover in the ITT.

1.20 Terms and Conditions of Contract

The applicable terms and conditions that will apply to any Contract arising from this ITT will be provided to short-listed suppliers before any contract award decision is made.

1.21 Debrief

Feedback will be given to each supplier at the completion of the tendering process regarding the supplier's overall performance, where possible and practical. Please note, this may not be possible where a high number of bid submissions are received.

2 PART 2 - INTRODUCTION TO PLAN INTERNATIONAL

2.1 Our Purpose

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.

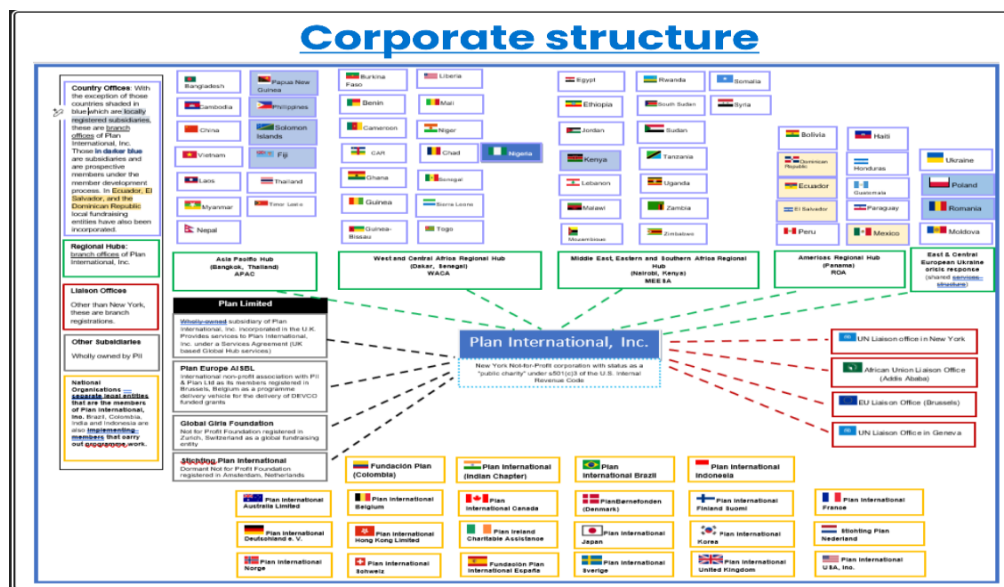
For over 85 years, we have rallied other determined optimists to transform the lives of all children in more than 80 countries.

We won't stop until we are all equal.

Read more about Plan International's Global Strategy: [Girls Standing Strong](#)

2.2 Organisational Structure

Plan International is comprised of Plan International, Inc., its subsidiaries (including Plan Limited) and their corporate members – 'National Organisations':



Plan International, Inc. ("PII") is a New York not-for-profit corporation. This in turn wholly owns Plan Limited, based in the UK and through which the Global Hub is operated. PII is comprised of the following units:

- **The Global Hub:** The operational headquarters, providing strategic direction and technical assistance to the organisation
- **Regional Hubs:** Co-ordinate and support the work of each Country Office within its region, providing leadership and technical expertise
- **Country Offices ('COs'):** Responsible for all programme operations within their country
- **Programme Units ('PUs'):** Manage and implement our programmes on the ground, working directly with children and communities and working closely with partner organisations. They are most often located in the communities where programmes are implemented
- **Liaison Offices:** Provide a platform to strengthen our partnerships with international bodies, conduct negotiations with key decision-makers and promote the rights of children globally

National Organisations ("NOs") are separately constituted legal entities with objectives / purposes aligned with PII, and each with their own governance bodies. Their role is to raise funds, promote advocacy in country and in some cases, oversee programmes/projects due to donor requirements. Each National Organisation has agreed to comply with specific standards of operation set out in the Members' Agreement.

Further details of Country Office locations can be found in Section 3.3.3 Geographic Scope.

2.3 Medical supplies procurement at Plan International

Plan International procures medical products across multiple regions in support of humanitarian and development programming (please see Section 3.3.3 Geographic Scope). Products procured include pharmaceuticals, medical devices, diagnostics, laboratory products, medical consumables and health kits used to support a broad range of health interventions, including maternal and child health programmes, disease prevention and treatment activities, community-based healthcare initiatives and emergency response operations.

Medical procurement is a global category that spans at least 24 Country Offices across all regions in which Plan International operates. Analysis undertaken as part of the organisation's Medical Procurement Category Strategy identified increasing levels of procurement activity across the organisation, with particularly high levels of spend and product utilisation within the WACA and MEESA regions. The category continues to expand as health programming grows and Country Offices increasingly seek access to quality-assured medical products and specialist suppliers.

The purpose of this procurement exercise is to establish access to competitively priced medical products, but also to create a pool of qualified suppliers capable of supporting Plan International's global operations while maintaining the highest standards of quality, patient safety, regulatory compliance and operational performance. Through this framework, Plan International seeks to strengthen organisational resilience, improve product availability and support both routine programme implementation and emergency response activities across all regions in which it operates.

2.4 Quality Assurance Framework

Plan International recognises that medical procurement represents a specialist, high-risk procurement category. As a result, quality assurance is a fundamental requirement of this procurement process.

Suppliers must demonstrate robust quality management systems and provide evidence of compliance with internationally recognised standards relating to pharmaceutical and medical device procurement and distribution. Preference will be given to suppliers able to demonstrate compliance with WHO MQAS principles, Good Storage and Distribution Practices (GSDP/GDP), and recognised independent quality assurance programmes.

In addition to a standard framework agreement, successful suppliers will be required to enter into a Quality Technical Agreement (QTA) with Plan International and support quality incident management, recalls, pharmacovigilance activities and product traceability requirements.

2.5 Emergency Response Requirements

Plan International delivers humanitarian and development programmes in some of the world's most complex and challenging operating environments. This includes supporting communities affected by conflict, displacement, disease outbreaks, natural disasters and other humanitarian emergencies. As a result, access to safe, quality-assured medical products is often critical to enabling timely and effective programme delivery.

The organisation's health programming encompasses a broad range of interventions, including maternal, newborn and child health programmes, community-based healthcare initiatives, disease prevention and treatment activities, emergency health responses and other interventions designed to improve health outcomes for vulnerable populations.

Given the nature of Plan International's work, suppliers appointed under this framework may be required to support both routine programme delivery and time-critical emergency procurements. This may involve supplying products to fragile, conflict-affected or otherwise operationally

challenging environments, often within compressed timeframes and under rapidly evolving circumstances.

Plan International is therefore seeking suppliers that can demonstrate a high degree of operational resilience, supply chain flexibility and experience supporting humanitarian organisations. Suppliers should be able to evidence their ability to maintain product availability, manage supply continuity risks and respond rapidly to urgent requirements when needed.

The successful suppliers will be expected to have robust international logistics capabilities, strong inventory management processes and experience navigating the regulatory requirements associated with cross-border procurement and distribution of medical products. Particular value will be placed on suppliers that can demonstrate experience supporting international NGOs, humanitarian agencies or public health programmes operating across multiple countries and regions.

Through this framework, Plan International aims to establish strategic supplier partnerships that not only provide access to quality-assured medical products, but also strengthen the organisation's ability to respond quickly and effectively to the needs of programme participants during emergencies and periods of heightened demand.

3 PART 3 - SUPPLIER REQUIREMENTS

3.1 Background to Tender

Plan International is seeking to establish a pool of Global Framework Agreements for the supply of quality-assured medical products. The objectives of these agreements are to:

- Improve access to quality-assured medical products for Country Offices.
- Consolidate spend through a reduced and more strategically managed supplier base.
- Strengthen quality assurance oversight across the organisation.
- Improve product availability and reduce supply chain risk.
- Enhance emergency preparedness and surge-response capabilities.

Suppliers may bid for one or more Lots. Award of a framework agreement does not guarantee any minimum volume of business.

3.2 Framework Governance

Plan International intends to establish a multi-supplier framework for the provision of quality-assured medical products across all regions in which the organisation operates. The framework has been designed to improve access to approved suppliers, strengthen quality assurance oversight, reduce supply chain risk and support both routine programme implementation and emergency response activities.

The framework will be divided into the following Lots:

- **Lot 1 – Pharmaceuticals**
- **Lot 2 – Medical Devices**
- **Lot 3 – Health Kits**

Suppliers may submit a response to one or more Lots. Evaluation and award decisions will be undertaken on a Lot-by-Lot basis.

3.2.1 Framework Duration

The framework agreements established as a result of this procurement process will have an initial term of **three (3) years**. Plan International reserves the right, at its sole discretion, to extend the framework for one or more additional periods, subject to satisfactory supplier performance, continued business requirements and organisational approval processes.

3.2.2 Multi-Supplier Award Model

Plan International intends to appoint **multiple suppliers across each Lot**.

The purpose of this approach is to:

- Ensure continuity of supply and reduce supply chain risk.
- Provide geographical coverage across the regions in which Plan International operates.
- Improve product availability and responsiveness during emergencies.
- Support access to specialist products, technical expertise and market capacity.
- Mitigate the risk of supplier disruption or product shortages.

Plan International reserves the right to determine the number of suppliers appointed to each Lot based on the quality and competitiveness of responses received.

For context, Plan International's indicative annual spend in this category is approximately **EUR 16-17 million per year**. A significant proportion of this spend is currently concentrated in the Middle East and East & Southern African region (MEESA) and West and Central Africa region (WACA), followed by the Region of the Americas (RoA) and Asia-Pacific (APAC). These figures are provided for background information only and should not be interpreted as a guaranteed volume, spend commitment or exclusivity arrangement under the framework.

Appointment to the framework does not guarantee any minimum volume of business, spend commitment or exclusivity arrangement.

3.2.3 Access to the Framework

The framework will be available for use by Plan International entities globally, including Regional and Country Office operations. Country Offices will be able to access and utilise the framework directly for the procurement of approved medical products within the scope of the awarded Lots. Orders may be placed directly with framework suppliers in accordance with Plan International procurement policies, delegated authority requirements and any ordering procedures established under the framework.

The framework is intended to simplify access to quality-assured suppliers while enabling Country Offices to procure medical products more efficiently and consistently.

3.2.4 Ordering and Call-Off Arrangements

Framework suppliers will be expected to support orders of varying sizes and values, ranging from routine programme requirements through to urgent humanitarian response requirements. Plan International reserves the right to determine the most appropriate ordering approach for individual requirements, which may include:

- Direct award to a framework supplier;
- Requests for quotations amongst framework suppliers within a Lot;
- Lot-specific sourcing exercises where required;
- Emergency procurement procedures in accordance with organisational policies.

The use of any particular supplier under the framework will be determined by factors including product availability, quality requirements, delivery timelines, geographical coverage, commercial competitiveness and operational requirements.

3.2.5 Performance Management

Suppliers appointed to the framework will be subject to ongoing performance monitoring throughout the duration of the agreement.

Performance assessments may include, but will not be limited to:

- On-Time In-Full (OTIF) delivery performance;
- Product quality and regulatory compliance;
- Responsiveness and customer service;
- Emergency response capability;
- Quality incident management;
- Product recall management;
- Supply continuity and risk management.

Plan International reserves the right to suspend, remove or otherwise restrict supplier participation in the framework where performance, compliance or quality standards fall below the requirements established within the framework agreement.

3.3 Scope Boundaries

The purpose of this framework is to provide Plan International with access to quality-assured medical products that support both routine programme implementation and emergency response activities across the organisation's global operations. Medical procurement represents a specialist category with significant quality, patient safety and regulatory compliance considerations. Accordingly, the scope of this framework has been clearly defined to ensure suppliers understand the categories of products and services covered by this procurement process.

3.3.1 In Scope

The framework covers the supply of medical products falling within the following categories:

Pharmaceuticals (Lot 1)

Including, but not limited to:

- Essential medicines
- Antibiotics
- Analgesics
- Reproductive health products
- Maternal and child health medicines
- Oral solid dosage forms
- Injectable medicines
- Treatments for communicable and non-communicable diseases
- Controlled medicines where legally authorised and within the scope of the supplier's licences

Pharmaceutical products are considered high-risk products and are subject to enhanced quality assurance requirements.

Medical Devices (Lot 2)

Including, but not limited to:

- Diagnostic devices

- Syringes
- Intrauterine devices (IUDs)
- Laboratory products and diagnostics
- Medical equipment
- Hospital furniture
- Medical devices classified as Class I, II or III
- Clinical and healthcare equipment

Medical devices are generally considered medium-risk products and must comply with the technical specifications and regulatory requirements defined within the tender documentation.

Health Kits (Lot 3)

Including, but not limited to:

- Standardised emergency health kits
- Reproductive health kits
- Maternal and newborn health kits
- Community health kits
- Disease-specific treatment kits
- Other pre-packaged medical kits comprising pharmaceuticals, medical devices and associated healthcare products

Health Kits must comply with the applicable requirements for all constituent products and maintain full traceability of kit contents.

3.3.2 Out of Scope

The following categories are not currently within the scope of this framework:

- Therapeutic foods and nutritional products
- Warehousing and distribution services as a standalone service offering
- Third-party logistics services not directly associated with the supply of products awarded under this framework
- Non-medical programme supplies

Plan International reserves the right to procure these categories through alternative procurement arrangements where required.

3.3.3 Geographic Scope

The framework is intended to support Plan International operations globally and may be utilised by PII branch offices, including Regional and Country Office entities. Suppliers should therefore be capable of supporting international supply requirements and delivery to a broad range of operating environments, including fragile, conflict-affected and emergency-response settings.

Region	Country Office Location
West and Central Africa (WACA)	• Benin • Burkina Faso • Cameroon • Central African Republic • Chad • Ghana • Guinea • Guinea-Bissau • Liberia

	• Mali • Niger • Nigeria • Senegal • Sierra Leone • Togo
Asia-Pacific (APAC)	• Bangladesh • Cambodia • Fiji • India • Indonesia • Laos • Myanmar • Nepal • Papua New Guinea • Philippines • Solomon Islands • Thailand • Timor-Leste • Vietnam
Region of the Americas (RoA)	• Bolivia • Brazil • Colombia • Dominican Republic • Ecuador • El Salvador • Guatemala • Haiti • Honduras • Mexico • Paraguay • Peru
Middle East and East and Southern Africa (MEESA)	• Egypt • Ethiopia • Jordan • Kenya • Lebanon • Malawi • Mozambique • Rwanda • Somalia • South Sudan • Sudan • Tanzania • Uganda • Zambia • Zimbabwe

3.3.4 Technical and Quality Requirements

All products supplied under this framework must comply with the requirements set out within the Medical Product Technical Specifications. Compliance with these requirements is mandatory and forms part of the supplier evaluation and ongoing contract management process.

3.4 Supplier Response Requirements

The following annexes form part of this Invitation to Tender (ITT) and must be reviewed and completed where applicable. Suppliers are responsible for ensuring that all required annexes and

supporting documentation are submitted as part of their tender response. Annexes A to E should be read together as the Tender Pack.

Annex	Title	Purpose	Supplier Action
A	Technical Questions	Contains the mandatory technical and qualitative questions used to assess suppliers against the published evaluation criteria, including quality assurance, regulatory compliance, operational capability, emergency preparedness and service delivery requirements.	Complete all applicable sections and provide supporting evidence where requested.
B	Financial Submission	Contains the pricing schedules and commercial response templates for each Lot. This annex will be used to evaluate pricing and commercial competitiveness.	Complete all relevant pricing schedules and submit in the original Excel format.
C	Technical Specifications	Defines the minimum technical, regulatory and quality requirements applicable to Pharmaceuticals, Medical Devices and Health Kits supplied under this framework. Compliance with these specifications is mandatory.	Review and confirm compliance within Annex A.
D	Non-Staff Code of Conduct	Sets out Plan International's expected standards of behaviour and conduct for non-staff personnel engaged in connection with Plan International activities.	Review and confirm acceptance of the requirements where applicable.

Suppliers wishing to submit a Bid in response to this Invitation to Tender (ITT) must use the response templates provided within the Tender Pack. Bids submitted in alternative formats may not be evaluated.

The annexes have been specifically designed to enable suppliers to provide consistent information and supporting evidence, allowing Plan International to undertake a fair, transparent and auditable evaluation process.

Suppliers are required to complete all sections relevant to the Lot(s) for which they are submitting a Bid. Where a question is not applicable, suppliers should enter "N/A" and provide brief justification where appropriate.

3.4.1 Annex A Technical Questions

Annex A contains the mandatory requirements and technical questions that will be used to assess suppliers against the published evaluation criteria. Suppliers must complete all applicable sections and provide the supporting evidence requested. Responses provided within Annex A will form the basis of the technical evaluation and scoring process and **must be returned in Excel format**.

The Technical Questions cover, but are not limited to:

- Organisation profile and experience

- Regulatory compliance and licensing
- Quality Management Systems
- WHO MQAS and GSDP/GDP compliance
- Product sourcing and supplier qualification processes
- Supply chain and logistics capability
- Emergency preparedness and response capability
- Customer service and account management
- Sustainability and responsible business practices
- Added value services

3.4.2 Annex B Financial Submission

Annex B contains the pricing and commercial response templates. Annex B must be submitted in its **original Excel format**.

Annex B will be used to calculate the Financial and Lead-Time scores for each Lot. Suppliers must complete all mandatory basket pricing, minimum order quantity, stockholding and lead-time fields for the Lot(s) they are bidding for. The Financial score will be based on mandatory basket price competitiveness and price completeness for remaining basket items. The Lead-Time score will be based on standard and emergency lead-time information for mandatory core basket items. Incomplete mandatory pricing, minimum order quantity, stockholding or lead-time information may result in exclusion from further evaluation for the relevant Lot where the missing information relates to a mandatory requirement.

Suppliers must complete all applicable sections, including:

- Product pricing
- Lot-specific pricing schedules
- Standard Lead times
- Emergency Lead times
- Minimum Order Quantities (if applicable)

For clarity, the Financial Evaluation will award up to 30 points per Lot. This will comprise up to 27 points for mandatory basket price competitiveness and up to 3 points for price completeness across remaining basket items. Lead-Time Evaluation will award up to 10 points per Lot, based on standard and emergency lead-time performance for mandatory core basket items.

3.4.3 Supporting Documentation

Suppliers must submit all supporting documentation requested within Annex A, including, where applicable:

- Wholesale Distribution Authorisations (WDA)
- Regulatory licences and registrations
- GDP/GSDP certifications
- MQAS audit reports or equivalent assessments
- Quality Management certifications
- Quality Manuals
- Product recall procedures
- Pharmacovigilance procedures
- Business continuity plans
- Sustainability policies

Failure to provide the required documentation may result in clarification requests, a reduced score, exclusion from further evaluation for the relevant Lot or disqualification from the tender process, depending on the nature and materiality of the missing information.

3.4.4 Submission Checklist

Suppliers should use the checklist below to confirm that their tender response is complete before submission. The checklist is intended to support submission completeness only and does not replace the requirement to complete all applicable questions, templates and supporting documentation required within this ITT, Annex A and Annex B.

Checklist Item	Supplier Confirmation
Annex A – Technical Questions has been completed in full in its original Excel format.	Yes / No / N/A
Annex B – Financial Submission has been completed in its original Excel format for each Lot being bid for.	Yes / No / N/A
All required supporting documentation requested in Annex A has been provided.	Yes / No / N/A
Required licences, registrations, certifications and audit reports have been submitted where applicable.	Yes / No / N/A
All mandatory basket pricing fields have been completed for each Lot being bid for in Annex B.	Yes / No / N/A
Minimum order quantity information has been provided for all mandatory basket items, where applicable in Annex B.	Yes / No / N/A
Stockholding status has been completed for all relevant mandatory core basket items in Annex B.	Yes / No / N/A
Standard lead-time fields have been completed for all mandatory core basket items in Annex B.	Yes / No / N/A
Emergency response lead-time fields have been completed for all mandatory core basket items in Annex B.	Yes / No / N/A
Pricing has been provided for remaining non-mandatory basket items where available, to support price completeness scoring in Annex B.	Yes / No / N/A
Any product documentation fields required within Annex B, including certificates or supporting product information where applicable, have been completed or provided.	Yes / No / N/A
All information submitted is complete, accurate and may be relied upon by Plan International for evaluation and award purposes.	Yes / No / N/A
The supplier accepts the requirements set out within this ITT, including the applicable technical specifications and supplier conduct requirements.	Yes / No / N/A

By submitting a response to this ITT, the supplier confirms that the information provided is complete and accurate to the best of its knowledge, that all required templates and supporting documentation have been submitted, and that Plan International may rely on the information provided for the purposes of evaluation, clarification, award and contract management.