



Request for information



REQUEST FOR INFORMATION

Solarisation at GeneXpert Sites

RFI Main Facts Table	
RFI Reference	LBR-RFI-FY27-001-GC7 Solarisation at GeneXpert Sites
RFI Issue date	August 26, 2026
Deadline for submission of offers	1 st October, 2026

Submission of offers to

Procurement Department
Plan International Liberia

Email: liberia.procurementinfo@plan-international.org

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RE: Request for Information for Solarization at GeneXpert Sites

Plan International Liberia is currently reviewing the provision of Solarization at GeneXpert Sites. As part of developing our plans to meet this requirement we are issuing this Request for Information (RFI). This RFI is one vehicle by which we can systematically identify similarities and differences between suppliers in the market and additionally gain a greater understanding of specific suppliers' abilities, core business and strategic outlook with respect to the Solarization at GeneXpert Sites.

You are invited to submit a response to this RFI. The purpose of the RFI at this stage is to prequalify suppliers based on their responses, selected suppliers may be invited to perform presentations and/or demos. This will be considered solely for the purposes of building a greater understanding of the marketplace and industry's ability to fulfil our requirements. We look forward to your response by the closing date and time provided on the cover page of our RFI documentation.

Yours sincerely

Plan International Liberia

1. About Plan International Liberia

Founded in 1937, Plan International is an independent development and humanitarian organization with no religious, political, or governmental affiliations. Our vision is a just world that advances children's rights and equality for girls. We engage people and partners to; empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability; drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face; work with children and communities to prepare for and respond to crises and to overcome adversity; support the safe and successful progression of children from birth to adulthood.

To fulfil the promise of the 2030 Global Goals, our 5-year Global Strategy is designed to deliver significant change for girls and boys, putting a special emphasis on gender equality. We see clear links between fulfilling children's rights, achieving gender equality and ending child poverty. Every girl and boy have the right to be healthy, educated, protected, valued and respected in their own community and beyond. We support these rights from when children are born to when they reach adulthood. We work to ensure that girls and boys know their rights, and have the skills, knowledge, and confidence to fulfil them. This approach inspires and empowers children and communities to create long-lasting change. Girls have the power to change the world. Our ambition is to work beside them and together we act so 100 million girls learn, lead, decide and thrive. Our global advocacy work not only focuses on international policy but also ensures national governments can meaningfully implement and uphold laws that advance children's rights and gender equality at community level. Read more about Plan International's Global Strategy: 100 million Reasons at <https://plan-international.org/strategy>

2. Background and Service Requirement

Plan International Liberia, in partnership with the Ministry of Health (MoH), has constructed four county health depots to strengthen decentralized storage and last-mile distribution of health commodities. Reliable power is required for cold rooms, lighting, security systems, information and communications technology, and routine office operations. Selected health facilities supporting GeneXpert services also require assessment of their existing power systems to determine whether repair, upgrading or a new solar installation is required.

The Opportunity

The purpose of this RFI is to identify and pre-qualify firms with demonstrated capability in the design, supply, installation, testing, and commissioning of solar energy systems. Vendors that meet the pre-qualification requirements may be invited to participate in subsequent competitive tender processes and submit detailed technical and financial proposals.

Vendors must be duly licensed and legally registered businesses, organizations, or firms. **Individual consultants will not be considered under this RFI.**

Plan International Liberia will assess supplier responses and use the resultant assessments in future decision making in regard to supply of the Opportunity. Whilst it is the intent of Plan to compare supplier responses for the purposes of pre-qualification and possible short listing for further consideration, Plan International Liberia makes no obligations or undertakings in any way to:

- a) go to tender; or
- b) accept any RFI information received from suppliers; or
- c) include suppliers responding to this RFI in any future tender invitation; or
- d) any other commitment to suppliers whatsoever, including any intention to form a contract with any supplier for provision of the Opportunity.

PART 2 – INSTRUCTIONS

This Part sets out instructions regarding submission of responses to this RFI.

2.1 RFI key dates

The following key dates apply to this

RFI: RFI Issue Date As stated on the RFI Cover Page

RFI Closing Date and Time As stated on the RFI Cover Page

2.2 Queries and questions during the RFI period

Suppliers are to direct any queries and questions regarding the RFI content or process to the Company contact. All questions should be submitted by email liberia.procurementinfo@plan-international.org. Plan may choose to convey responses to submitted questions and queries to all suppliers so that each is equally informed.

2.3 Response lodgement methods and requirements

Suppliers must submit their response to Plan by the following method:

- a) By email to: Online.TenderPIL@plan-international.org The subject heading of the email shall be LBR-RFI-FY27-001-GC7 – Response - [Supplier Name]]. Electronic copies are to be submitted in PDF, and native (e.g. MS Word) format and suppliers may submit multiple emails (suitably annotated – e.g. Email 1 of 3) if attached files are deemed too large to suit a single email transmission.
- b) By hardcopy: Submit the proposals inclusive of all required annexes in a sealed envelope and dropped into the tender box situated on the Ground Floor of Plan International Liberia Country Office, Fish Market, Tubman Boulevard, Monrovia, Liberia

Responses must be prepared in English and in the format requested in Part 3 of this RFI.

2.4 Late responses

Suppliers are responsible for submitting their response prior to the RFI closing date and time in accordance with the acceptable lodgement requirements described in Clause 2.5. There will be no allowance made by Plan for any delays in transmission of the response from supplier to Plan. Any Proposal received by the Company later than the stipulated RFI closing date and time may be removed from further consideration by Plan.

2.5 Suppliers to inform themselves

Plan has taken all reasonable care to ensure that the RFI is accurate; however, Plan gives no representation or warranty as to the accuracy or sufficiency of the contained information.

2.6 Costs of preparing the response

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

2.7 Confidentiality

Except as required for the preparation of a proposal, suppliers must not, without Plan's prior written consent, disclose to any third party any of the contents of the RFI documents. Suppliers must ensure that their employees, consultants and agents also are bound and comply with this condition of confidentiality.

2.8 Acceptance of these Conditions

Suppliers, by submitting a response to this RFI, are deemed to have acknowledged and agreed to the conditions set out in this RFI and have read and agreed to Plan's general Terms and Conditions included in this RFI.

PART 3 – INFORMATION TO BE PROVIDED

This Part details all the information suppliers are required to provide to Plan. Submitted information will be used by Plan as set out in Clause 1. 3. The following minimum information is to be provided. If this information, or any additional information, is available on your website please provide the address to enable Plan to undertake further analysis.

3.1 Supplier details

- a) Supplier name (Trading and Registered), ABN, registered address.
- b) Details of supplier operations and operating locations.
- c) Supplier ownership information, including details of Directors and other key office bearers.
- d) Details of any current legal actions pending against the supplier or its directors and/or office bearers.
- e) Relationships with any parent company (if applicable).
- f) Details of joint venture arrangements (if applicable).
- g) Details of when the supplier organisation was founded, including origins and historical development of the organisation (if needed).
- h) Total number of employees.

3.2 Supplier Experience

- a) A description of the core supplier business, listing relevant experience (at least 3-5) that support this description. Where possible, include case studies that relate to activities consistent with the Opportunity. Within necessary boundaries of confidentiality, please be as specific as you can.
- b) Additional services, products and works provided outside of your core business.
- c) Examples (if any) of services that supplier has provided to Plan including the name of the Company representative/s concerned.

- d) Experience importing and delivering solar equipment to Liberia or other West African countries.
- e) Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

3.3 Supplier financials

- a) Details of supplier's financial background in particular audited financial report for the last 3 years
- b) Details of held insurances relevant to the Opportunity.
- d) Details of potential funding arrangements, lines of credit etc. to support investment in the Opportunity (if relevant).

3.4 Certifications and awards

- a) Details of all certifications held (e.g. ISO 9001) including date of last certification/recertification and details of the certifying body (copies of certifications may be appended to your response).
- b) Details of any recent external corporate awards, including the awarding body, if relevant to the Opportunity.

3.5 Supplier Relationship/Equipment Capability

Please provide details of your supplier relationships and equipment sourcing capabilities, including:

- a) Whether your company is an authorized distributor, reseller, or certified partner for any solar. Any authorized distributor, reseller, or manufacturer partnerships relevant to solar PV systems.
- b) Availability of equipment through:
 - i. Local stock in Liberia;
 - ii. Regional stock within West Africa; and/or
 - iii. International supply arrangements.
- c) Typical lead times (from purchase order to delivery at project site) for the following key components:
 - i. Solar PV modules
 - ii. Batteries
 - iii. Inverters
 - iv. Mounting structures

3.6 Policies

- a) Details of all major supplier policies, including Health and Safety, Environmental/ Sustainability, Employee Relations and Local Participation. Copies of policies are to be appended to your response.

3.7 Warranty and After-Sale Support

- a) Details of indicative warranty, response time, availability of local technicians, spare part support, remote monitoring capability.
- b) If applicable, local partners in Liberia.

3.8 Other Information

- a) Any further information you believe Plan may require in support of its RFI review