



INVITATION TO TENDER

International Tender: LBR-ITT-FY27-007-GC7 Construction of Infectious Disease Centre in Bentol.

Submission Date: 6th November 2026



Table of Contents

1.	About Plan International Liberia.....	3
2.	Background and Service Requirement.....	3
3.	ITT Overview and Instructions	3
3.1	Overview	3
3.2	Instructions to Tenderers.....	4
4.	Selection Criteria.....	6
5.	Specification and Scope of Requirement.....	12
6.	Evaluation of offers.....	12
7.	Terms & Conditions.....	12
8.	Plan International's Ethical & Environmental Statement.....	13
9.	Submission Checklist: List of additional documents to be submitted along with RFP	13

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

The Ministry of Health, in collaboration with the Global Fund is advancing efforts to strengthen Liberia's integrated health system. This initiative has become increasingly urgent as COVID-19 disrupted health supply chains, limiting the availability and accessibility of essential medicines and supplies nationwide.

The integrated health system strategy reflects Liberia's commitment to improving healthcare infrastructure, enhancing supply chain resilience, and safeguarding the health and well-being of its population.

As part of the GC7 interventions, PIL and the MOH, working jointly with the Ministry of Public Works (MoPW), completed a feasibility study for the construction of a proposed Infectious Disease Centre in Bentol, Montserrado County. This facility is intended to strengthen Liberia's capacity for specialized infectious disease treatment, improve patient care, and enhance national preparedness and response to outbreaks.

3. ITT Overview and Instructions

3.1 Overview

Liberia currently lacks a purpose-built facility for the management of infectious disease outbreaks and other high-risk communicable diseases. Existing infrastructure, including the TB Annex Hospital, is outdated and was not designed to meet modern requirements for infection prevention and control (IPC), patient isolation, surge capacity, or emergency response.

While the TB Annex Hospital has historically supported tuberculosis care, it no longer provides the functional space or specialized infrastructure required to manage drug-susceptible TB, drug-resistant TB, and other infectious diseases safely and effectively. The facility lacks dedicated isolation units, adequate inpatient and outpatient areas, intensive care capacity, and sufficient clinical and administrative workspace. In addition, the current site does not allow for expansion or phased upgrading.

To address these gaps, the Ministry of Health (MOH) has prioritized the development of a **National Infectious Disease Centre (IDC)**, with tuberculosis services forming a core component of a broader, outbreak-ready facility. The IDC will be designed to support the management of TB, emerging and re-emerging infectious diseases, and future public health emergencies.

The MOH has secured a **25-acre site** for the construction of the IDC, allowing for phased implementation and future expansion. **Phase One** will focus on establishing essential infrastructure, including outpatient services, inpatient wards (including TB), emergency and laboratory facilities, mortuary services, administrative buildings, and critical utility systems.

This phased development will strengthen Liberia's preparedness and response capacity while ensuring safe, IPC-compliant care for infectious diseases.

Plan International Liberia is inviting interested parties to submit a **Proposal for the Construction of Phase 1 of the Infectious Disease Centre**.

The construction of the new Infectious Disease hospital would involve:

1. Preliminary and Earth Works
2. Construction of Typical Wards, and General Services building.

As part of a competitive process for services, successful Bidder(s) will be expected to enter into a formal contract for Construction services using the **FIDIC Conditions of Contract for Construction (Red Book) 2017 edition**. Prior to contract signature and any advance payment, the successful bidder shall furnish a **Performance Security and an Advance Payment Guarantee** issued by a reputable bank licensed and operating in Liberia, in a form acceptable to the Client.

Plan International reserves the right not to award a contract as a result of this Invitation to Tender.

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 they provide all the necessary information asked for in the format specified, or risk their offer being rejected. Further details can be found in 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:

- Ref No.: *Ref No: LBR-ITT-FY27-007-GC7 Construction of Infectious Disease Centre*
- ANNEX A – Design and Drawing, Technical Specifications and TOR

Link: [Annex A - Design, Drawing, Technical Specification and TOR](#)

- ANNEX B - Pricing Schedule/ BOQ
- ANNEX C - Supplier Questionnaire
- ANNEX D - Non-Staff Code of Conduct

3.2.1 Submission and Bid Opening:

Bids must be accompanied by a Bid Security valid for a period of 90days from the bid submission deadline to the tune of US\$50, 400 (Fifty Thousand Four Hundred United States Dollar only) issued by a reputable licensed bank in Liberia. Any guarantee with a lower amount or shorter validity period will not be acceptable. The bid security shall be an on-demand Bank Guarantee issued by a Bank.

Scanned Copy of the Bid Security should be submitted along with the proposals and Hardcopy should be delivered to Plan International Liberia Office before Bid opening.

Mailing Address:

Plan International Liberia

Tubman Boulevard, Fish Market
Sinkor, P.O Box 10-1021
1000 Monrovia, 10 Liberia

Bidders are required to submit their proposals inclusive of all required annexes in Two distinct labels, Technical and Financial: Online.TenderPIL@plan-international.org by **6th November 2026 at 10 a.m.** Bidders may wish to protect their submissions and must share the **password by mail** between 10.00 – 10.05 a.m.

Bids will be opened on **6th Nov 2026** at 10.15 a.m. in the presence of bidders' representatives who choose to attend. The opening will take place in the conference room at Plan Liberia Country Office. All bids submitted after the deadline as indicated above will be rejected.

Plan International Liberia at its discretion may extend the deadline of the submission of the proposals by amending the tender document.

Plan International Liberia shall not consider any proposal that arrives after the deadline for submission of these proposals. Any proposal submitted after the deadline shall be declared late, rejected, and returned unopened.

The offer and all correspondence and documents related to the tender must be written in English Language.

Each Bidder or Joint Venture may submit only one offer.

3.2.2 Clarifications on Bid:

Questions and requests for clarifications – Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to Tender.EnquiriesPIL@plan-international.org and must include the ITT reference number: Ref No.: LBR-ITT-FY27-007-GC7 Construction of Infectious Disease Centre in Bentol.

Both questions and answers will be distributed, without identification of the inquirer(s), to all prospective Bidders who are on record as having received this ITT. Any verbal information received from a Plan International employee or other entity shall not be considered as an official response to any question regarding this ITT.

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 their 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	October 7 2026
Site Visit at the proposed project site (Potential bidders can visit the site to assess the construction site.	October 21, 2026 by 10a.m.

Pre bid meeting after the site visit. The meeting will take place at Plan's Montserrado office at Careysburg, opposite yellow building and adject yellow mosque Note: Plan International will not pay any cost associated with preparation of the proposal or the site visits. Plan International will also respond to clarifications questions during the Pre bid meeting	
Deadline for bidders to submit clarifications questions	October 23, 2026
Deadline for Plan to respond to clarification	October 26, 2026
Deadline for submission of offers	November 6, 2026 by 10a.m.

3.4 Pricing

Bidders are required to complete the pricing schedule attached separately in '**Annex B – Pricing Schedule.**' All prices must be quoted according to the BoQ in USD, and inclusive of Applicable Taxes law in Liberia.

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.

Successful Bidder will be required to pay their staff who work on this contract **at least** the National Living Wage.

Plan International Liberia evaluation of the responsive proposals will take into account the technical factors, in addition to cost factors in accordance with the evaluation criteria listed below. The weight assigned to each of the criteria is specified in the ITT.

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 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:

Selection Criterion No	Criteria	Tenderers must demonstrate Documents Required	Weight Maximum Score
Compliance	Tender Compliance and Completion (mandatory)	- Satisfactory completion of all documentation requested with sufficient information submitted no later than the Closing Date specified. - Agreement to Plan mandatory policies as set out in 'Annex E- Non-Staff Code of Conduct.' - Provide copy of Articles of Incorporation - Valid Business Registration Certificate - Bid Security to the tune of US\$50,400	Pass/Fail. Bidders who do not meet these minimum requirements will not proceed to the next level of

			the evaluation process (Technical Evaluation).																																						
	Methodology and Workplan (25 points)	Bidders shall submit a detailed Technical/Management Plan demonstrating their proposed approach to implementation of the construction works. The plan shall address, at a minimum: 1. Proposed construction methods and sequencing of activities; 2. Understanding of the project scope, technical requirements and site conditions; 3. Project-specific Quality Control Plan and approach to compliance with technical specifications; 4. Detailed and structured Monitoring Plan; and 5. Risk Assessment Plan and Risk Register identifying hazards/risks, likelihood and impact, risk ranking, and proposed mitigation measures. Construction Methodology & Sequencing — 6 points <table><tr><td>Excellent, detailed site - specific methodology with logical sequencing and clear implementation plan</td><td>6</td></tr><tr><td>Very good methodology with appropriate sequencing and minor gaps</td><td>5</td></tr><tr><td>Good methodology with reasonable sequencing but some gaps</td><td>4</td></tr><tr><td>Adequate but lacks sufficient detail</td><td>3</td></tr><tr><td>Poor/limited methodology</td><td>1</td></tr><tr><td>Not provided/unacceptable</td><td>0</td></tr></table> Understanding of Scope, Technical Requirements & Site Conditions — 5 points <table><tr><td>Comprehensive understanding of scope, specifications, site conditions and technical challenges</td><td>5</td></tr><tr><td>Good understanding with minor gaps</td><td>4</td></tr><tr><td>Adequate understanding</td><td>3</td></tr><tr><td>Limited understanding</td><td>1</td></tr><tr><td>Not demonstrated</td><td>0</td></tr></table> Quality Control Plan & Compliance with Specifications - 5 points <table><tr><td>Comprehensive site-specific QC plan covering inspections, testing, materials, workmanship and compliance</td><td>5</td></tr><tr><td>Good QC plan with minor gaps</td><td>4</td></tr><tr><td>Basic but acceptable QC approach</td><td>3</td></tr><tr><td>Limited/inadequate QC approach</td><td>1</td></tr><tr><td>Not provided</td><td>0</td></tr></table> Monitoring Plan - 4 points <table><tr><td>Detailed monitoring plan with indicators, frequency, responsibilities and reporting mechanisms</td><td>4</td></tr><tr><td>Basic monitoring plan</td><td>2</td></tr><tr><td>Not provided/inadequate</td><td>0</td></tr></table>	Excellent, detailed site - specific methodology with logical sequencing and clear implementation plan	6	Very good methodology with appropriate sequencing and minor gaps	5	Good methodology with reasonable sequencing but some gaps	4	Adequate but lacks sufficient detail	3	Poor/limited methodology	1	Not provided/unacceptable	0	Comprehensive understanding of scope, specifications, site conditions and technical challenges	5	Good understanding with minor gaps	4	Adequate understanding	3	Limited understanding	1	Not demonstrated	0	Comprehensive site-specific QC plan covering inspections, testing, materials, workmanship and compliance	5	Good QC plan with minor gaps	4	Basic but acceptable QC approach	3	Limited/inadequate QC approach	1	Not provided	0	Detailed monitoring plan with indicators, frequency, responsibilities and reporting mechanisms	4	Basic monitoring plan	2	Not provided/inadequate	0	20%
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		Risk Assessment & Risk Register – 5 points <table><tr><td>Comprehensive site-specific risk register identifying hazards, likelihood, impact, risk ranking and mitigation measures</td><td>5</td></tr><tr><td>Good risk assessment without mitigation measure</td><td>4</td></tr><tr><td>Basic risk assessment with limited site-specific detail</td><td>3</td></tr><tr><td>Poor/limited risk assessment</td><td>1</td></tr><tr><td>Not provided</td><td>0</td></tr></table>	Comprehensive site-specific risk register identifying hazards, likelihood, impact, risk ranking and mitigation measures	5	Good risk assessment without mitigation measure	4	Basic risk assessment with limited site-specific detail	3	Poor/limited risk assessment	1	Not provided	0	
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Good risk assessment without mitigation measure	4												
Basic risk assessment with limited site-specific detail	3												
Poor/limited risk assessment	1												
Not provided	0												
Technical Proposal (65%)	Similar Construction and Contract Management Experience (20points)	The Bidder shall demonstrate successful experience in the completion of at least three (3) similar construction projects within the last five (5) years, each with a minimum completed contract value of USD 1.96 million. Similar projects shall include construction, rehabilitation, or major renovation of healthcare facilities, hospitals, laboratories, isolation or infectious disease treatment facilities, or other buildings of comparable scope and technical complexity. 3 qualifying similar projects each valued at ≥ USD1.96 million (20points) 2 qualifying similar completed projects each valued at ≥ USD1.96 million. (15 points) At least 1 similar project completed each valued at USD1.96 million (10points) Similar projects completed but below the required value threshold. (5 points) No relevant similar project demonstrated. The Bidder shall provide evidence of the completed projects(Contract, Certificate of completion), including the contract value, nature and scope of works, date of completion, and client/employer details.	10 %										
	Key Personnel (30 points)	The Bidder shall propose suitable qualified and experienced key personnel who will be responsible for the successful implementation and supervision of the Works. The Bidder shall provide CVs, evidence of qualifications, relevant experience. The proposed personnel shall have experience relevant to the nature, scope, complexity and value of the Works. The following key personnel shall be proposed: <table><tr><td>Position</td><td>Relevant Academic Qualification + Experience</td><td>Points</td></tr><tr><td>Project Manager (1No.)</td><td>B.Sc. Civil Engineering+ PMP/ PRINCE II, with ten (10) years' experience in building construction projects.</td><td>10</td></tr></table>	Position	Relevant Academic Qualification + Experience	Points	Project Manager (1No.)	B.Sc. Civil Engineering+ PMP/ PRINCE II, with ten (10) years' experience in building construction projects.	10	20%				
Position	Relevant Academic Qualification + Experience	Points											
Project Manager (1No.)	B.Sc. Civil Engineering+ PMP/ PRINCE II, with ten (10) years' experience in building construction projects.	10											

		Site /Civil Engineer (1No.)	Bachelor's degree in civil engineering with minimum of eight (8) years' experience in building construction works.	7		
		Building Technician (1No.)	Diploma/Certificate in Building Construction, Civil Engineering, Quantity Surveying, or related field, with a minimum of five (5) years' experience in building construction projects.	4		
		Electrical Engineer (1No)	Bachelor's degree in electrical engineering or equivalent with five (5) years' experience.	5		
		Health and Safety Officer (1No.)	B.Sc. in Occupational Health & Safety, Environmental Science, Public Health, Engineering, Natural Sciences, or a related field. Professional HSE certification (NEBOSH, IOSH, OSHA, etc.) with four (4) years' construction health and safety experience	4		
		Scoring Matrix				
		Position	Qualificatio n	Relevant experience	Similar Project Experience	
		Project Manager (1No.)	2	4	4	
		Site /Civil Engineer (1No.)	2	3	2	
		Building Technician (1No.)	1	2	2	
		Electrical Engineer (1No)	1	2	2	
		Health and Safety Officer (1No.)	1	2	1	
	Project Implementation Plan (10points)	The Bidder shall submit a detailed Project Implementation Plan demonstrating how the Works will be effectively organised, managed and completed within the specified contract period. The Plan shall be site -specific and shall demonstrate the Bidder's understanding of the implementation requirements, resource needs, sequencing and project management arrangements. The Project Implementation Plan shall include, at a minimum:				5%

		1. Detailed Work Programme and Implementation Schedule with Gantt Chart– 3 Points A realistic and logically sequenced work programme showing major activities, key milestones, estimated durations, dependencies and proposed completion dates, including a clear approach to achieving the required completion period. 2. Mobilisation and Resource Deployment Plan – 2 Points A clear plan for mobilisation and deployment of key personnel, equipment, materials and other resources required for the timely execution of the Works. 3. Coordination and Communication Arrangements – 2 Points Proposed arrangements for coordination and communication between the Contractor, Employer, consultants, project stakeholders and other relevant parties, including reporting lines and meeting arrangements. 4. Project Management, Reporting and Progress Monitoring – 2 Points Proposed arrangements for managing, monitoring and reporting project progress, including progress reporting, tracking of milestones, identification of deviations from the approved programme and proposed corrective actions. 5. Delay Management and Corrective Actions – 1 Point Demonstrated approach to identifying potential causes of delay, managing unforeseen circumstances and implementing timely corrective measures to minimise impacts on the project schedule.																						
	Equipment (15 points)	The Bidder shall demonstrate ownership or access to equipment such as equipment registration documents, ownership records, lease/hire agreements or other verifiable evidence of availability. The Bidder shall also provide the equipment's make or model, capacity, age/year of manufacture. The list of equipment must include the following: <table><tr><th>Equipment</th><th>Quantity</th><th>Point</th></tr><tr><td>Bulldozers - 350horsepower</td><td>1</td><td>1.5</td></tr><tr><td>Excavators 6 tons - 40tons</td><td>2</td><td>2.5</td></tr><tr><td>Motor Grader</td><td>2</td><td>2</td></tr><tr><td>Compactor/Roller 0.3 ton – 16 ton</td><td>1</td><td>1.5</td></tr><tr><td>Dump Trucks 6 cubic – 14 cubic</td><td>2</td><td>2</td></tr><tr><td>Surveying Equipment 1 complete set</td><td>1</td><td>1.5</td></tr></table>	Equipment	Quantity	Point	Bulldozers - 350horsepower	1	1.5	Excavators 6 tons - 40tons	2	2.5	Motor Grader	2	2	Compactor/Roller 0.3 ton – 16 ton	1	1.5	Dump Trucks 6 cubic – 14 cubic	2	2	Surveying Equipment 1 complete set	1	1.5	10%
Equipment	Quantity	Point																						
Bulldozers - 350horsepower	1	1.5																						
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Compactor/Roller 0.3 ton – 16 ton	1	1.5																						
Dump Trucks 6 cubic – 14 cubic	2	2																						
Surveying Equipment 1 complete set	1	1.5																						

		(including RTK GPS coordinate)			
		Concrete Mixer 8 cubic – 20cubic	3	1.5	
		Water Storage Tank (1000 gallons)	2	2	
		Pickup Truck	3	3	
		Availability of Required Equipment		Score Awarded	
		100% of the required equipment and quantities demonstrated with proof of ownership, lease agreement, or commitment letter		Full points allocated	
		Quantity less than required but equipment available		50% of allocated points	
		Equipment not demonstrated		0 points	
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 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 % of women in management positions is over 35% • If % of women workers are 55% or above • If robust gender equality initiatives are in place and active. E.g. gender equality procurement policy, any additional gender-sensitive program implemented.			5%
Financial Proposal (30%)	Financial Evaluation	• Scores will be based on final total as evaluated • The Bidder with the lowest evaluated financial cost is assigned a score of 100 points (e.g., 100%); other Bidders' evaluated financial costs are then divided into the lowest evaluated financial cost score to arrive at a comparative score (ratio/percentage). $\frac{\text{Lowest cost}}{\text{Cost of Company A}} \times 100 \times 30\%$			30%

Minimum Technical Qualifying Score

The technical evaluation shall be scored on a total of 100 points, which will subsequently be weighted to 65% of the overall evaluation score.

To qualify for financial evaluation, a Bidder must obtain a minimum technical score of 55 points out of 100.

Only Bidders that achieve a technical score of 55 points or higher will be considered technically responsive and will proceed to the financial evaluation stage.

Bidders scoring less than 55 points out of 100 in the technical evaluation will be considered technically non-responsive and shall not proceed to the financial evaluation. Their Financial Proposals shall remain unopened and shall not be considered for further evaluation.

The financial evaluation shall be conducted only for Bidders that meet or exceed the minimum technical qualifying score.

5. Specification and Scope of Requirement

Please refer to '**Annex A – Design and Drawing and Technical Specifications and Annex B – Price Schedule/BOQ**' for full details of the requirement.

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 based on predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent(s) 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, you shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and your 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 question by Plan International Ltd
- You accept that in case your proposal is selected, then within 7 days of signing the contract, you will provide the Client with a Performance Security in the form of a bank guarantee of an amount equal to 100% of the total contract value.
- You accept that any advance payment will be processed provided that the Contractor submits a valid, unconditional, and irrevocable Advance Payment Bank Guarantee issued by a reputable commercial bank in Liberia.
- You accept that any advance payment shall not exceed 30% of the total contractual amount

8. Plan International's Ethical & Environmental Statement

- The Service provider 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 Service Provider should seek to set reduction targets in areas where the organisation's activities lead to significant environmental impacts

9. Submission Checklist: List of additional documents to be submitted along with ITT

Document	Form
Annex A – Design and Drawing, Technical Specification	Review the Design and Drawing, & Technical Specification per Lot and submit along with your bid
Annex B - Pricing Schedule/BOQ	Please complete with all requested information and submit along with your bid. You are requested to use the Annex B only.
Annex C - Supplier Questionnaire	Please complete with all requested information and submit along with your bid
Annex D - Non-Staff Code of Conduct	Please sign and date this document and submit along with your bid
Project Organization and Manpower Chart (Key Personnel): CV and certificates to be included	Please attach copy to your application

Document	Form
Methodology and Work Schedule for the execution of the project	Please attach copy to your application
References	Provide 3 top clients references including name of organization, phone numbers and email address
List of equipment with proofs of ownership or lease	Please attach copy to your application

10. Applicable mandatory document for all Bidders

#	Required Document	Applicable to
1.	Business Registration Certificate OR equivalent AND Valid Tax Clearance Certificate OR equivalent	Each Joint Venture Member
2.	Company Profile	Each Joint Venture Member
3.	Articles of Incorporation OR equivalent	Each Joint Venture Member
4.	Ministry of Public Works Construction Company Certificate, category (B.1 - B.12, B.20 & B.60)	Local Bidders (ONLY)
5.	Association of Liberian Construction Contractors (ALCC) Certificate	Local Bidders (ONLY)
6.	PPPCC Certificate of Registration	Local Bidders (ONLY)
7.	Licenses, Permits, and Certification from the host country for buildings constructions.	International Bidders (ONLY)
8.	Demonstrate local implementation capacity via formal partnership (Memorandum of Understanding or Joint Venture Agreement) with a Registered Liberian Entity. The MoU/JV Agreement should describe the role of the partner in the venture.	Lead Entity on behalf of the JV
9.	Physical presence of Registered Liberian Entity (Lease or Rental agreement or Land Deed)	Local Bidders (ONLY)
10.	Form of Tender Security (Bid Security Guarantee)	Lead Entity
11.	Bank Certificate to confirm Financial Situation and Performance	Lead Entity
12.	Average Annual Construction Turnover Acknowledge, stamp and sign with copies of financial statements within the last 3 years	Each Joint Venture Member

13.	Specific Construction Experience with at LEAST 3 contracts within the last 5 years	Any of the Joint Venture Member
14.	Audited Financial Statements (including Balance Sheets, Income Statements, and Notes) for the last three (3) financial years	Each Joint Venture Member