Invitation to Tender

GAC-ASPIRE

Adolescent Sexual Reproductive Health and Rights (ASPIRE) project – Improve the realization of sexual and reproductive health and rights for adolescent girls and women, including vulnerable populations, in Bauchi and Sokoto states.

**For the Renovation/Upgrading of selected 12 Health Care facilities and 10 Government Schools (Block of Classrooms) for Refurbishments in Bauchi state and Sokoto state**

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| Tender Main Facts Table | |
| Tender reference | **PIN/CO/024/027** |
| Tender launch date | **29th August, 2024** |
| Clarifications | *To be submitted between 2nd September– 9th September 2024, to* [Nigeria.tenderinquiry@plan-international.org](mailto:Nigeria.tenderinquiry@plan-international.org) |
| Contract Manager | Head of Supply Chain |
| Deadline for submission of offers | 28th September 2024 |
| Address for submission of offers | Plan International Nigeria No 49 Anthony Enahoro Street, Utako district, FCT, Abuja    Or – [Nigeria.procurement@plan-international.org](mailto:Nigeria.procurement@plan-international.org)    ***Soft copies are encouraged.*** |

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1. Background Information on Plan International

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls.

We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion, and discrimination. And it's girls who are most affected. Working together with children, young people, our supporters, and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

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.

We have been building powerful partnerships for children for over 80 years and are now active in more than 75 countries.

Plan International officially started operations in Nigeria in 2014 and works to strengthen and promote the rights of children. Our program is currently focused on basic education; improving community health services, youth and citizens’ participation in governance, and creating economic opportunities and livelihoods for the poor, building resilient communities through our emergency and humanitarian response. Plan Nigeria works with communities, civil society organizations, development partners, government at all levels, and the private sector.

Read more about Plan International's Global Strategy: 200 Million Reasons at <https://plan-international.org/strategy>

1. Summary of Requirement

Plan International will assist selected health facilities to improve existing infrastructures, WASH infrastructure, and spaces to make them more conducive for gender-responsive adolescent friendly disability-inclusive and SRH services including making them accessible for adolescent boys and girls with disabilities, and to help alleviate problems of overcrowding through;

1. Renovation/Upgrade of 12 Primary health Care Centre across 12 LGAs in Bauchi and Sokoto State. PHC Gumbi, PHC Dallatu, PHC Gwadabawa, PHC Dagawa, PHC Mandera and PHC Tambuwal of Sokoto State. PHC Baraza, PHC Lariski, PHC Sade, PHC PHC Kukadi, PHC Udubo, and PHC Galdimari of Bauchi State.
2. Renovation/Upgrade of 10 Government Schools (Block of classrooms) across 10 LGAs in Bauchi and Sokoto State. Women center for continuing education, GDSS Kalambaina, GSS More, GDSS Sifawa, and AA Raji Special School of Sokoto State. GGSS Liman KTG, GSS Ningi, GJSS Hardawa North, GSSS Darazo and GDSS Madara of Bauchi State.

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| **S/NO** | **LOT NUMBER** | **STATE** | **PHCCs/SCHOOLS** | **LGA** |
| 1 | **LOT 1** Renovation/Upgrading of PHCC's in Sokoto State | **Sokoto** | PHC Dallatu | Sokoto South |
| 2 | PHC Gumbi | Wamakko |
| 3 | PHC Gwadabawa | Gwadabawa |
| 4 | **LOT 2** Renovation/Upgrading of PHCCs in Sokoto State | **Sokoto** | PHC Tambuwal | Tambuwal |
| 5 | PHC Mandera | Shagari |
| 6 | PHC Dagawa | Yabo |
| 7 | **LOT 3** Renovation/Upgrading of Government Schools in Sokoto State | **Sokoto** | Women Centre for Continue Education | Sokoto South |
| 8 | GDSS Kalambaina | Wamakko |
| 9 | GSS More | Kware |
| 10 | GDSS Sifawa | Bodinga |
| 11 | AA Raji Special Sch | Sokoto North |
| 12 | **LOT 4** Renovation/Upgrading of PHCCs in Bauchi State | **Bauchi** | PHC Baraza | Dass |
| 13 | PHC Sade | Darazo |
| 14 | PHC Lariski | Kirfi |
| 15 | **LOT 5** Renovation/Upgrading of PHCCs in Bauchi State | **Bauchi** | PHC Galdimari | Jama’are |
| 16 | PHC Udubo | Gamawa |
| 17 | PHC Kukadi | Misau |
| 18 | **LOT 6** Renovation/Upgrading of Government Schools in Bauchi State | **Bauchi** | GGSS Liman KTG | Bauchi |
| 19 | GSS Ningi | Ningi |
| 20 | GJSS Hardawa | Misau |
| 21 | GSSS Darazo | Darazo |
| 22 | GDSS Madara | Katagum |

“Bidders are required to quote for all locations for your quotation to be eligible for consideration”.

1. **Project objective:**

The ASPIRE project, titled Adolescent Sexual and Reproductive Health and Rights (SRHR) in Nigeria aims to improve the realization of sexual and reproductive health and rights for adolescent girls and women, including vulnerable populations, in Bauchi and Sokoto states. The project includes results-based management and will be implemented through relevant national, state, and local partners. ASPIRE will apply robust human rights, Child protection and safeguarding, and environmental sustainability policies. The project also includes a rigorous monitoring and evaluation system, and it mainstreams gender equality across all aspects of the project cycle.

The ASPIRE project will employ a three-pronged theory of change that:

1) Foster individual and collective agency, autonomy, and choices of women and adolescent girls to claim their rights to SRH and protection

2) Strengthen the delivery of and access to quality GAR&I SRH and protection services in health facilities and schools

3) Strengthen national and local WROs and YLOs to build meaningful women’s and youth participation; strengthen evidence-based advocacy; and call for greater accountability and capacity building of responsibility holders and duty bearers.

1. ITT Overview and Instructions

4.1 Overview

Plan International Nigeria is implementing the Adolescent Sexual Reproductive Health and Rights ASPIRE Project with funding from Global Affairs Canada [GAC]. The project has an overall goal to improve the realization of Sexual and Reproductive Health and Rights (SRHR) for adolescent girls and women in Bauchi and Sokoto states. The project intervention is in 23 LGAs in Sokoto and 10 LGAs in Bauchi and the project is targeting a total of 428,400 direct beneficiaries: 48,000 girls aged 10-14 (including 6,000 Islamiyya students), 128,400 adolescent girls aged 15-19, 252,000 young women aged 20-24; and also targeting a total estimate of 304,839 indirect beneficiaries, including 141,000 women aged 25-49, 105,850 boys aged 10-19, including 7,500 Almajiris, 56,063 men aged 20 and over), 1,926 intermediates (1,196 female and 730 male), including community facilitators, school heads, primary & secondary teachers, Islamiyya teachers, religious and traditional leaders and government officials.

Through the Aspire Project, Plan International will assist selected health facilities to improve existing infrastructures, WASH infrastructure, and spaces to make them more conducive for gender-responsive adolescent friendly disability-inclusive, and SRH services including making them accessible for adolescent boys and girls with disabilities, and to help alleviate problems of overcrowding.

Successful Tenderers will be expected to enter a formal contract with Plan International on a non-exclusive basis with our organization. Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

* 1. Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidder's responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified or risk your offer being rejected.

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Documents comprising this tender pack are as follows:

* **PIN/CO/024/027** Tender Dossier.
* Annex A: Confirmation of intention to tender and receipt of copy documents
* Annex B: Supplier Questionnaire
* Annex C: Tenderers Declaration
* Annex D: Specifications & Pricing Schedule
* Annex E: Non-Staff Code of Conduct
* Annex F: BoQ for school
* Annex G: BoQ for PHCC
* Annex H: Scope of work – Renovation/Upgrade of Primary Health center
* Annex I: Scope of work – Renovation/Upgrade of schools

4.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

|  |  |
| --- | --- |
| **Activity** | **Deadline Date** |
| Issue of Invitation to Tender | **PIN/CO/024/027** |
| Deadline for supplier submission of clarifications questions & Answers surrounding this tender | *To be submitted between 2nd – 9th September, 2024, to* [Nigeria.tenderinquiry@plan-international.org](mailto:Nigeria.tenderinquiry@plan-international.org) |
| **Deadline for submission of offers** | **28th September 2024** |

4.4 Pricing

Bidders are required to complete the pricing schedule attached separately in ‘Annex D – Pricing Schedule.’ All prices must be quoted in Nigerian Naira (NGN).

It is expected that prices will be fixed for the duration of the contract and quotes valid for a maximum period of 90 calendar days following the Closing Date of this tender. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

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

1. Specifications and Scope of Requirement

Please refer to ‘**Annex D – Specification and Pricing Schedule**’ for full details of the requirement.

The vendor will procure the construction materials which must be verified by the Construction coordinator for approval before construction and installations and in compliance with BOQ and Construction Design. PLAN representative must agree in writing to any variation in dimension, materials, or design before supply. Material Samples verified and approved must be sample Materials delivered by the vendor.

Successful Tenderers will be expected to enter into a formal contract with Plan International on a non-exclusive basis with our organization. Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

1. Selection Criteria

Please read this section carefully and be sure that all requested information is included in your submission. Evaluators will neither make assumptions nor draw inferences regarding missing or incomplete information. The submission of incomplete information could result in the rejection of submissions.

Quotations should be comprehensive and highlight how the bidding company intends to meet our requirements as stated above, in addition to clearly stating service costs and/or rates of commission, proposals should include the following;

**Mandatory vendor eligibility criteria for Pre-qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Criteria** | **Tenderers must demonstrate** | **Weight** |
| **Vendor requirement for prequalification** | **Tender Compliance and Completion** | **Satisfactory completion of all documentation requested with sufficient information submitted no later than the Closing Date specified:**   * Properly filled, stamped, and signed Annexes A, B, C, D, E, F & G * Company Profile including evidence of corporate office, phone number, email address, and names and contact details of key personnel. * Evidence of valid registration with corporate affairs commission, CAC Certificate, memorandum, and articles of association and forms CAC2 and CAC7/Status report. * Evidence of tax clearance certificate for the year ending 2022 or 2023 * Evidence of SCULM Certificate * Audited report for the year ending 2023. | **Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.** |
| **Technical Proposal**  **(65%)** |  | * Delivery Lead times | **65%** |
| The bidder must demonstrate that it has carried out at least 3 specific experiences as a Prime Contractor/Joint Venture Member or sub-contractor in the last 5 years. |
| The bidder must demonstrate it has carried out a specific contract worth at least N130million |
| Detailed Work plan |
| Team compositions of at least Civil Engineer/ Builder, Architect, and Quantity Surveyor with license from professional bodies (COREN, ARCON, COBORN) |
| **Gender Responsive (5%)** | **Gender Sensitive Practices and Policies** | As part of our ongoing Gender Responsive  Procurement Initiatives, Bidders will be  allocated 5% of the overall score if they meet  one or more of the following:   * If headed up by a woman * If the supplier is a women-owned business: A legal entity in any field that is more than 51% owned, managed, and controlled by one or more women. * If the % of women in management positions is over 35% * If % of women workers is 55% or above   If robust gender equality initiatives/policies are in place and active. | **5%** |
| **Financial Proposal**  **(30%)** | **Pricing Schedule** | * Completion of ‘Annex D – Pricing Schedule’ with all requested information. | **30%** |

Each successful Tenderer is intended to be a Provider, but the contract pertaining to this tender shall not constitute an exclusive contract and Plan International, at its sole discretion, reserves the right to enter into agreement with other suppliers, for the same type of services at any time, whenever it deems it necessary.

Plan International Nigeria will exercise its rights to enter into formal one-month contract with the supplier and issue consequent supplies for the same or similar items within the one month under this project or other projects in Nigeria.

If you believe that your company may be in the position to meet any of our specified requirements and would like to be considered as a potential supplier **firstly complete and return Annex A – “Confirmation of Intention to Tender” as soon as possible, and thereafter complete and submit all the required documents as listed above point 4.2 (Annex A, B, C and D)**.

This tender dossier has been issued for the sole purpose of obtaining offers for supply of:

Equipment and supplies to 90 selected health facilities as specified above.

Against the specifications contained within this document and Annexes. Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender.

Any attempt by the Tenderer 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.

Bids will be assessed by a procurement panel against set criteria, including bid eligibility, the extent to which the Requirements have been met and the overall value for money proposition. Bids should include detailed information on the following technical requirements for each category. Please complete the following tables in your submission and feel free to attach additional information on your product offerings.

1. **Terms and 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 complied 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 practices in this competition. Should such a situation arise, we shall immediately inform Plan International in writing
* You declare that you are affected by no potential conflict of interest and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during the performance of the contract, you shall immediately inform Plan International in writing
* You accept Plan International’s standard terms of payment which are **30 days** after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd

1. **Evaluation of offers**

Plan International, at its sole discretion, will select the winner of this tender.

Plan International shall be free to:

* Accept the whole, or part only, of any tender
* Accept none of the proposal’s tenders
* Republish this request for Tenders

Plan International will not be liable for any costs or expenses incurred in the preparation of the tender.

**Please note that if we do not get across to you within 1 month after the close of this tender then you are not selected.**

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 Tenderer and a site visit by Plan International staff.

Value for money is very important to Plan International, as every additional £ saved is money that we can use on our humanitarian and development work throughout the world

**9. Plan International’s Ethical & Environmental Statement**

1. The organization 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.

2. The organization should seek to set reduction targets in areas where the organization’s activities lead to significant environmental impacts.

10. Ethics and Child Protection

**Plan International Nigeria** places a high premium on **CHILD PROTECTION** issues in all its working relationships with its partners and associates and mandates all its working partners and associates to adhere to its **CHILD PROTECTION** Policy.

As such, the activity **must ensure appropriate, safe, non-discriminatory participation; a process of free and un-coerced consent and withdrawal; and confidentiality and anonymity of participants**.

**VALUES OF PLAN INTERNATIONAL:**

You confirm you are familiar with and committed to the following values of Plan International Nigeria

* **We work well together**
* **We are open and accountable**
* **We strive for lasting impact**
* **We are inclusive and empowering**

**ANTI – TERRORISM**

The Contractor or partners declares and guarantees that the funds provided by Plan International Nigeria for the service shall not be knowingly used to benefit terrorist groups as defined in the criminal code of Nigeria or individual members of those groups or for terrorist activities either directly or indirectly

11. Submission of offers

**Offer should be submitted electronically through Plan International's designated email address:** [**Nigeria.Procurement@Plan-International.org**](mailto:Nigeria.Procurement@Plan-International.org) ***(soft copies are encouraged)***

Or

**to Plan International office address at:**

**Attention: Head of Supply Chain**

No 49, Anthony Enahoro Street, Utako District,

Abuja, Nigeria.

Tel: +234 9-2921781

***Queries related to this tender must be addressed to***

[**Nigeria.TenderInquiry@plan-international.org**](mailto:Nigeria.TenderInquiry@plan-international.org)

***Please include the tender reference number above in all correspondence***

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

The offer must be sent to the address specified above. It must be via registered post with acknowledgment of receipt or hand-delivered against receipt signed by a Plan International representative.

Offers must be received before the deadline specified in the “Tender Main Facts Table” and section 4.3 (key dates & timelines) above.

All offers must be submitted in one signed original, marked “original”, and one copy signed and marked “copy”. In case of discrepancies, information in the “original” shall prevail on “copy”. As well as the paper responses there should also be one copy in the form of a CD (If applicable)

All offers, inclusive of any annexes or supporting documents, must be submitted in **one sealed envelope (You may also Staple)** bearing only:

a) The address;

b) The tender reference number/name stated in the “Tender Main Facts Table”;

d) The words “**Not to be opened before the tender opening session**”;

e) The name and address of the Tenderer.

Each Tenderer or member of the consortium or subcontractor may submit only one offer. The offer can be for one entire lot ONLY.

**12. Submission Checklist**

In addition to information requirements as outlined in section 6. Offers must be inclusive of the following documents:

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| --- | --- |
| **Document** | **Form** |
| **Annex A – Confirmation of intention to tender & receipt of copy documents** | Please complete all requested information and return it in PDF format. |
| **Annex B – Supplier Questionnaire** | Please complete all requested information and return it in Word/PDF format. |
| **Annex C – Tenderers Declaration** | Please complete all requested information and return it in PDF format. |
| **Annex D – Specifications & Pricing Schedule** | Please complete all requested information and return it in PDF format. |
| **Annex E – Non-staff code of conduct** | Please complete all requested information and return it in PDF format. |
| **Annex F – Bill of quantity for school** | Please complete all requested information and return it in PDF format. |
| **Annex G - Bill of quantity for PHCC** | Please fill in all requested information and return it in PDF format |
| **Annex H: Scope of work for renovation/upgrade of PHCC** | For information purposes |
| **Annex I: Scope of work for renovation/upgrade of schools** | For information purposes |
| **Evidence of valid registration with the Corporate Affairs Commission** | Please provide a certificate of registration (CAC) with articles of association and, a copy of forms CAC2 and CAC7/ status report |
| **Evidence of tax clearance certificate** | Please provide a certificate for the last three years ending 2022 or 2023 |
| **Previous experience/supply** | Please provide a verifiable list of previous/similar projects/work carried out in the recent past |
| **Financial Capability** | Please provide evidence of financial capability by submitting an Audit report for the year ending 2023 |
|  | |

**13. Clarifications**

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| The onus is on the Tenderer to ensure that its offer is complete and meets Plan International’s requirements. Failure to comply may lead to the offer being rejected without any reason being given. Please therefore ensure that you read this document carefully and answer fully all questions asked. |