



REQUEST FOR QUOTATION

Main Facts Table	
RFQ reference	PL 04/2025
RFQ launch date	13 November 2025
Contract Manager	Stefanini, Sue Ellen, HoM Poland
Deadline for submission of offers	01 December 2025

Submission of offers to: karolina.hazime@plan-international.org

Please include the RFQ reference number above in all correspondence



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 85 years and are now active in more than 75 countries.

Read more about Plan International's Global Strategy: **Girls Standing Strong** at <https://plan-international.org/strategy>

1. Requirements

Plan International is inviting interested parties to submit a Proposal as part of a competitive process for the provision of **External trainer capacity building for gender-responsive, culturally sensitive and displacement-responsive HIV service provision**. Successful Bidder(s) will be expected to enter into a Short-term Agreement on a non-exclusive basis with our organization, for a period of 5 months, with the actual engagement for 8 days envisioned as per the TOR attached.

Suppliers will be expected to provide the highest quality of translation the Capacity building **for gender-responsive, culturally sensitive and displacement-responsive HIV service provision** reserves the right not to award a contract as a result of this Invitation to Tender/s, or to award to multiple successful Bidders.

Requirements (to be met in full):

1. Specifications are detailed in Annex 1

2. List of documents to be submitted with the RFQ

Add any additional documents to the table below. The following examples are the minimum requirement.

RFQ must be inclusive of the following documents:

Document	Rationale	Form
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Terms of Reference	Contains the specifications of the service.	Anex 1 to signed
Financial quotation	The entities have to fill in the tables with the needed information in Annex 2. (Prices for the best quality products)	Annex 2 <i>All participants complete and sign.</i>
Supplier Registration Form	The entities communicate company detailed information.	Annex 3 – <i>All participants to complete.</i>
Non- Staff Code of Conduct	Mandatory for all suppliers/vendors	Annex 4 – <i>All participants to sign</i>

3. Submission of offers

The list with the expected services and required skills requested can be found in Annex 1. Bidders can submit the offer for the services with the required technical specification.

Submission Checklist

Document	Form
Technical Proposal	• Please explain how you meet the requirements • Include CV and registration details (for all involved people) • Include 1 portfolio • Include 2 professional references (ideally in the development/humanitarian/INGO sector)
Financial Proposal	Please complete the form on Annex 2 and any additional costs

All offers should be in **English language**.

Offers should be in local currency (PLN) including VAT and sent via email to karolina.hazime@plan-international.org

Offers must be received before the deadline specified in the “Request for Quotations” – **01st of December 2025**.

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 RFQ. 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 offer.

4. Evaluation of offers

Plan International, at its sole discretion, will select the successful RFQ.

Plan international shall be free to:

- Accept the whole, or part only, of any submitted offers,
- Accept none of the proposals,
- Republish this Request for Quotations.

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 supplier and a site visit by Plan International staff, to offices.

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

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.

Plan International may award multiple contracts, and all contracts will be non-exclusive.

5. Contract Payment terms

Please note that, if successful, Plan International's standard terms of payment are a maximum **30 days** after the end of the month of receipt of the invoice, or after acceptance of the Services, if later. Annex 3 has to be filled in to identify the bank account for the payment.

6. Plan International's Ethical & Environmental Statement

The supplier 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.

7. Clarifications

The onus is on the companies invited to ensure that their offer is complete and meets Plan International's requirements. Failure to comply may lead to the offer being rejected. Please, therefore, ensure that you read this document carefully and answer fully all questions asked.

If you have any queries in relation to your submission, or to any requirements of this tender, please email: karolina.hazime@plan-international.org

Thank you for your proposal.

8. Annex Contents List

Annex 1	ToR	All companies to analyze, fill and sign.
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Annex 2	Financial quotation	All companies to complete and sign
Annex 3	Supplier Registration Form	All companies to complete and sign
Annex 4	Non-Staff Code of Conduct	All companies to sign.