



REQUEST FOR QUOTATION

| Main Facts Table | |
|--|---|
| RFQ reference | PL-02/2026 |
| RFQ launch date | 20.04.2026 |
| Contract Manager | Sven Marietta A. Coppens, Ukraine Refugee Crisis Response Director |
| Deadline for submission of offers | 03.05.2026 |

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 organisation 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 is seeking to contract vendors/suppliers for the establishment of a frame agreement for the provision of **Internal Controller Support with the finance tasks** for a 10-month period i.e. until 28th of February 2027

Requirements (to be met in full):

1. Specifications are detailed in the TOR.
2. Service to be of high quality;

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 included in the following documents:

| Document | Rationale | Form |
|-----------------------------|--|--|
| Specification/Tariffs Table | The entities/physical persons have to fill in the tables with needed information in Annex B. (Prices for the best-quality products) | Annex B – All participants to complete and sign and send in pdf and Excel format and share the PDF as well as the Excel forms |
| Non- Staff Code of Conduct | Mandatory for all suppliers/vendors | Annex C – All participants to sign |
| Supplier Registration Form | The entities communicate company detailed information. | Annex D – All participants to complete. |

3. Submission of offers

The list of the requested services needed for the office can be found in Annex B. Bidders can submit an offer for the services with the required technical specification.

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” – **PL 02/2026**.

Pricing for services should state whether they are fixed or non-fixed.

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 maximum **30 days** after the end of the month of receipt of invoice, or after acceptance of the Services, if later. Annex D has to be filled in for identifying 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 ensure compliance with environmental legislation.

7. Clarifications

The onus is on the invited companies 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 A & B | Specification /Tariffs Tables | All companies to complete and sign. |
| Annex C | Non-Staff Code of Conduct | All companies to sign. |
| Annex D | Supplier Registration Form | All companies to complete and sign. |