



REQUEST FOR QUOTATION

Main Facts Table	
RFQ reference	PL-04/2026
RFQ launch date	23.06.2026
Contract Manager	Sven Marietta A. Coppens, Ukraine Refugee Crisis Response Director
Deadline for submission of offers	07.07.2026

Submission of offers to: Poland.office@plan-international.org

Please include the RFQ reference number above in all correspondence



Background Information on Plan International

Plan International Poland Foundation is a locally registered entity affiliated with Plan International, a global federation committed to advancing children's rights and equality for girls, with over 85 years of experience in humanitarian and development contexts.

Established as a local foundation in response to the escalation of the war in Ukraine in 2022, Plan International Poland has since focused on delivering humanitarian assistance and supporting refugee and host communities across the country through interventions in education, child protection, mental health and psychosocial support, and gender-based violence.

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 **a payroll provider** for a period of 1 year, potentially extendable for an additional period of 1 year subject to satisfactory performance.

Requirements (to be met in full):

1. Specifications are detailed in Annex A and B;
2. Service to be of high quality;

2. List of documents to be submitted with the RFQ

RFQ must be inclusive of the following documents:

Document	Rationale	Form
Specification/Tariffs Table	The entities have to fill in the tables with needed information in Annex A,B. (Prices for the best-quality products)	Annex A and Annex B – All participants to complete and sign and send in pdf and Excel format
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 with the requested services needed for the office you can find in Annex B. Bidders can submit the offer for the services with the required technical specification.

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

Offers must be received before the deadline specified in the “Request for Quotations” – **PL 04/2026**.

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 4 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 in particular to ensure compliance with environmental legislation.

7. Clarifications

The onus is on the invited companies to ensure that its 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:

Poland.office@plan-international.org

Thank you for your proposal.