

ABOUT PLAN INTERNATIONAL LEBANON

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. Working together with children, young people, supporters and partners, we strive for a just world, tackling the root causes of the challenges girls and vulnerable children face. We support children's rights from birth until they reach adulthood, and enable children to prepare for – and respond to – crises and adversity. We place a specific focus on girls and young women, who are most often left behind. We have been building powerful partnerships for children for more than 80 years, and are now active in more than 70 countries. Plan International Lebanon has a range of programmes throughout the country, focusing on adolescent girls and boys and young people. All programmes are implemented in partnership with national and local partners.

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

1. Promotes a culture of openness and transparency, including with sponsors and donors.
2. Holds self and others accountable to achieve the highest standards of integrity.
3. Consistent and fair in the treatment of people.
4. Open about mistakes and keen to learn from them.
5. Accountable for ensuring we are a safe organisation for all children, girls & young people

We strive for lasting impact

1. Articulates a clear purpose for staff and sets high expectations.
2. Creates a climate of continuous improvement, open to challenge and new ideas.
3. Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
4. Evidence-based and evaluates effectiveness.

We work well together

1. Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
2. Builds constructive relationships across Plan International to support our shared goals.
3. Develops trusting and 'win-win' relationships with funders, partners and communities.
4. Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

1. We empower our staff to give their best and develop their potential
2. We respect all people, appreciate differences and challenge equality in our programs and our workplace
3. We support children, girls and young people to increase their confidence and to change their own lives.

BID SUBMISSION INVITATION

Plan international invites your submission of a tender to provide goods/services in accordance with the conditions detailed below . Plan International intends to issue a contract for the following goods/services:
Staff Medical Insurance

Please include the following requirement during submission:

- Fill in the benefits of each offer with the cost for each group depending on ages: Find it in the https://planinternational-my.sharepoint.com/:x:/g/person/lebanon_procurement_plan-international_org/EaL3NBAWVLZMk4XN5SRb3zIBP-ww9dV1ilw3MrPljWVbtA?e=Czq83a (2 sheets)
- Provide a list of hospitals & laboratories you currently work with
- Provide a list of NGOs you currently work with

Criteria's to be considered:

- CO-NIL is required with IN 100% & OUT 100%
- Payment mode: Cost to be included in USD
- Include VAT in calculation
- Waiting period & required documents needed with timeline of registration

Note that there might be additions or separation of staff during the year.

Your **submission** must be received in the following format:

How to apply:

Suppliers should send documents in a Sealed Envelope to Plan International – Lebanon Office with all the above documents required in addition to

1. Certificate of registration in VAT- شهادة تسجيل في الضريبة على القيمة المضافة
2. Company registration certificate- شهادة تسجيل شركة
3. Commercial Register اذاعة تجارية

Address: Shibli Bldg (known as Bank Audi bldg.) Scd Floor, Independence street, near to El saydeh church Ashrafiyeh | Beirut, Lebanon

Deadline for submission of offers: 29- August-2021 between the hours 10am - 4 pm.

in addition to the above, Supplier should Send an email to the Lebanon.Procurement@plan-international.org with all details mentioned above mentioning in the subject **Staff Medical Insurance**

Awarded criteria

Financial 40% + Technical 60%

If your bid does not comply with the above requirements, it may be treated as void.

Failure to meet the Closing Date may result in the tender being void. Bids must remain valid for at least 60 days from the Closing Date. Name of NGO is under no obligation to award the contract or to award it to the lowest bidder.

Plan has the right to disqualify any quotation that is not abiding by the excel sheet format (soft and hard copy) .

We look forward to receiving a tender from you and thank you for your interest in our account.
Best regards,