



**Student Kits for children**  
Terms of Reference

<b>Tender Main Facts Table</b>	
<b>Tender reference</b>	Call for Tender for Student Kits for children.
<b>Tender launch date</b>	22- Feb-2021
<b>Clarifications</b>	Suppliers should send below documents in a Sealed Envelope to Plan International – Lebanon Office on 3, 4, 5 ,6 and 8th March 2021 from 10h am till 4h pm.  In addition to a Confirmation Email to Lebanon.Procurement@plan-international.org that you delivered the Offer.
<b>Deadline for submission of offers</b>	On 3, 4, 5 ,6 and 8th March 2021 from 10h am till 4h pm.
<b>Address for submission of offers</b>	Shibli Bldg (known as Bank Audi bldg.) Scd Floor, Independence street, near to El saydeh church Ashrafiyeh   Beirut, Lebanon
<b>Estimated date of award of contract(s)</b>	Selection of supplier during the third or fourth week of March
<b>Duration of contract</b>	3 months (Delivery of kits to schools , is planned to be completed by April 5th )

**The Organisation:**

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 83 years, and are active in more than 70 countries. In Lebanon, Plan International has a range of programmes across the country, in partnership with local, national and international organisations.

**Background:** Due to the economic situation and inflation the is currently occurring in the Lebanese economy Plan International Lebanon will look to support children that are affected by the blast in Beirut area with a student kit that will ensure that all children have the needed supplies and stationery in light of all the challenges. The student kits will be tailored to fit the students’ age groups per different cycle, and will include all the needed supplies such as “Notebooks, Pens, pencils, erasers, sharpeners, pencil case, calculator, geometry sets and hygiene items...). Plan will work to ensure that 16632 children and 37 schools will have the needed supplies to support in learning outcomes of children affected by the blast.

**Requirements:**

**What is the Student Kit?** The Student Kit is a package of Stationary, items and supplies to support children and adolescent aged 6-17, especially those who are most vulnerable, at-risk, and affected by blast the kit aims to support families that are affected by the blast and the economic inflation in Beirut and mount Lebanon area. children will have the needed stationary to support them in there learning outcomes.

**Each Student Kit will include:**

**1. Student Kit Cycle 1: (3,807 kit in Total) As per the table below:**

#	Cycle 1 kit Content	Specs	Qty/Kit	Total # of Kit	Total Qty
1	Copybooks English and Arabic	A5, squared, 48 sheets	6	3,807	22,842
2	Pens	Green	2	3,807	7,614
3	Pens	blue	5	3,807	19,035
4	Pencils	Pack of 12	1	3,807	3,807
5	Eraser	45x19x11 mm	2	3,807	7,614
6	Sharpener	metal 2.5x1.5x1cm	2	3,807	7,614
7	Glue sticks	35 g	2	3,807	7,614
8	Whiteboard Marker	blue, black	2	3,807	7,614
9	Whiteboard small one with eraser	standard size is A4 plastic frame with marker and eraser	1	3,807	3,807
10	scotch Tape	18mm x 33mm	2	3,807	7,614
11	Crayon Coloring pencils	Pack of 12	1	3,807	3,807
12	Water Coloring pens	pack of 12	1	3,807	3,807
13	Ruler	plastic 30 cm	2	3,807	7,614
14	Coloring booklet	A4	1	3,807	3,807
15	Box of face mask	50 pieces.	1	3,807	3,807
16	Hand Sanitizers	500 ml -70% ethanol	2	3,807	7,614

**Student Kit Cycle 2: (3,030 kit in Total)**

#	Cycle 2 kit-Content	Specs	QTY/Child	# of Students	Total Qty
1	Notebooks English and Arabic	A4, Squared, 72 sheets	5	3030	15150
2	Pens	red	2	3030	6060
3	Pens	black	2	3030	6060
4	Pens	Green	2	3030	6060
5	Pens	blue	5	3030	15150
6	Pencils	Pack of 12 with eraser	1	3030	3030
7	Eraser	45x19x11 mm	2	3030	6060
8	Ruled Loose Leaf Refills	Squared A4, pack of 48 sheets	2	3030	6060
9	Clear Books A4	A4, 60 sheets per book	1	3030	3030
10	Plastic button file folder	for A4 sheets	2	3030	6060
11	Sharpener	metal 2.5x1.5x1cm	2	3030	6060
12	Glue sticks	35 g	2	3030	6060
13	Whiteboard Marker	blue, black	2	3030	6060
14	Whiteboard small one	standard size is A4 plastic frame with marker and eraser	1	3030	3030
15	scotch Tape	18mm x 33mm	2	3030	6060
16	Geometry Set	2 square, 1 ruler, 1 protector, 1 compass	1	3030	3030
17	Ruler	plastic 30 cm	2	3030	6060
18	Correction pen	6 ml	2	3030	6060
19	sticky notes	76mm x 76mm	1	3030	3030
20	scissors	Standard size 13 cm round tip	1	3030	3030
21	Highlighters	1 unit, 1 color	1	3030	3030
22	Box of face mask	50 pieces.	1	3030	3030
23	Hand Sanitizers	500 ml 70% ethanol	2	3030	6060



**Student Kit Cycle 3: (2,931 kit in Total)**

#	Cycle 3 kit	Specs	QTY/Student	# of students	Total Qty
1	Notebooks Arabic and English	A4, Squared, 72 sheets	5	2931	14655
2	Scissors	13 cm pointed tip	1	2931	2931
3	Geometry Set	2 square, 1 ruler, 1 protector, 1 compass	1	2931	2931
4	Ruled Loose Leaf Refills	Squared A4, pack of 48 sheets	2	2931	5862
5	Scientific Calculator	to be used in this cycle	1	2931	2931
6	Pens	red	2	2931	5862
7	Pens	black	2	2931	5862
8	Pens	Green	2	2931	5862
9	Pens	blue, 1 unit	5	2931	14655
10	Pencils	Pack of 12 with eraser	1	2931	2931
11	Eraser	45x19x11 mm	2	2931	5862
12	Sharpener	metal 2.5x1.5x1cm	2	2931	5862
13	Glue stick	35 g	2	2931	5862
14	Correction pen	6 ml	2	2931	5862
15	Clear Books A4	A4 ,60 sheets per book	1	2931	2931
16	sticky notes	76mm x 76mm	1	2931	2931
17	Plastic button file folder	for A4 sheets	2	2931	5862
18	whiteboard marker	blue, black	2	2931	5862
19	Highlighters	colors	4	2931	11724
20	white board small one	standard size is A4, plastic frame with marker and eraser )	1	2931	2931
21	Scotch Tape	18mm x 33mm	2	2931	5862
22	Box of face mask	50 Pieces	1	2931	2931
23	Hand Sanitizers	500 ML -70% ethanol	2	2931	5862



**Student Kit High School: (6,864 kit in Total):**

#	High School kit	Specs	QTY/Student	# of students	Total Qty
1	Notebooks Arabic and English	A4, Squared, 72 sheets	5	6864	34320
2	Scissors	13 cm pointed tip	1	6864	6864
3	Geometry Set	2 square, 1 ruler, 1 protector, 1 compass	1	6864	6864
4	Ruled Loose Leaf Refills	Squared A4, pack of 48 sheets	2	6864	13728
5	Scientific Calculator	to be used in this cycle	1	6864	6864
6	Pens	red	2	6864	13728
7	Pens	black	2	6864	13728
8	Pens	Green	2	6864	13728
9	Pens	blue, 1 unit	5	6864	34320
10	Pencils	Pack of 12 with eraser	1	6864	6864
11	Eraser	45x19x11 mm	2	6864	13728
12	Sharpener	metal 2.5x1.5x1cm	2	6864	13728
13	Glue stick	35 g	2	6864	13728
14	Correction pen	6 ml	2	6864	13728
15	Clear Books A4	A4 ,60 sheets per book	1	6864	6864
16	sticky notes	76mm x 76mm	1	6864	6864
17	Plastic button file folder	for A4 sheets	2	6864	13728
18	whiteboard marker	blue, black	2	6864	13728
19	Highlighters	colors	4	6864	27456
20	white board small one	standard size is A4,	1	6864	6864
21	Scotch Tape	18mm x 33mm	2	6864	13728
22	Box of face mask	50 pieces	1	6864	6864
23	Hand Sanitizers	500 ML – 70% Ethanol	2	6864	13728

**Number of kits per cycle table:**

#	Cycle #	Qty of Kits
1	Cycle 1	3,807
2	Cycle 2	3,030
3	Cycle 3	2,931
4	High School	6,864
Total		16,632



### **Terms:**

- Each kit should be pre-packed by the supplier in cardboard boxes, with visible donor logos shared by Plan International Lebanon.
- The Supplier should deliver the 16632 Student Kits to 37 schools in the area of Beirut and mount Lebanon. The Supplier should include transportation and delivery fees (including any daily worker hired) in the sent quotations. All deliveries will be done in coordination with Plan International's team and with the presence of at least one Plan International Staff / volunteer per location of delivery. A distribution plan will be shared with the suppliers one week before the distribution.
- The supplier will need to ensure that all kits need to delivered to the needed schools which can take up to one-month distribution
- Items should be gender neutral (that work for both sex and excluding barbies and superheroes).
- Make sure that the items are age appropriate, nontoxic and washable.
- Items must be child-friendly and suitable for targeted age group.
- All suppliers should provide Plan International with samples or pictures of all required items.
- All items should be sanitized before the kit packing.
- People responsible of packing should wear gloves and mask.
- The vehicles responsible of delivering the kits should be sanitized and any person (drivers and suppliers' employees) who will touch the kit should wear gloves and mask all the time.
- Plan International will not be liable for any costs or expenses incurred in the preparation of the tender

### **How to apply:**

Taking into consideration the Current situation in the Country, Suppliers should send below documents in a Sealed Envelope to Plan International – Lebanon Office on 3, 4, 5 ,6 and 8<sup>th</sup> March 2021 from 10h am till 4h pm.

In addition to a Confirmation Email to [Lebanon.Procurement@plan-international.org](mailto:Lebanon.Procurement@plan-international.org) that you delivered the Offer.

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

1. Certificate of registration in VAT- شهادة تسجيل في الضريبة على القيمة المضافة
2. Company registration certificate- شهادة تسجيل شركة
3. إذاعة تجاريه
4. Detailed Quotation, reflecting price of each item and total amount, Packaging, and Delivery service- Please use the following Excel sheet (Only) – [https://planinternational-my.sharepoint.com/:x:/g/person/zahia\\_saleh\\_plan-international\\_org/EbP7Lsoyc-hFuNWh5IEJd10BdMM2siyk-cTmPkhC41GLTg?e=BUBUac](https://planinternational-my.sharepoint.com/:x:/g/person/zahia_saleh_plan-international_org/EbP7Lsoyc-hFuNWh5IEJd10BdMM2siyk-cTmPkhC41GLTg?e=BUBUac)

5.

**You have to send the quotation in hard copy and Soft copy on a USB**

6. Samples and /or clear picture of each item.
7. Since the above is a tender, Plan International Lebanon will not send out any communication until the deadline for application.



**Selection Criteria:**

- Abiding by the” how to apply section “and the usage of the provided excel document
- Availability of the items
- Quality of items
- Good value for money
- Packaging and delivery service offers

**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.

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.

**PS:**

*Any quotation that is not abiding by the excel sheet format (soft and hard copy) will not be considered.*

*Alternative items similar to articles specified are acceptable, upon coordination and approval.*