



Request for information



REQUEST FOR INFORMATION

Vehicle tracking and Fleet Management Solutions

RFI Main Facts Table	
RFI Reference	RFI FY26 - 218 Vehicle tracking and Fleet Management Solutions
RFI Issue date	15 th April 2026
Contract Manager	Fares Mesmar
Deadline for submission of offers	30th April 2026

Submission of offers to procurement@plan-international.org

Procurement Department
Plan International
Dukes Court - Block A
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Woking
GU21 5BH

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Cover Letter

Dear Sir/Ma

RE: Request for Information for **Vehicle tracking and Fleet Management solutions**

Plan Limited is currently reviewing the provision of Vehicle tracking and Fleet Management solutions. As part of developing our plans to meet this requirement we are issuing this Request for Information (RFI). This RFI is a mechanism by which we can systematically identify similarities and differences between suppliers in the market and additionally gain a greater understanding of specific suppliers' abilities, core business and strategic outlook with respect to the Vehicle tracking and Fleet Management solutions

You are invited to submit a response to this RFI. ***This will be considered solely for the purposes of building a greater understanding of the marketplace and industry's ability to fulfil our requirements.*** We look forward to your response by the closing date and time provided on the cover page of our RFI documentation.

Yours sincerely

Rasheedat Adediji

Procurement Officer

PART 1 – BACKGROUND

1. 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 now this is often suppressed by poverty, violence, exclusion and discrimination. And it is girls who are most affected. 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 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.

For over 85 years, we have rallied other determined optimists to transform the lives of all children in more than 80 countries.

We won't stop until we are all equal.

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

1.1 Company overview

Plan International's new global strategy has an intent to take action to help 100 million girls learn, lead, decide and thrive. Putting this new strategy into practice will require significant changes across the organisation as we work towards becoming a global thought leader on girls' rights. The intended outcome of the capability exists to ensure Plan International responds efficiently and effectively to the wider needs of the organisation, providing the right skills and the right time and manages the resources available to us.

1.2 The Opportunity

Plan International is considering options for the provision of Vehicle tracking and Fleet Management solutions for Over 2000 engines of different categories. The Opportunity includes, but is not limited to, the following activities:

Requirements	Offered?		Details
	YES	NO	
Tracking devices available for both light vehicles and motorbikes. Provide details on all available types (GSM, Satellite, Hybrid)			
Availability of personal tracking units			

Availability of security accessories (Immobilization kits, panic button, etc)			
Coverage – proven performance of devices and software in Plan International office locations as shown by Annex A			
Continuous data collection with reliable offline to online capability			
Reliable (close to) real time tracking capability			
Interoperability (with other hardware & software) Can products be unlocked/used with multiple hardware/software interfaces			
Overview of technology roadmap including planned upgrades, new products and remote software management			
Technical support provided for self- installation of trackers in country (training and manual is available?			
Estimated installation costs per unit (when supplier deploys their technician to fit trackers)			
Activation cost per unit (if applicable)			
Location of qualified (endorsed) installation service providers within reasonable distance to locations in			
Warranty information			
Unit costs (including brackets for volume discounts)			
Any additional monthly or annual costs (e.g. software licensing, management fees)			
Device durability and security – <ul style="list-style-type: none"> Robust design with strong casing 			

<ul style="list-style-type: none"> • Able to withstand temperature and humidity variations and proven performance track record in rough off road conditions • Long battery life including back up reserve • Anti-theft and anti-tamper features • Able to operate on Local SIM cards 			
Software security details			
Training programs offered in multiple languages .			
All software user manuals are available in multiple languages. Please list down all languages			
Availability of technical support teams for routine enquiries, and focal point for emergencies only			
Managed service offered (Please include an example SLA including service operating hours and fault response times)			
Multiple time zone operability			
Unique User IDs synchronised with an active directory			
User friendly UI including e.g. dashboards and map view			
Can the software/user interface be customised			
Is the software available in different languages?			
Is the software available as an App on smartphones?			
Real time Alerts and reports to email or mobile app			

Journey logging or Historical fleet data banks, export and analysis			
Fuel consumption and carbon monitoring and reporting			
Driver behaviour monitoring – Idleness alerts, speeding alerts, Harsh or Unsafe driving alerts			
Optimised routing analysis			
Maintenance reminder alerts			
What are the reporting categories of the Fleet Management software?			

1.3 Purpose of the RFI

The purpose of this RFI is to allow Plan to assess supplier responses and use the resultant assessments in future decision making in regard to supply of the Opportunity. Whilst it is the intent of Plan to compare supplier responses for the purposes of pre-qualification and possible short listing for further consideration, Plan Limited makes no obligations or undertakings in any way to:

- a) go to tender; or
- b) accept any RFI information received from suppliers; or
- c) include suppliers responding to this RFI in any future tender invitation; or
- d) any other commitment to suppliers whatsoever, including any intention to form a contract with any supplier for provision of the Opportunity.

PART 2 – INSTRUCTIONS

This Part sets out instructions regarding submission of responses to this RFI.

2.1 RFI key dates

The following key dates apply to this RFI:

RFI Issue Date As stated on the RFI Cover Page

RFI Closing Date and Time As stated on the RFI Cover Page

2.2 Company contact

The following individual is the nominated Plan contact for this RFI.

Name	Rasheedat Adediji
Title/Position	Procurement Officer
Email address	Rasheedat.Adediji@plan-international.org

2.3 Queries and questions during the RFI period

Suppliers are to direct any queries and questions regarding the RFI content or process to the Company contact. All questions should be submitted by email to procurement@plan-international.org. Plan may choose to convey responses to submitted questions and queries to all suppliers so that each is equally informed.

2.4 Response lodgement methods and requirements

Suppliers must submit one copy of their response to Plan by the following method:

a) By email to: [procurement@plan-international.org]. The subject heading of the email shall be [RFI FY26 - 218 **Vehicle tracking and Fleet Management solutions**] – Response - [Supplier Name]]. Electronic copies are to be submitted in PDF and native (e.g. MS Word) format and suppliers may submit multiple emails (suitably annotated – e.g. Email 1 of 3) if attached files are deemed too large to suit a single email transmission.

Responses must be prepared in English and in the format requested in Part 3 of this RFI.

2.5 Late responses

Suppliers are responsible for submitting their response prior to the RFI closing date and time in accordance with the acceptable lodgement requirements described in Clause 2.5. There will be no allowance made by Plan for any delays in transmission of the response from supplier to Plan. Any Proposal received by the Company later than the stipulated RFI closing date and time may be removed from further consideration by Plan.

2.6 Suppliers to inform themselves

Plan has taken all reasonable care to ensure that the RFI is accurate; however, Plan gives no representation or warranty as to the accuracy or sufficiency of the contained information.

2.7 Costs of preparing the response

All costs relating to the preparation and submission of a response are the sole responsibility of the supplier. Plan shall not pay the supplier, wholly or in part, for its response.

2.8 Acceptance of these Conditions

Suppliers, by submitting a response to this RFI, are deemed to have acknowledged and agreed to the conditions set out in this RFI and have read and agreed to Plan's general Terms and Conditions included in this RFI.

PART 3 – INFORMATION TO BE PROVIDED

This Part details all the information suppliers are required to provide to Plan. Submitted information will be used by Plan as set out in Clause 1.3. The following minimum information is to be provided. If this information, or any additional information, is available on your website please provide the address to enable Plan to undertake further analysis.

3.1 Supplier details

- a) Supplier name (Trading and Registered), ABN, registered address.
- b) Details of supplier operations and operating locations.
- c) Supplier ownership information, including details of Directors and other key office bearers.
- d) Details of any current legal actions pending against the supplier or its directors and/or office bearers.

- e) Relationships with any parent company (if applicable).
- f) Details of joint venture arrangements (if applicable).
- g) Details of when the supplier organisation was founded, including origins and historical development of the organisation (if needed).
- h) Total number of employees.

3. 2 Supplier capabilities and experience

- a) A description of the core supplier business, listing relevant case studies or examples (a maximum of three) that support this description. Where possible, include case studies that may relate to activities consistent with the Opportunity. Within necessary boundaries of confidentiality, please be as specific as you can.
- b) Additional services, products and works provided outside of your core business.
- c) Examples (if any) of services that supplier has provided to Plan including the name of the Company representative/s concerned.
- d) Details of key health and safety, environmental and other performance measures
- e) Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

3. 3 Certifications and awards

- a) Details of all certifications held (e.g. ISO 9001) including date of last certification/recertification and details of the certifying body (copies of certifications may be appended to your response).
- b) Details of any recent external corporate awards, including the awarding body, if relevant to the Opportunity.

3. 4 Policies

- a) Details of all major supplier policies, including Health and Safety, Environmental/ Sustainability, Employee Relations and Local Participation. Copies of policies are to be appended to your response.

3. 5 Indicative Pricing

- a) Details of indicative rates and prices to perform the Opportunity.

3. 6 Other Information

- a) Any further information you believe Plan may require in support of its RFI review