ANNEX 3 – ALL SUPPLIERS
Plan International Supplier Questionnaire

- Thank you for your interest in this tender. As part of a due diligence process, we require all applicants to complete this form. As a child centred organisation Plan International promotes the rights of children and girls around the world and wishes to ensure that all companies we work with strive for the same or similar values to that which we do. Our Values outline how 2we should work to secure the change we want to see in the world and to achieve our **purpose**.

We strive for a just world that advances children's rights and equality for girls, and we motivate our people and partners to:

- empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability
- drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face
- work with children and communities to prepare for and respond to crises, and to overcome adversity
- support the safe and successful progression of children from birth to adulthood

The information collected via this form allows Plan International to review your company's background, ethical standards and practices. We review the information provided to assess your company's capacity, both staffing levels and financial standing, and to ensure there are no conflicts of interest. In addition to this we use the form to confirm company registration status and certifications and to ensure a geographical/ physical presence exists to enable us to comply with all local laws. The information in this form will remain confidential and will only be used during the tendering process.

If you have any questions or queries about the form, please contact**.**

Please note that if your company, parent company or subsidiary has any involvement in any of the following industries or practices you will be automatically disqualified from this process.

- Manufacture, supply or distribution of Alcohol
- Manufacture, supply or distribution of Tobacco
- Manufacture, supply or distribution of Armaments
- Production, distribution and/or marketing of Pornography

Please return the completed form as part of your bid.

Part A: Your Company Information (Indicate N/A were not applicable)

A1. Please provide the name of your business and any parent or subsidiary companies

A2. Please provide all addresses of your registered businesses and any parent or subsidiary companies

Registered Office	Ordering Address (if different)	Payment Address (if different)
Plot 7 of Stand 6983 Old Brentwood neighbourhood, Longacres, Lusaka-Zambia		

A3. Please provide your telephone number, web site address and central email address (if applicable)

+260211252254 and 260979070525	equitas@equitas-legal.com and msimwinga@equitas-legal.com
www.equitas-legal.com	

A4. Complete the following information for your various operational locations as follows below

Office Location	Functions carried out at this location	Number of staff
Plot 7 of Stand 6983 Old Brentwood Neighbourhood, Longacres, Lusaka-Zambia	Legal Services	31

A5. Please state the nature of your business and your main products / services

Legal Services

A6. Please specify the product(s), work (s) or service(s) you are proposing to supply to Plan International

Legal Services

A7. Please provide your company registration number, number of years in business and VAT number (or equivalent):

Company Registration	Years in Business	TPIN Number
32018001487	8 years	1017458562

A8. What is the legal status of your business?

Public Limited Company		Partnership	☑
Not for profit organisation			
Private Company		Governmen t Agency	
Self Employed		Other	

A9. In which country/countries are you registered and paying company taxes? ZAMBIA

~~**A10.** Please provide of your tax status, audit findings and man8agement actions from the past 2 years~~

N/A

A11. Financial Year Dates8 2025

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Please provide financial information on the following:

Company turnover and currency	ZMK
Net Income	13,500,000
Net Income Growth	3,500,000
Turnover of the part of the business that would supply Plan International	N/A
Plan International business as a % of total business (current or projected)	N/A

Part B: Your Workforce (Indicate N/A were not applicable)

N/A

B1. How many people in total does the company employ?

31

B2. % of female employees / % of male employees

60% female 40% Male

B2.2 Is your organisation a Gender Responsive Enterprise?
YES9*/++++++++++++--+----------++++++++-+-+9

If yes, gender equality policy and other programmes implemented please provide details and include any gender equality initiatives in place e.g. Women Empowerment Principles signed (https://www.weps.org/)

Yes. Equitas Legal Practitioners is committed to promoting gender through equal opportunity employment, merit-based recruitment to training and leadership opportunities.

Plan International defines Gender- Responsive Enterprise as one that meets criteria for integrating gender equality and women's empowerment principles in its policies and practices that are in alignment with international norms and standards. This could be:

a) A Women-Owned Business: A legal entity in any field that is more than 51% owned, managed and controlled by one or more women.
b) 2A Women-led business: A legal entity in any field that has a minimum of 50%women representation in management with senior-level, strategic decision-making capabilities.
c) A Gender-responsive business: Legal entity that actively promotes gender equality and empowerment of women and young women through their policies and labour practices.

B3. Provide your staff turnover per annum for the last 3 years

100%

B4. Does your company have any of the following policies or statements? Please provide copies: (Indicate N/A were not applicable)

Harassment in the workplace / Grievance / Bullying		Social Objectives	
2Training and Development		Health & Safety	
Employee Conflict of Interest		Diversity	
Environmental		Equal Opportunities	

B5. What % of your workforce are on the minimum wage?

B6. Are you a living wage employer? YES

B8. What % of your workforce are on the Living Wage?

_____

B9. What are the normal weekly working hours for employees?

_____

B10. Is overtime voluntary?

Yes		Sometimes	
No		Not applicable i.e. no overtime worked	N/A

B11. Is it paid at a premium rate?

Yes	N/A	Time off in lieu given	N/A
No	N/A	Depends on employee	N/A

B12. What is the youngest age at which someone can be employed by the company?

B13. How do you ensure employees are aware of their rights?

Written contracts	☐	Staff notice boards	
Email notifications	☐	Inductions	☐
Employee handbook	☐	Other (please specify)	

Part C: Your Company Operating Standards (Indicate N/A were not applicable)

C1. Does the company have any recognised Operational Standards for products supplied to Plan International Yes

	Quality e.g. ISO9000	Environment e.g. ISO14001	Labour e.g. SA8000	Training e.g. Investors in People
Certified to :	None	None	None	None
Working towards:				
Other standards:				

C2. Is there anyone designated as being responsible for Health and Safety issues for your company? YES

Please provide details below;

C3. Did you carry out any Health & Safety risk assessments last year? YES

Please provide details of the last risk assessment and key findings /recommendations actioned below;

THE INDEPENDENT ASSESSMENT RECOMMENDED THE CONTINUED IMPLEMENTATION OF EXISTING CONTROLS AND PERIODIC REVIEWS TO ENSURE THAT MINIMUM HEALTH, SAFETY,

AND COMPLIANCE STANDARDS ARE CONSISTENTLY MAINTAINED.

IT WAS FURTHER RECOMMENDED THAT REGULAR STAFF AWARENESS INITIATIVES AND COMPLIANCE MONITORING ACTIVITIES BE SUSTAINED TO SUPPORT CONTINUOUS IMPROVEMENT AND ADHERENCE TO BEST PRACTICES.

THESE RECOMMENDATIONS HAVE BEEN ADOPTED AND ARE MONITORED BY THE COMPLIANCE OFFICER AS PART OF THE FIRM'S ONGOING GOVERNANCE AND RISK MANAGEMENT FRAMEWORK.

C4. Has the company had a labour standards audit carried out? yes

Please provide details of the results of the last audit and key findings / recommendations requiring action below;

The labour standards audit confirmed that Equitas Legal Practitioners complies with applicable employment and labour legislation, including requirements relating to fair employment practices, non-discrimination, remuneration, working conditions, employee welfare, and workplace conduct.

The Key findings were as follows;

No material breaches of labour standards or employment laws were identified.

Employment contracts, personnel records, and workplace policies were found to be in compliance with applicable legal requirements.

The firm maintains a workplace free from discrimination, harassment, forced labour, child labour, and other prohibited practices.

The audit recommended the continued periodic review of employment policies and procedures to ensure ongoing compliance with evolving legal and regulatory requirements.

The audit further recommended continued staff awareness and training on workplace conduct, safeguarding, equality, diversity and inclusion principles.

These recommendations have been implemented through regular policy reviews, staff sensitisation initiatives and ongoing compliance monitoring by the compliance officer.

C5. Plan International has a stringent ethical supplier engagement policy, and therefore is sensitive to any possible links to high risk commodities and practices. Please provide evidence as to how your company meets standards regarding child labour, armaments, anti-bribery and corruption and anti-slavery? Please provide information below;

Equitas Legal Practitioners is committed to conducting its business in accordance with the highest ethical and professional standards. The Firm maintains a zero-tolerance approach to child labour, forced labour, modern slavery, bribery, corruption and any involvement in the manufacture, trade or financing of armaments.

We comply with all applicable laws and regulations and operate under strict internal policies on professional ethics, integrity, confidentiality, and regulatory compliance. Equitas requires its employees and service providers to uphold these standards and is committed to promoting human rights, fair labour practices, transparency, and accountability in all aspects of its operations.

Part D: Your Supply Chain (Indicate N/A were not applicable)2

D1. How do you assess suppliers? Please provide more details in space provided

Questionnaires	N/A	Visits	☑
Internal Audits8	N/A	3rd Party Audits	N/A
Other	Meeting with Clients over feedback regarding service delivery and satisfaction		

D2. Please provide details of frequency and nature of assessments below:

Every Quarter of the Year with prior notice to the Clients. This can be in the nature of a physical visit or online meeting depending on preference of the client

D3. If you supply goods to Plan International, please list the main components you purchase / subcontract / outsource and the country of manufacture. If possible please attach a map showing evidence of supply chain traceability and assurance.

We are proposing to provide Plan International with Legal Services and we solely intend to provide if selected. We never sub Contract and solely provide the legal service.

To	
Cc	
Bcc	
plan Subject	Supplier Questionnaire-Plan Internations