**TENDER TO PROVISION OF REFRESHMENTS, LUNCH AND HALL RENT FOR THE TRAINING.**

**TENDER NO: BID-PSA/003/01/2025**

**Background/Context**

Puntland Youth and Social Development Organization(PSA) seeks to  facilitate inclusive political agreements, address grievances, promote democratic processes, strengthen local governance, and enhance accountability between citizens and the state by supporting political settlement, conciliation, democratization, and social contract initiatives.

We are seeking the bids of provision of refreshments, lunch and Hall rent for the training participants.

**Scope of Work**

**The scope of works shall entail the following;**

1. Provision of refreshments, lunch and Hall rent for the training participants in a period of the project.

**Requirements from the Service Provider**

PSA is looking for vendors with capacity to provide the services.

**The service provider must provide the following documents**

1. **Technical Proposal**

The Technical Proposal must detail the following

1. **Experience in similar**

Attach Local Purchase Orders for similar previous work.

1. **Company profile**
2. **Current registration certificate**
3. **Good financial position: Provide either Latest audited report, or bank statement for 6 months**
4. **Latest tax receipt or proof of payment of tax.**
5. **Financial Quotation**

Provide the total prices for the following items.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **DESCRIPTION (Technical specifications** | **Frq** | **QTY**  |
| 1 | Refreshments (Snack, Tea, and Water) | 1 | 1 |
| 2 | Refreshments (Water, and Beverage) | 1 | 1 |
| 3 | Lunch | 1 | 1 |
| 4 | Refreshments and Lunch with buffet services | 1 | 1 |
| 5 | Hall rent with full services | 1 | 1 |
| 6 | Standard hall | 1 | 1 |
| 7 | Normal hall | 1 | 1 |

The Format of the financial proposal to indicate lumpsum costs has been provided.

**Instructions to suppliers**

1. **Interested service providers must submit their applications using the application forms in the link.**
2. The proposal shall be reviewed based on set criteria. Technical Proposal shall take maximum of 70% while the Financial proposal to carry 30%.

All vendors interested must deliver their Technical and financial proposal to our offices latest **15 January 2025** by **5.00 PM** local time. The interested service providers can also send tenders through email procurement@psasomalia.org. Any submissions past the deadline will be rejected.

**Instructions for submission(Can be delivered through email or Physical delivery):**

1. **Physical delivery:** (i) Deliver in a sealed envelope (ii) Indicate Tender Number in the envelope.
2. Email: Send with the subject email indicating the TENDER NUMBER.

You are requested to ask any questions through 0907020036 or through email: procurement@psasomalia.org

1. The selected vendor will be awarded the agreement on **16 January 2025.**
2. All the service providers must comply with PSA Prevention of Sexual Exploitation and Abuse (PSEA) guidelines

**PLEASE INSERT HERE THE LETTERHEAD OF THE COMPANY**

1. **FINANCIAL PROPOSAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **DESCRIPTION (Technical specifications** | **Frq** | **QTY**  | **Rate ($)** | **Amount ($)** |
| 1 | Refreshments (Snack, Tea, and Water) | 1 | 1 |  |  |
| 2 | Refreshments (Water, and Beverage) | 1 | 1 |  |  |
| 3 | Lunch | 1 | 1 |  |  |
| 4 | Refreshments and Lunch with buffet services | 1 | 1 |  |  |
| 5 | Hall rent with full services | 1 | 1 |  |  |
| 6 | Standard hall | 1 | 1 |  |  |
| 7 | Normal hall | 1 | 1 |  |  |
|  | **Total** |  |  |  |  |

**Authorized by Supplier:**

Supplier name:

Place:

Supplier’s representative name:

Title: Manager

Signature & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp: