



Puntland Youth and Social Development Association (PSA)

Village Street- Near UNCHR office, Bosaso-Somalia,
Email: psa.som@gmail.com, webpage: www.psasomalia.org

TENDER TO PROVISION OF ACCOMMODATION SERVICES AND TRAINING FOOD & REFRESHMENTS

TENDER NO: 004/10/2021

Background/Context

Puntland Youth and Social Development Organisation(PSA) seeks to strengthen governance and capacity improvements for district council & administration on the areas of Establishment of effective democratic local government, The role of districts in election and political party systems, Service Provision and Citizen Participation.

We are seeking the bids of provision accommodation services of participants and also food & refreshments for the training.

Scope of Work

The scope of works shall entail the following;

1. Provision of accommodation services and food & refreshments to training participants in a period of four days.

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

- i. Experience in similar**
Attach Local Purchase Orders for similar previous work.
- ii. Company profile**
- iii. List of directors with their telephone and ID/Passport Numbers;**
- iv. Current registration certificate**
- v. Good financial position: Provide either Latest audited report, or bank statement for 6 months**
- vi. Latest tax receipt or proof of payment of tax.**

2. Financial Quotation

Provide the total prices for the following items.

No.	DESCRIPTION (Technical specifications	Frq	QTY
1	Accommodation Service (Room & Hotel)	4	70
2	Food & Refreshments for the training	4	70
3	Venue for the training	4	2

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 **7 October 2021** by **12.00 PM** local time. The interested service providers can also send tenders through email PSA.procurement2015@gmail.com. Any submissions past the deadline will be Rejected.

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

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

You are requested to ask any questions through 0907754033 or through email: PSA.procurement2015@gmail.com

3. The selected vendor will be awarded the agreement on **8 October 2021**.
4. 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	Accommodation Service (Room & Hotel)	4	70		
2	Food & Refreshments for the training	4	70		
3	Venue for the training	4	2		
	Total				

Authorized by Supplier:

Supplier name:

Place:

Supplier's representative name:

Title:

Signature & Date: _____

Stamp: