



INVITATION TO TENDER (ITT)

Provision of Training Venue, Lunch and Refreshments

Tender Reference	JYA/SHF/CBPF-SOM-26-S-NGO-40439/TRN/2026
Implementing Organization	Jubba Youth Association (JYA)
Donor	Somalia Humanitarian Fund (SHF)
Project Title	Integrated Health and Nutrition Assistance for Underserved Communities Affected by Climatic Shocks in Sakow District, Jubaland State of Somalia
Project Code	CBPF-SOM-26-S-NGO-40439
Project Location	Sakow District, Middle Juba Region, Jubaland State, Somalia
Tender Type	Provision of Training Venue, Lunch and Refreshments
Publication Platform	www.jubalandjobs.com
Date of Issue	16 September 2026
Clarification Deadline	23 September 2026
Closing Date and Time	30 September 2026, 4:00 PM (EAT)
Bid Opening	1 October 2026, 10:00 AM (EAT), JYA Office in Kismayo, Farjano Village

1. Background

Jubba Youth Association (JYA) is a Somali national organization working to support vulnerable communities through humanitarian assistance, emergency response, and development interventions.

Under the Somalia Humanitarian Fund (SHF)-funded project entitled *“Integrated Health and Nutrition Assistance for Underserved Communities Affected by Climatic Shocks in Sakow District, Jubaland State of Somalia,”* JYA invites eligible and qualified service providers to submit competitive quotations for the provision of training-related services.

The purpose of this tender is to identify a competent supplier or service provider capable of providing quality catering and suitable training facilities for four five-day project trainings, in accordance with JYA's requirements and applicable procurement procedures.

2. Scope of Services

The selected service provider will be expected to provide the following services:



- 1. Lunch and refreshments:** Provide meals and refreshments for training participants for each day of the four five-day trainings, ensuring adequate quantities, hygiene, food safety, and timely service.
- 2. Training venue:** Provide a clean, accessible, safe, and adequately equipped venue suitable for conducting four five-day trainings (20 training days in total).

The provider must demonstrate the capacity to deliver all assigned services within the agreed timeframe and according to JYA's quality requirements.

3. Financial Quotation and Bill of Quantities (BoQ)

Bidders are requested to complete the following financial schedule. All prices should be quoted in United States Dollars (USD).

No.	Description	Unit Quantity	Unit Cost (USD)	Total (USD)
1	Lunch and Refreshments	1,600		
2	Training Venue – Days	20		
GRAND TOTAL (USD)				

Note: The quantities, rates, and totals above are based on the information provided by JYA. Bidders should clearly indicate whether their prices include all applicable costs, taxes, transportation, equipment, and other service-related expenses. Any assumptions or exclusions must be stated in the quotation.

Bidder / Company: _____ **Signature:** _____

Authorized Name: _____ **Date:** _____

Position: _____ **Company Stamp:** _____

4. Minimum Technical Requirements

A. Lunch and refreshments

- Provide sufficient meals and refreshments for 1,600.
- Ensure food is freshly prepared, hygienic, safe for consumption, and served on time.
- Maintain appropriate food handling, storage, and sanitation standards.
- Submit a clear breakdown of the proposed menu and unit costs.

B. Training venue

- Provide a clean, safe, and suitable venue for all four trainings (20 training days in total).
- Ensure adequate seating, tables, ventilation, lighting, and sanitation facilities.



- Provide access to electricity and basic training equipment, where agreed.
- Ensure the venue is accessible to participants and available throughout the agreed training period.

5. Eligibility and Required Documents

Interested bidders must submit the following documents:

1. A signed company or service-provider profile.
2. Valid business registration or applicable operating licence, where required.
3. A detailed financial quotation using the BoQ provided above.
4. Evidence of previous experience providing catering or training venue services, as applicable.
5. Contact details, including the business address, telephone number, and email address.
6. A declaration of any actual or potential conflict of interest with JYA staff or the procurement process.
7. A completed JYA Supplier Registration Form.

JYA reserves the right to verify the information submitted by bidders.

6. Tender Evaluation and Award

Submissions will be assessed based on the following criteria:

- Completeness and compliance with the tender requirements.
- Technical capacity and ability to deliver the required services.
- Relevant experience and quality of previous work.
- Competitiveness, clarity, and reasonableness of the financial quotation.
- Availability and ability to deliver within the required timeframe.

The contract will not necessarily be awarded to the lowest-priced bidder. JYA will consider technical compliance, service quality, value for money, and compliance with its procurement procedures and applicable SHF requirements. JYA may award individual service components separately if permitted under its procurement procedures.

7. Submission Instructions

Interested and qualified service providers should submit their sealed quotations or electronic proposals through either of the following channels:

Option 1: Email submission

Email: procurement@jubbayouthassociation.org

Email subject: *Tender – Training Venue, Lunch and Refreshments – JYA/SHF/CBPF-SOM-26-S-NGO-40439/TRN/2026*

Option 2: Physical submission (alternative)

Address: JYA Office in Kismayo, Farjano Village, Jubaland State, Somalia

Bids may be hand-delivered to the office during working hours, no later than the closing date and time.



All submissions must be received no later than **30 September 2026, 4:00 PM (EAT)**. Late submissions will not be considered, in accordance with JYA's procurement procedures.

8. Bid Opening

- All submissions will be recorded in the JYA bid register on receipt, showing the bidder, the date and time of submission, and the name of the person delivering the bid.
- Sealed bids and emailed bids will remain unopened until the bid opening session.
- Bids will be opened publicly on **1 October 2026, 10:00 AM (EAT)** at the JYA Office in Kismayo, Farjano Village. Bidders or their authorized representatives are invited to attend and sign the attendance register.

9. General Conditions

- Requests for clarification must be sent to procurement@jubbayouthassociation.org no later than 23 September 2026.
- Bidders must submit accurate and complete information.
- All services must be delivered according to the agreed specifications, schedule, and approved quotation.
- JYA reserves the right to request clarification, verify submitted documents, reject non-responsive bids, cancel or amend the tender, or award the contract in whole or in part in accordance with its procurement procedures.
- The successful bidder will be required to comply with JYA's applicable safeguarding, prevention of sexual exploitation and abuse (PSEA), anti-fraud, and ethical conduct requirements.
- Issuing this tender does not constitute a commitment by JYA to award a contract or reimburse the costs incurred in preparing a bid.
- Unsuccessful bidders will be notified in writing, with the reasons their bid was not selected.

ISSUED BY

Jubba Youth Association (JYA)

Kismayo, Jubaland State, Somalia

Email: procurement@jubbayouthassociation.org

PUBLICATION PLATFORM

www.jubalandjobs.com

JYA encourages eligible and qualified service providers to submit competitive, transparent, and technically compliant quotations.