



**PEACE & DEVELOPMENT ACTION  
(PDA)**

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**INVITATION TO TENDER**

**FOR**

**Provision of two Trainings {PSEA & GBV} Venue Rent, Refreshments,  
Lunch and Training Materials for project staff and community leaders in  
Qansaxdhere District.**

**TENDER REFERENCE: T/PDA/SHF/FSL/15/09/2025**

**SEPTEMBER 15, 2025**

## **1. Introduction**

Peace and Development Action (PDA) is a registered Non-Governmental and Not-for-Profit Organization in the Federal Government of Somalia that is been established in 2008. PDA works for civilians by prioritizing neglected and hard-to-reach areas where access to assistance is limited, and increasingly supports people displaced by natural disasters, the adverse effects of climate change and generalized violence. PDA's core focus areas are the promotion of Human Rights and Democratic Governance and intervention of Emergency Responses like food security and Livelihoods, Water and Sanitation (WASH), Nutrition, Protection, Education, Conflict Resolution and Strengthening of Peace and Stability through Research and Community Dialogue, Youth Empowerment, Civic Education and Community Awareness Raising towards Gender Equity and applying non-violent mechanisms of Conflict Management. PDA's main office is at KM5 (Zobe Area), Hodan District, Banadir, Somalia, with operational presence in Jowhar, Afgooye, Baidao, Beledweyne, Wanlaweyn, Cadaado, Hobyo and South Galkayo.

## **2. Description of the Tender**

In partnership with Somalia Humanitarian Fund (SHF), PDA has received funding from SHF for implementation of project titled "Provision of immediate life-saving emergency food assistance through unconditional cash transfer to the drought-affected households in the Qansax Dheere district of the Bay Region" and intends to apply a portion of that fund to the payment of a supplier for awarding a contract to provide two Trainings of PSEA (Protection from Sexual Exploitation and Abuse) and GBV ( Gender based violence) Venue Rent, Refreshments, Lunch and Training Materials for PDA project staff and community leaders in Qansaxdhere District. The aims of these trainings is to educate project staff and the community leaders on how to safeguard vulnerable groups especially women and children during the aid distribution and promote dignity and ethical conduct within all project activities implementation. they will also highlight the risks faced by women and girls in food insecurity context and will encourage and provides a space for inclusive approach that don't reinforce harmful gender dynamics. finally, it is intended to empower leaders to respond to effectively and collectively by saying No GBV in a single voice and prevent GBV and other harmful practices against women and children in the community.

### **3. Tender Information**

Interested bidders must be registered and hold valid registration certificates issued by the Federal Government of Somalia that permits to provide the intended products and services in this tender. In addition to that, bidders are required to possess similar past experience to provide the refreshment and lunch with high quality standard for the training participants and have a training hall with AC that have enough seats to accommodate training participants plus 1 training facilitator as measurement the technical evaluation for the capacity of supplier to perform in this tender.

#### **Language, System of Units and Currency of the Bids:**

The bid prepared by the bidder and all documents related to the bid must be written in English only. The measurement units used in these bid documents are as in Annex I (Bill of Quantities). The bidders are required to use the same. The currency of this bid shall be in USD (\$).

#### **Duration of Contract:**

The estimated duration of the contract proposed by PDA shall be a maximum of thirty (30) days from the time of signing the contract. If the contractor has a difference in duration, this should be indicated in the offer.

#### **Selection Criteria:**

Tenderers not providing all the requested documents and information necessary for evaluation as outlined in this tender document will automatically be disqualified from competing in this process. Additionally, the following will be used as an elimination criterion for participation in this process:

- Non-submission of price of all items in the BOQ
- Incomplete Bid Submission
- Late Bid Submission

#### **Submission of the Bids:**

The bid indicating the full name and contact details of the bidder and containing all requested information, must be presented to PDA Office in Mogadishu or Qanaxdhere in a sealed envelope or can be sent by email to [procurement@pda.org.so](mailto:procurement@pda.org.so) with complete tender reference number at the email subject.

Original copy of the bid documents with signature, date and stamp of the bidder must be put in a sealed envelope clearly marked as **“Provision of Trainings Venue rent, Refreshments, Lunch and Training Materials in Qansaxdhere”** With Ref No: T/PDA/SHF/FSL/15/09/2025.

The sealed envelope containing tender Documents should be submitted at the PDA offices: On or before 4.00 PM on **20<sup>th</sup> September 2025**. Please make sure to sign at the logistics office when submitting the bid document. Late submission of offers will not be allowed

### Annex I: BoQ for PSEA Training

#	Description	Unit	Unit quantity	Duration	Unit Cost (USD)	Total (USD)
1	Refreshment & Lunch	Person	60	4		
2	Training Venue rent	Days	1	4		
3	Flip charts	Pcs	5	1		
4	Marker Pens for white board	Box	2	1		
5	Pens, Pin-point, Blue and Black	Box	1	1		
6	Participant Note Books	PCs	60	1		
6	Pens	Pcs	60	1		
7	Training visibility banner	Pcs	1	1		
	<b>Total</b>					

### Annex II BoQ for GBV Training

#	Description	Unit	Unit quantity	Duration	Unit Cost (USD)	Total (USD)
1	Refreshment & Lunch	Person	60	4		
2	Training Venue rent	Days	1	4		
3	Flip charts	Pcs	5	1		
4	Marker Pens for white board	Box	2	1		
5	Pens, Pin-point, Blue and Black	Box	1	1		
6	Participant Note Books	PCs	60	1		
7	Pens	Pcs	60	1		
8	Training visibility banner	Pcs	1	1		
	<b>Total</b>					

**END**

