INVITATION TO TENDER NOTICE
PUPLIC TENDER INVITATION

Date: 18/12/2025

Subject: Invitation bid for the project funded by SHF

Bid no.: AYUUB NGO/SOM/2026/SHF/EMB-AFG-098

Bid Title: Procurement of Office and Training Stationery, SHF Emblem, and Project Reference Branding Services for Agricultural Input Activities in Afgooye District, Lower Shabelle Region, Somalia.

Project Title: Emergency Food Security Support through Unconditional Cash Transfers and Agricultural Inputs for Drought-Affected Rural Communities in Afgoye district in Lower Shabelle region.

Project Code: CBPF-SOM-25-R-NGO-38643

Contracting authority: AYUUB NGO

AYUUB NGO invites interested companies to come to their application files for Procurement of Office and Training Stationery, SHF Emblem, and Project Reference Branding Services for Agricultural Input Activities in Afgooye District, Lower Shabelle Region, Somalia, AYUUB invites interested parties to apply the tender advert and it's available in AYUUB NGO office and shared with our prequalification lists we have and tendered to everywhere possible based in Afgooye district, Lower Shabelle region.

1.1. Place of service

The activity will be implemented in Afgooye District, Lower Shabelle Region, Somalia. Each agricultural input kit will be branded with the project reference and the SHF emblem. In addition, the procurement will include training stationery, PDM stationery, and office stationery and supplies, including pens, notebooks, files, folders, printing materials, and other administrative items required to support daily office operations and ensure effective project implementation.

Value of service

The value for the supply should be identified as USD per each item

1.3 Conditions for Acceptance

The final acceptance will be decided by the bid committee, and the bidder has the right to inform the decision.

1. Solicitation Package Documents

The following documents are issued to enable you to bid:

A Annex A - Bid application form - signed and stamped

B AYUUB – ethical standards for suppliers signed and stamped

C Technical and Financial Proposal Form-including:

- Annex B Quotation letter form

D Companies are required to provide the following documents:

1. Licence certificate
2. Company profile
3. Company previous experience (use attached format) Annex D

- Please complete the table for your fair price as per the market.

Sn	Lots	Activity description	Unit Description	Unit Quantity	Unit Cost	Duration	Total Cost
1	Lot 1	SHF Emblem and project Reference branding Cost for Livelihood kits	Kits	1400		1	
2	Lot 2	Stationery for PDM activities	Materials	1		3	
3	Lot 3	Training stationery including Manuals, Notebook, Pen, Marker and Flipcharts.	Materials	1		1	
4	Lot 4	Office Stationery for the project	Stationery	1		6	
Total							

These documents constitute the complete Solicitation package.

3. **Validity and Conditions of Bids**

3.1 The Bidder is bound by his offer for a period agreed from the final date for the submission of Bids.

3.2 The Contracting party reserves the right to deal with any Bidder of its choice for any or more parts of the Bid and is not bound either to accept the lowest or any offer or to award any contract.

3.3 Failure to deliver the Bid on or before the due date, or failure to comply with the terms, conditions of the Solicitation, will result in the bid being rejected.

3.4 The Candidate is required to hold all information pertaining to the solicitation as confidential, and to limit the dissemination of information within its organisation on a need-to-know basis.

3.5 Bids will be opened and reviewed by AYUUB bid committee

3.6 Orders will be placed by the Form of Contract on the basis of the Bid selected, this tender bid the General Conditions of Contract for Supply Contracts.

4 The Quotations shall arrive in ONE ORIGINAL copy to AYUUB Office- Merka or Mogadishu by hand latest on the 18th Jan 2026, 4:30 pm local time.

5 **The bid should be written;** ***To: AYUUB NGO Office in Merka or Mogadishu***

Bid NO: *AYUUB NGO/SOM/2026/SHF/EMB-AFG-098*

Bid title: *Procurement of Office and Training Stationery, SHF Emblem, and Project Reference Branding Services for Agricultural Input Activities in Afgooye District, Lower Shabelle Region, Somalia.*

FROM: .....

6 **The evaluation of bids will be made confidentially, based on the selection criteria set by AYUUB bid committee.**

Should you have quarries, questions please address to ayuublogistics@ayuubngo.org and give copy to ayuubngo@ayuubngo.org

Mohamed Yusuf **Signature**

Title: Executive Director **Stamp:**

AYUUB NGO
Ayuub Village
Merka, Somalia
e-mail: ayuubngo@yahoo.com
South Central Somalia

Annex A -Bid application form (1)

Date: ……

Bid no: ……

Bid Title: ……

Service/Activity: ……

Location: ……

To: AYUUB NGO

We, the undersigned, apply the aforementioned services offered by AYUUB NGO defined the invitation tender notice date ……. and declare that:

(a) We have examined and have no reservations to the bid Document, including Addendum(s) No(s)…., issued in accordance with Instructions to Applicant.

(b) We meet the eligibility requirements as stated. Instructions to Applicants, of the invitation bid Document; and we confirm here that we shall apply.

(c) We understand that you may cancel the proposal/quotation process at any time and that you are neither bound to accept any Application that you may receive nor to invite Applicants to bid for any agreement subject of this tender process, without incurring any liability to the Applicants.

(g) All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed ----------

Name :……..

In the capacity of ……

Duly authorized to sign the Application for and on behalf of:

Applicant's Name
:……
……

Address *:*……..

Date: ……..

Supplier's ethical standards (Annex B)

Anyone doing business with AYUUB NGO shall as a minimum meet the ethical standards as listed below, or shall positively agree to the standards and be willing to implement changes in their organization.

Name of supplier/company: _____

CONDITIONS RELATED TO THE WORKPLACE:

We verify the following:

1. That no workers in our company will be forced, bonded or involuntary prison workers.

2. Workers shall not be required to lodge "deposits" or identity papers with their employer and shall be free to leave their employer after reasonable notice.

3. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.

4. Children and young persons under the age of 18 shall not be engaged in work which is hazardous to their health or safety, including night work.

6. There shall be no discrimination at the work place based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

7. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behavior, and from discrimination or termination

Of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.

8. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, shall be prohibited.

9. Steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

10. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs.

11. All workers shall be provided with a written and comprehensible contract outlining their wage conditions and method of payments before entering employment

12. Working hours shall comply with national laws and benchmark industry standards, whichever affords greater protection. It is recommended that working hours do not exceed 48 hours per week (8 hours per day).

13. Workers shall be provided with at least one day off for every 7 day period.

14. All workers are entitled to a contract of employment that shall be written in a language they understand.

15. Workers shall receive regular and documented health and safety training, and such training shall be repeated for new workers.

16. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

17. Accommodation, where provided, shall be clean, safe and
Adequately ventilated, and shall have access to clean toilet facilities and potable water.

18. No Deductions from wages shall be made as a disciplinary measure.

19. Obligations to employees under international conventions and social security laws, and regulations arising from the regular employment relationship, shall not be avoided through the use of short term contracting (such as contract labour, casual labour or day labour), sub-contractors or other labour relationships.

20. All workers shall be provided with a contract of employment that shall be written in a language they understand.

21. Hazardous chemicals and other substances shall be carefully managed in accordance with documented safety procedures.

CONDITIONS OUTSIDE THE WORKPLACE:

1. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.

2. Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.

3. National and international environmental legislation and regulations shall be respected.

Relationship with the supplier and AYUUB NGO staff members:
1. Is there any potential conflict of interest between you and your company with any AYUUB NGO staff member? A conflict of interest can be due to a relationship with a staff members such as close family etc.

This Contract is made in two original copies and hereby duly signed by both parties

We, the undersigned verify that we meet the ethical standards as listed above.

On behalf of the supplier …… *Location* ……..

NAME: _____ *Title :* _____

SIGNATURE: _____ *Stamp:* _____

AYUUB NGO
Ayuub Village
Merka, Somalia
e-mail: ayuubngo@yahoo.com
South Central Somalia

AYUUB NGO
Ayuub Village
Merka, Somalia
e-mail: ayuubngo@yahoo.com
South Central Somalia

INSERT LOGO

Technical and Financial Proposal Form (Annex C)

Company Contact details:

Email: **Telephone:**

Address:

Subject: Quotation

Date: ……

Bid no: ……

Bid Title: ……

Service/Activity: …… ……

With the reference of invitation bid dated …….. our ……. is pleased to submit its quotation offer.

USE THE BELOW FORM TO COMPLETE THE FAIR PRICE YOU CAN DO THIS ACTIVITY- Please Use The Same Format.

Sn	Lots	Activity description	Unit Description	Unit Quantity	Unit Cost	Duration	Total Cost
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Total							

We confirm that the offered quotation can be valid up to …….. days.

Yours sincerely
Name:

Title:

Company:
Signature

Stamp:

Annex E Company Bank Details

a) Name of Bank: **Bank Branch:** **Account Number**:
b) Account Name: **Account Currency**:
c) Address:

AYUUB NGO
Ayuub Village
Merka, Somalia
e-mail: ayuubngo@yahoo.com
South Central Somalia