



Invitation for Pre-Qualification of Service Providers for Supplies, Services, and Works (2026–2027)

REFERENCE NO: YSAT/UG/PREQ/2026/001

Date of Notice Publication: 9th February 2026

Youth Social Advocacy Team (YSAT) is a refugee-led non-profit, non-governmental Organization whose core mandate is supporting conflict affected **youth** by tackling access barriers to quality education, sustainable Livelihoods and addressing root causes of violent conflicts for refugees and vulnerable host communities in Uganda.

YSAT is legally registered with the National Bureau for Non -Governmental Organizations Reg. **REGR152704213NB** as a Regional NGO to operate in Uganda's refugee hosting districts in West Nile, South West & Urban Kampala.

Our 2030 Country Strategic Framework is anchored on 4 core programs: saving lives, protecting communities, building resilience and transforming lives among displaced populations particularly **YOUTH**

To fulfill our 2026 -2030 Strategic Plan, YSAT invites interested and eligible bidders (**companies/firms/institutions/Individuals**) to submit sealed prequalification documents for the provision of supplies, services, and works for a period of two years 2026- 2027 with the possibility of entering into framework agreements. This exercise cover operations across all locations where YSAT is operating in Uganda.

The pre-qualification process aims at understanding the supplier market and the range of available solutions required by YSAT Uganda.

SAFEGUARDING:

YSAT is committed to **Zero Tolerance for Fraud, Sexual Exploitation and Abuse (SEA), Child abuse** while providing Humanitarian Response, **NO** Applicant should be required to pay for our services including application for this bidding process, please report any suspected misconduct to: complaintsfeedback@youthsat.org

Important Note:

Issuance of this prequalification notice does not obligate YSAT to award a contract, nor does it commit the organization to cover any costs incurred in preparing and submitting a bid.





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The categories of the prequalification process are as follows:

CATEGORIES:

LOT 1 – SUPPLIES	
SPLS/YSAT/2026/001	Supply of Agricultural inputs including Seeds, fertilizers, tools and their Accessories, etc
SPLS/YSAT/2026/002	Supply of all IT Equipment including computers, printers, copiers, communication Equipment and all the accessories
SPLS/YSAT/2026/003	Supply of Office consumables & Refreshments
SPLS/YSAT/2026/004	Supply of assorted Office Stationary & Supplies including Tonners and Cartridges
SPLS/YSAT/2026/005	Supply of Tyres plus its accessories for Vehicles and motorcycles, including tubes, batteries, and other spare parts
SPLS/YSAT/2026/006	Supply of Petroleum products and lubricants
SPLS/YSAT/2026/007	Supply and maintenance of Fire & Safety Equipment (Firefighting equipment E.g. fire extinguishers, etc)
SPLS/YSAT/2026/008	Supply of office furniture and related accessories including repairs and maintenance
SPLS/YSAT/2026/009	Supply of Power Equipment & Accessories including generators, generators, solar equipment, and inverters, etc and Maintenance
SPLS/YSAT/2026/010	Supply of Medicines, Medical Equipment, Supplies and sundries including first aid medicines,
SPLS/YSAT/2026/011	Supply of Program Relief Supplies (Non Food Items).
SPLS/YSAT/2026/012	Supply of Electronic Equipment and appliances including digital cameras, fridges, AC, etc and accessories.
SPLS/YSAT/2026/013	Supply of Personal Protective Equipment and safety gear
SPLS/YSAT/2026/014	Supply of visibility items/material including design, Media, Branding and IEC Promotional materials and Services e.g Tshirt, Caps, Branded Tents, Posters and Banners, and non-branded clothing
SPLS/YSAT/2026/015	Supply of Branded tents and repairs
SPLS/YSAT/2026/016	Supply of Vocational Tools & Supplies including hardware items
SPLS/YSAT/2026/017	Supply of Sports (indoor & outdoor) items and equipment





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LOT 2 - SERVICE	
SVCS/YSAT/2026/001	Provision of Preventive Maintenance, servicing and repairs of ICT Equipment including computers, printers, copiers etc
SVCS/YSAT/2026/002	Provision of Radio Broadcasting Services including talk shows and publications
SVCS/YSAT/2026/003	Provision of Computer software installation, networking, and licensing
SVCS/YSAT/2026/004	Provision of Motor Vehicles, Motor Cycles and generator Services & Maintenance, and repairs
SVCS/YSAT/2026/005	Office cleaning, fumigation, and maintenance
SVCS/YSAT/2026/006	Provision of Transport Services including hire of light and heavy trucks.
SVCS/YSAT/2026/007	Hotel conference and accommodation facilities
SVCS/YSAT/2026/008	Provision of Catering Services including outside the organization premises.
SVCS/YSAT/2026/009	Provision of Secretarial, Printing, and Designing, Photo copying and binding services and engraving
SVCS/YSAT/2026/010	Washing Bay Services for vehicles and motorcycles
SVCS/YSAT/2026/011	Vehicle and motorcycle tracking services
SVCS/YSAT/2026/012	Provision of Courier & Postal Services
SVCS/YSAT/2026/013	Domain and web hosting services
SVCS/YSAT/2026/014	Provision of Security Guarding Services, including alarms, access control and CCTV
SVCS/YSAT/2026/015	Insurance services including medical, motor vehicle, property, etc
SVCS/YSAT/2026/016	Telecom and internet services
SVCS/YSAT/2026/017	Mobile money transfer services
SVCS/YSAT/2026/018	Consultancy services (baseline studies, data quality assessments, impact assessments)
SVCS/YSAT/2026/019	Staff capacity-building consultancy services
SVCS/YSAT/2026/020	Provision of Ticketing, Travels and Tour Services

LOT 3 - WORKS	
WRKS/YSAT/2026/001	Provision of Construction and renovation Services (All Construction Works including construction of Office Blocks, Renovation works and including Minor repairs, Maintenance and Painting Services)
WRKS/YSAT/2026/002	Supply of Plumbing materials including installation and repair works
WRKS/YSAT/2026/003	Electricity installations and repair works





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General Guidelines

Detailed instructions and EOI application documents shall be obtained free of charge.

Interested bidders should request the official prequalification document by emailing: procurement@youthsat.org or Pick hard copies from our offices in Arua city, Rhino Camp, Imvepi and Adjumani/Pakelle;

Prospective bidders must clearly address and indicate the item(s) or category they are bidding for by clearly stating the **lot number and description** on the sealed envelope.

For Example:

To: The Tendering Committee YSAT Uganda.
Procurement Reference No: YSAT/UG/PREQ/2026/001
Lot No: 001
Item Description: SPLS/YSAT/2026/003 - Bid for Supply of Office consumables & Refreshments

LAST DATE FOR BID COLLECTION / ISSUE: Friday 20th February 2026, 2:00 HRS
LAST DATE FOR BID SUBMISSION: Monday 23rd February 2026, 16:00 HR

Late submissions will **NOT** be accepted. Our office closes at 2:00 pm on Fridays and is not open on weekends and public holidays.

Delivery Addresses:

All submissions must be in the YSAT Pre-qualification application form. Completed application/proposal must be delivered by hand and well registered in the bid register at any of the following YSAT offices.

- Regional Coordination Office, Arua city, Beal Mall Building 1st Floor in Awindiri, FAL Oil Petrol Station
- YSAT Head Office in Rhino Camp, Ocea A Village, along Ocea-Eden Road, Rhino Camp Refugee Settlement
- Imvepi Field Office, OPM Base Camp opp. DCA Office
- Adjumani Field Office, opp. UNHCR compound in Pakelle Town Council

The supplier must mention Reference No. **YSAT/UG/PREQ/2026/001** for Prequalification EOI Category on the envelope. Non-conformity with all conditions mentioned could lead to exclusion from the bid.

Deadline for Submission:

Monday, February 23rd, 2026, at 4:00 PM.

Submissions must be made during official working hours (Monday–Friday, 8:00 AM–4:00 PM). Late submissions will not be accepted.

