



MINISTRY OF COMMERCE & INDUSTRY
PROJECT IMPLEMENTATION UNIT (PIU)
PROGRAM FOR ADVANCING YOUTH ENTREPRENEURSHIP AND INVESTMENT (PAYEI)
YOUTH ENTREPRENEURSHIP AND INVESTMENT BANK (YEIB)
INVITATION FOR EXPRESSION OF INTEREST (EOI)
Registration of Catering Service Providers

Financing Agreement reference: **2100150043943**

Project ID No.: **P-LR-HB0-003**

Reference No. **LR-YEIB-001**

Issue Date: **August 21, 2026**

End Date: **September 4, 2026**

1. INTRODUCTION

The Government of Liberia has received financing from the African Development Bank (AfDB) toward the implementation of the Program for Advancing Youth Entrepreneurship and Investment (PAYEI) and intends to apply part of the proceeds toward the procurement of catering services to support project activities.

The Project Implementation Unit (PIU) of the Ministry of Commerce and Industry hereby invites qualified and experienced catering firms and service providers to express their interest in being registered in the project's Catering Services Providers Database.

The database will serve as the pool from which qualified firms will be invited to participate in Request for Quotations (RFQs) on an as-needed basis.

Registration in the database does not constitute a contract award or guarantee that a firm will be invited for every procurement opportunity.

2. OBJECTIVE

The objective of this exercise is to establish a database of qualified catering service providers capable of delivering quality, hygienic, timely, and cost-effective catering services for workshops, meetings, conferences, training sessions, and other project-related events throughout the implementation period.

3. SCOPE OF SERVICES

Successful firms may be invited to provide one or more of the following services:

Catering Services

- Breakfast services
- Morning coffee/tea breaks
- Lunch services
- Afternoon coffee/tea breaks
- Dinner services
- Cocktail receptions
- Buffet services
- Outdoor catering
- Executive catering

- VIP catering

Conference and Meeting Catering

Provision of catering services for:

- Workshops
- Conferences
- Training sessions
- Stakeholder consultations
- Board meetings
- Steering Committee meetings
- Technical meetings
- Community outreach events
- Project launch events
- Official ceremonies

Refreshments

Supply of:

- Tea and coffee
- Fruit juices
- Soft drinks
- Bottled drinking water
- Snacks
- Pastries
- Fruits

Event Support Services

Where required, firms may also provide:

- Serving staff
- Buffet setup
- Dining equipment
- Tables and tablecloths
- Chafing dishes
- Beverage stations
- Disposable or reusable dining materials
- Cleanup after events

4. TYPES OF EVENTS

The services may be required for events involving:

- Small meetings (10–20 participants)
- Medium-sized meetings (21–50 participants)
- Workshops (51–100 participants)
- Conferences (over 100 participants)
- High-level government meetings
- Development partner meetings
- Field activities and outreach events

5. MINIMUM ELIGIBILITY REQUIREMENTS

Interested firms shall demonstrate that they possess:

- Valid Business Registration Certificate
- Valid Tax Clearance Certificate
- PPCC Registration
- Food handling and health certification
- At least three (3) years of experience providing catering services

- Qualified kitchen and catering personnel
- Adequate kitchen facilities and equipment
- Demonstrated ability to provide quality food in compliance with food safety and hygiene standards
- Capacity to cater for events of varying sizes
- Evidence of previous contracts of similar nature
- Contact details of at least three (3) client references

6. INFORMATION TO BE SUBMITTED

Interested firms should submit the following:

- Letter expressing interest
- Company profile
- Copies of legal registration documents
- Organizational structure
- List of key personnel
- Description of catering facilities and equipment
- Sample menus
- List of previous clients
- Evidence of similar assignments
- References
- Contact information

7. SELECTION PROCESS

Following the review of Expressions of Interest, the PIU will establish a database of qualified service providers.

Whenever catering services are required, Request for Quotations (RFQs) will be issued to firms selected from this database, taking into consideration:

- Nature and size of the event
- Quality of proposed menu
- Capacity to deliver within required timelines
- Compliance with food safety standards
- Past performance
- Value for money

The PIU reserves the right to invite additional firms where necessary to ensure adequate competition.

8. DURATION OF THE REGISTRATION

The database shall remain valid for the duration of the PAYEI Project, subject to periodic review and updating based on performance and continued eligibility.

The PIU reserves the right to suspend or remove firms that fail to meet required service standards or contractual obligations.

9. SUBMISSION OF EXPRESSION OF INTEREST

Interested firms should submit their Expressions of Interest by 4th September 2026 @ 1700 hours (GMT) through email with the subject:

"Expression of Interest – Catering Services Providers Database"

and addressed to:

The Project Coordinator
 Project Implementation Unit (PIU)
 Ministry of Commerce & Industry
 2nd Floor, Ministerial Complex Building
 Congo Town
 Monrovia, Liberia
yeibliberia@gmail.com