



# COMMUNITY DEVELOPMENT TRUST FUND

Josem Trust House 2nd Floor  
Bunyala/Masaba Road  
P.O. Box 62199-00200 NAIROBI  
Tel: 2710999/56, 2723606, 2727888/799/901  
Fax: 2723496, 2721382  
E-mail: cdtf@africaonline.co.ke  
cdp@cdtfkenya.org  
cef@cdtfkenya.org  
Website: <http://www.cdtfkenya.org>

Nairobi, 27<sup>th</sup> May, 2011

Our ref.: CDTF/CDI/82/10-11

Dear Sirs,

**SUBJECT: INVITATION TO TENDER FOR SUPPLY OF THREE (3) UNITS OF 4WD MOTOR VEHICLES TO COMMUNITY DEVELOPMENT INITIATIVES PROGRAMME OF COMMUNITY DEVELOPMENT TRUST FUND (CDTF)**

This is an invitation to tender for the above mentioned supply contract. Please find enclosed the following documents, which constitute the tender dossier:

**PART A. INSTRUCTIONS TO TENDERERS**

**PART B. DRAFT CONTRACT AND SPECIAL CONDITIONS, INCLUDING ANNEXES**

**DRAFT CONTRACT**

**SPECIAL CONDITIONS**

**ANNEX I GENERAL CONDITIONS**

**ANNEX II +III TECHNICAL SPECIFICATIONS + TECHNICAL OFFER (TO BE TAILORED TO THE SPECIFIC PROJECT)**

**ANNEX IV BUDGET BREAKDOWN (MODEL FINANCIAL OFFER)**

**ANNEX V FORMS (FINANCIAL IDENTIFICATION FORM, LEGAL ENTITY FORM, PROVISIONAL ACCEPTANCE FORM, PERFORMANCE GURANTEE, TAX & CUSTOMS ARRANGEMENT FORM)**

**PART C. FURTHER INFORMATION**

**ADMINISTRATIVE COMPLIANCE GRID**

**EVALUATION GRID**

**PART D. TENDER FORM FOR A SUPPLY CONTRACT**

For full information about procurement procedures please consult the Practical Guide to contract procedures for EU external actions and its annexes, which can be downloaded from the following web page: [http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm).

We look forward to receiving your tender before the submission deadline at the address specified in the documents.

Yours sincerely,

  
S.N.Miu

Programme Co-ordinator

MOMBASA OFFICE  
P.O. Box 2163-80100 MOMBASA  
Tel: (041) 2223541  
Fax: (041) 2223536

MERU OFFICE  
P.O. Box 293-60200 MERU  
Tel: (064) 31341  
Fax: (064) 31340

ELDORET OFFICE  
P.O. Box 6597-30100 ELDORET  
Tel: (053) 2063116  
Fax: (053) 2063049