

<LETTER OF INVITATION TO TENDER>

[Letterhead of Contracting Authority]

Nairobi, 18th May, 2011

Our ref.: CDTF/CEF/108/10-11

Dear Sirs,

SUBJECT: INVITATION TO TENDER FOR SUPPLY OF TWO (2) UNITS OF 4WD MOTOR VEHICLES TO COMMUNITY ENVIRONMENT FACILITY 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:

- A. INSTRUCTIONS TO TENDERERS**
- 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)**
- C. FURTHER INFORMATION**
 - ADMINISTRATIVE COMPLIANCE GRID**
 - EVALUATION GRID**
- 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.

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