

LETTER OF INVITATION TO TENDER

Kiambu, July 8th 2025

Our ref.: AID 012590/07/9_PP34

Subject: Invitation to tender for SUPPLY AND INSTALLATION OF ECOLOGICAL COFFEE WET MILLS

Dear Madam/Sir,

I am pleased to inform you that you are invited to take part in the **local open tender procedure** for the above supply contract. The complete tender dossier includes:

- A. Instructions to tenderers and Contract notice (annex c2)
- 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
- C. Further information
 - Administrative compliance grid
 - Evaluation grid
- D. Tender form for a supply contract and Declaration on honour on exclusion and selection criteria (annex A14a)

For full information about procurement procedures please consult the practical guide and its annexes, which can be downloaded from the following web page:
<http://ec.europa.eu/europeaid/prag/document.do>

We look forward to receiving your tender which has to be submitted no later than the submission deadline mentioned in the Contract Notice.

By submitting a tender you accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received by you on the date upon which the contracting authority sends it to the electronic address you referred to in your offer.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,

Francesca Maria Franzetti
Francesca-M. Franzetti



Right Coffee Project Coordinator

The tenderer acknowledges that they have received by hand the above listed documents.

Place and date

Name

Position

Signature