

## LETTER OF INVITATION

### REQUEST FOR PROPOSAL (RFP)

Date: 18<sup>th</sup> May, 2023

Reference No: BURT/NGCDF/1/2022-2023

Name of Assignment: **Provision of Five-Year Term (2023-2027) Strategic Plan Services for the Bureti National Government Constituency Development Fund (NG-CDF)**

1. The procuring Entity has set aside funds in its budget toward the cost of the subject consulting services and now therefore invites eligible consulting firms to submit their proposals in providing the consultancy services. Interested firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The eligible consulting firms are also referred to Terms of Reference under Section V of the Request for Proposals (RFP) document for a detailed scope of the assignment and qualification requirements.
2. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. The nature of association, whether it is joint venture or a sub-consultancy should clearly be stated. In case of joint ventures, the firm leading the joint venture should be mentioned.
3. Eligibility criteria for contract award shall be in accordance to the Quality & Cost-based selection (QCBS) method set out in the public procurement and asset disposal Act 2015 which is available in the Public Procurement Regulatory Authority website: <http://www.ppoa.go.ke>
4. Interested Consultant may obtain the tender document or further information from Bureti NG-CDF Offices during office hours from 8.00 to 17.00 hours East African Time.
5. Completed Technical and Financial proposal documents **MUST** be submitted in plain sealed envelopes marked with proposal number: **BURT/NGCDF/1/2022-2023** containing both the Technical and Financial proposals (separate envelopes as per the ITC 2.5.3) to be deposited in the tender box at the Entrance of Bureti NG-CDF Offices addressed to: -

The Fund Accounts Manager,  
Bureti Constituency



**BURETI NG~CDF**

National Government Constituencies Development Fund  
Bureti Consituency  
P.O.Box 43  
Litein,*Kenya*

Email: [cdfbureti@ngcdf.go.ke](mailto:cdfbureti@ngcdf.go.ke)

P.O Box 43,

Litein

On or before **31<sup>st</sup> May, 2023**. at:9:00a.m. (EAT) clearly marked “**Provision of Five-Year Term Strategic Plan Services for the Bureti National Government Constituency Development Fund (NG-CDF).**”

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**Vision:** Equitable social-economic development countrywide



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