

## Letter of Invitation Requesting EOIs

NAIROBI

6<sup>TH</sup> AUGUST 2020

### Re: **CONSULTANCY SERVICES FOR DOCUMENT DIGITIZATION SERVICE FOR THE EASTERN AFRICA FARMERS FEDERATION**

Dear Madam/Sir:

1. EAFF invites Expressions of Interest (EOIs) from legally constituted consulting firms/individuals to provide the consultant services referenced above. More details on these consultant services are provided in the Abridged Terms of Reference (ATOR). This **REOI** is open to all eligible entities ("Consultants") who wish to respond.

EAFF intends to hire a consulting firm (the "*Consultant*") to provide **consultancy services for document digitization service**

2. The Consultant may sub-contract selected activities provided that said activities are stated in advance
3. Location: Nairobi
4. Anticipated Start Date: 1<sup>st</sup> October
5. Duration of Assignment : 30 days
6. Before preparing its EOIs, the Consultant is advised to review the Terms of Reference attached hereto which describe the assignment in detail and Annex 2 which delineates how the technical qualifications and the shall be evaluated.
7. A firm will be selected under *Selection Based on the Consultants' Qualifications (CQS)* method in accordance with the procedures set out in the EAFF Procurement manual.
8. **Submission Procedure:** Please submit your EOIs using the forms provided for this purpose to the email provided in the advertisement (soft copies only)
9. **Procedure:** EAFF will evaluate the EOIs using the criteria provided in Annex 2. The Consultants that attains the highest (minimum of 3 and maximum of 6) total points (who also attain the minimum technical score required to pass) shall be shortlisted.

10. EOs shall be submitted to the address below no later than **5.00pm EAT** of 18<sup>th</sup> September 2020.

The, Procurement Officer  
Eastern Africa Farmers Federation  
P.O. Box 13747 - 00800, Nairobi, Kenya  
[Procurement1@eaffu.org](mailto:Procurement1@eaffu.org)