



COFFEE DEVELOPMENT FUND

PRE-QUALIFICATION OF SUPPLIERS, CONTRACTORS AND SERVICE PROVIDERS

Coffee Development Fund invites applications for pre-qualification of suppliers, contractors and service providers for the 2008/2009 financial year in accordance with the Public Procurement & Disposal Act 2005, in the following categories:-

- Category 1: Printing Works
- Category 2: Supply of Office Stationery and Miscellaneous Items
- Category 3: Travel Agency Services
- Category 4: Supply of Computer Accessories
- Category 5: Repair and Maintenance of Motor Vehicles
- Category 6: Provision of Legal Services
- Category 7: Supply of Staff Uniforms and Accessories
- Category 8: Printing and Supply of Marketing Materials and Outdoor Advertising
- Category 9: Consultancy and Staff Training Services
- Category 10: Supply of Motor Vehicle Fuel, Oils and Lubricants

Prequalification Forms can be collected from the Accountant starting **Monday 16th June 2008** from the Coffee Development Fund Offices on the 5th Floor of Coffee Plaza, Exchange Lane, off Haile Selassie Avenue upon payment of a non-refundable fee of Kshs.3, 000/- per document in Cash or Banker's Cheque.

Please note that Coffee Development Fund reserves the right to accept or reject any application, either wholly or in part and it is not bound to give any reasons for either rejection or acceptance for the same.

All application documents in **plain brown sealed envelope** stating on the envelope the category applied for must be deposited in the **Quotation Box** at the reception on or before **Wednesday, 16th July 2008 at 12.00 noon** and thereafter opening in the boardroom at **2.00 pm, Wednesday 16th July 2008** in the presence of bidders or their representatives. The tender documents should be addressed to:-

**The Managing Trustee
Coffee Development Fund
P.O. Box 52714 – 00200
NAIROBI**