



A.1. INVITATION TO TENDER

Service contract entitled:

“Study on the bottlenecks affecting the competitiveness and sustainability of Ethiopian horticultural exports”

Ref.: COLEAD/AO/251386

07/07/2025

Dear Sir or Madam,

I am pleased to inform you that you, your company, or organisation is invited to participate in the international restricted tender for the aforementioned contract of a maximum value of € 60,000.

The complete tender documents are attached and include the following elements:

A. Invitation and instructions to tenderers

- A.1. Invitation to tender
- A.2. Instructions to tenderers (+ a checklist)
- A.3. List of eligible countries
- A.4. General conditions for service contracts

B. Terms of Reference - Contract Proposal

- B.1. Terms of reference

C. Evaluation of the tender

- C.1 Administrative compliance matrix
- C.2 Technical evaluation matrix

D. Documents to be completed and returned to COLEAD

- D.1. Submission form
- D.2. Eligibility statement
- D.3. Legal entity form + supporting document proving the legal entity
- D.6. CV(s) of proposed expert(s)
- D.7 Exclusivity statement(s) of proposed expert
- D.8. Financial offer



We invite you to pay careful attention to the following information:

1. The Tenderer is required to complete Document D.3. Legal entity form **AND attach the supporting document**, i.e. a copy of a document proving the official registration of the tendering structure or the activity of the independent consultant with the local authorities; **CONSORTIUMS* ARE NOT PERMITTED IN THIS CALL FOR TENDERS** [*Consortium: an agreement, combination, or group (as of companies or independent consultants) formed to undertake an enterprise beyond the resources of any one member]
2. Your technical and financial offers must be received by expert@colead.link **no later than 23:59 Brussels time (CEST) on Wednesday 06th of August 2025**. The date and time of receipt of the message by COLEAD is considered the authentic date and time. ***Emails received after the deadline will be rejected and offers will not be evaluated.***
3. **This assignment demands comprehensive knowledge, proven experience, and a deep understanding of Ethiopian horticultural exports, as well as the ability to conduct a qualitative impact assessment. Please do not apply unless you are fully capable of delivering the required services, as detailed in document B.1: Terms of Reference.**

Failure to comply with one or more of these rules constitutes an element of administrative non-compliance and could result in the rejection of the defaulting tenders.

Please refer to document **A.2. Instructions to Tenderers** for compiling your tender documents so that they meet the administrative compliance criteria required by this procedure.

Thank you for your attention.

Yours faithfully,

Jeremy Knops
General Delegate of COLEAD
Director of Programmes