**Letter of Invitation to Tender**

Beirut, 15 May 2018

Tender ref.: RTP/2018/003

Dear Sir/Madam,

**SUBJECT: INVITATION TO TENDER FOR FOOTBALL UNIFORMS**

Kindly find enclosed the following documents related to the tender for sports equipment for “Sports and Humanitarian Assistance” Project:

1. **Instructions to Tenderers** 
   1. **Bill of Quantities (BoQ)**
   2. **Tenderer’s Relevant Experience**
   3. **Tenderer’s Declaration**
   4. **Child Safeguarding Policy**
   5. **Code of Conduct**

We look forward to receiving your tender on or before ***12h00 on 30th May 2018*** at the address specified in the tender profile.

Your tender bid must include the following documentation so please use the list below as a ‘Checklist’ before submitting your tender to Right To Play International.

1. **Completed BoQ Constituting the Financial Offer**
2. **Signed Tenderer’s Declaration**
3. **Completed ‘Tenderer’s Relevant Experience Form’**
4. **Proof of registration on Commercial Register**
5. **Copy of registration for tax with Ministry of Finance**
6. **Copy of registration with Chamber of Commerce, Industry and Agriculture**

Offers must be submitted in sealed envelopes, marked “not to be opened before 11h00, 1st of June 2018” and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely**,**

Elias Ayoub

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Country Manager, Right To Play International - Lebanon