



World Learning

EDUCATION | DEVELOPMENT | EXCHANGE

Request for Quotation

Ref. No: 3.18

Date: 07.09.2018

Leaders for Democracy Fellowship Program, Lebanon

Type of Service: Interreligious Dialogue training

RFQ Period: Monday, July 09 until Tuesday, July 17, 2018

Address:

Leaders for Democracy Fellowship - World Learning, Inc.
7th floor, Le Mall, Dbayeh,
Dbayeh main Street
Lebanon

ldfprocurement@worldlearning.org

World Learning's Leaders for Democracy fellowship program is a U.S. Department of State U.S.-Middle East Partnership Initiative funded program that strives to provide emerging and mid-career civic leaders from the Middle East and North Africa (MENA) with the opportunity to complete an academic training and gain relevant professional experience within a practicum host organization in Beirut, Lebanon.

As part of its program implementation the project arranges bi-weekly enrichment seminars for the 21 fellows that arrived to Lebanon from different countries from the MENA region.

The LDF Program is requesting quotation for one-day training on Interreligious Dialogue training.

Note: We appreciate receiving a quotation that includes a venue, one coffee break and lunch.

The RFQ details are as follows:

The Training should be provided in Arabic Only

Your quotation should include the following:

- Brief history of your organization or past experience
- Training programs
- Trainers bio and CVs
- Learning Outcomes
- Methodology
- Training location
- Fees with venue
- References or past clients

Venue

- Number of Attendees: up to 21 fellows plus three team members
- Date: Friday, September 21, 2018
- Time: from 9:00 am till 6:00 pm
- Conference room should accommodate around 25 persons
- Catering Requirements: Light coffee break and lunch
- IT Requirements for Conference Rooms: Projector, Sound system, WIFI access
- Seating Configuration in Conference Rooms: Roundtable, or U-Shape.

Submitting Offers

Vendors are invited to submit a quotation as a scanned copy or pdf by email to ldfprocurement@worldlearning.org by **Tuesday, July 17, 2018 at 4:00pm Lebanon time.**

In addition to the quotation, participating vendors must also enclose to the email **comprehensive photos of the conference room offered.**

All questions concerning this RFQ must be submitted to the above email, no phone enquiries will be accepted.

Evaluation of Offers

Following the RFQ deadline, all responsive offers will be examined, evaluated, and scored by our procurement committee.

Award Notification/Service Agreement

Following the evaluation of the offers, you will be informed of the outcome by email or by phone. If selected, you will be asked to meet at the "Leaders for Democracy Fellowship – World Learning" office to discuss further details regarding the **Service Agreement** signature.

Kind Regards,

LDF Procurement