

Letter of Invitation – Request for Proposal

Tender Proposal ref.: RTP/20231001

Beirut, 04th October 2023

Dear Sir/Madam,

SUBJECT: INVITATION FOR REQUEST FOR PROPOSAL- Equipping Centres with IT materials

Right to Play International is looking for a contractor to provide **IT Materials** in three different locations in Beirut, North, Saida.

Kindly find enclosed the following documents related to the tender for Equipping Centres with IT materials” for “LDS FFT and LDS RAISE”.

- Terms of Reference (Technical Proposal)
- Request for Quotation

Right To Play is looking forward to receiving your tender through signed and stamped bids before 16h00 on 09th of October 2023, which should include the Subject of the tender **RTP20231001**

to the following email address:

lbprocurement@righttoplay.com

Your proposal must include the following documentation, kindly use the list below as a ‘Checklist’ before submitting your proposal to Right To Play International.

- Request for Quotation in excel format and pdf format signed and stamped.
- Technical Offer that should include
 - Product Description/ brand names
 - Pictures
 - Company profile
 - Legal Papers

We kindly request that you submit your tender proposal via email to

lbprocurement@righttoplay.com

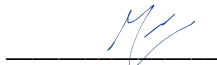
before 16:00 on the 09th of October 2023. Please ensure that the subject of your email includes the Tender Proposal reference: RTP20231001.

If any bidder requires clarification on any issue pertaining to the tender, they can send an email to **mzaytoun@righttoplay.com**, quoting the tender reference number **RTP20231001** in the subject line. Any clarifications provided to one tenderer will be communicated to all other tenderers, regardless of whether they requested the information.

The deadline for inquiries is the **06th of October 2023**.

Yours sincerely,

Ma’amoun Salhab



Acting Country Director, Right To Play International - Lebanon