

Letter of Invitation – Request for Proposal

Tender Proposal ref.: RTP/20231002

Beirut, 30th October 2023

Dear Sir/Madam,

SUBJECT: INVITATION FOR REQUEST FOR PROPOSAL- Training of Trainers of music certificate program

The objective of this activity is to provide the youth and adolescents in the Music program with a certified Music Production course with an accredited certificate obtained in the end of the course.

Kindly find enclosed the following documents related to the tender for TOT music certification for “Music Project”.

- 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 07th of November 2023, which should include the Subject of the tender **RTP20231002**.

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
 - Music Production Course
 - the venue to host the participants and equipment needed for the course.
 - the accredited governmental certification to each participant
 - CVs of trainers
 - Company profile/ Legal papers

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

lbprocurement@righttoplay.com

before 16:00 on the 07th of November 2023. Please ensure that the subject of your email includes the Tender Proposal reference: RTP20231002.

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 **RTP20231002** 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 **03rd of November 2023**.

Yours sincerely,

Ma’amoun Salhab

Acting Country Director, Right To Play International - Lebanon