

## Letter of Invitation – Request for Proposal

Tender Proposal ref.: RTP/20231218

Beirut, 26<sup>th</sup> December 2023

Dear Sir/Madam,

**SUBJECT: INVITATION FOR REQUEST FOR PROPOSAL- long- and short-term courses**

Right to Play International is looking for an institute to provide **long- and short-term courses** (at the institute's premises in North, Saïda and Tyre) Face-to Face only as online classes are not applicable.

Kindly find enclosed the following documents related to the tender for provision of “**long- and short-term courses**” for “STEP project funded by UNICEF”.

- Terms of Reference (Technical Proposal)
- Financial proposal

Right To Play is looking forward to receiving your tender through sealed bids before 16h00 on 03<sup>rd</sup> of January 2024, which should include the Subject of the tender **RTP20231218**.

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

- Financial proposal (attached as PDF) should be signed and stamped in USD / TTC
- Technical Offer that should include - Cover Letter, suggested approach, methodology, references.
- Relevant Experience
- Registration and Legal permits.

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

**lbprocurement@righttoplay.com**

before 16:00 on the **03<sup>rd</sup> of January 2024**. Please ensure that the subject of your email includes the Tender Proposal reference: **RTP20231218**.

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 **RTP20231218** 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 **29<sup>th</sup> December 2023**.

Yours sincerely,

Ma'amoun Salhab



Acting Country Director, Right To Play International - Lebanon