



Ref No: LY20-074

Date: 06-11-2020

REQUEST FOR QUOTATION (RFQ)¹

Mr./Ms. _____
 Position _____
 Company Name _____
 Company Address _____

Project Name: MRRM Conducting Regional Certificate in Migration Governance Libya Edition training for the Libyan government and other stakeholders.

Dear Mr./Ms. _____:

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Venue (hall to fit 25 participants easily to respect social distancing), round table setup, 3 participants per table, including very good internet and uninterruptible power supply, an audio visual equipment during training days and sound system (projector, 3 wireless microphones, and speakers to communicate easily through online session) water 0.5 liters x 2 times each day per participant, tissue boxes on each table, mint candies on each table, notebook and pen for every participant. Two flip charts and 6 markers pen different colors.	6	Days
2	Lunch Buffet (25 Pax)	150	PAX
3	Hotel Accommodation including breakfast for (6 nights x 22 individuals) from Dec 05 to Dec 10	132	PAX
4	2 masks and 2 sanitizer wipes packed in a small bag for each participant. (1 pax x 25 participant x 6 days) (sample to be provided before)	150	Bag

All prices to be quoted must be valid at least within thirty (30) calendar days from the date of quotation. Kindly send an advance copy of your duly signed quotation via email: iomlibyaproc@iom.int on or before 11th Nov 2020____.

Thank you.
 Very truly yours,

 Procurement Staff/Focal Point

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.

¹ For use in procurement of very simple goods, works and services.