



Ref No: \_ LY21-044 \_

Date: 22-02-2021

**REQUEST FOR QUOTATION (RFQ)<sup>1</sup>**

Mr./Ms. \_\_\_\_\_  
Position \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_

**Project Name:** Logistics for Humanitarian Border Management Training 7-11 March 2021, in Tripoli.

Dear Mr./Ms. \_\_\_\_\_:

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Venue for 5 days for 25 participants plus 5 staff during 7-11 March 2021; equipped with high-speed redundant internet, 25 desktops, sound system, projector, screen, flip chart, mics, hand sanitizer, surgical facemasks with applicable social distancing, Minimum UPS coverage needed for Internet Routers, Conference audio and projector)	5	EA
2	Lunch for 30 Participant and Staff during 5 days (25 participants+5 staff)	150	EA
3	2 coffee breaks per day	300	EA
4	translation of presentations	1	EA
5	simultaneous interpretation AR-EN-AR	5	EA
6	Accommodation for 5 participants and 1 staff during 6 nights ( check-in on 06.03.2021; check out on 12.03.2021) ( breakfast and dinner ) + transportation from the hotel to the venue during the training days.	36	EA
7	ACBC Trainer fees	5	EA
8	Visibility Items 25 USB (16GB) (with IOM and Italy Migration Fund)	25	

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: [iomlibyaprocurement@iom.int](mailto:iomlibyaprocurement@iom.int) \_  
[sgamom@iom.int](mailto:sgamom@iom.int) on or before 25<sup>st</sup> Feb 2021 \_\_\_\_.

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.**

<sup>1</sup> For use in procurement of very simple goods, works and services.