



Ref No: _ LY21-068_

Date: 03-03-2021

REQUEST FOR QUOTATION (RFQ)¹

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

Project Name: MHD workshops during March 2021 in Tripoli. BAB ELBAHER Hotel, or Radsson Blu Hotel.

Dear Mr./Ms. _____:

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Meeting venue for workshop in Tripoli for 6 days - venue should accommodate minimum 25 participants in COVID-19 social distancing environment 10-11 Mar 2021: TB Workshop, 14-17 Mar 2021 - IPC & Case Management.	6	DAY
2	Lunch catering for up to 25 people for 6 days.	150	EA
3	coffee breaks per day	150	EA
4	stationery pack for the participants includes: 1 notebook (with custom design on cover page) 1 pen (with IOM logo) 1 USB drive (8 GB) with IOM logo 8-9 Mar 2021: TB Workshop	75	EA
5	certificates of attendance	75	EA
6	1 banners 4mX1.5m in Tripoli - 14-17 Mar 2021 - IPC & Case Management	1	EA
7	1 rollup banner 2mX0.8m in Tripoli 14-17 Mar 2021 - IPC & Case Management	1	EA

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 or sgamom@iom.int on or before 07th Mar 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.

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