



Ref No: LY22-170  
Date: 08-05-2022

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

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

**Project Name:** Additional Furniture Needs (Protection/VHR and MHD).

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

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Office desks with drawers	14	EA
2	Office chairs	33	EA
3	Meeting Table for 12 pax	1	EA
4	Meeting table for 8 pax	1	EA
5	chairs for the 20 Pax meeting table	20	EA
6	Office cabinets	8	EA
7	White Board	3	EA
8	Announcement Board	3	EA
9	Kitchen Table for 6 persons	1	EA
10	Chairs for Kitchen table	6	EA
11	Guest Chairs	8	EA
12	Meeting table in PM office	1	EA
13	Pin Board	1	EA
14	Microwave	1	EA
15	Fridge	1	EA
16	Office desks with drawers	13	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: [iomlibyaproc@iom.int](mailto:iomlibyaproc@iom.int) on or before 18<sup>th</sup> May 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.