



Ref No: _ LY21-309_

Date: 28-11-2021

REQUEST FOR QUOTATION (RFQ)¹

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

Project Name: “Three days training for IOM-DTM enumerators and Libyan National Center for Disease Control employees on CBS and EWARN in Tripoli,.

Dear Mr./Ms. _____:

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Venue for 3 days (21-23 Dec 2021) for 65 Participants at Radisson Blue Hotel on 21 December 2021 equipped with a High-Speed, internet, sound system, projector, screen, flip chart, microphone/sound system, hand sanitizer surgical mask with applicable social distancing.	3	EA
2	One Coffee breaks for 65 Participants for 3 days (21-23 Dec 2021) at the event location. The coffee break includes coffee, tea, juice, mini cake, croissant.	195	EA
3	Lunch break for 65 participants for 3 days (21-23 Dec 2021) at the event location.	195	EA
4	2 roll-up stands showing the training subject with IOM, EU, and NCDC logos and Libya flag.	2	EA
5	65 Notebooks with IOM logo.	65	EA
6	65 Pens with IOM logo.	65	EA
7	Simultaneous Translation for 3 days (English to Arabic and Arabic to English) at the event location	3	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: iomlibyaproposal@iom.int sgamom@iom.int on or before 02 Dec 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.