



Ref No: LY21-338

Date: 16-12-2021

REQUEST FOR PROPOSAL (RFP)

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

Project Name: Arrangements of training workshop for surveillance officers and focal points 18-20 January 2021

Dear Mr./Ms. _____:

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Rental for Meeting venue for 25 people with social distance from 18 - 20 January 2022	3	EA
2	lunch catering daily lunch menu includes an open buffet setting assortment of hot and cold salads, meats and/or fish-seafood; rice and/or pasta 18 January for 25 Participants 19 January for 25 Participants 20 January for 25 Participants	75	EA
3	Coffee break daily menu including Cakes, cookies, pastries, coffee, juice, and tea	75	EA
4	stationery pack: pens, A5 notebooks, USB Drives 16 GB, all with IOM Logos and/or design of banner printed on them	25	EA
5	1 Banner 4m X 1.5m in Benghazi	1	EA
6	1 Roll up 2m X 0.8m in Benghazi	1	EA
7	Sanitizer Alcohol 500ml bottle	6	EA
8	Medical Face Mask 50 piece / Box	3	EA
9	Certificates	25	EA

All prices to be quoted must be valid at least within thirty (30) calendar days from the date of quotation.

Quotation e-mail subject should be "LY21-338 'Company Name'"

All prices should be quoted in USD and should include all relative costs.

Kindly send digital copy of your duly signed quotation to iomlibyaproposal@iom.int copying aelhuni@iom.int on or before 26 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.