



Ref No: \_LY21-304

Date: 17-11-2021

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

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

**Project Name:** Workshop on EWARN in Tripoli 23-25 Nov 2021 Radisson Blu Hotel.

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

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	rental for Meeting venue for 27 people with social distance from 23 to 25 November 2021 in Tripoli Preferred Venue: Radisson Blu Hotel	3	EA
2	Lunch catering for up to 27 participants - 3 days daily lunch menu includes an open buffet setting assortment of hot and cold salads, meats and/or fish-seafood; rice and/or pasta; drinks: coffee, teas, juices	81	EA
3	Coffee break for up to 27 participants in workshop (3 days) .daily coffee break menu includes: an open buffet assortment of mini burgers, different pastries, fruits, juice, coffee, tea, bottled water,	81	EA
4	stationery pack; pens, A4 or A5 notebooks, USB Drives 4 GB, all with IOM Logos and/or design of banner printed on them	27	EA
5	1 landscape banner : 4mX1.5m 1 rollups: 2mX0.85	1	EA
6	printing of certificates on thick glossy paper wih cover	25	EA
7	Surgical masks - pack of 50	4	EA
8	alcohol based hand rub gel (500ml bottle)	4	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 “RFQ LY21-304 ‘Company Name’”
- All prices should be quoted in USD and should include all relative costs.
- Location or Place of Training should be mentioned in the quotation.
- Kindly send digital copy of your duly signed quotation to [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) copying [sgamom@iom.int](mailto:sgamom@iom.int) on or before 20 Nov 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.