



Ref No: _RFQ LY21-342

Date: 17-12-2021

REQUEST FOR QUOTATION (RFQ)¹

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

Project Name: building the capacity of health care workers on Ewarn system and outbreak investigation and casue of Death during the period of 2-6 January 2022 Radisson Blu is recommended.

Dear Mr./Ms. _____:

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Rental for Meeting venue for 37 people with social distance during 2-6 January 2022	5	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 2 january for 37 People 3 january for 37 People 4 january for 37 People 5 january for 37 People 6 january for 37 People	185	EA
3	Coffee break daily menu including Cakes, cookies, pastries, coffee, juice, and tea 2 january for 37 People 3 january for 37 People 4 january for 37 People 5 january for 37 People 6 january for 37 People	185	EA
4	stationery pack; pens, A5 notebooks, USB Drives 16 GB, all with IOM Logos and/or design of banner printed on them	37	EA
5	1 Banner 4m X 1.5m	1	EA
6	1 Roll up 2m X 0.8m	1	EA
7	Certificates	37	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 LY21-342 '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 copying sgamom@iom.int on or before 22 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.