



Ref No: LY21-284

Date: 28-10-2021

REQUEST FOR QUOTATION (RFQ)

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

Project Name: Two days Disaster Risk Reduction workshop for approx. 20pps (22-23, Nov 2021) at Benghazi UN Compound

Dear Mr./Ms. _____ :

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Flipchart paper	3	EA
2	Hand Sanitizer 125ml	50	EA
3	HS Classification 6307.90, Surgical Mask box (50Mask\box)	3	EA
4	Visibility Items 20 USB flash drive (16GB) with Italy and IOM Logo	20	EA
5	Lunch for 25 Participant and Staffs	50	EA
6	Catering Tent + Chairs + Tables (2Days)	2	EA
7	Water bottle 0.5L for Participants inside the venue (2Days)	50	EA
8	Coffee for 25 Participant during training days (2 coffee breaks dailyx25Prsx 2 days= 100)	100	EA
9	Visibility Items 20 Notebooks A5 (With Italy and IOM Logo)	20	EA
10	Folder with IOM + Italy Logo (Holding Stationary for Participants)	25	EA
11	Visibility Items 20 pens (With Italy and IOM Logo)	20	EA
12	1 Roll up banner (2x0.8m) (1 at the lobby - 1 at the venue)	2	EA
13	Hotel accommodation with breakfast for approx. 12 persons for 3 nights in a respectable hotel	36	EA
14	Dinner for the 12 accommodated workshop attendees (Day 1 + Day 2+ Day3)	36	EA
15	Transportation of 12 Participants from Hotel to UN HUB - from UN HUB to Hotel (2 Day) (2 Buses) with Covid-19 measures implemented	8	EA
16	Printing of Certificates with covers	20	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 “LY21-284 ‘*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 5 November 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.