



Ref No: LY21-311
Date: 29-11-2021

REQUEST FOR QUOTATION (RFQ)

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

Project Name: ITEMS for International Migrants Day Events in Benghazi on 18th of December 2021

Dear Mr./Ms. _____:

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Coffee break Including the following: (Instant coffee, tea, hot water dispenser, paper cups, sugar bag, steering woods, napkins)	90	EA
2	Water Bottles 0.5 Liter	200	EA
3	Breakfast box Contains: (Juice, sandwich, croissant, mini cake, Tuna & Cheese ready and wrapped toast)	90	EA
4	Catering Tent + Tables + chairs rental (With 90 chairs and tables to fit the audience)	1	EA
5	Lunch box Contains: (Meal, desert & juice)	90	EA
6	Mask, surgical, type II, disp.PAC-50	4	EA
7	Renting of Sound system (speakers & microphones)	1	EA
8	Rollup Banner (IOM & LRC logos with International Migrants Day 18th Dec 2021 Benghazi, Libya)	4	EA
9	Gift Bags for adults Contains: (Pens, Notebook, Cup, Sanitizer (125ml) & masks) with IOM & LRC logos with International Migrants Day 18th Dec 2021 Benghazi, Libya	50	EA
10	Solid Paper Instagram photo frame with IOM & LRC logos with International Migrants Day 18th Dec 2021 Benghazi, Libya	2	EA
11	Singers/musicians to play music El-Barah (0915101287) Libyan Band	1	EA
12	Children gift bag contains: (Coloring book, Pencils, Colors.)	50	EA
13	Balloons (30Blue, 30Red & 40White)	1	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 "LY21-311 '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 9 December 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.