



Ref No: _RFQ LY21-345

Date: 13-01-2021

REQUEST FOR QUOTATION (RFQ)¹

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

Project Name: Conducting Labor Migration Governance training for the Libyan government and other stakeholders from Ghat. including hotel.

Dear Mr./Ms. _____:

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Rental for Venue (hall to fit 30 participants easily to respect social distancing for 4 days training), round table setup, 5 participants per table, including very good internet and uninterruptible power supply, an audio visual equipment during training days including; sound system (projector, 2 wireless microphones, and speakers to communicate easily through online session) water 0.5 liters x 2 times each day per participant, tissue boxes on each table, mint candies on each table and 2 Flip charts and 4 packets of Markers with different colors 27 Feb-2 March 22 Meeting venue for 28 people with social distance from 26-28 December 2021 in Tripoli Preferred Venue: Sheraton Hotel in Hay Alandalus Radisson Blu Hotel Bab Bahr Hotel	4	EA
2	1 Coffee break for 30 persons per training day for 4 days training	120	EA
3	Lunch Buffet for (30 pax * 4 days training),	120	EA
4	Hotel Accommodation including breakfast for 24 individuals x 5 nights including breakfast check in 26/2/2022 , checkout on 3/3/2022	120	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 LY21-345 ‘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 17 Jan 2022.

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.