



Ref No: \_RFQ LY22-150

Date: 19-04-2022

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

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

**Project Name:** (Purchasing services, beverages, snacks for distribution).

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

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Canned juice 355ml	1900	EA
2	Tea bags ( 25 pcs per pack)	1900	EA
3	Coffee 3in1 ( 100g pack) – 8pcs	1900	EA
4	Sugar bags boxes ( minimum 10 bags per box )	300	EA
5	Small sized water 0,5L (8 pcs per pack)	300	EA
6	Individually packed snack (min 1 year sell by date) ( Ready to Eat Wrapped Cakes)	1900	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 LY22-150 ‘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 [iomlibyaproc@iom.int](mailto:iomlibyaproc@iom.int) on or before 25 Apr 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.

<sup>1</sup> For use in procurement of very simple goods, works and services.