



Ref No: LY22-077

Date: 24-02-2022

**REQUEST FOR Proposal (RFP)**

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

**Project Name:** LMG Training Round (2) Benghazi

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

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Conference room, projector, audio, high-speed internet, flipchart, notepads, pens, and PPE materials. 21-24 March 2022	4	EA
2	Certificates ad Training Materials (15 Certificates)	18	EA
3	Two coffee breaks for 15 pax (2x15=30) x 4 days = 120	120	EA
4	Lunch for 15 pax x 4 days (21-24 March) 15x4 =60	60	EA
5	Notebooks LMG design specifications with logos. (40 Pc, an additional 20 on all items for round four training in May)	40	EA
6	Two Banners. LMG design specifications.	2	EA
7	Standard USB (16 Gb) LMG design specifications.	40	EA
8	Pens LMG design specifications.	40	EA
9	Half Board accommodations (Breakfast & Dinner included) 20th to 24th 5 days * 20 Pax	100	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 "LY22-077 '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](mailto:iomlibyaproposal@iom.int) copying [aelhuni@iom.int](mailto:aelhuni@iom.int) on or before 4 Mar 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.