



Ref No: LY22-096

Date: 07-03-2022

REQUEST FOR Proposal (RFP)

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

Project Name: Capacity building training on early warning alert and response system 22-24 March in Benghazi, Libya.

Dear Mr./Ms. _____ :

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Rental for meeting venue for 28 people with social distance from 22-24 March in Benghazi	3	EA
2	Lunch catering daily lunch menu includes an open buffet setting assortment of hot and cold salads, meats and/or fish-seafood; rice from 22-24 March	84	EA
3	Coffee break daily menu including Cakes, cookies, pastries, coffee, juice, and tea from 22-24 March	84	EA
4	stationery pack: pens, A5 notebooks, USB Drives 16 GB, all with IOM and EU Logos and/or design of banner printed on them	28	EA
5	1 Banner 4m X 1.5m	1	EA
6	1 Roll up 2m X 0.8m	1	EA
7	Certificates with envelope	28	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 "LY22-0 '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 15 Mar 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.