



Ref No: LY22-164

Date: 04-05-2022

## REQUEST FOR Proposal (RFP)

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

**Project Name:** Arrangements of training for surveillance officers and RRT 24-26 May in Benghazi

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

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Rental for meeting venue for 25 people (23pax + 2 facilitators) with social distance from 24-26 May	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 24-26 May	75	EA
3	Coffee break daily menu including Cakes, cookies, pastries, coffee, juice, and tea from 24-26 May	75	EA
4	stationery pack: pens, A5 notebooks, USB Drives 16 GB, all with IOM and US (PRM) Logos and/or design of banner printed on them	23	EA
5	1 Banner 4m X 1.5m	1	EA
6	1 Roll up 2m X 0.8m	1	EA
7	Certificates with envelopes	23	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 "LY22-164 '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 18 May 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.