



Ref No: LY22-165

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 21-23 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 22 people (20pax + 2 facilitators) with social distance from 21-23 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 21-23 May	66	EA
3	Coffee break daily menu including Cakes, cookies, pastries, coffee, juice, and tea from 21-23 May	66	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	20	EA
5	1 Banner 4m X 1.5m	1	EA
6	1 Roll up 2m X 0.8m	1	EA
7	Certificates with envelopes	20	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 "LY22-165 '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 16 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.