



Ref No: _ LY22-184_

Date: 17-05-2022

REQUEST FOR QUOTATION (RFQ)¹

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

Project Name: Event Service GBV case management training in Tripoli from 29 May until 2 June 2022 for 25 participants Radisson Blu hotel recommended .

Dear Mr./Ms. _____:

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	face mask , boxs	5	EA
2	Hand sanitizer, gel (Goods) 100ml gel	84	EA
3	Black, red, green sharpies Set	4	EA
4	Clicker ballpoint pens with logos	28	EA
5	Roll-up with logos	2	EA
6	USB sticks with logos 16 GB	28	EA
7	Printing of certificates on thick glossy paper with cover	25	EA
8	Venue booking for 28 ppl	5	EA
9	2x Coffee break for 28 people one at 11:45 and 15:00	280	EA
10	Lunch for 28 people	140	EA
11	Note books with IOM logos	28	EA
12	Flip chart board with a stand (rent)	2	EA
13	Flip chart papers	3	EA
14	Scotch tape (big size)	5	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 "LY22-184 'Company Name'"
- All prices should be quoted in USD and should include all relative costs.
- Location or Place of Training should be mentioned in the quotation.
- Kindly send digital copy of your duly signed quotation to iomlibyaproposal@iom.int copying sgamom@iom.int on or before 22 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.

¹ For use in procurement of very simple goods, works and services.