



Ref No: \_ LY22-191\_

Date: 23-05-2022

## REQUEST FOR QUOTATION (RFQ)<sup>1</sup>

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

**Project Name:** LMG Training Round (4) Tripoli

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

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Half Board accommodations (Breakfast & Dinner included) 5 to 8 June 2022. 4 days * 25 Pax. (20 participants + 5 Companions) Checkout will be on the 8 June at 12 PM	100	EA
2	Full Board accommodations (Lunch & Dinner included) 4 June 2022. One day * 25 Pax. (20 participants + 5 Companions)	25	EA
3	Conference room, projector, audio, high-speed internet, flipchart, notepads, pens, and PPE materials. 5 to 8 June 2022	4	EA
4	Lunch for 30 pax x 4 days (5 to 8 June 2022) 30x4 =120. (20 participants + 5 Companions + 2 facilitators + 3 IOM staff)	120	EA
5	Two coffee breaks for 25 pax (2x25=50) x 4 days = 200. (5 to 8 June 2022) (20 participants + 2 facilitators + 3 IOM staff)	200	EA
6	Notebooks with LMG design and logos.	10	EA
7	Simultaneous interpretation - Zoom integrated and wide-angle camera 4 days*3 pax	4	EA

All prices to be quoted must be valid at least within thirty (30) calendar days from the date of quotation. Kindly send an advance copy of your duly signed quotation via email: [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) on or before 29<sup>th</sup> May 2022\_\_.

Thank you.  
Very truly yours,

\_\_\_\_\_  
Procurement and Logistic assistant /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.

<sup>1</sup> For use in procurement of very simple goods, works and services.