



Ref No: _ LY22-202_

Date: 29-05-2022

REQUEST FOR QUOTATION (RFQ)¹

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

Project Name: Training LMG Training Round (3) Benghazi

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) 13 to 16 June 2022. 4 days * 25 Pax. Checkout will be on the 17th of June at 12 PM	100	EA
2	Full Board accommodations (Lunch & Dinner included) 12 June 2022. One day * 25 Pax	10	EA
3	Conference room, projector, audio, high-speed internet, flipchart, notepads, pens and PPE materials. 13 to 16 June 2022. (IOM staff is attending)	4	EA
4	Lunch for 25 pax x 4 days (13 to 16 June 2022) 25x4 =100	100	EA
5	Two coffee breaks for 25 pax (2x25=50) x 4 days = 200. (13 to 16 June 2022)	200	EA
6	Notebooks with LMG design and logos.	20	EA
7	Pens with LMG design and logos.	20	EA
8	IOM Visibility/Promo Items, Office, others	20	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 on or before 5th June 2022____.

Thank you.
Very truly yours,

Procurement & 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.

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