



Ref No: _ LY22-219_

Date: 8-06-2022

REQUEST FOR QUOTATION (RFQ)¹

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

Project Name: Training and Services First Aid, Psychological first Aid, Pre/Post-Partum for GACS Female Staff

Dear Mr./Ms. _____:

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Tripoli-Venue for 5 days for 16 participants from 19-23 June 2022 TBC (equipped with sound system, projector, screen, flipchart, mics, hand sanitizer, surgical facemasks with applicable social distancing)	5	EA
2	Lunch for 23 Participants and Staff (23*5=115)	115	EA
3	Coffee break for 23 Participants and staff during training days (2 coffee breaks daily 23x5x2= 230)	230	EA
4	Visibility Items 16 Notebooks (with IOM and EU Logo)	16	EA
5	Visibility Items 16 pens (with IOM and EU Logo)	16	EA
6	Visibility Items 16 USB (16GB) (with IOM and EU Logo)	16	EA
7	2 Roll up banner (2x0.8m)	2	EA
8	Trainer Fees (2 Trainers - 120 \$ per trainer per day) 120x2*2=960 (Day 1 - 2 - 4 - 5) Day 3 covered by MHPSS	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 on or before 12th 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.