



Ref No: LY21-228

Date: 15 Sep 2021

REQUEST FOR QUOTATION (RFQ)¹

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

Project Name: **Training for the south health workers in migrants sensitive health services and IPC**

Dear Mr./Ms. Please submit your best quotation in USD currency, for the items listed below:

Item No.	Description	Qty	Unit	Date Needed (Expected Delivery Date)
1.	Rental for Meeting venue for 30 people with social distance from 25-30 September 2021 in Sebha	6	EA	ASAP
2.	lunch catering daily lunch menu includes an open buffet setting assortment of hot and cold salads, meats and/or fish-seafood; rice and/or pasta. Day1 to Day 4 for 30 participants. Day 5 to Day 6, for 20 participants.	160	EA	ASAP
3.	Coffee break daily menu including Cakes, cookies, pastries, coffee, juice, and tea Day1 to Day 4 for 30 participants. Day 5 to Day 6, for 20 participants.	160	EA	ASAP
4.	stationery pack; pens, A5 notebooks, USB Drives 16 GB, all with IOM Logos and/or design of banner printed on them	70	EA	ASAP
5.	1 Banner 4m X 1.5m in Sebha	1	EA	ASAP
6.	1 Roll up 2m X 0.8m in sebha	1	EA	ASAP
7.	1 Pop up Banner in Sebha	1	EA	ASAP
8.	Sanitizer Alcohol 500ml bottle	10	EA	ASAP
9.	Medical Face Mask 50 piece / Box	10	EA	ASAP
10.	Certificates of Attendance	70	EA	ASAP

- All prices to be quoted must be USD and valid at least Forty-Five (45) calendar days from the date of quotation.
- All bids should include Supply, delivery and installation of the items.
- All item sample pictures should be preferably shared along with the clear, Venue Location, brand and model details.
- Delivery Location: , Sabha, Libya
- Quotation e-mail subject should be “ LY21-228‘Company Name’ “ for easy tracking. Emails that has not reference number may not be considered for evaluation.
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Kindly send an electronic copy of your duly signed quotation via email at iomlibyaproposal@iom.int on or before 23 Sep 2021-17:00.

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

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.