



Ref No: _ LY21-091_

Date: 30-03-2021

REQUEST FOR QUOTATION (RFQ)¹

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

Project Name: IOM Libya will organize a training on MIGRANTS IN COUNTRIES IN CRISIS (MICIC) from 06 to 08 April 2021, in Tripoli.

Dear Mr./Ms. _____:

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	Venue for 3 days for 25 participants plus 3 staff during 6-8 April 2021; equipped with high-speed redundant internet, 25 desktops, sound system, projector, screen, flip chart, mics, hand sanitizer, surgical facemasks with applicable social distancing, Minimum UPS coverage needed for Internet Routers, Conference audio and projector) PS: kindly note that we need a venue from 09:00 AM to 1:00 PM half day	3	DAY
2	Lunch for 28 Participant and Staff during 3 days (25 participants+3 staff)	84	PAX
3	1 Coffee break per day for 28 participants during 3 days	84	PAX
4	Accommodation for 5 participants during 4 nights (check-in on 05.04.2021; check out on 09.04.2021) (breakfast and dinner) + transportation from the hotel to the venue during the training days.	20	Night
5	simultaneous interpretation AR-EN-AR	3	DAY
6	translation of presentations	1	EA
7	Visibility Items 25 USB (16GB) (with IOM and Italy Migration Fund)	25	PCS
8	Roll up banner	1	PCS
9	Landscape Banner	1	PCS

- 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 "LY21-091 '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 01st Apr 2021.

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.