



Ref No: \_ LY21-106\_

Date: 13-04-2021

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

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

**Project Name:** IOM Libya will organize an English courses proposed dates: 23 May – 1 July 2021 (elementary level a & b) Location: Tripoli – Misrata.

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

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	(Elementary A&B) English courses for 20 participants in Tripoli	20	EA
2	(Elementary A&B) English courses for 20 participants. in Misrata	20	EA
3	Refreshments: one coffee break per day. in Tripoli (for 24 days ) for 20 participants	24	EA
4	Refreshments: one coffee break per day.in Misrata (for 24 days ) for 20 participants	24	EA

- 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 “LY21-106 ‘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](mailto:iomlibyaproposal@iom.int) copying [sgamom@iom.int](mailto:sgamom@iom.int) on or before 20 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.

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