



Ref No: LY21-109

Date: 13-04-2021

## REQUEST FOR QUOTATION (RFQ)

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

**Project Name:** English courses for 20 participants (23 May – 01 July 2021) in Benghazi

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

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit
1	English courses for 20 participants (elementary level a & b)	20	EA
2	one coffee break per day	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 “LY21-109 ‘*Company Name*”

All prices should be quoted in USD and should include all relative costs.

Kindly send digital copy of your duly signed quotation to [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) copying [aelhuni@iom.int](mailto:aelhuni@iom.int) on or before 20 April 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.