

Date: 06.06.2016

Dear Sir or Madam,

Greetings from REFORM Association

Subject: Request for quotation

REFORM is planning to carry out Ramadan Iftar for approximately 100 participants. We would like to ask for your quotation regarding the item mentioned below, please submit your offer latest by 09.06.2016.

Open buffet including:

Option 1: Two main courses, soup, appetizers (3-5), salads (3-5), desserts and soft drinks (hot and cold).

Option 2: Three main courses, soup, appetizers (3-5), salads (3-5), desserts and soft drinks (hot and cold).

For approximately 100 participants on 15.06.2016 at the Innovation Hub- Al Masyoun- near Dar Al Shorouq Library.

Notes:

- Price Offer should include the required tools (Stainless Steel Buffet Serving Trays, Glass cups, Glass plates, and Stainless Spoons and Forks).
- Offer should be drafted in English and submitted in one currency (ILS). All taxes must be included in the final price.
- REFORM will pay only on actual use of the meal, according to actual number of participant; the number will be finalized with you by the end of the day.
- Please state validity of your offer.
- All vendors must be prepared to serve Iftar in Innovation Hub premises located in Ramallah- AlMasyoun.
- Price Offer should include delivery fees, catering and services.
- Price Offer should be delivered by hand to the following address:

The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2nd floor in Al Masyoun, Ramallah.

For more information, please do not hesitate to contact us on the following contact details: Telfax: 02-2966645, Email: Info@reform.ps.


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المؤسسة الفلسطينية للتمكين والتنمية المحلية
The Palestinian Association for Empowerment and Local Development

Thank you for your kind cooperation,

Sincerely yours,

Rawan Sharqawi

Financial and Admin Officer

A smaller version of the REFORM logo, with a red circular stamp over the word "REFORM".

REFORM