

Date: 11.11.2017

Dear Sir / Madam,  
Greetings from REFORM Association

**Subject: Request for quotation**

The Palestinian Association for Empowerment and local Development –REFORM, Would like to ask for your quotation regarding the items mentioned below, please submit your offer latest by 13.11.2017 before 14:00.

1. **Accommodation including (training halls, continuous coffee breaks, meals and rooms)** from Wednesday 15.11.2017 till Saturday 18.11.2017
  - Wednesday 15.11.2017:  
Dinner and accommodation for approximately 46 persons  
2 training halls to be used in the evening with continuous coffee break.
  - Thursday 16.11.2017:  
Breakfast for approximately 46 persons  
Dinner and accommodation for 80 persons  
3 training halls to be used in the evening with continuous coffee break.
  - Friday 17.11.2017:  
Breakfast for approximately 80 persons  
Dinner and accommodation for approximately 80 persons  
3 training halls to be used in the evening with continuous coffee break.
  - Saturday 18.11.2017  
Breakfast and lunch for approximately 80 persons  
3 training halls to be used from 09:00 am till 01:00 pm with continuous coffee break.

**Notes:**

- Rooms should be double and/or triple.
- The Supplier shall make reservations for lodging and accommodation when requested. This service shall include initiating and confirming reservations, and confirming the Full Board or any other type of rate requested and at which the reservation is made.
- The Supplier shall make sure and use their best effort to host and facilitate the accommodation of REFORM's participants.
- The Supplier shall ensure the rooms / accommodation availability over the contractual year.
- In case of cancellation of rooms with 3 days prior notice, no cancellation charges should be applied and paid.
- In case of less than 3 days prior notice of cancellation of rooms, hotel has to specify the % of charges to paid (it should not be more than 01 day of room cost).
- All rooms should be equipped with full service.

- The training halls should be equipped with laptop, LCD projector, sound system, Microphones, flipcharts, data show screen, continuous coffee breaks and enough space for small working groups.
- REFORM will pay only on actual use of the Halls, rooms, coffee breaks and meals according to the actual number of participants, the number will be finalized with you by the end of each day.
- WIFI Internet access must be included in the price offer.
- Complete contact details of a person/s to whom further correspondence must be sent, including name, position, email address and phone number.
- Offer should be drafted in English and submitted in one currency (ILS), All taxes must be included in the final price. Please state validity of your offer.

**Price Offer should be signed and/or stamped in a closed envelop and to be delivered by hand on the following address:**

*The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2<sup>nd</sup> 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](mailto:Info@reform.ps)

Thank you for your kind cooperation,

Sincerely yours,

**Nadine Natour**  
Financial & Admin Officer



**REFORM**