

Date: 26.10.2017

Dear Sir or Madam,

Greetings from REFORM Association

Subject: Request for quotation

REFORM is planning to carry out a Reception to celebrate REFORM's 5th anniversary for 70 participants. We would like to ask for your quotation regarding the items mentioned below, please submit your offer latest by **Tuesday 31.10.2017**

Catering service

Buffet for 70 person on 08.11.2017 at the Innovation Hub- Al Masyoun- near Dar Al Shorok Library from 04:00 – 06:00 pm.

Buffet style with finger foods as follows:

- Kubbeh, Chicken Fingers, Grape Leaves without meat
- Pastries [white cheese ikras (triangular cheese pies), meat sfeeha (circular meat pies), small shawarma in shrak bread, and cheese sambousek]
- Mini Crostini (preferred small baguettes with salmon and cream cheese topped with capers, or with smoked turkey/roast beef)
- Variety of salads [tabouleh, humus, mutabal (eggplant dip), Greek salad, arugula (jareer) salad]
- Juices (orange, lemon and mint), Arabic coffee and tea.
- Sweets: individual pudding cups with different flavors and toppings (ex. banana, chocolate, vanilla, strawberry, graham cracker, jello, etc.) with mini spoons.

Notes:

- Price Offer should include the required tools (Stainless Steel Buffet Serving Trays, Glass cups, Glass plates, and Stainless Spoons and Forks).
- **Tables, Table covers and chairs** should also be provided.
- Price Offer should include delivery fees, catering and services.
- 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 participants; the number will be finalized with you by the end of the day.



REFORM

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

- All vendors must be prepared to serve the reception at the Innovation Hub premises in Ramallah.
- Price Offer should be signed, stamped and delivered by hand in a closed envelope 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: Tel fax: 02-2966645, Email: Info@reform.ps.

Thank you for your kind cooperation,

Sincerely yours,

Nadine Natour

Financial and Admin Officer

Nadine Natour

REFORM