

**Date: 30.05.2017**

Dear Sir or Madam,

Greetings from REFORM Association

**Subject: Request for quotation**

REFORM is planning to carry out Ramadan Iftar for 100 participants. We would like to ask for your quotation regarding the item mentioned below, please submit your offer latest by **Monday 05.06.2017**

**Catering service**

**Buffet for 100 persons on 14.06.2017 at the Innovation Hub- Al Masyoun- near Dar Al Shorok Library from 07:00 – 09:30 pm.**

Buffet should include three main courses (chicken, meat, and fish), appetizers (3-5), salads (3-5), soft drinks, coffee and tea.

**Notes:**

- Price Offer should have the necessary equipment included (Stainless Steel Buffet Serving Trays, Glass cups, Glass plates, and Stainless steel spoons and forks).
- Price Offer should include all 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.
- All vendors must be prepared to serve Iftar at the Innovation Hub premises.
- Price Offer should be signed, stamped and delivered by hand in a closed envelop to 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 and Admin Officer**

