

Date: 28.05.2018

Dear Sir or Madam,

Greetings from REFORM Association

Subject: Request for quotation

REFORM is planning to carry out Ramadan Iftar reception for approximately 80 participants. We would like to ask for your quotation regarding the item mentioned below, please submit your offer latest by **Thursday 31.05.2018**

Catering service

Buffet for approximately 80 person on Wednesday 06.06.2018 at the Innovation Hub- Al Masyoun- near Dar Al Shorok Library from 07:00 – 11:00 pm.

Specifications:

- Two buffets each include three main courses (chicken, meat, and fish), appetizers (3-5), salads (3-5) and (3-4) sweets.
- Soup, dates and soft drinks should be served on each table.
- Hot drinks (coffee and tea) should be available at all times.
- The required tools: Stainless Steel Buffet Serving Trays, Glass cups, Glass plates, and Stainless Spoons and Forks should be used.
- Tables with beige covers and chairs for approximately 80 persons.
- Ramadan light lanterns (Fanous) set on each table is an asset.

Notes:

- Price offer should include the above mentioned in addition to delivery fees, catering and services and **should be based per person.**
- 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 has the right to discuss the provided menu and ask for changes on it as required.
- Offer should be drafted in English and submitted in one currency (ILS) per person. All taxes must be included in the final price.
- All vendors must be prepared to serve Iftar at the Innovation Hub premises.
- Price Offer should be stamped, sealed and delivered by hand in an envelope to the following address:



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

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.

Thank you for your kind cooperation,

Sincerely yours,

Nadine Natour

Financial and Admin Officer

A handwritten signature in blue ink, followed by the word "REFORM" in a bold, sans-serif font.