

**Date: 26.11.2018****Dear Sir/Madam,****Greetings from REFORM Association****Subject: Request for quotation**

REFORM is planning to carry out a weekend solution session within in the framework of the partnership and cooperation program between Aman and REFORM implemented with funding from the Governments of Norway, Netherlands and Luxembourg, "We Mind" project.

In order to implement the weekend solution session reform is planning to contract with a vendor to provide hall rental for 2 days as per the specifications mentioned below.

Those who find themselves interested should submit their price offer no later than **Wednesday, 28.11.2018.**

**Specifications:**

- Reservation for a hall for 2 days, each day for a total of 8 hours. (agenda will be provided)
- Suggested dates are: **01-02.12.2018 or 08-09.12.2018.**
- Number of participants is **(15-20) participant** each day.
- Continuous Coffee breaks (Pastries, Hot and Cold drinks, water) should be served each day.
- Lunch – Buffet (One main course, Salads, Appetizers, Drinks, Sweets) should be served each day.
- The training hall should be equipped with LCD projector, Flipchart, pens and papers each day.

**Notes:**

- Price offer should be drafted in English and submitted in one currency **(ILS) per person.** All taxes must be included in the final price.
- REFORM will pay only on actual use of the Hall, Coffee Breaks... etc. According to the actual number of participants. The number will be finalized with you by the end of the day.
- WIFI should be free of charge.
- Complete contact details of a person/s to whom further correspondence must be sent, including name, position, email address and phone number.



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

Price offer should be sent by e-mail to the following address: [info@reform.ps](mailto:info@reform.ps) no later than Wednesday, 28.11.2018

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)

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

Thank you for your kind cooperation,  
Sincerely yours,

**Nadine Natour**

Financial & Admin. Office

