

Date: 02.04.2018

Dear Sir or Madam,
Greetings from REFORM Association

Subject: Request for quotation

REFORM is planning to carry out youth camp for **70 participants**. We would like to ask for your quotation regarding the item mentioned below; please submit your offer latest by **Thursday 05.04.2018 before 01:00 pm.**

Hosting of Youth Camp

The youth camp will be held for 3 days; arrival will be on Thursday 26.04.2018 at 04:00 pm and departure will be on Saturday 28.04.2018 at 02:00 pm. Approximately 70 participants will participate in the youth camp. The venue should have a minimum capacity of 70 people and should have a fully equipped garden/open space for such event where the participants can hold their activities.

Kindly submit your offer based on the requested specifications below:

Specifications:

- Please specify if your place has enough space to contain the number of participants.
- Please specify if the place contains a fully equipped garden/open space for such event with enough chairs for the participants.
- The venue should be equipped with the following:
 - Access to use a kitchen with a dining room.
 - Access to use bathrooms and showers.
 - Availability of electricity and lights.
 - Availability of a sound system (speakers and microphones), if possible.
 - Availability of venue to hold a bonfire.
 - Availability of a projector with screen to display movies.
 - Availability and access to a First Aid Kit.



- Regarding the meals:
 - Thursday 26.04.2018:

Participants should be served dinner; such dinner items include tea, eggs, manakesh, fries, humus, mutabal, Arabic salad, and other similar items (please specify in price offer).
 - Friday 27.04.2018:
 - Participants should be served breakfast; such breakfast items include eggs, Labaneh, Cheese, humus, khalayet bandora, manakesh, juice, coffee, tea, etc... (Please specify in price offer).
 - Lunch (Can be Chicken Makloubeh with yoghurt, salad and juice). Please specify alternatives.
 - Dinner (Can be chicken Zarb with rice and sides). Please specify alternatives.
 - Saturday 28.04.2018:
 - Participants should be served with breakfast; such breakfast items include eggs, Labaneh, Cheese, humus, khalayet bandora, manakesh, juice, coffee, tea, etc... (Please specify in price offer).
 - Lunch should be served as finger foods (fried items such as chicken fingers, manakeesh, khalayet bandora, mini sandwiches, etc.). Please specify items in price offer.
- For each day, constant coffee, tea and water should be provided for participants (all day refreshments).
- Regarding the Accommodation:

Please specify two price offers in which one of them includes accommodation and the other excludes it.

 - At least 10 tents should be provided; each should fit approximately 7 persons.
 - Enough blankets, pillows and mattresses to accommodate participants.



Notes:

- Offer should be drafted in English and submitted in one currency (ILS).
- All taxes must be included in the final price.
- Two separate price offers should be submitted; one includes accommodation the other excludes it.
- Regarding meals, REFORM will pay **only on actual use** according to actual number of participants; the number will be finalized with you by the end of each day.
- Offer should be delivered by hand in a signed envelop 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 at 02 2966646 or
by email: info@reform.ps

Thank you for your kind cooperation,

Sincerely yours,

Nadine Natour

Financial & Admin Officer

