

Date: 20.09.2018

Dear Sir / Madam,
Greetings from REFORM Association

Subject: Request for quotation

The Palestinian Association for Empowerment and Local Development –REFORM, is requesting price quotations regarding the items mentioned below. Please submit your offer latest by **Sunday 23.09.2018.**

Hotel Accommodation including (training halls, continuous coffee breaks, meals and rooms) for 3 days and two nights according to the following specifications:

- The workshop will take place from Thursday 27.09.2018 till Saturday 29.09.2018
- Number of participants is approximately 20 participants.
- Participants should be divided in double or triple rooms only.
- Meals should be served as follows:
 - *Thursday 27.09.2018: Dinner only*
 - *Friday 28.09.2018: Breakfast, lunch and dinner*
 - *Saturday 29.09.2018: Breakfast and lunch*

Training agenda will be provided.

- Training hall will be used as follows:
 - *Thursday 27.09.2018 from 04:00pm – 08:00pm.*
 - *Friday & Saturday 28+29.09.2018 from 09:00am – 05:00pm*

In which the training halls should be available and fully equipped at all times.

- The training halls should be equipped with laptop, LCD projector, sound system, microphones, flipcharts and pens.
- Continuous coffee break (coffee, tea, Nescafe, herbals, pastries, water) should be served during the trainings.
- WIFI Internet access must be free of charge.

Notes:

- Price offer must be submitted **per person in (ILS)**. All taxes must be included in the final price.
- All price offers must be stamped and submitted by in envelopes to the following address:
The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2nd floor in Al Masyoun, Ramallah.
- All Price offers must be submitted in English.
- The Supplier shall make sure and use their best effort to host and facilitate the accommodation of REFORM's participants.
- In case of cancellation of rooms with 3 days prior notice, no cancellation charges should be applied and paid.



- In case of less than 3 days prior notice of cancellation of rooms, hotel has to specify the % of charges to paid (it should not be more than 1 day of room cost).
- **REFORM will pay only on actual use of the halls, rooms, coffee breaks and meals according to the actual number of participants, the number will be finalized with you by the end of each day.**
- Complete contact details of a person/s to whom further correspondence must be sent, including name, position, email address and phone number.

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 & Admin Officer



REFORM