

Date: 17.07.2018

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 to implement a weekend solution activity entitled: “Current sickness of the Democratic Process and its Impact on the Social Fabric of the Palestinian Society” for a total of 3 days.

Please submit your offer latest by **Sunday 22.07.2018.**

1) Accommodation - Double / Triple rooms only for two nights and three days:

- First day half board accommodation.
- Second day full board accommodation.
- Third day half board accommodation – Lunch.

2) Training hall with continuous coffee breaks.

Specifications:

- The workshop will be for three days from 26-28.07.2018. (The agenda will be provided)
- Number of participants is approximately (20) persons. The number of participants will be finalized with you ahead of time.
- The training halls should be available at the requested times: First day from 4 pm to 9 pm, Second day from 9 am to 5 pm, Third day from 9 am to 5 pm.
- The training halls should be equipped with projector and flipcharts.
- WIFI Internet access must be free of charge.

Notes:

- Price offer must be submitted in (ILS). All taxes must be included in the final price.
 - Kindly provide us with price offer for buffet and seated dinner and lunch.
 - Kindly provide us with availability and rates for both double and triple rooms from 26-28.07.2018.
- All price offers must be stamped and submitted by hand in closed 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.
- All vendors have to prove their commitment in paying taxes. **Deduction of source certificate should be attached with the price offer.**
- The Supplier shall make reservations for lodging and accommodation when requested. This service shall include initiating and confirming reservations and confirming the Full-Board or any other type of rate requested and at which the reservation is made.



- 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.

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 & Admin Officer

 **REFORM**