

Date: 22.04.2018

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 **Wednesday 25.04.2018 before 12:00 PM.**

Half-Board Accommodation including (training halls, continuous coffee breaks, meals and rooms) according to the following specifications:

- The workshop will take place on the following days 26,27,28.04.2018/ 03,04,05.05.2018/ 10,11,12.05.2018.
- Only lunch should be served on the above mentioned days.
- The target group is approximately 12 participants for each day.
- Participants should be divided in double or triple rooms.
- Training days will start each Thursday evening and finish on Saturday evening (each workshop week) 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, continuous coffee breaks and enough space for small working groups.
- 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.
- 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.
- Advertisement fees for the quotation request will be paid by the vendor chosen; these fees are not refundable if REFORM decides to cancel the contract for objective and/or professional conditions.
- The Supplier shall make reservations for lodging and accommodation when requested. This service shall include initiating and confirming reservations, and confirming the Half-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**