

Date : 28.01.2015

Dear Sir or Madam,
Greetings from REFORM Association

Subject: Request for quotation

REFORM is planning to carry out a training workshops for (120-180 participants) during February, March and April 2015 and within 15 non-consecutive days. We would like to ask for your quotation regarding the items mentioned below, please submit your offer latest by 02.02.2015.

Specs.:

- Reservation for training Halls .
- Hospitality for participants Including Lunch meals and continuous coffee break during workshops.

Notes :

- Offer should be drafted in English and submitted in one currency (ILS) . All taxes must be included in the final price.
- REFORM will pay only on actual use of the Hall , lunch meals and coffee breaks according to actual number of participant, the number will be finalized with you by the end of the day.
- WIFI free of charge
- Fully equipped training Hall (Laptop, LCD Projector, Sound System, , DJ, Microphones, , Data Show Screen, Flip Charts) should be include in the price offer .
- Please state validity of your offer.
- Price Offer should be stamped , signed in closed enveloped and to be delivered by hand on 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 on the following contact details:

Telefax no. : 02-2966645,Email : Info@reform.ps .

Thank you for your kind cooperation,
Sincerely yours,


Dina Shawa
Financial & Admin officer