

Date: 05.08.2015

Dear Sir or Madam,

Greetings from REFORM Association

**Subject: Request for Quotation**

REFORM is planning to carry out Workshop for 30 participants. We would like to ask for your quotation regarding the item mentioned below, please submit your offer latest by 10.08.2015.

**"Meals (lunch and Dinner) for 30 participants"**

**Spec:**

Lunch and Dinner meals on the following dates:

1. Thursday 20.08.2015 (Dinner)
2. Friday 21.08.2015 (Lunch, Dinner)
3. Saturday 22.08.2015 (lunch)

**Number of Participants: 30**

**Notes:**

- Offer should be drafted in English and submitted in one currency (ILS). All taxes must be included in the final price.
- Please state validity of your offer.
- REFORM will pay only on actual use of lunch and dinner meals and according to actual number of participant, the number will be finalized with you by the end of the day.
- Price Offer should be delivered by email on the following address: [info@reform.ps](mailto:info@reform.ps) or by fax no: 02-2966646.

For more information, please do not hesitate to contact us on the following contact details:  
Telfax: 02-2966645.

Thank you for your kind cooperation,

Sincerely yours,

  
Dina Shawa  
Financial & Admin Officer