

Date : 13.10.2014

Dear Sir or Madam,

Greetings from REFORM Association

Subject: Request for quotation

REFORM is planning to carry out social event for 100 participants. We Would like to ask for your quotation regarding the item mentioned below, please submit your offer latest by 16.10.2014 .

Reservation for Hall including continuous coffee break(Biscuits, appetizers, salads, pastries, soft sweets and hot Drinks) for 100 participants on 30/10/2014 between 2:00 PM -7:00 PM .

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 , coffee breaks....etc according to acual number of participant, the number will be finalized with you by the end of the day.
- WIFI free of charge
- Laptop, Internet, Sound System, Sound Insulation System, DJ, Microphones Wireless, LCD TV, LCD Projector, Data Show Screen, Flip Charts, Pens, Markers Pens “ Different Colors, Folders, & A4 White Papers should be include in the price offer.
- Please state validity of your offer.
- Price Offer should 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:

Telfax: 02-2966645, Email : Info@reform.ps .

Thank you for your kind cooperation,

Sincerely yours,

 **Oday AbuKarsh**
General Manager