

Date: 27.01.2015

Dear Sir / Madam,

Greetings from REFORM Association

**Subject: Request for quotation**

The Palestinian Association for Empowerment and local Development –**REFORM, Would** like to ask for your quotation regarding the items mentioned below, please submit your offer latest by 02.02.2015.

**Full board accommodation including (Training Halls, continuous coffee breaks, meals and rooms** during February and March 2015.

**Spec.:**

- 1- One Equipped training Hall for 20 participants for two days, Two Equipped training Hall for 40 participants for two days , One Equipped training Hall for 20 participants for two days.
- 2- The number of rooms accommodation between 8-10 double rooms including breakfast, lunch and dinner meals for four nights , the number will be finalized before 3 days from the date of workshop.

**Notes:**

- All rooms should be equipped with full service.
- The training halls should be equipped with laptop, LCD projector, sound system, Microphones, flipcharts, data show screen, continuous coffee breaks and enough space for small working groups.
- 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.
- WIFI Internet access must be included in the price offer.
- 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.
- Price Offer should be signed , stamped in a closed envelop and to be delivered by hand on the following address:

The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2<sup>nd</sup> floor in Al Masyoun, Ramallah.



المؤسسة الفلسطينية للتمكين والتنمية المحلية  
The Palestinian Association for Empowerment and Local Development

For more information, please do not hesitate to contact us on the following contact details:

Telfax: 02-2966645

Email: [Info@reform.ps](mailto:Info@reform.ps)

Thank you for your kind cooperation,

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Dina Shawa", is written over the REFORM logo. The signature is written in a cursive style and is partially obscured by the logo's text.  
Dina Shawa  
Financial & Admin officer

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