

Date: 26.10.2017

Dear Sir/Madam,

Greetings from REFORM Association

Subject: Request for quotation

REFORM is planning to carry out a conference for **approximately (200-250)** participants to be held on **28.11.2017 from 09:00 AM till 04:00 PM**. We would like to ask for your quotation regarding the item mentioned below, please submit your offer **latest by 30.10.2017**.

- **Reservation for a hall that fits a maximum of 250 persons.**
- **Hall should be divided to 5 separate rooms, each should fit approximately 50 persons.**
- **Continuous coffee break (pastries, hot and cold drinks).**
- **Lunch – Buffet (Three main courses, salads, appetizers, drinks, sweets)**

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 actual number of participant. The number will be finalized with you by the end of the day.
- WIFI free of charge.
- 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.
- Please state the validity of the offer.
- Complete contact details of a person/s to whom further correspondence must be sent, including name, position, email address and phone number.



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

Price Offer should be signed and/or stamped in a closed envelop and 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,

Nadine Natour

Financial & Admin. Officer

