

**Date: 03.08.2014****Dear Messers,****Greetings from REFORM Association****Subject: Request for Quotation**

REFORM is planning to observe an English course for REFORM's staff under the Platform to Act Project. We would like to ask for your quotation regarding the following specifications:

1. English course for levels 1 + 2.
2. Up to 8 employees to be instructed.

**Notes :**

- Please specify the number of instruction hours for levels 1 and 2.
- The profile of the company should be included in the price offer and the C.V. of the teacher.
- The place of English course should be implemented at REFORM's office.
- The cost of training materials should be included in the price offer.
- The price offer should be drafted in English and submitted in one currency (ILS) including VAT.
- The Price Offer should 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.

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,