

Date: 06.11.2014

Dear Messers ,

Greetings from REFORM Association

Subject: Request for quotation

REFORM is planning to carry out a Retreat Trip for 16 persons. We would like to ask for your quotation regarding the items mentioned below, please submit your offer latest by 10.11.2014.

- **Reservation for (Rooms, Meals, Training hall and continuous coffee breaks)** for four days three nights between November 20 to November 30, 2014 in Dead sea-Jordan and within the specification mentioned below:
- 1- 7 double rooms and 2 single rooms . Rooms should be equipped with full service in a four or five stars hotel.
 - 2- One Breakfast, lunch and dinner Meal for 16 persons per day .
 - 3- one equipped training room for 16 participants for one day. The training room should be equipped with one flipcharts, and continuous coffee breaks, convenient chairs and tables for six hours.
 - 4- The price should include a One day trip to Ma'in Spa and wadee Ram . lunch and dinner meals , transportation and tickets from Hotel to the mentioned locations should be covered in the price offer .
 - 5- Transportation for 16 persons from Jordan Bridge to the hotel for the first day in 20th of November and for the last day 23th of November should be covered in the price offer .

Notes:

- Offer should be drafted in English and submitted in one currency (ILS). All taxes must be included in the final price
- One dinner meals for 16 persons on 20th of November 2014 , one breakfast meal for 16 persons on 21th, 22th and 23th of November 2014 and one lunch meal for 16 persons on 21th of November 2014.
- WIFI Internet access should be free of charge in the hotel .
- Please state validity of your offer also note that REFORM will pay only on actual number of attendees including reservation for rooms, meals and coffee breaks, the number will be finalized with you by the end of each day.
- 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 or by email: Info@reform.ps, Thank you for your kind cooperation .

Sincerely yours,



Oday AbuKarsh
REFORM
General Manager