

Date: 24.10.2018

Dear Sir / Madam,
Greetings from REFORM Association

Subject: Request for quotation

The Palestinian Association for Empowerment and Local Development –REFORM, is requesting price quotations regarding the items mentioned below. Please submit your offer latest by **Sunday 28.10.2018.**

Guest House Accommodation including (training halls, continuous coffee breaks, meals and rooms) for 3 days and two nights according to the following specifications:

- The workshop will take place from Thursday 01.11.2018 till Saturday 03.11.2018
- Number of participants is approximately (15-20) participants.
- Participants should be divided in double or triple rooms only.
- Meals should be served as follows:
 - Thursday 01.11.2018: Dinner only
 - Friday 02.11.2018: Breakfast, lunch and dinner
 - Saturday 03.11.2018: Breakfast and lunch

Training agenda will be provided.

- Training hall will be used as follows:
 - Thursday 01.11.2018 from 04:00pm – 09:00pm.
 - Friday & Saturday 02+03.11.2018 from 09:00am – 05:00pm

In which the training halls should be available and fully equipped at all times.

- The training halls should be equipped with, LCD projector, sound system, microphones, flipcharts.
- Continuous coffee break (coffee, tea, Nescafe, herbals, pastries, water) should be served during the trainings.
- WIFI Internet access must be free of charge.

Notes:

- Vendor must submit a price offer in ILS, English and including tax as follows:
 - Price for accommodation including breakfast per person
 - Price for Lunch meal per person
 - Price for Dinner meal per person
 - Price for renting training hall per day (only if not provided for free)
 - Price for coffee break per person (only if not provided for free)
- All price offers must be stamped and submitted by e-mail to the following e-mail address: info@reform.ps

- The Supplier shall make sure and use their best effort to host and facilitate the accommodation of REFORM's participants.
- In case of cancellation of rooms with 3 days prior notice, no cancellation charges should be applied and paid.
- In case of less than 3 days prior notice of cancellation of rooms, hotel has to specify the % of charges to paid (it should not be more than 1 day of room cost).
- **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.**
- Complete contact details of a person/s to whom further correspondence must be sent, including name, position, email address and phone number.

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

 **REFORM**