

**Date: 31.03.2022**

Dear Messer's,

Greetings from REFORM Association

**Subject: Request for Quotation**

The Palestinian Association for Empowerment and Local Development —REFORM, is requesting price quotations for youth gathering (meals and catering) for one day (exact date to be selected during the month of April). **Please submit your latest offer by Sunday 10/04/2022**

**Catering service:**

- Buffet style dinner to include:
  - **Three main courses:**
    - ✓ Chicken (Stuffed chicken thighs)
    - ✓ Meat (Beef stroganoff with rice)
    - ✓ Fish (Fried fillet fish)
    - ✓ Rice and steamed/baked vegetables

**We prefer the options above but if you have any other options please specify.**

- **Appetizers (5):** Sambusik, koba, msakhan roll, sfeeha (meat pies), vine leaves (rice and tomatoes/without meat), Mashed potatoes and chicken fingers.
- **Sweets:** Katayif (cheese and walnuts), Em Ali, watermelon/fruits.
- **Salads** to be served on each table (2 plates of each): Humus, Mtabel, Greek salad, taboula salad, Arugula, Arabic salad with ithania, Coleslaw.
- **Soup** (Freeka) to be served on each table 5 minutes prior to the start of the iftar.
- **Soft drinks** (juices, tamir hindi, kharoub, sodas), **water and dates** to be served on each table.
- **Hot drinks** (Arabic coffee and tea) to be available at all times.
- The necessary set up for buffet: stainless steel buffet serving trays with warmers, and stainless-steel utensils should be used.
- Buffet style dinner to include:
  - **Three main courses:**
    - Chicken (Stuffed chicken thighs)
    - Meat (Beef stroganoff with rice)

- Fish (Fried fillet fish)
- Rice and steamed/baked vegetables

**Music service requirement:**

- Holds a minimum diploma in music or art
- Proven oud-playing skills.
- Ability to play Palestinian folk songs and chants.
- To be able to play solo in front of the audience.
- Advanced experience in working with youth groups.
- Ability to present a variety of music.
- Ability to rent projector (good ration and resolution, suitable for 24/7 operation).
- Ability to provide a large/white screen.
- Ability to provide sound system, microphones.
- Experience in the field of music making.
- Mixing and playing music the flash mob events.
- Interested candidates should visit and examine the place before the day of the implementation of the event.
- High quality sound equipment's and microphones.
- Provide us with recorded video or CD that shows some of his work

**price offer must include: the hall , the food per person ,oud player to play tubes during the gathering , logistical needs such as a projector, screen and sound , good lighting.**

- **Hall must fit up to 100 people with tables and chairs.**
- **Tables must have covers**
- **Outdoor seating area is preferred.**
- **Parking lots is plus.**
  - Reform will make the reservation one week earlier
  - Reform has the right to cancel reservation before 48 hours for free
- REFORM should be provided with the opportunity to taste test the main courses prior to the event.

- REFORM will pay only on actual use of the meal, according to actual number of participants; the number will be finalized by end the day.
- REFORM has the right to discuss the provided menu and ask for changes as required.
- WIFI should be free of charge.
- Offer should include photos of the place indoor hall and outdoor and a copy of the menu and a CD or video link that contain music records from the oud player previous work.
- Offer should be drafted and submitted in one currency (**EUR**) per person. All prices must be **EXCLUDING VAT**.
- ZERO VAT invoice must be issued.
- The offer should be valid for two month
- Complete contact details of a person/s to whom further correspondence must be sent, including name, position, email address and phone number

Submission and Evaluation: Offers will be evaluated based on the following criteria:

Criteria	Weight
<b>Technical Offer</b>	<b>60%</b>
The experience of the oud player (provided us a sample of his work	10%
Hall space (up to 100 person)	5%
Logistics and lighting	10%
The Varsity of food	25%
<b>Financial offer</b>	<b>30%</b>
<b>Availability of parking is plus</b>	
<b>Total</b>	<b>100%</b>

**Nadine Natour**

**Financial and Admin. Officer**