

Date: 15.06.2022

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 hall rental to conducting social clubs (20) sessions in Gaza Strip from June to October 2022, **Please submit your latest offer by Sunday 19.06.2022**

**Hall Rental:**

- Hall that fits up to 20 participants along with tables.
- Tables and chairs must be arranged as per REFORM request.
- The hall should must windows or AC for ventilation.
- The hall should have a water cooler.
- The hall must have fast Wi-Fi and strong electricity power and good lighting.
- The hall should have a projector and flipchart.
- Accommodate 20 sessions, each session is 4 hours long.
- Date and time of implementation of sessions is decided by REFORM (morning/evening).
- Cooperate with REFORM team.

**Refreshment:**

- **Coffee break:** includes hot drinks: (Coffee, hot water, Nescafé, herbs), cold drink: ( Juice, mental water, Cola, sprit), and biscuits, salt and sweet pastries.
- **Finger food:** includes (pastries such as white cheese, pizza, zaatar, sfeeha, kubba, and hummus).
- **Sandwiches:** includes (chicken/meat + fries and drinks).

**Notes:**

- Payment will be on the actual number of sessions.
- REFORM will make the reservation one week earlier.
- REFORM has the right to cancel reservation before 48 hours for free.
- WIFI should be free of charge.
- **Outdoor area is plus.**
- **Offer should be drafted and submitted in one currency (ILS) per session. All prices must be EXCLUDING VAT.**

الدية التقديم:

- تقديم عرض في يشمل المواصفات حسب البنود المشار لها اعلاه
- تقديم عرض مالي بعملة الشيقل غير شامل ضريبة القيمة المضافة، حسب التفاصيل التالية:
  1. عرض مالي للجلسة الواحدة يشمل اجار قاعة وضيافة قهوة.
  2. عرض مالي للجلسة الواحدة يشمل اجار قاعة ومقبلات.
  3. عرض مالي للجلسة الواحدة يشمل اجار قاعة وساندويشات.

- 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>
Variety of Hall includes equipment's	20%
Near the city center	20%
Variety of Refreshment	20%
<b>Financial offer</b>	<b>40%</b>
<b>Total</b>	<b>100%</b>

- Offer should be drafted in Arabic/English, signed, and stamped in a sealed envelope and delivered by hand after contacting Mr. Yahya Ashour on the following details:

Yahya Ashour by phone no. 0592103986, or by email: [yahyaashour98@gmail.com](mailto:yahyaashour98@gmail.com)

- تقدم العروض بالظرف المغلق، موقعة ومختومة وتسلم باليد بعد التواصل مع السيد يحيى عاشور على هاتف رقم 0592103086 او عبر البريد الالكتروني [yahyaashour98@gmail.com](mailto:yahyaashour98@gmail.com).

Thank you for your kind cooperation,  
Sincerely yours,

Procurement Unit