

Date: 10.09.2024**Dear Messer's,****Greetings from REFORM Association****Subject: RFQ- Hall Rental**

The Palestinian Association for Empowerment and Local Development—REFORM is requesting price quotations for a hall rental to conduct sessions within the Cultural Cafe (24+/-) in Al-Aroub refugee camp in Hebron, from September 2024 to March 2025. **Please submit your latest offer by Monday, 16.09.2024.**

Hall Rental:

- A hall that fits up to 20 participants along with tables.
- The hall must provide refreshment.
- 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.
- Able to provide refreshment (finger food and drinks.)
- Each session is 4 hours long.

Specifications:

- Provide a suitable hall for conducting 24(+/-) sessions.
- Provide refreshment for participants for 24(+/-) sessions as follows:
- Coordinate tables and chairs as requested by REFORM and to fit up to 20 participants.
- Include water cooler in hall.
- Provide fast Wi-Fi connection and strong electricity power and good lighting.
- Provide ventilation via windows/AC.
- Provide projector and flip chart.
- Date and time of implementation of sessions is decided by REFORM (morning/evening).
- Payment will be on the actual number of sessions.

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 including taxes.**
- 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
Technical Offer	40%
1. Hall capacity, logistic equipment's.	20%
2. Near the city center	20%
Financial offer	60%
Total	100%

- **Offer should be drafted in English, signed, and stamped in a sealed envelope and delivered by hand to the following address: REFORM's office in Ramallah, Al-Masyoun, Al-Tirawi Building, 2nd floor, Telephone 022966646 by Monday 16.09.2024 at 13:00pm.**

For more information, please do not hesitate to contact us on the following contact details:

Telefax: 02-2966645, Email: mmorarr@reform.ps.

**Thank you for your kind cooperation,
Sincerely yours,**

Procurement Unit