

Date: 20.01.2025**Dear Messer's,****Greetings from REFORM Association****Subject: Request for Quotation Hall Rental**

The Palestinian Association for Empowerment and Local Development —REFORM, is requesting price quotations for hall rental to conducting social clubs (18+/-) sessions in Ramallah from: January 2025 to April 2025, **please submit your latest offer by Monday, 27.01.2025.**

Hall Rental:

- A 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.
- Each session is 4 hours long.

Specifications:

- Provide a suitable hall for conducting 18(+/-) sessions.
- 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 (Location)	20%
Financial offer	60%
Total	100%

- Offer should be drafted in English, signed, and stamped in a sealed envelope and delivered by hand to REFORM Office

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

Al-Tirawi Building, 2nd Floor- Al-Masyoun, Ramallah, Palestine NO LATER than Monday, 27.01.2025.

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

Thank you for your kind cooperation,

Sincerely yours,

Procurement Unit