



THE EUROPEAN UNION'S CROSS-BORDER COOPERATION PROGRAM

Проект за развој на микро-претпријатија на жени во прекуграничната област
Projekti i zhvillimit të ndërmarrjeve të vogla për gratë në zonën ndërkufitare
Microenterprise development project for women in the cross-border area

To: _____

Subject: Request for offer of Conference room, lunch and refreshments

Dear Madame/Sir,

We are addressing you on behalf of the of the project 'Microenterprise development project for women in the cross-border area', with a request for an offer for your services in Elbasan .

The request refers to the organization of one-day trainings that will be held within the project.

The trainings will be organized for a number of 30-35 participants and will be held in the period from November 2018 to December 2019 in Elbasan. It is planned to hold about 12 full-day trainings in duration of 8 hours. We would like to emphasize that for each training, the exact terms will be further defined and they will be announced an average of 7 days in advance.

Concerning the meeting room, it should be attended by at least 30 people. At the same time we will need a projector and a design canvas (flip chart), so please also specify the price for the equipment if you have it. In case you do not have this kind of equipment, please specify. If you charge the hall separately, it should be set aside from the price or labeled gratis.

During the training, a lunch, a drink and two coffee breaks are planned to be served. In terms of lunch, we would like that you offer for two menu options per participant, the lowest and the highest menu option available, including the menu contents. During lunch, there will be served soft drinks. During the working part of the day, we would like to serve non-carbonated and carbonated water for the participants. Regarding to coffee breaks, please give us an offer with price per person for: water (carbonated or non-carbonated), non-carbonated juice, carbonated juice and coffee (espresso, filtered coffee or macchiato).

As per above, please submit the offer according to the offered format, which we are sending you in attachment to equalize the bidding approach. The offer should be submitted by e-mail in a scanned form, duly signed and stamped from the responsible person, by inserting your logo and date of submission.

Please send the bids no later than 9 November 2018 via regular mail at the address:

Center for comparative and International Studies

Rr. Elbasanit, Pall filipeu 2, apt 4 E. Tirana

With ATT to: Enis Sokoli

With the hope of further cooperation,

Kind regards!

Juliana Sokoli,

Executive director

Center for Comparative and International Studies

