

REQUEST FOR QUOTE - PR12106022 (RETREAT FACILITATOR)

The U. S. Embassy Abuja requires the services of a Retreat facilitator to facilitate a retreat for USAMRD - A/N personnel numbering 90. This will be an All-day 3-day retreat.

Date: December 13-15, 2023

Location: Abuja

A detailed Statement of Work is attached for your direction and guidance.

You are invited to submit a quotation.

The evaluation criteria for this requirement will include price, technical acceptability, and past performance.

FOR A VALID QUOTE, please note the following:

1. Include complete specifications, samples/pictures (where applicable), return policy and total shipment weight along with your quotes.
2. Vendor must state **BOLDLY** if offering alternatives.
3. All responses and quotes on this RFQ **MUST** be a direct reply to this email, and have the same **subject line**, copying Abujaprocurement@state.gov
4. Vendors must state delivery terms (How long it will take to deliver).
5. Deadline for offer submission is 11/3/2023

Payment term is Net 30. Unsuccessful offerors may not be contacted.

RELATED DOCUMENTS

- [Statement of Work \(PDF 133KB\)](#)