



**Quotation Closing Date**  
**Monday 12<sup>th</sup> January 2026**

S/N.	Products/Service Description	UOM		Price
	<b>Accommodation, Conference, Meals and Refreshments</b>			
1.	Full board accommodation (Accommodation, Breakfast, Lunch, Dinner, 4 and 10 O'clock tea and snacks)	Per Pax		
2.	Half board accommodation (Accommodation, Breakfast and Dinner)	Per Pax		
3.	Conference package	Per pax		
4.	10 O'clock tea with Snacks	Per Pax		
5.	4 O'clock tea with Snacks	Per Pax		
6.	Lunch	Per Pax		
7.	Dinner	Per Pax		
8.	Water 1 ltr	bottle		
9.	Soda 500ml	bottle		
10.	Half day Conference Hall hire, with projector and conference accessories, stationeries	Per Half Day		
11.	Full day Conference Hall hire, with projector and conference accessories, stationeries	Per Day		

mail to same email as received.

**Terms and Conditions**

1. Goods/Service should be delivered to our offices immediately LPO/CPO within the stipulated time period
2. All deliveries should be accompanied by a delivery note and invoice and a signed and filled CPO/LPO
3. Your prices must be valid for atleast 90 days and include 16% VAT or relevant levies where applicable
4. Credit Period is 90 days
5. Only responses within the timelines shall be considered.

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**CHECKLIST**

1. WIK Template Filled RFQ.
2. Maximum Delivery Period


**All quotations should be submitted back through this Email: [rfq-in-som@windle.org](mailto:rfq-in-som@windle.org)**