Date: 08/05/2024

**Invitation to Tender**

**For Booking Rooms and Training Halls**

Rasheed for Integrity and Transparency (Transparency International - Jordan) is a non-profit civil society organization established at the end of 2013. Rasheed (TI-Jordan) represents the official and sole contact point in Jordan for Transparency International. Through our programs and projects, we aim to enhance the effective role of the Jordanian citizen in anti-corruption activities, increase the resilience of public and private institutions, and local governance institutions against corruption, in order to achieve a cohesive Jordan with a national integrity system.

Rasheed (Transparency International - Jordan) announces a special tender for booking rooms and training halls in a 4-star hotel in Amman. Below are the conditions that must be met before submitting a price offer:

**Room Booking Details:**

- Booking Duration: 5 days and 6 nights
- Stay Period:
  - Arrival Date: June 4, 2024 – Afternoon
  - Departure Date: June 10, 2024 – Noon
- Number of Rooms Required: 15 -20 single rooms with breakfast + dinner

**Training Hall Details:**

- Number of Training Halls: One Training Room
- Hall Capacity: Accommodates 24 people plus space for activities inside the hall
- Training Hall Equipment: Projector - Microphone - Flipchart - Sound System

**Meals and Coffee Breaks Details:**

- Coffee Breaks: 2 Coffee Breaks
  - Morning Coffee Break over 5 days
  - Afternoon Coffee Break, including coffee and light snacks for 24 people
- Lunch for 24 people over five days
Submission Requirements:

- Price offers inclusive of tax with clarification of available and unavailable services.

- The price offer must be presented in English.

- Please note that the deadline for submitting sealed bids is Tuesday, 14 May 2024, at 5:00 pm.

- Bids should be submitted **by hand** to the Rasheed office (Transparency International - Jordan): Address: 22 Ali Nasouh Al-Taher Street, Sweifieh, Amman, Jordan. or via email at: zalsukkar@rasheedti.org