

**Date: 14/01/2024**

## **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 the reservation of two meeting rooms along with single rooms for upcoming events. The conditions that must be met before submitting a bid are:

### **Room Booking Details for 3 Events:**

- Booking Duration:
  - 1- 7 days and 6 nights
  - 2- 3 days and 2 nights
  - 3- 3 days and 2 nights
  
- Stay Period:
  - 1- Arrival Date: 7 February 2024, Departure Date: 13 February 2024
  - 2- Arrival Date: 22 February 2024, Departure Date: 24 February 2024
  - 3- Arrival Date: 29 February 2024, Departure Date: 02 March 2024
  
- Estimated number of rooms required: 30-48 single rooms.
- Meals served: full board (The dinner will be set menu)

### **Training Hall Details:**

- Number of training halls: two training rooms
- Halls Usage: from 8:00 am to 7:00 pm over the training days (7 days or 3 days)
- Capacity of the training hall: accommodates 20-25 people plus space for indoor activities
- Training Hall Facilities: data show, microphone, stationary, flip chart, sound system, tables, chairs, coffee break area

**Coffee Break Details:**

- Two coffee breaks with continuous coffee and tea.

**Submission Requirements:**

- Price offers inclusive of tax with clarification of available and unavailable services.
- 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 to [halqaisi@rasheedti.jo](mailto:halqaisi@rasheedti.jo)
- Phone number (065852528).
- Please note that the deadline for submitting sealed bids is 28 January 2024 at 10:00 am.