

Date: 21/10/2024

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 5-star hotel. Below are the conditions that must be met before submitting a price offer:

Room Booking Details for 2 Events:

- Booking Duration:
 - 1- First Training: 4 days and 3 nights.
 - 2- Second Training: 4 days and 3 nights.
- Expected Period for the two trainings:

Between November 1, 2024, to December 15, 2024. (Weekdays or Weekend)
- Estimated Number of Rooms Required: 27-32 single rooms for each training.
- Meals served:
 - 1- Arrival day: Dinner.
 - 2- Second and Third days: Half Board (Breakfast & Dinner)

Training Hall Details for each training:

- Number of Training Halls: One Training Room
- Hall Usage for the first day: from 5:00 pm to 7:00 pm
- Hall Usage for the second and third days: from 9:00 am to 5:00 pm
- Hall Usage for the last day: from 9:00 am to 4:00 pm

- Capacity of the Training Hall: Accommodates 27-32 people plus space for indoor activities
- Training Hall Facilities: Data show, microphone, stationery, flip chart, sound system, tables, chairs, coffee break area.

Coffee Break Details:

- For the first day: One rich coffee break.
- For the second and third days: one rich coffee break, one standard coffee break, and continuous coffee and tea.
- For the last day: one rich coffee break and continuous coffee and tea.

Lunch Details:

- Open Buffet for the second, third, and last days.

Please provide us with a per-person offer including the following:

- 1- Room accommodation including breakfast and dinner.
- 2- Training hall including two coffee breaks (one rich – one standard and continues coffee and tea) and lunch.

Submission Requirements:

- Price offers before and after tax, clarifying 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.org
- Phone number (065852528) or (0791302615).
- Please note that the deadline for submitting sealed bids is 30 October 2024 at 4:00 pm.