

Invitation to tender
Event logistics services

Date of tender announcement: 26/08/2025

Rasheed for Integrity and Transparency (Transparency International - Jordan) is a non-profit civil society organization established in 2013. As the official and sole representative of Transparency International in Jordan, Rasheed (TI-Jordan) works to strengthen the role of Jordanian citizens in anti-corruption efforts and enhance the resilience of public, private, and local governance institutions against corruption, fostering a cohesive national integrity system.

Rasheed (TI-Jordan) invites qualified logistics companies to provide comprehensive services for an upcoming event, (the event date is not clear yet, estimated between the 5th – 9th of October hosting approximately 125 participants that meets the following requirements:

Event production & technical setup

- **LED Screen:** 2.6p, size **10m x 3m**
- **Stage:** size **12m x 4m**, including stairs
- **Booths:** 5 customized booths (**3m x 2m**) each with a large touch screen
- **Simultaneous interpretation:** Arabic ↔ English, including **100 headsets**
- **Sound system:** professional setup for the venue
- **Podium:** with integrated screen
- **Registration booth 2 x 1:** with a background screen **2 x 2**
- **Backdrop:** for interviews, size **3m x 2m**
- **Lighting:** professional event lighting
- **Live Streaming:** broadcasting on Facebook & Instagram

2. Media production

- **Videography:** full coverage of the event with subtitle

- **Photography:** event photography with same-day delivery of edited photos
 - **Event promo video:** produced and delivered on the same day
 - **Animation videos with Arabic voiceover:** to be produced and delivered before the event, please provide pricing per minute
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3. Branding & printing

- **Box printing – 40 x 40**
 - **Venue entrance arch – Banner**
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4. Giveaways (Customized with logo printing)

- **40 Power Banks:** 5,000 mAh
 - **40 Mugs**
 - **40 Water Bottles**
 - **40 Notebooks**
 - **40 Wireless Charging Stands:** 5W
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Submission guidelines:

- Price quotations must include all applicable taxes and specify available and unavailable services.
- Bids must be submitted in English.
- The deadline for submission of sealed bids is ~~03/09/2025~~ – Extend to 11/09/2025 .
- Bids can be submitted via email to nazaha@rasheedti.org or delivered by hand to Rasheed (TI-Jordan) office at: Al-Sweifieh, Ali Al Taher St. 22, 2nd Floor
Telephone: 06 585 2528

Evaluation criteria

- Compliance with technical requirements
- Quality and experience in similar events
- Competitive pricing
- Ability to meet deadlines (especially for same-day and pre-event deliverables)