

## **Hotel Accommodation & Conference Events Tender – Jordan**

The British Council is looking to sign framework agreements with Seven (7) Hotels in Jordan distributed in Amman, Dead Sea, Aqaba, and Petra. These agreements will be needed to cover below requirement during contract period.

The service must include:

- Accommodation
- Conference & Events
- IELTS Exam Venues

The Contract awarded will be for duration of Two (2) Years with an option for an extension for up to an additional (1) Year

If you are interested, please find the following link where details of the tender are available in addition to all documents that can be downloaded.

<https://in-tendhost.co.uk/britishcouncil.aspx/ProjectManage/1140>

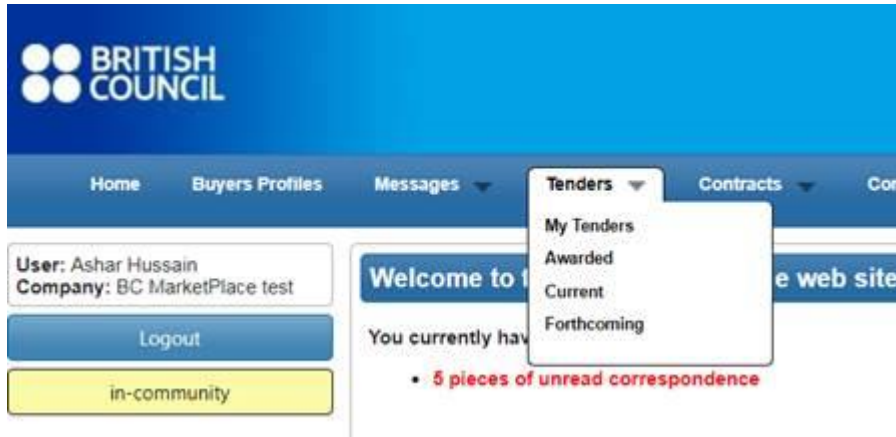
In order to view and apply for the tender please follow below steps;

- 1- Create a log in on Intend Portal - Please note that only yellow fields are mandatory for registration information on the portal.

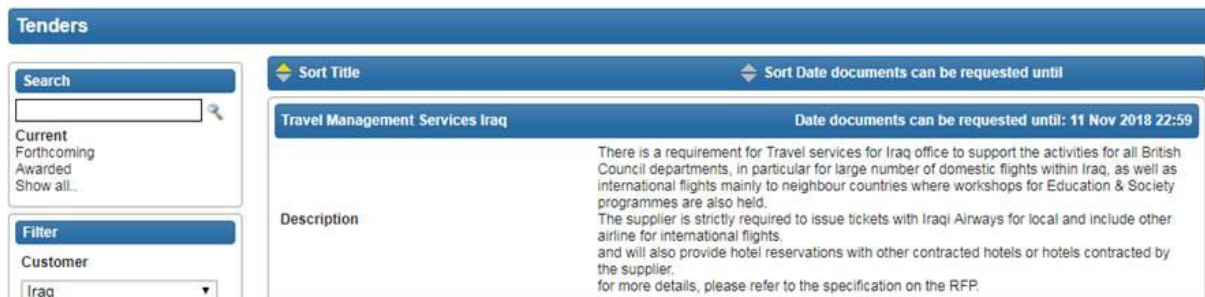


The screenshot shows the login interface for the British Council's electronic tendering process. At the top, the British Council logo is displayed on a blue background. Below the logo is a navigation bar with links: Home, Buyers Profiles, Tenders (with a dropdown arrow), Contracts (with a dropdown arrow), Register (highlighted in a white box), and Help. On the left side, there is a login form with two input fields: 'e-Mail Address :' and 'Password :', each followed by a text box. Below these fields is a 'Login' button. To the right of the login form, there is a red banner with white text that reads: 'AS ONE OF OUR SUPPLIERS, WE NEED TO MAKE SURE YOU RECEIVE OUR EMAIL NOTIFICATIONS. REACH YOUR INBOX PLEASE ADD OUR EMAIL DOMAIN @IN-TENDORGANISER.CO.UK TO YOUR SAFE SPAM FILTER SETTINGS. THANK YOU'. At the bottom of the page, there is a blue banner with white text that reads: 'Welcome to the British Council electronic tendering process'.

2- Click on **Current** under **Tenders Tab**;



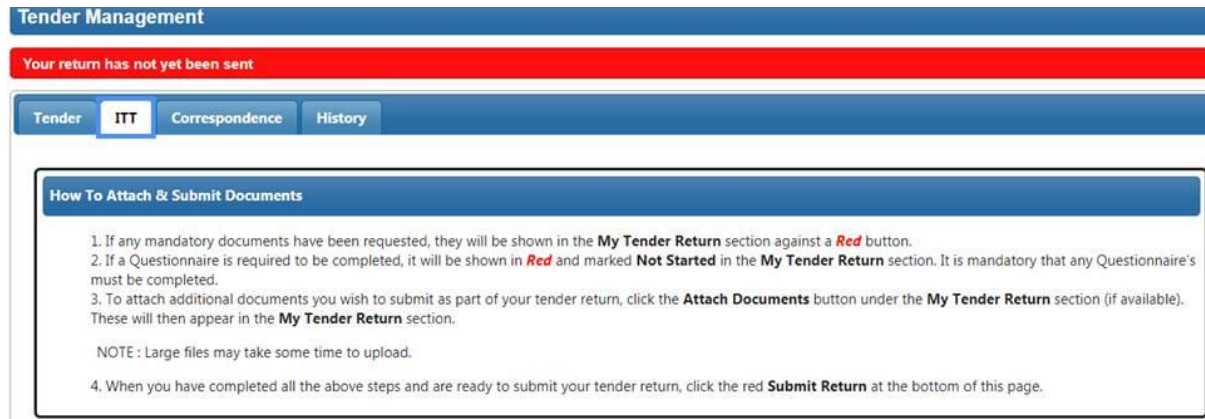
3- Click on the project title



4- Click on **Express Interest** button at bottom

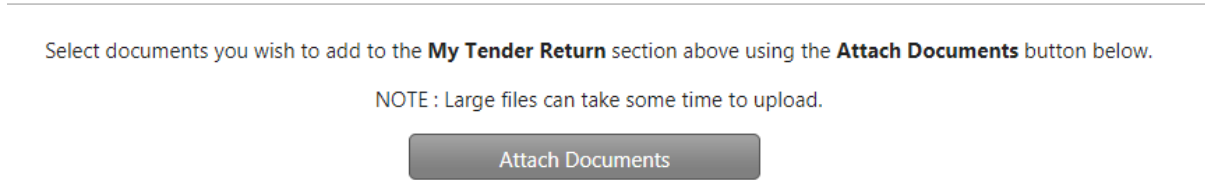
Express Interest

5- You will be able to view all the Project Details and documents under **ITT**



The screenshot shows the 'Tender Management' header in blue. Below it is a red banner that reads 'Your return has not yet been sent'. A navigation bar contains four tabs: 'Tender', 'ITT' (which is highlighted with a blue border), 'Correspondence', and 'History'. Below the tabs is a box titled 'How To Attach & Submit Documents' containing four numbered instructions and a note. The instructions are: 1. If any mandatory documents have been requested, they will be shown in the **My Tender Return** section against a **Red** button. 2. If a Questionnaire is required to be completed, it will be shown in **Red** and marked **Not Started** in the **My Tender Return** section. It is mandatory that any Questionnaire's must be completed. 3. To attach additional documents you wish to submit as part of your tender return, click the **Attach Documents** button under the **My Tender Return** section (if available). These will then appear in the **My Tender Return** section. NOTE: Large files may take some time to upload. 4. When you have completed all the above steps and are ready to submit your tender return, click the red **Submit Return** at the bottom of this page.

6- In order to submit your proposal, attach your **proposal and Bid Value** click on **Submit Return** button.



This section contains a text prompt: 'Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.' Below this is a note: 'NOTE : Large files can take some time to upload.' At the bottom is a grey button labeled 'Attach Documents'.

7- In case you want a clarification please send your correspondence to us by clicking on **Correspondence Tab**



The screenshot shows the 'Tender Management' header in blue. Below it is a red banner that reads 'Your return has not yet been sent'. A navigation bar contains four tabs: 'Tender', 'ITT', 'Correspondence' (which is highlighted with a blue border), and 'History'. Below the tabs is a search bar with the word 'Search' and a magnifying glass icon. To the right of the search bar is a yellow box with the text 'Please note : The corr'.