

## Technical assistance - Teaching and Learning standards in Higher Education Consultancy Service Jordan

Technical assistance and capacity building, to support the development and implementation of a culture of Teaching and Learning working with Hussein Technical University and a group of pilot universities, and with the support of the Ministry of Higher Education and Scientific Research at the policy level in Jordan  
<https://in-tendhost.co.uk/britishcouncil/asp/ProjectManage/2446>

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.



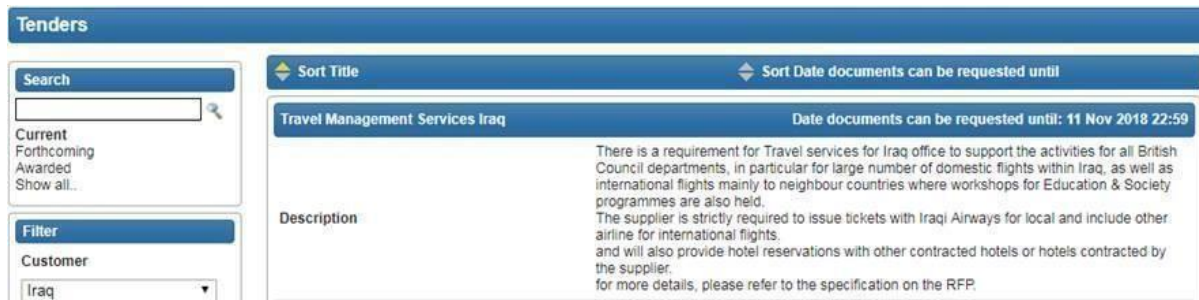
The screenshot shows the login page of the British Council electronic tendering process. The header features the British Council logo and navigation tabs: Home, Buyers Profiles, Tenders, Contracts, Register, and Help. Below the header, there is a login form with fields for 'e-Mail Address' and 'Password', and a 'Login' button. A red banner contains a message: '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'. A blue banner below the banner reads 'Welcome to the British Council electronic tendering process'.

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



The screenshot shows the dashboard of the British Council electronic tendering process. The header features the British Council logo and navigation tabs: Home, Buyers Profiles, Messages, Tenders, Contracts, and Com. Below the header, there is a user profile section with 'User: Ashar Hussain' and 'Company: BC MarketPlace test', and buttons for 'Logout' and 'in-community'. A dropdown menu is open under the 'Tenders' tab, showing options: 'My Tenders', 'Awarded', 'Current', and 'Forthcoming'. A blue banner reads 'Welcome to the British Council electronic tendering process'. Below the banner, there is a message: 'You currently have 5 pieces of unread correspondence'.

### 3- Click on the project title

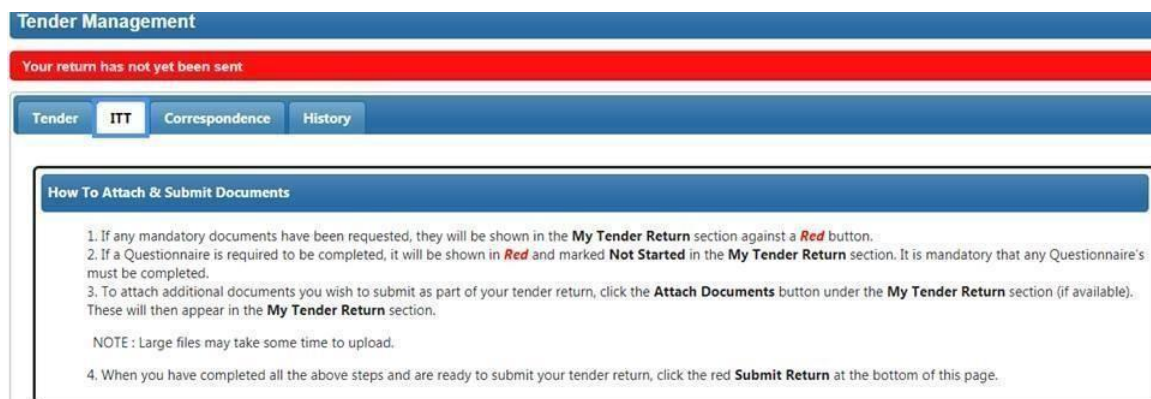


The screenshot shows a web interface for tenders. At the top is a blue header with the word 'Tenders'. Below this is a search bar with a magnifying glass icon and a 'Filter' section with a dropdown menu set to 'Iraq'. The main content area displays a tender listing for 'Travel Management Services Iraq'. The listing includes a title bar with the project name and a date: 'Date documents can be requested until: 11 Nov 2018 22:59'. Below the title bar is a 'Description' section with the following text: 'There is a requirement for Travel services for Iraq office to support the activities for all British Council departments, in particular for large number of domestic flights within Iraq, as well as international flights mainly to neighbour countries where workshops for Education & Society programmes are also held. The supplier is strictly required to issue tickets with Iraqi Airways for local and include other airline for international flights. and will also provide hotel reservations with other contracted hotels or hotels contracted by the supplier. for more details, please refer to the specification on the RFP.'

### 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' page. At the top is a blue header with the text 'Tender Management'. Below this is a red banner with the text 'Your return has not yet been sent'. Underneath is a navigation bar with tabs for 'Tender', 'ITT', 'Correspondence', and 'History'. The 'ITT' tab is selected. The main content area is titled 'How To Attach & Submit Documents' and contains the following instructions:

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.

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Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload.

Attach Documents

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

