

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.



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



3- Click on the project title

The screenshot shows a web interface for tenders. On the left, there is a search bar and a filter section with a dropdown menu set to 'Iraq'. The main area displays a tender listing with the title 'Travel Management Services Iraq' and a description. The description states: '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.' The date documents can be requested until is '11 Nov 2018 22:59'.

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. A red banner at the top indicates 'Your return has not yet been sent'. Below this, there are tabs for 'Tender', 'ITT', 'Correspondence', and 'History', with 'ITT' 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.

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

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Attach Documents

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

