

Hotels for Accommodation, Conferencing, and Exams Venue - Lebanon

The British Council is seeking to sign call down agreements with Four Hotels (4) Hotels in Beirut having rating of 4 stars and above to provide hotel accommodation, conferencing, and exams venue hiring services. The British Council in Lebanon would use the services of the selected hotels for any number of events and visits during contract period. The service must include : Accommodation in Single Rooms, Conference & Events ,Exams Venue Hiring (Computer Based and Paper Based) ensuring Security requirements must be at standard.

The Contract awarded will be for duration of One (1) Year 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/asp/ProjectManage/2185>

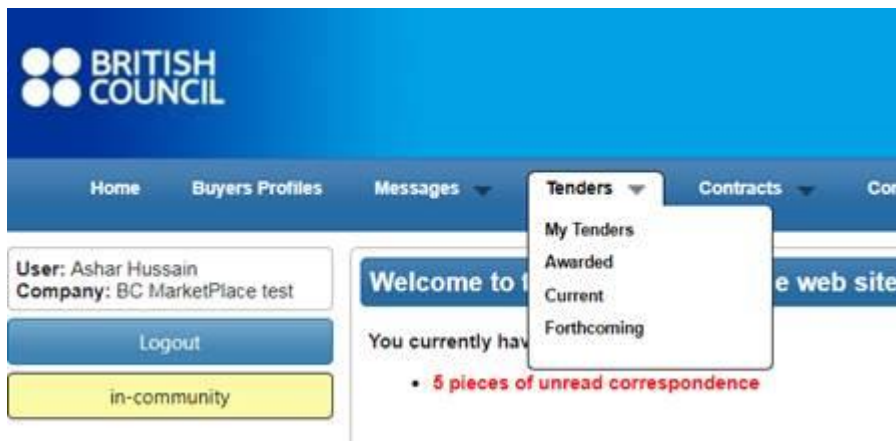
In order to view and apply for the tender please follow below steps;

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

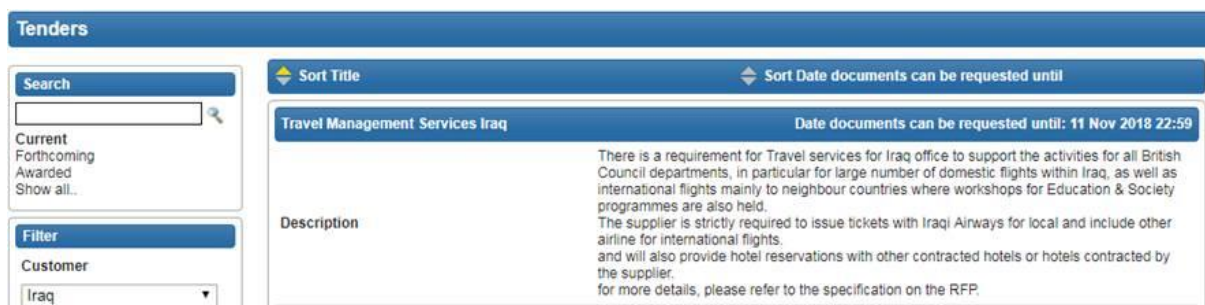


The screenshot shows the login page for the British Council electronic tendering process. At the top left is the British Council logo. A navigation bar contains links for Home, Buyers Profiles, Tenders, Contracts, Register, and Help. On the left, there is a login form with fields for 'e-Mail Address' and 'Password', and a 'Login' button. To the right of the login form is a red banner with white text: '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'. Below the banner is a blue bar with the text '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



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

Tender Management

Your return has not yet been sent

Tender

ITT

Correspondence

History

How To Attach & Submit Documents

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.

NOTE : Large files can take some time to upload.

Attach Documents

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

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Please note : The cor