



AMERICAN UNIVERSITY OF BEIRUT

Scope

The American University of Beirut (AUB) hereby solicits your offer for the **RFQ 483858** titled **“MS-TRAV-Lodging-Student Rooms Reservation”** from qualified suppliers in reference to the following table.

We appreciate receiving your competitive offer by **November 20, 2024 before 1:00 pm** Lebanon Time.

No.	Item Description	Qty Required	UOM
1	January	Single Room	Each
		Double Room	
2	February	Single Room	Each
		Double Room	
3	March	Single Room	Each
		Double Room	
4	April	Single Room	Each
		Double Room	
5	May	Single Room	Each
		Double Room	
6	June	Single Room	Each
		Double Room	
7	July	Single Room	Each
		Double Room	
8	August	Single Room	Each
		Double Room	
9	September	Single Room	Each
		Double Room	
10	October	Single Room	Each
		Double Room	
11	November	Single Room	Each
		Double Room	
12	December	Single Room	Each
		Double Room	



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Participation to Bid

Suppliers willing to submit their offers should **acknowledge their participation** through the Sourcing Module by clicking “Yes” within 2 business days of receiving the RFQ. To confirm or reject participation proceed to the following link ebs.aub.edu.lb.

Proposal Submission

All proposal documents should be provided in English

All offers must be submitted through the Online Sourcing Module.

For more information and guidance, please follow the instruction in the provided Supplier Manual.

Logging into Oracle Sourcing and Creating Quote:

- **Access the Portal:** Visit ebs.aub.edu.lb.
- **Enter Credentials:** Use the username provided by the Supplier Management Unit.
- **Login:** Click on the "Login" button.

Supplier Profile Activation on Sourcing Module:

a. Supplier Registration:

- **New Suppliers:** If you are not a registered supplier in AUB List of Approved Suppliers, you are required to:
 - **For Local Companies,** Fill and Submit the **Supplier Application Form.**
 - **For Individuals and Foreign Companies,** please contact smu@aub.edu.lb including the number and title of the RFQ in the subject of your email for assistance to register your profile.

Once you are registered, please submit your offer following the below guidelines.

- **Existing Suppliers without a Username and Password:** If you are already a registered supplier in AUB List of Approved Suppliers, contact the Bid Admin on sourcingadmin@aub.edu.lb to receive your company's username and the guidelines needed to access the sourcing homepage and submit your offer following the below guidelines.
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- **Existing Suppliers with a Username and Password:** If you are already a registered supplier in our database and already have a username proceed to creating quote on the sourcing module.
- b. **First Time Login and Password Management:**
 - **Resetting Your Password:**
 - Enter the username provided by the Bid Admin.
 - Click on “Login Assistance”.
 - Click on “Forgot Password”.
 - You will receive an email with instructions to reset your password.
 - Follow the instructions in the email to reset your password.

Apology

In case the requested services are not available, or you do not want to participate in this RFQ, please respond to the RFQ invitation by clicking “**No**” with a Note to Buyer indicating that you will not participate.

Evaluation Criteria

The following elements will be the primary considerations in evaluating submitted proposals and selecting the qualified vendor:

EVALUATION		Weight
1	Technical Evaluation	60%
2	Commercial Evaluation	40%

We look forward to receiving your competitive offer before the above-mentioned deadline. In the meantime, please reply immediately to the invitation received on your sourcing workflow confirming the receipt of the tender invitation.

For new bids and updates, please check [AUB PCA Tenders](#).

Campus Procurement & Contracts Administration
Nov 6, 2024