

How to Register your company on the British Council – Suppliers’ Portal

Kindly click on the link <https://in-tendhost.co.uk/britishcouncil> that will take you the required portal for registration

Step-1

Please click on the **Register** button to register your company on the British Council tendering supplier portal. This will allow you to view and apply for all the active tenders that are published in the region from the British Council.

The screenshot shows the homepage of the British Council Suppliers' Portal. The browser address bar displays the URL <https://in-tendhost.co.uk/britishcouncil.aspx/Home>. The page features a blue header with the British Council logo and a navigation menu with the following items: Home, Buyers Profiles, Tenders, Contracts, Register (highlighted with a yellow circle), and Help. Below the navigation menu is a red banner with a warning icon and the text: "Important Information: As one of our suppliers, we need to make sure you receive our email notifications. To ensure our emails reach your inbox please add our email domain @in-tendorganiser.co.uk to your safe senders and check your spam filter settings. Thank you." The main content area is divided into two columns. The left column is titled "Welcome to the British Council electronic tendering process" and lists several actions users can perform from the site, such as viewing tenders, expressing interest, and receiving documentation. The right column is titled "Login" and contains input fields for "Email Address" and "Password", a "Login" button, and a link for "Forgotten Details". A yellow note box at the bottom right of the login section states: "NOTE: Please be aware that failure to provide correct login information three times will result in your account being locked".

Step-2

Please fill in all 3 tabs - Company Details, Business Classification & Company Categories

Registration

Confirm Email Address : is required

Company Details Business Classifications Company Categories

In order to gain full access to this website you must register your company / organisation details
If you believe that your company / organisation has already registered on this site but you are a new user who requires access, please contact one of the existing registered contacts and ask them to add you as a new contact
PLEASE NOTE: Yellow fields are MANDATORY

Company Details

Company Reference Type: Company Registration Number Unique Taxpayer Reference

Company Ref No:

I do not have a Company Reg Number

Company Name:

Address Line 1:

Step-3

And click on Register My Company at the bottom of the page

Register My Company

Step-4

Enter the registered email address and password created under the Login option

https://in-tendhost.co.uk/britishcouncil.aspx/Home

BRITISH COUNCIL

Home Buyers Profiles Tenders Contracts Register Help

Important Information

As one of our suppliers, we need to make sure you receive our email notifications. To ensure our emails reach your inbox please add our email domain @in-tendorganiser.co.uk to your safe senders and check your spam filter settings. Thank you.

Welcome to the British Council electronic tendering process

From this web site you can

- View a list of tenders/contracts/quotations.
- View information on contracts that have already been awarded.
- Express interest in a particular tender or quotation.
- Receive tender and/or quotation documentation.
- Safely return your tender or quotation documents.
- Send and receive correspondence.

How do I get started?

- To browse the list of tenders and quotations select the **Tenders** option. If you are interested in any of those listed, click the **View Details** button for further information and to express your interest.
- To gain full access to this web site you must register your company / organisation using the **Register** option.
- During registration, you will be prompted to read our privacy notice - a copy of this notice is also available in the Help section for reference.
- When your registration has been accepted, you will receive an email containing your Login Information.

Login

Login [Forgotten Details](#)

NOTE: Please be aware that failure to provide correct login information three times will result in your account being locked

Register

in-community

Step-5

Click on the **Tender** button and it will show you all the tender that have been published on the portal by the British Council.

The screenshot shows a web browser window with the URL <https://in-tendhost.co.uk/britishcouncil/asp/Tenders/Current>. The page features the British Council logo and a navigation menu with options: Home, Buyers Profiles, Tenders, Contracts, Register, and Help. The main content area is titled "Tenders" and includes a search box, a filter section, and a list of tenders. The first tender listed is "2021_Athens - Fire detection system, design, installation, commissioning, and maintenance for the Athens office". The tender details include a description of the project and a "View Details" button. The page also shows sorting options and a "Showing 1 to 10 of 49" indicator.

BRITISH COUNCIL

Home Buyers Profiles Tenders Contracts Register Help

Tenders

Showing 1 to 10 of 49 Next

Search

Search... Search

Current Forthcoming
 Awarded Show all..

Filter +

Sort Title Sort Date documents can be requested until

2021_Athens - Fire detection system, design, installation, commissioning, and maintenance for the Athens office

Date documents can be requested until: 10 Sep 2021 10:30 (UTC +00:00) Greenwich Standard Time

The British Council would like to receive proposals for the design, manufacturer/purchase, installation, commissioning and maintenance of a new fire detection system for our building in Athens (17 Filikis Etaireias, 106 73, Athens). The contract will cover the annual maintenance and servicing of the new system, the provision of spare and/or replacement parts and also involve the decommissioning, removal and potential disposal of the old fire detection system and associated components.

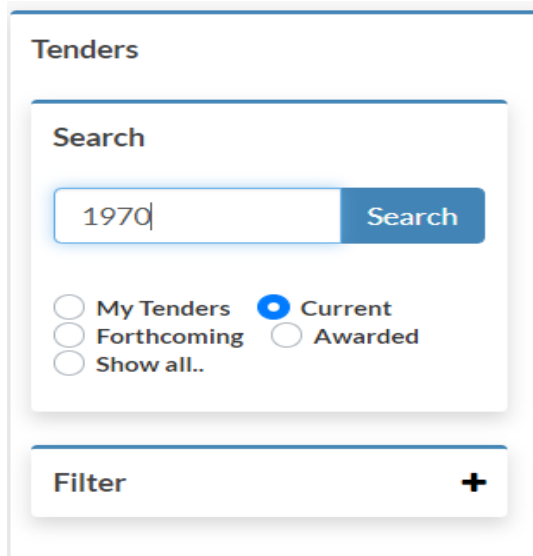
Description

The existing fire detection system in the Athens office is outdated, not working to its design capacity and is no longer fit for purpose. First installed in 2001 with 20 years life it is now operating at the end of its useful life and requires replacement. The existing system is based on a closed protocol and can only be maintained by the existing provider, as such, British Council require all proposals to be based on an open protocol system. According to the health and safety principles and guidelines we should have a fire detection system that can cover the building for any possible fire risks and that must be fully compliant with EU fire regulations. Additionally, we would like a system that follows new technology developments (i.e. network access), it is tested by other companies in the market and can be supported by a number of local suppliers.

View Details

Step-6

In the Search bar enter the Tender number or type the Service Name you wish to submit your bids for and choose the option as **Current** – then press Search.



The screenshot shows a web interface for searching tenders. At the top, the word "Tenders" is displayed. Below it is a search box containing the text "1970" and a blue "Search" button. Underneath the search box are four radio button options: "My Tenders", "Current" (which is selected), "Forthcoming", and "Awarded". Below these options is a "Filter" button with a plus sign.

This will take you to the required tender page.

Step-7

Click on **View Details** to enter the tender.

The screenshot displays the British Council's Tenders interface. At the top, the British Council logo is visible on the left, and a navigation menu includes Home, Buyers Profiles, Messages, Tenders (active), Contracts, Company Details, Help, and Logout. The main content area is titled 'Tenders' and features a search bar with the number '1970' and a 'Search' button. Below the search bar are radio buttons for 'My Tenders', 'Current' (selected), 'Forthcoming', and 'Awarded', along with a 'Show all..' option. A 'Filter' button with a plus sign is also present. The main tender listing shows the title 'Resilience Expert - Middle East & North Africa (MENA)' and the date 'Date documents can be requested until: 20 Sep 2021 23:59 (UTC +03:00) Arabic Standard Time'. The description reads: 'The British Council seeks a senior resilience specialist who is at the top of his/her field to oversee our youth resilience portfolio's research and evaluation. The specialist's primary specialism will need to be in the field of personal resilience but are seeking bidders with experience of applying this in the field in support of broader social and community development outcomes.' A blue 'View Details' button is highlighted with a yellow circle in the bottom right corner of the tender card.

Step-8

Click on **Express Interest** to gain access and download the RFP /ITT documents attached to the tender.

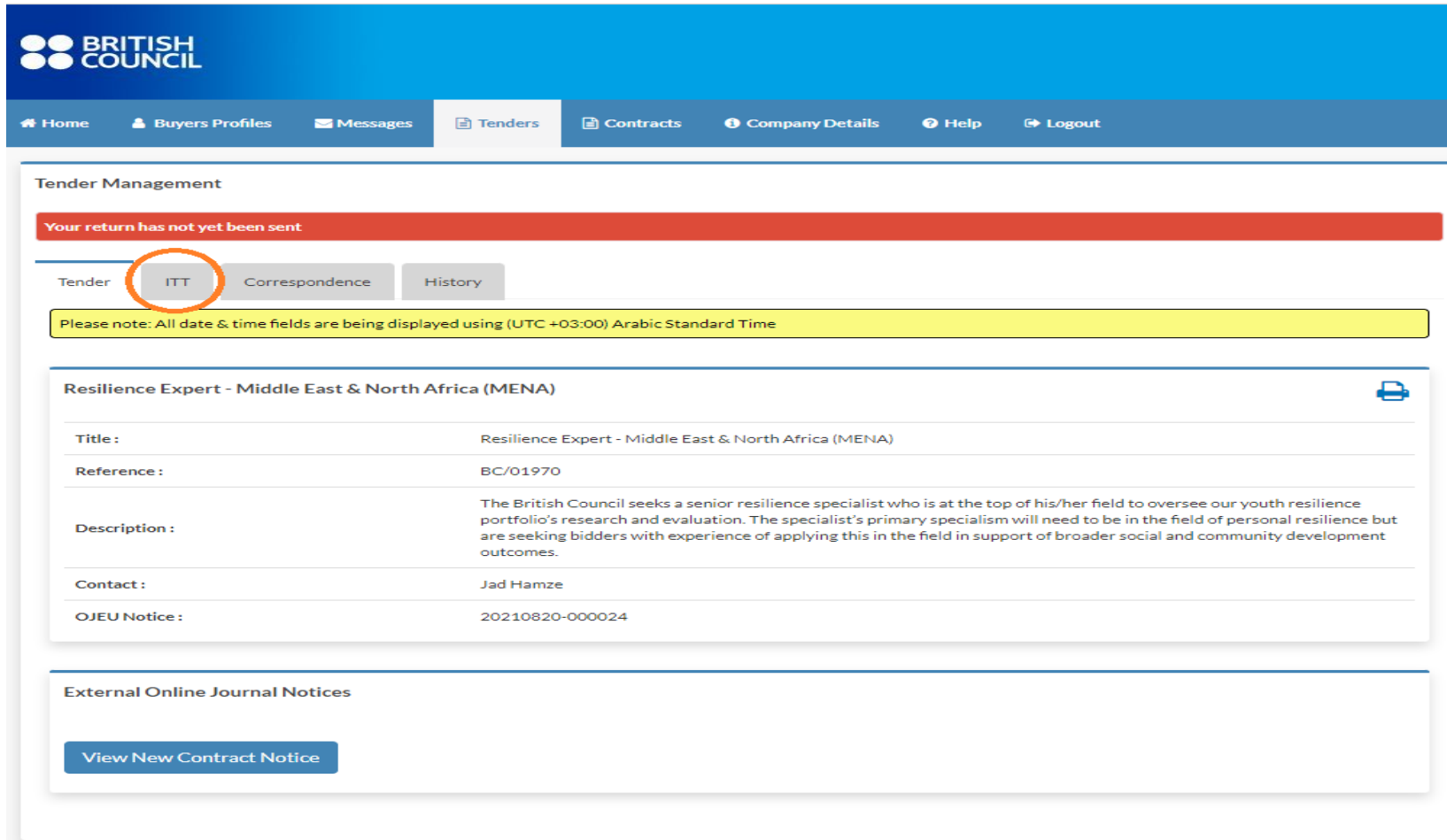
The screenshot displays the British Council Tender Management interface. At the top, the British Council logo is visible on the left, and a navigation menu includes Home, Buyers Profiles, Messages, Tenders, Contracts, Company Details, Help, and Logout. The main content area is titled "Tender Management" and features a "Tender" tab. A yellow notification bar states: "Please note: All date & time fields are being displayed using (UTC +03:00) Arabic Standard Time". Below this, a tender listing for "Resilience Expert - Middle East & North Africa (MENA)" is shown with a print icon. The tender details are as follows:

Title :	Resilience Expert - Middle East & North Africa (MENA)
Reference :	BC/O1970
Description :	The British Council seeks a senior resilience specialist who is at the top of his/her field to oversee our youth resilience portfolio's research and evaluation. The specialist's primary specialism will need to be in the field of personal resilience but are seeking bidders with experience of applying this in the field in support of broader social and community development outcomes.
Contact :	Jad Hamze
OJEU Notice :	20210820-000024

Below the tender details, there is a section for "External Online Journal Notices" containing a "View New Contract Notice" button. At the bottom right of the interface, the "Express Interest" button is highlighted with a yellow circle.

Step-9

Under the ITT tab all the documents will be available



The screenshot displays the British Council Tender Management interface. At the top left is the British Council logo. A navigation bar contains links for Home, Buyers Profiles, Messages, Tenders, Contracts, Company Details, Help, and Logout. The Tenders section is active, showing a sub-tabbed interface with 'Tender', 'ITT', 'Correspondence', and 'History'. The 'ITT' tab is highlighted with an orange circle. A red banner at the top of the content area reads 'Your return has not yet been sent'. Below this is a yellow banner with the text: 'Please note: All date & time fields are being displayed using (UTC +03:00) Arabic Standard Time'. The main content area features a card for a tender titled 'Resilience Expert - Middle East & North Africa (MENA)'. This card contains a table with the following details:

Title :	Resilience Expert - Middle East & North Africa (MENA)
Reference :	BC/01970
Description :	The British Council seeks a senior resilience specialist who is at the top of his/her field to oversee our youth resilience portfolio's research and evaluation. The specialist's primary specialism will need to be in the field of personal resilience but are seeking bidders with experience of applying this in the field in support of broader social and community development outcomes.
Contact :	Jad Hamze
OJEU Notice :	20210820-000024

Below the tender card is a section for 'External Online Journal Notices' with a button labeled 'View New Contract Notice'.

Step-10

The ITT tab has all the relevant information and deadline of the tender clearly mentioned and the process to submit return.

The screenshot displays the 'Tender Management' interface for the 'ITT' tab. At the top, a blue navigation bar contains the British Council logo and menu items: Home, Buyers Profiles, Messages, Tenders (active), Contracts, Company Details, Help, and Logout. Below the navigation bar, a red banner states 'Your return has not yet been sent'. The 'ITT' tab is selected, with other tabs being 'Tender', 'Correspondence', and 'History'. A section titled 'How To Attach & Submit Documents' provides four instructions: 1. Mandatory documents are shown in the 'My Tender Return' section with a red button. 2. Questionnaires are shown in red and marked 'Not Started'. 3. Additional documents can be attached via the 'Attach Documents' button. 4. A red 'Submit Return' button is at the bottom. Below this, the 'Tender Deadline Information' section shows: Tender Deadline: 20 Sep 2021 23:59:00 (UTC +03:00) Arabic Standard Time; Local Tender Deadline: 21 Sep 2021 00:59:00; Time Remaining: 6 Days 9 Hours 54 Minutes 19 Seconds; Tender Time: 14 Sep 2021 14:04:40 (UTC +03:00) Arabic Standard Time; Local Time: 14 Sep 2021 15:04:40.

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Home Buyers Profiles Messages **Tenders** Contracts Company Details Help Logout

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.

Tender Deadline Information

Tender Deadline :	20 Sep 2021 23:59:00	(UTC +03:00) Arabic Standard Time
Local Tender Deadline :	21 Sep 2021 00:59:00	
Time Remaining :	6 Days 9 Hours 54 Minutes 19 Seconds	
Tender Time :	14 Sep 2021 14:04:40	(UTC +03:00) Arabic Standard Time
Local Time :	14 Sep 2021 15:04:40	

Tender Details

Stage Name	ITT
Description	Tender Documents are now available
Closing Date	20 September 2021
Stage Start Date	20 August 2021
Stage Time Zone	(UTC +03:00) Arabic Standard Time
Project Title	Resilience Expert - Middle East & North Africa (MENA)
Project Description	The British Council seeks a senior resilience specialist who is at the top of his/her field to oversee our youth resilience portfolio's research and evaluation. The specialist's primary specialism will need to be in the field of personal resilience but are seeking bidders with experience of applying this in the field in support of broader social and community development outcomes.

Tender Documents Received - Main

Description	Options
Invitation to Tender (ITT) Resilience Expert - MENA.pdf	View Download
Annex 1 - Terms & Conditions.pdf	View Download
Annex 2 - Selection Questionnaire.docx	View Download
Annex 3 - Supplier Response - Resilience Expert.doc	View Download
Annex 4 - Pricing Approach - Resilience Expert - MENA.xls	View Download

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.

NOTE : Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.



Drag file here or click 'Upload File' below.

Upload File

Submit My Return

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can only make one return for this stage.

Submit Return

If any correspondence comes from British Council, it will appear under the Correspondence tab.

The screenshot displays the British Council Tender Management interface. At the top left is the British Council logo. A navigation bar contains links for Home, Buyers Profiles, Messages, Tenders, Contracts, Company Details, Help, and Logout. The main content area is titled "Tender Management" and features a red banner stating "Your return has not yet been sent". Below this is a tabbed interface with "Tender", "ITT", "Correspondence", and "History" tabs. The "Correspondence" tab is selected and circled in orange. A yellow notification box states: "Please note: All date & time fields are being displayed using (UTC +03:00) Arabic Standard Time". Another yellow box notes: "Please note: The correspondence area is only to be used for tender based queries, please see the help section for the technical contact details." On the left, there is a search box with a "Search" button and a list of filters: Received, Sent, Unread, Read, and "Show all..". Below the search is a "Filter" button with a plus sign. At the bottom left, there is an "Options" section with a "Create Correspondence" button. The main messages area has a header with "Date Sent" and "Subject" columns and a message that reads "- there is no correspondence that matches your criteria -".

Thank for reading the Step Guide – If you require any further information, please reach us on the same email id you have received the guide from the procurement team member.