

# LANYON – SUBMIT A TENDER BID

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## INTRODUCTION

As soon as an RFP has been sent to you, you will have four days to submit your bid for a National Account. For any local account, you will have to submit your bid before the due by date. The due by date is clearly shown on the “Property Bid List” overview page.

All your bids that are due or that you are currently working on can be accessed from your “Property Bid List”. You can access your Property Bid List by selecting “Property Management” and clicking on “Property RFP’s” in the main navigation.

On this screen you can see all tenders and sort them based on Account, Account Type, Management Level, Due Date or Status by simply clicking on the header. We highly recommend that you check this screen on a regular basis to ensure you complete tenders within the timeframe provided.

Property Bid List							
<a href="#">Return to Property Management Home</a> <a href="#">Select Another Property</a> <input type="checkbox"/> <a href="#">Show All Properties</a>							
<b>Quick Search:</b> Account name starts with: <input type="text" value="ABCDEFHIJKLMNOPQRSTUVWXYZ1234567890"/> <input type="button" value="Advanced"/> <span style="float: right;">Contract Period: <input style="width: 20px;" type="text" value="2018"/> ▾</span>							
11 bid(s) found.							
▲ Account	Docs	Account Type	Management Level	Due Date	Status	Accepted Rates	Action
<a href="#">BHP Billiton</a>		Corp Transient	Global	07Nov17	Submitted <a href="#">History</a>	<a href="#">Accepted</a> / <a href="#">Rejected</a> <a href="#">additional options</a> <a href="#">Edit Bid</a> / <a href="#">Submit Bid</a>	
<a href="#">Hancock Prospecting Pty Ltd</a>		Corp Transient	Global	20Nov17	<a href="#">New RFP</a> <a href="#">History</a>	<a href="#">Would you like to participate?</a> <a href="#">Yes</a> <a href="#">No</a>	
<a href="#">HRG Global Hotel Programmes</a>		Consortia	Global	31Oct17	Submitted <a href="#">History</a>	<a href="#">Accepted</a> / <a href="#">Rejected</a> <a href="#">additional options</a> <a href="#">Edit Bid</a> / <a href="#">Submit Bid</a>	
<a href="#">OUTOTEC</a>		Corp Transient	Global	18Oct17	<a href="#">Request Renegotiation</a> <a href="#">History</a>	<a href="#">Edit Bid</a>	
<a href="#">QBE Australia</a>		Corp Transient	Global	20Oct17	Submitted <a href="#">History</a>	<a href="#">Accepted</a> / <a href="#">Rejected</a> <a href="#">additional options</a> <a href="#">Edit Bid</a> / <a href="#">Submit Bid</a>	
<a href="#">TEST QAH</a>		Corp Transient	Global	13Nov17	<a href="#">In-Progress</a> <a href="#">History</a>	<a href="#">Edit Bid</a> <a href="#">additional options</a> : <a href="#">Decline</a>	
<a href="#">Travelliance Global</a>		Corp Transient	Global	10Nov17	<a href="#">Request Renegotiation</a> <a href="#">History</a>	<a href="#">Edit Bid</a>	
<a href="#">University Procurement Hub</a>		Corp Transient	Global	07Nov17	<a href="#">Request Renegotiation</a> <a href="#">History</a>	<a href="#">Edit Bid</a>	
<a href="#">Verifly</a>		Corp Transient	Global	28Sep17	<a href="#">In-Progress</a> <a href="#">History</a>	<a href="#">Edit Bid</a> <a href="#">additional options</a> : <a href="#">Decline</a>	
<a href="#">Westfarmers</a>		Corp Transient	Global	27Jul17	<a href="#">Account Rejected</a> <a href="#">History</a>	<a href="#">Edit Bid</a>	
<a href="#">Woodside Resources</a>		Corp Transient	Global	24Oct17	Submitted <a href="#">History</a>	<a href="#">Accepted</a> / <a href="#">Rejected</a> <a href="#">additional options</a> <a href="#">Edit Bid</a> / <a href="#">Submit Bid</a>	

To respond to the RFP, under the action header of “would you like to participate?” you would click “Yes”. Once you click that a pop-up will appear.

Please note if the pop-up does not appear after clicking “YES”, it is likely that your browser is blocking pop-ups. Please turn this feature off within your browser and retry.

Submitting your tender bid contains three steps:

1. Read Documents and Select Rates
2. Complete and Verify Bid
3. Review and Approve Final Bid

For National Accounts you will only be required to complete step 1 and 2, as step 3 will be completed by the QAH corporate sales team member. For Local Accounts you will need to complete step 1, 2 and 3.

If you do not wish to participate in the tender, simply click “NO” or “Decline” under the action header.

## **STEP 1: READ DOCUMENTS AND SELECT RATES**

In this step you can find more information about the tender requirements and add a rate plan and rates. Before you can do so you will need to acknowledge that you have read and understood the Account Documents. The client or QAH team member might use this to communicate specific instructions in regards to this tender, so do make sure you read this information prior to proceeding.

The Program Requirements Summary will give you the basic information about the tender such as:

<b><u>Field</u></b>	<b><u>Instructions</u></b>
Program Start Date	The first day that the rate will be valid for
Program End Date	The last day that the rate will be valid for
Maximum Room Types	The maximum number of room types that you are required to include in this tender
Maximum Number of Seasons	The maximum number of date periods (seasons) that you can vary your rates for.
Occupancy Rates Allowed	If you need to provide rates for Single, Double and or Triple occupancy
Rate Types	You will see here if you are required to submit LRA (Last Room Availability) or non-LRA rates.
Accepted Rate Plan Types	You will see here if you are required to submit fixed rates or dynamic rates.
Blackout Dates Allowed	This is the maximum number of black-out dates that is accepted by the customer. Please note that it is QAH brand standard to not have any black-out dates for corporate customers.
Blackout Periods Allowed	This is the maximum number of black-out dates that is accepted by the customer. Please note that it is QAH brand standard to not have any black-out dates for corporate customers.
Number of Custom Questions	This is the number of custom questions that have been entered by the client that aren't covered by your property profile. If a large number is displayed here, you will require more time to complete this tender bid.

Under Select Rate Plan you will need to attach a rate plan that you may have created (for Local Accounts) or complete the existing Rate Plan Template (for National Accounts) that has been attached to the RFP by the QAH corporate sales team member.

**For Local Accounts:** To select the Rate Plan simply use the drop down box provided and select the rate plan that you would like to add. To complete this step you should have set-up a Rate Plan Template already. Please see the “Lanyon – How to set-up a Rate Plan Template” guide for further instructions on this.

**For National Accounts:** For National Accounts, the QAH team member would have set-up one or multiple rate plans and attached it to your RFP to complete. To enter your rates in this rate plan, simply click “Add my rates for this rate plan”, “Show Rate details” or “Reload” and complete the rate plan. For further instructions on how to complete the rate plan, please see the “Lanyon – How to set-up a Rate Plan” guide.

Select Rate Plan

Negotiated Rate Plan	Tier Rate No Commission ▼	<a href="#">add my rates for this rate plan</a>	<a href="#">Reload</a>
Extended Stay 2 Rate Plan	▼		
Extended Stay 3 Rate Plan	▼		
Extended Stay 4 Rate Plan	▼		

Once you have selected “Add my rates for this rate plan” or “reload, the selected Rate Plan will appear on screen. Please complete as much as possible with a minimum of all fields highlighted in red as these are mandatory.

Rate Plan Details

Rate Plan Name	Rachelles Test	Rate Code
Rate Level	Corp Trans/Consortia	Rate Tier
Rate Plan Notes	Market Code	
GDS Rate Description	line 1 line 2 line 3 line 4	
Currency Code	AUD	Select Currency DOLLAR AUSTRALIA
Which rates will you be offering?	<input checked="" type="radio"/> LRA <input type="radio"/> non-LRA <input type="radio"/> Both LRA & non-LRA	
Select the rooms you will offer:	Room Type 1	One Bedroom (1B) ▼
	Room Type 2	Studio (1S) ▼
	Room Type 3	Two Bedrooms (2B) ▼

Within the “Rate Values” section, you can set your rates per room type and per season. It will be prescribed within the bid how many room types and how many seasons are requested/allowed.

Once you completed this step, click “NEXT” to go to step 2 of the Bid Wizard.

## **STEP 2: COMPLETE AND VERIFY BID**

In the second step of the process you will be asked to complete all questions that are part of this RFP. If the information is available within the Property Profile, the answers will automatically be populated in the relevant fields.

Once you completed this step, click “NEXT” to go to step 3 of the Bid Wizard.

## **STEP 3: REVIEW AND APPROVE FINAL BID**

In the last step, you will have the chance to double check that you have completed all questions and rates correctly before submitting your bid for review by the QAH corporate sales team member (for National Accounts) or submit directly to the client.

**Bid Wizard: Step 3 of 3 - Review and Approve Bid**

Property: (859498) Quest West Perth, West Perth, Australia  
 Account: Rachelles Vegan  
 Bid Status: Verified  
 Last updated by jbaars on 15Nov17 06:12 PM  
[Printer Friendly View](#)

**Rate Plan: Rachelles Test**

		Rate to offer client LRA	
Room	Sgl	Dbl	
Season 1: 01Jan2018 - 28Feb2018			
RT 1	55	55	
RT 2	55	55	
RT 3	55	55	

Currency: AUD      Rate Type: Fixed Negotiated  
 Tax Included: No      Service Charge Included: No  
 Commissionable: No      Commission Percentage: 0.0

**Bid Fields - red are mandatory, green are fee based**

Custom, Blank Mandatory, and Fee ▾

Seq	Prompt	Value
698	2 Is the hotel certified by a globally recognized sustainable certification program? (Y or N) If yes, please name all sustainable certification programs you participate in. Examples: Global Sustainable Tourism Council-recognized programs or LEED programs.	
699	2 Does your sustainable certification include a third party audit? (Y or N)	
700	2 Does the hotel measure carbon per room-night? (Y or N) If yes, what is the carbon per room-night measurement? Example: 25.15 kg CO2e per room-night or 55.41 lbs CO2e per room-night.	
701	2 What is the unit of measure for the carbon per room night measurement? (kgs or lbs) (If not measured, enter NA)	
702	2 What period (in months) does the Carbon measurement cover? Example: 6 months/12 months/24 months. (If not measured, enter 0)	
703	2 Does the hotel measure water per room-night? (Y or N) If yes, what is the water per room-night measurement? Example: 365.60 Liters per room-night or 96.59 gallons per room-night. (If not measured, enter 0)	
704	2	
705	2	
706	2	

I have reviewed the bid, its terms and conditions and approve it for submission

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## **QUESTIONS AND CONTACT**

If you have any questions on how to use Lanyon or about the content of this user guide, please contact the QAH Lanyon Administrator via [revenue@questapartments.com.au](mailto:revenue@questapartments.com.au)