Annex 3 – Pricing Approach

British Council Pakistan is offering following charges for each requirement, for your review and acceptance.

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Theory Exam A/C Facilities	Rs. 250 per candidate per morning/afternoon session.	
Theory Exam Non-A/C Facilities	Rs. 150 per candidate per morning/afternoon session.	
Practical Exam per candidate	Rs. 1,250 per candidate (this includes alignment of chemicals and practical equipment/apparatus per candidate)	
GCE Science Practical Supervisors	Rs. 2,200 per group per AS/A2 practical. (20 candidates per group	
GCE Laboratory Assistant	Rs. 700 per group per AS/A2 practical (20 candidates per group)	
GCE Laboratory Attendant	Rs. 500 per group per AS/A2 practical. (20 candidates per group)	
Ministerial Staff** (only for theory exams)	Rs. 8,000 (cleaner, guard, technician, and nurse) per individual for the whole exam session (for example complete May/June and/or Oct/Nov series)	
	OR	
	Rs 500 per day if lesser number of days than the whole exams session.	
Art & Design Exam	Rs. 300 per candidate per morning/afternoon session	
Multimedia for Media Exam (LCD/DVD player/projector with sound)	Rs. 15,000 per exam per day	
Food and Nutrition Exam	As per actual consumption (invoices to be attached). Seek prior written approval from Head of Procurement	
Food and Nutrition Examiner Charges	Rs. 2,200 per group of 1 – 5 candidates	
Mineral Water (500 ML / 1.5 Litre), preferred Brand: Nestle	Rs. 70 per 500 ML water bottle for IELTS Exam candidates Rs. 175 per 1.5 Litre water bottle for IELTS Exam candidates	
Photocopy/printing	Rs. 5 per copy (one side of the page)	
Black and white		
Generator Rental Charges	As per actual consumption (invoices to be attached). Seek prior written approval from Head of Procurement	
Generator Fuel	As per actual consumption (invoices to be attached). Seek prior written approval from Head of Procurement	
Coordinator Payment (Schools Exams) only for cities outside Karachi Lahore and Islamabad subject to approval	Rs. 25,000 per coordinator for the whole exam session (session means complete 35-40 days of exam in May/June and/or 35-40 days of exam in Oct/Nov series)	
CMR Charges (Schools Exams) only for cities outside Karachi, Lahore and Islamabad, subject to	Rs. 35,000 for the whole exam session (session means complete 35-40 days of exam in May/June and/or 35-40 days of exam in Oct/Nov series)	
approval and alignment with British Council.	Standard Size Room with no window - AC & Fan installed - 1 x steel cabinet with dual locks bolted to the wall. Room to have dual lock from the outside. CCTV surveillance inside the room with data retention of 90 days accessible only by British Council staff.	

Paper Based Testing Venue Pricing

Additional Security	Rs. 3,200 per person per day
Supervisor per day charges	
Additional Armed Guard per	Rs. 2,200 per person per day
day charges	
Additional Un-armed Guard	Rs. 2,000 per person per day
per day charges	
Additional Lady Searcher per	Rs. 2,000 per person per day
day charges	
Additional Walk-Through	Rs. 3,200 per machine per day
Gate per day charges	
IELTS EXAM Speaking Room	Rs. 3,000 per room per day
IELTS Exam Hall Charges	Rs. 500 per candidate
CMR Charges (IELTS	Rs. 35,000 per month
Exams) only for cities outside	
Karachi, Lahore and	
Islamabad, subject to	
approval and alignment with	
British Council.	
Microphone/Sound system for	Rs. 5,000 per session (session means complete 35-40 days of
announcement	exam in May/June and/or 35-40 days of exam in Oct/Nov series)
Exam Hall announcement	
system with speakers across	
the hall and 1 microphone in	
each hall for announcement	
Civil Administrative Charges	Rs. 300 per person per day
	For civil administrative team, around 2-5 person OR 5-10 person
	per day. This cost is for snack box or one meal per person per day

Note: Above rates are exclusive of tax. Tax to be levied as per applicable law.

Computer Based Testing Venue Pricing

CD IELTs/ACCA CBT/School exam computer practical/any other computer-based exam (registration area & waiting room with power backups and internet)	Rs 1,500 per candidate per session (Exam session may vary from 3 to 6 hours) there could be up to a max of 3 sessions per day
Photocopy/printing	Rs. 5 per copy (one side of the page)
Mineral Water (500 ml)	Rs 70 per bottle
Speaking Room	Rs 3,000 per room
Standard Queen Bed Size Room - No Bed installed. Standard large size table & 2 chairs - AC / Heater installed. No locking facility from the inside. Preference: Room should have sound proofing	

Note: Above rates are exclusive of tax. Tax to be levied as per applicable law.

Payment:

All payments will be made within 30 days of receiving an undisputed invoice from the vendor.

All invoices should clearly mention the following:

- Unique invoice number
- Name of the vendor (as registered with the British Council) along with address
- Date of issue of invoice;
- A clear description of the goods and/or services provided
- Value, exclusive of tax;
- Amount of sales tax with tax registration number (if applicable)
- The rate of discount, if offered;
- Value inclusive of tax
- Contact details of the vendor

All invoices are to be sent to following address for payment processing:

Procurement Department

British Council, British Deputy High Commission Shahra-e-Iran Clifton, Karachi

Or

Email: pkmarketplace@britishcouncil.org.pk