

## Annex 3 – Pricing Approach

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

### Paper Based Testing Venue Pricing

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 approval and alignment with British Council.	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)  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.

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

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](mailto:pkmarketplace@britishcouncil.org.pk)