

**WH21Exams12024 – Islamabad and Gujrat
(schools/colleges/institutes/universities)**

Call for Expression of Interest

Pakistan

Date: 02 February 2024

1. Overview of the British Council

We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.

We uniquely combine the UK's deep expertise in arts and culture, education and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people and influencers and our creative sparkle.

We work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world.

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2021–22 we reached 650 million people.

2. Introduction and Background to the Project / Programme

2.1 The British Council Pakistan Exams is the conducting School and IELTS exams across Pakistan. We are catering around 200,000 candidates per annum for which we require Exam Venues across Pakistan.

We require exam venues in the category of **schools, colleges, institute and /universities**, in the enlisted cities / locations. If your venue is in these areas, you are requested to submit a response:

City	Location / Area
Islamabad	South, Central, and North areas
Gujrat	South, Central, and North areas

Cancellation Policy

Venue will be used as per final bookings shared 2 weeks before the exam day. If an exam is cancelled within 10 working days from start of exam day, a cancellation fee of 10% will be applicable. If an exam is cancelled within 5 working days from start of exam day, a cancellation fee of 25% will be applicable. Any cancellation less than 5 working days, Venue Owner can charge full as per booking.

2.2 The purpose and scope of this EOI and supporting documents is to explain in further detail the requirements of the British Council and the process for submitting a response (refer to Clause 4) to this EOI.

3. Disclaimers, confidentiality, and information governance

This section sets out the British Council's principles in relation to this EOI:

- 3.1 All information supplied to you by the British Council, including this EOI and any other associated documents, either in writing or orally, must be treated in confidence and not disclosed to any third party (apart from your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to respond to this RFI) unless the information is already in the public domain or is required to be disclosed under any applicable laws.
- 3.2 This document is only a request for information on goods and/or services that the British Council may or may not wish to investigate further in the future. It does not constitute either an offer to provide goods and/or services to the British Council or oblige the British Council to involve the supplier in any future procurement exercise associated with such goods and/or services. Where indicative pricing has been requested, this is only intended to be used as guidance as to current market potential.
- 3.3 All costs and expenses incurred in preparation of the Supplier's response to this EOI are the supplier's responsibility.
- 3.4 This EOI and its accompanying documents remain the property of the British Council and must be returned on demand

4. Instructions for Responding

- 4.1 Your response to this EOI should be submitted to bids.pk@britishcouncil.org by **Thursday, 15 February 2024**.
- 4.2 Complete EOI pack should include:
 - Expression of Interest, a statement from authorised representative on letterhead along with the following information:
 - Venue Registered Name (as per Bank Account / NTN)
 - Venue Postal Address of offered venues / branches
 - Venue Size (number of rooms and capacity):
 - For Paper Based Testing, number of rooms/halls with size in SQFT
 - For Computer Based Testing, number of rooms/halls with number of systems in each rooms/halls
 - Acceptance of Annexures attached with this EOI on the letterhead
 - Filled & Signed Annex 4 – Security Checklist
 - Filled & Signed Annex 5 – Venue Assessment checklist

5. Assessment Criteria

You will have your submission evaluated as set out below:

Criteria	Weightage	
Acceptance of Contractual Terms & Conditions	50%	Mandatory
Acceptance of Price Offer	20%	Mandatory

Operational Viability	15%	Subject to Physical Assessment
Security Clearance	15%	Subject to Physical Assessment

Final award to be informed based on assessment within 2-3 weeks of submission.

List of Annexes forming part of this EOI (issued as separate documents):

Annex 1 – Contractual Terms and Conditions Venue Hire Agreement

Annex 2 – Scope of Work

Annex 3 – Pricing Schedule

Annex 4 – Security Checklist

Annex 5 – Venue Assessment checklist