

Request for Quotation (RFQ)

For: RFQ – KZ87BSS12024 - LED Lights for Lahore Office

Date: 25 January 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 Specification

2.1 The British Council would like to request a quotation for LED Lights in the Lahore Office. Please share the complete specification of the quoted item along with the warranty's details. Our preferred brand is Phillips. The specification in the lights should be as follows:

- 2x2 Phillips Ceiling LED Light 36 W. You can suggest any other brands that matches the performs of Phillips LED.
- Flat Panel Recessed Lights are available in 3000K, 4000K and 5000K. Our requirement is 4000K or 5000K which is Natural white light And cool white.

- Request rates for both warm white lights and white lights.
- Total requirement: 130 LED Lights

Delivery Address: British Council | 65-Mozang Road, Lahore | Pakistan

3 Quotation Validity

3.1 Your quotation must remain open for acceptance by the British Council for a minimum of thirty days from the date that it is issued to the British Council in response to this requirement.

4 Payment and Invoicing

4.1 The British Council will pay correctly addressed and undisputed invoices within 30 days of the Invoice Date. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council reference (i.e. Purchase Order number) is included.
- It is sent electronically via email in PDF format to Pkmarketplace@britishcouncil.org.pk or by post to: Procurement Team, British Council, c/o British Deputy High Commission, Shakra-e-Iran Clifton, Karachi, Pakistan

5 Instructions for Responding

5.1 Your quotation must be submitted to moiz.khalid@britishcouncil.org by 7 February 2024 before COB (5:00pm)

6 Clarification Requests

6.1 All clarification requests should be submitted to moiz.khalid@britishcouncil.org by 1 February 2024 and British Council will respond to your queries by 2 February 2024.

7 Award Criteria

7.1 Responses from potential suppliers will be assessed and awarded based on value for money proposal submitted by the vendor.

8 Disclaimer

8.1 By issuing this RFQ, the British Council is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier.