



Request for Quotation (RFQ)

For: RFQ – PB20EDU122024 – Catering Services - Study UK Alumni Awards

Date: 10 December 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 Pakistan will be hosting the Study UK Alumni Awards 2025 to recognize outstanding achievements of UK alumni across Pakistan. This is a high-profile event and requires specialized services to ensure a successful and memorable occasion. So, a quotation is requested from you as per below shared scope of work.

Event Name: Study UK Alumni Awards 2025

Event Location: Acton Garden, British Deputy High Commission, Karachi

Event Date: Saturday, 15 February 2025

Event Time: 5:30 pm till 10:00pm

The set-up will need to be completed by 3:00 pm on the day of the event.

Scope of Work - Catering Services

The following services are required for the event:

- Catering services for a dinner buffet set-up for **120 guests**. Detailed Menu is shared below.
 - **Menu for Running Hot tea/Coffee/Green Tea**
 - Assorted Sandwiches
 - Mini Pizza
 - Finger Fish/Prawn Tempura
 - Hot tea/Coffee/Green Tea
 - Cookies
 - Crispy Jalaibee & Ghulam Jaman,
 - **Dinner Menu:**
 - **SALAD Bar:** Fresh Garden Salad, Red Bean Salad, Pakistani Mix Salad, Potato Salad, Green Raita
 - **SOUP:** Chicken corn soup
 - **HOT BUFFET**
 - Steamed Rice
 - Chicken Chilli with vegetables
 - Mongolian Beef
 - Prawn Chow Mein
 - **BBQ**
 - Chicken Reshmi Kebab
 - Beef Behari Kebab
 - **VEGETARIAN**
 - Palak Paneer
 - Khatti Daal
 - **Tandoor**
 - Freshly baked Naan, Roghni Naan
 - Dessert Bar**
 - Gajar Halwa
 - Chocolate Mouse
 - **Drinks:** Water and cold drinks.
 - Provision of the following Setup:
 - Podium (pasting will be done on the podium) – please share the dimensions of the podium in the proposal.
 - Stage of 2.5 H x 16L x 10 W with steps to get on the stage (with carpeting)
 - 20 Round tables with black covers, chairs and a small centre piece. The materials should be neat and presentable. Each table should have six chairs in half-moon set-up
 - 4 Cocktail tables with black cover with small centre piece
 - Black Sofa seating for 12 persons in front of the stage along with three coffee tables

- Cutlery, glasses, napkins, tissue box and plates.
- 10 suited servers/busboys/waiters for the event.
- A red carpet from Acton Gate entrance leading up to the Deputy High Commissioner's residence.
- Outdoor garden ambiance lighting for the whole venue including stage lighting and truss lighting around the stage.
- Signage stands are required. Printed signage will be provided by the British Council

Note: The catering services will need to adhere to guidelines and requirements (e.g. identification information and safeguarding) and be willing to cooperate with the British Council team to gain access to the Deputy High Commission grounds. Only pre-screened individuals will be allowed to enter its premises.

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: The British Council, British Deputy High Commission, Shahra e Iran, Clifton, Karachi.

5 Instructions for Responding

5.1 Your quotation must be submitted to moiz.khalid@britishcouncil.org by **24 December 2024**.

6 Clarification Requests

6.1 All clarification requests should be submitted to moiz.khalid@britishcouncil.org by **16 December 2024** whereas British Council will respond to the queries by **17 December 2024**.

7 Award Criteria

7.1 Responses from potential suppliers will be assessed and awarded based on value for money proposal submission.

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.

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

Annex 1 – Terms and Condition of Contract