BRITISH COUNCIL

Request for Quotation (RFQ)

For: RFQ for Floor Cleaning Machine YF58BSS12025

Date: 20 January 2025

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 1 Brand New Floor Cleaning Machine at British Council Karachi office: Walk Behind Scrubber and Drier (Fully Automatic) with maintenance service (on as required basis). A new floor cleaning machine that would be used to wash terrazo, tile, vinyl floors quicker, cleaner and with ease.

- Battery backup of atleast 2 hours (minimum – lithium battery preferred)

- Has the option of working on battery or on ac/dc current as required

- Has noise levels of less than 60db (whisper quiet preferred)

- Is not very heavy in weight (without accessories weight should be under 50kgs)

- Is able to work on Terrazo, Stone, Marble and Vinyl Floors (if brushes support carpet cleaning as well – it would be an add on but not mandatory)

- Is suitable for navigating between rows and corridors (machine should be compact)

- It should have an adjustable working width for the wiper

- The tank to store clean and dirty water should be atleast 25Litres

- The machine should be capable of cleaning upto 11,000sqft area (internal 4,500sq ft / external 6,500sqft)

- Is suitable for use inside and outside areas / in all weather conditions

- The brushes should be capable of cleaning and polishing the floor (Terrazo, Stone, Marble, Brick and Vinyl Floors)

- Has spare parts available in Pakistan

- Has options for various brush attachments (locally available)

- The machine should be of high quality

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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, The British Council c/o British Deputy High Commission, Shahra-e-Iran, Clifton, Karachi, Pakistan

5   Instructions for Responding

5.1   The detailed quotation must be emailed to Mohammad.Qasim@britishcouncil.org.pk ONLY latest by COB 28 January 2025.

6   Clarification Requests

6.1   All clarification requests should be submitted to Mohammad.Qasim@britishcouncil.org.pk latest by COB 23 January 2025.

7   Award Criteria

7.1   Responses from potential suppliers will be assessed and awarded based on the lowest cost.

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.