



## Request for Information (RFI)

For: RFI for Gilgit and Skardu Spoks RY71TVET42026

Date: 09 April 2026

### 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 is seeking information on services within the marketplace to meet the requirements set out below:

- The selected contractor will be required to refurbish **two to three rooms** in **two separate universities located in Skardu and Gilgit**. These refurbished spaces will function as **spoke facilities** supporting a **recently completed main Centre of Excellence**.

The spoke facilities are required to **match the quality, finishes, and design standards** of the main centre to ensure consistency across all locations.

- Contractors shortlisted through this **pre-qualification stage** will be invited to the next phase (**Request for Proposal – RFP**), at which point they will be issued with:
  - Detailed architectural and engineering drawings
  - Technical specifications
  - A comprehensive Bill of Quantities (BOQ)

Appointment will be made following evaluation of the RFP submissions from pre-qualified contractor.

### **3 Disclaimers, confidentiality and information governance**

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

3.1 All information supplied to you by the British Council, including this RFI 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 RFI are the supplier's responsibility.

3.4 This RFI and its accompanying documents remain the property of the British Council and must be returned on demand.

### **4 Information Required**

- **Company Details**
  - Registered company name, address, and contact details.
  - Years of experience in similar construction projects.
  - Registration with relevant authorities (e.g. SECP, PEC with category certificate)  
3marks (yes/no)

- **Relevant Experience**

- Examples of 2 similar small (preferably schools/ interior fit out) **completed** projects (scope, size, location) marks on 2 projects only 2marks
- Client references (name, contact number, email) 1 mark

- **Availability**

- Availability to expect start the project in June 2026 and finished by end of August 2026. (furniture will be procured separately by separate vendor) 2marks on yes or no

- **Team & Resources**

- Which labour and teams do you have in house, which do you subcontract?

- **Financial information**

Please provide copies of the most recent audited financial statements of the last three years for your organization. Alternatively if the statements are not available please provide company's bank maintenance letter for the previous & current 3 years. **If neither of the above document is shared, the vendor shall be disqualified.** 2marks for submission

- **Insurances**

- Confirm which insurance you have already in place :

Employers liability (Y,N)

Public liability (Y,N)

Professional indemnity (Y/N)

For any not in place can you confirm that you will be able to ensure it is in place if you are selected to do the work. Please confirm which insurance company shall be used and it should be a minimum AA rated.

## **5 Instructions for Responding**

5.1 Your response to this RFI should be submitted to [mohammad.gasim@britishcouncil.org.pk](mailto:mohammad.gasim@britishcouncil.org.pk) by

**16 April 2026**

## **6 Clarification Requests**

6.1 If you have any queries in relation to the content of this RFI, please submit a brief clarification request to [mohammad.qasim@britishcouncil.org.pk](mailto:mohammad.qasim@britishcouncil.org.pk) by **10 April 2026 (Friday)**. The British Council will try, but is under no obligation do so, to respond to all clarification's requests received 1 working day prior to the date for submission of responses to this RFI.