

Request for Information (RFI)

For: RFI for Peshawar New Centre of Excellence For Woman Fit-Out Project MQ56TVET42025

Date: 11 April 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 Background to the Project / Programme

2.1 The British Council is seeking further information on goods and/or services within the marketplace to meet the requirements set out below. We look forward to hearing about your capabilities and expertise but would emphasise that the purpose of this RFI is not the preparation by you of significant new material. Instead, it represents an opportunity for you to demonstrate how your goods and/or services can fulfil our requirements as set out below.

2.2 The project is for a new centre of excellence for woman in Peshawar. This will be for a fit-out project for approximately 927 sqm of core and shell space on 2 floors. The project is situated in a university. An architect has been appointed to develop a full design package, specifications and BOQ. Same architect will be the lead project manager managing the contract on behalf of British Council.

Finish layout will include classrooms, computer lab, Fab lab, digital library, back office, small day care centre

The project is aiming to open in December 2025. We will start a tender process in May and aim to appoint a contractor at the end of July. We will have a similar project in Quetta and will be interested to know the contractor's capability in that region too.

2.3 At this stage we are not looking for a detailed plan or delivery proposal as this will be requested at the Request for Proposal/Invitation to Tender stage (if any). However, it would be helpful if you could also provide an indicative estimate of cost (not a quotation) and likely timescales required to deliver the project described above.

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

Service required:

Contractor to undertake construction of app 927sqm of shell and core project.

Service to include:

- Civil work (internal partitions, ceiling, windows, lift)
- Mechanical, electrical and plumbing
- Finishes (including branding)

Furniture will be tender separately.

All electronic equipment will be procured by British Council

+PEC registration number (Category C5 or Above)

Information required:

- Q1. Please confirm the total company revenues over last 3 years.
- Q2. Please confirm the highest-value single project delivered over last 3 years. Indicating the project, location and value.
- Q3. What tradespersons does your company have (fully trained staff AND are directly employed)?
- Q4. List at least three similar projects you have delivered in the past 5 years - please include brief summary of the works, and attach completion certificates. (max word count of 500 words)
- Q5. Please could you confirm your company is registered with the Pakistan Engineering Council? (Please provide evidence to support your answer)
- Q6. Does your organisation hold any of the international standards developed and published by the International Organization for Standardisation (ISO)? (Please provide evidence to support your answer)
- Q7. Please confirm if your company has experience in delivering educational projects?
- Q8. Has company delivered project in Peshawar?
- Q9. Has company delivered projects in Quetta?

Financial information:

Question number	Question	Response
1.1	If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide: <ul style="list-style-type: none">● the web address● issuing authority● precise reference of the documents	
1.2	If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law). Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law).	

<p>1.3</p> <p>1.3(a)</p> <p>1.3(b)</p>	<p>If you are not able to provide a response to questions 1.1 or 1.2, please provide any of the following alternatives.</p> <p>A statement of your annual turnover, Profit and Loss Account/Income statement, Balance Sheet/statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.</p> <p>Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</p>	
<p>1.4</p>	<p>Where we have specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.</p> <p>Specified minimum level of economic and financial standing and/or minimum financial thresholds:</p> <p>The most recent two years audited accounts of the supplier should demonstrate:</p> <ul style="list-style-type: none"> - Operating Profit Margin > 20%; - Current Ratio (Liquidity) > 1 ; and - Debt Ratio < 0.8 <p>The authority shall have the right to exclude the response for any supplier that answers "No" to</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>this section 1.4 of this SQ. Where a supplier is excluded under this section 1.4 its response shall be rejected in full and will not be evaluated further. However, where the authority determines (at its sole discretion acting reasonably upon the advice of the project's financial adviser) that, based on supporting evidence provided in accordance with sections 1.1, 1.2 and 1.3 above, that the supplier has the financial and economic standing to undertake a contract of the nature described, the authority may give the Supplier a "discretionary pass" and allow the supplier's response to be considered.</p>	
1.5	<p>Where you are relying on another company or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, please confirm that the relevant person or entity is willing to provide a guarantee or other security if required</p>	
1.6	<p><u>Insurance</u></p> <p>Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Insurance Cover & Indemnity Limit</p> <p>Employers' Liability / Workers' Compensation in line with appropriate legislation</p> <p>Public liability £50,000 per occurrence and in the aggregate (annual total of all losses)</p> <p>Professional indemnity in line with appropriate legislation</p> <p>*There is a legal requirement for certain employers to hold Employer's (Compulsory)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. See the Health and Safety Executive website for more information: http://www.hse.gov.uk/pubns/hse39.pdf	
<p><i>Note: Insurance is not required at the moment but will be necessary at the time of signing any contract.</i></p>		

Annex 1 – Procurement Specific Questionnaire Ratio Analysis to be filled and shared along with your response.

5 Instructions for Responding

5.1 Your response to this RFI should be submitted to mohammad.qasim@britishcouncil.org.pk by **25 April 2025**.

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 by **18 April 2025**. The British Council will try, but is under no obligation do so, to respond to all clarification's requests received 5 working days prior to the date for submission of responses to this RFI.

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

Annex 1 – Procurement Specific Questionnaire Ratio Analysis