

Request for Information (RFI)

For: RFI for Toyota Fortuner Sigma Diesel LE84BSS52025

Date: 27 May 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, creatives and educators, and our own 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 take a long-term approach to building trust and remain at arm's length from government. We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2022–23 we reached 600 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 British Council is looking for 01 (one) vehicle in Islamabad. The vehicle will be a TOYOTA FORTUNER SIGMA DIESEL or a TOYOTA PRADO TXL (Top of the Line / fully loaded). The vehicle is required on a rental / lease arrangement.

The vehicle details are as follows:

Serial No.	Variant	TOYOTA FORTUNER SIGMA DIESEL	TOYOTA PRADO TXL (Top of the line / fully loaded)
1	Model	2023 / 2024 / 2025 - Brand New Vehicle	Import Model: 2022 or 2023 Import Year: 2024 / 2025 Registration Year: 2024 / 2025 or unregistered
2	Colour	Any (preferred Black)	Any (preferred White or Black)
3	Mileage	Brand New or under 20,000 kms	Under 20,000 kms
4	Body Condition	Scratchless and Non Accidental	Scratchless and Non Accidental
5	Mechanical and Suspension Condition	100%	100%
6	Tire Condition	Brand New / Less than 5,000kms driven	Brand New
7	Auction Grade	NA	5AA and above
8	Accessories including spare tire	Available and Complete (spare tire to be new)	Available and Complete (spare tire to be new)

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

Pricing Models required:

The Service Providers are to suggest and provide terms and conditions, pricing models and stock availability as per the following requirements:

- (a) Long Term Rental Pricing Model (without driver / without fuel / with maintenance / with complete comprehensive insurance / with tracker – access to be provided to the British Council)

Details	TOYOTA FORTUNER SIGMA DIESEL	TOYOTA PRADO TXL (Top of the line)
1 Month Rental		
3 Month Rental		
6 Month Rental		

12 Month Rental		
2 Year Rental		
3 Year Rental		
4 Year Rental		
5 Year Rental		

Please provide separate pricing models for a TOYOTA FORTUNER SIGMA DIESEL 2023 model / 2024 model and brand-new variant and separate pricing models for TOYOTA PRADO TXL (Top of the line) 2022 / 2023 import model – 2024 / 2025 import year – 2024 / 2025 registered or unregistered.

(b) Operational Lease Pricing Model (without driver / without fuel / without maintenance)

Details	TOYOTA FORTUNER SIGMA DIESEL	TOYOTA PRADO TXL (Top of the line)
Operational Lease for 1 year		
Operational Lease for 2 years		
Operational Lease for 3 years		
Operational Lease for 4 years		
Operational Lease for 5 years		

Include all heads and cost factors regarding the above. The fuel and maintenance for the vehicle will be carried out by the British Council. Please also include options such as buy back at 0% or 20% over the life mentioned above.

Please provide separate pricing models for a TOYOTA FORTUNER SIGMA DIESEL 2023 model / 2024 model and brand new variant and separate pricing models for TOYOTA PRADO TXL (Top of the line) 2022 / 2023 import model – 2024 / 2025 import year – 2024 / 2025 registered or unregistered.

(c) Any other rental / lease arrangement that can be provided by the Service Provider

We require complete details on terms and conditions, minimum contract durations, contract termination or extension details and details around what the cost provided entails.

5 Instructions for Responding

- 5.1 Your response to this RFI should be submitted to mohammad.qasim@britishcouncil.org.pk by Friday, 13 June 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 well before the submission date.