

**Request for Proposal (RFP)****For: RFP - KJ61TVET42026 - Networking for Centre of Excellence****Date: 13 May 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, 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 British Council, co-implementing an EU-funded TVET Sector Support Programme, invites sealed proposals from qualified suppliers for the provision, supply, configuration, testing, installation and commissioning of network equipment. This procurement will equip two primary hubs (Peshawar University and Quetta University) and their satellite institutes (spokes) across Khyber Pakhtunkhwa, Gilgit-Baltistan and Baluchistan with advanced active network infrastructure. Scope includes high-performance managed switches, routers, wireless access points, power-over-Ethernet support, and related hardware (excludes passive cabling). The Service provider will integrate the hub-and-spoke topology using the existing backbone, perform site surveys, security and routing, and conduct end-to-end testing.

*Note: structured cabling and other passive works are out of scope (handled under a separate contract).*

Service providers must be authorised resellers or partners of the proposed manufacturers. Proposals should detail relevant multi-site rollout experience and provide proof of manufacturer authorisations. All equipment and implementation must comply with international standards (e.g. IEEE for Ethernet, PoE; Configuration will include secure access (IEEE 802.1X), SNMP monitoring, and redundancy as required. The contract will include at least three-year onsite warranty terms and optional maintenance service levels.

Proposals will be evaluated on technical compliance (network design quality, adherence to specifications and standards), bidder capacity and past performance, and commercial terms. Upon completion, the supplier must deliver an acceptance test plan and documentation; example acceptance tests might verify throughput, failover and security controls (see below). Training is required for administrators and end-users (e.g. “one day training on maintenance and configuration”). Full RFP details, including equipment lists and deadlines, are provided in subsequent sections. (Clause no 7 - Specification of this RFP document.

2.2 The purpose and scope of this RFP and supporting documents is to explain in further detail the requirements of the British Council and the process for submitting a proposal in response to this RFP (“**Proposal**”).

### **3 Proposal Conditions and Contractual Requirements**

This section of the RFP sets out the British Council’s contracting requirements, general policy requirements, and the general conditions relating to this procurement process (“**Procurement Process**”).

#### **3.1 Contracting requirements**

3.1.1 Contracting authority: the British Council which includes any other companies and organisations that control or are controlled by the British Council from time to time (see: <http://www.britishcouncil.org/organisation/structure/status>).

3.1.2 Delivery location for goods and/or services: The appointed supplier will be expected to deliver the goods and/or provide services at the following locations:

#### **Khyber Pakhtunkhwa:**

1. Institute of Management Sciences, Peshawar
2. Govt. Vocational & Technical Training Centre (Girls) Haripur
3. Govt College of Technology (GCT) Girls, D.I. Khan

#### **Gilgit-Baltistan**

1. Karakoram International University, Gilgit
2. Govt. Polytechnic Institute, Skardu

## Baluchistan

1. Baluchistan University of IT, Engineering and Management Sciences (BUIITEMS), Quetta
2. Govt Women Technical Training Centre, Quetta
3. Govt. Vocational Institute (Girls), Quetta

3.1.3 Duration: 36 months with an option for an extension for up to an additional 6 months based on performance

3.1.4 Contractual terms: As set out at Annex 1 - Terms and Conditions of Contract (“**Contract**”). By submitting a Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. If you plan to submit a bid as a Sole Trader or Personal Service Company please <https://tap.tcsapps.com/tap2/#/login-supplier?tenant=BritishCouncil&langCd=en> / [moiz.khalid@britishcouncil.org.pk](mailto:moiz.khalid@britishcouncil.org.pk) for a copy of the specific terms. Once the Contract is awarded, there will be no changes allowed to the Contract (except in accordance with the provisions of the Contract). Any clarification questions in relation to any aspect of this Procurement Process and the associated documentation should be submitted in accordance with the process set out in paragraph 12 (*Clarification Requests*). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions, reissue Annex 1 to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

### 3.2 General Policy Requirements

3.2.1 By submitting a Proposal, you confirm that you will, and that you will ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>).

### 3.3 General Proposal conditions (“Proposal Conditions”)

3.3.1 Application of these Proposal Conditions – In participating in this Procurement Process and/or by submitting a Proposal it will be implied that you accept and will be bound by all the provisions of this RFP and its Annexes. Accordingly, Proposals should be made on the basis of and strictly in accordance with the requirements of this RFP.

3.3.2 Third party verifications – Your Proposal is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided, and the analysis of your Proposal being undertaken by one or more third parties commissioned by the British Council for such purposes.

3.3.3 Information provided to potential suppliers – Information that is supplied as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue. No liability (save for fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.

3.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. The clarification process set out in paragraph 12 should be used for any queries in relation to this Procurement Process.

3.3.5 Amendments to the RFP – At any time prior to the Response Deadline, the British Council may amend the RFP and if appropriate, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of Proposal – Any goods and/or services offered should be on the basis of and strictly in accordance with the RFP (including, without limitation, any specification of the British Council's requirements, these Proposal Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

3.3.7 Compliance with the terms of the Contract – The successful supplier must comply with the Contract as set out in Annex 1 without any amendment (save as described in paragraph 3.1.4).

3.3.8 Format of Proposal – Proposals must comprise the relevant documents as detailed by the British Council in Annex 2 (Supplier Proposal) completed in accordance with relevant all instructions. Any documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.

3.3.9 Modifications to Proposals once submitted – You may modify your Proposal prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a completely new Proposal in accordance with Annex 2 (Supplier Proposal) and these Proposal Conditions.

3.3.10 Disqualification – If you breach these Proposal Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this RFP, and/or in any supporting documents, entitling the British Council to reject a Proposal apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process or fix or set the price for goods or services;

- to enter into an arrangement with any other party that such party shall refrain from submitting a Proposal;
- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
- to collude in any other way;
- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- to obtain information from any of the employees, agents or advisors of the British Council concerning this Procurement Process (other than as set out in these Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to paragraph 3.3.14 below, by participating in this Procurement Process you accept that the British Council shall have no liability to a disqualified potential supplier in these circumstances.

3.3.11 Proposal costs – You are responsible for obtaining all information necessary for preparation of your Proposal and for all costs and expenses incurred in preparation of the Proposal. Subject to the “Liability” Tender Condition below, you accept by your participation in this Procurement Process, including without limitation the submission of a Proposal, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in submitting a Proposal irrespective of whether or not your Proposal is successful.

3.3.12 Rights to cancel or vary this Procurement Process – Nothing in this Procurement Process will bind the British Council to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFP, but the British Council reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice in writing. Subject to the “Liability” Tender Condition below, the British will have no liability for any losses, costs or expenses you incur as a result of such actions.

3.3.13 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Proposal Conditions and the requirements of this RFP.

3.3.14 Liability – Nothing in these Proposal Conditions is intended to exclude or limit the liability of the British Council in relation to fraud or in other circumstances where the British Council’s liability may not be limited under any applicable law.

## **4 Confidentiality and Information Governance**

4.1 All information supplied to you by the British Council, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not

disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your Proposal) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a Proposal. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the British Council has given express written consent to the relevant communication.

4.3 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your Proposal, to any employee, third party agent, adviser or other third party involved in the Procurement Process in support of, and/or in collaboration with, the British Council. The British Council further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the British Council in accordance with such rights reserved by it under this paragraph.

4.4 The Freedom of Information Act 2000 (“FOIA”), EU General Data Protection Regulation (GDPR) 2015, the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).

4.5 You should be aware of the British Council’s obligations and responsibilities under the Disclosure Obligations to disclose information held by the British Council. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the British Council under the Disclosure Obligations, unless the British Council decides that one of the statutory exemptions under the FOIA or the EIR applies.

## **5 Proposal Validity**

5.1 Your Proposal must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A Proposal not valid for this period may be rejected by the British Council.

## **6 Payment and Invoicing**

6.1 The British Council will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the British Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council Purchase Order number is included.
- It is sent electronically via email in PDF format to [waseemjan.allawala@britishcouncil.org](mailto:waseemjan.allawala@britishcouncil.org)

## 7 Specification

The items listed below need to be supplied and installed along with complete networking and connectivity between spokes and hubs. Below is list of items and quantities.

- NGFW firewall,
- Edge/PoE switches,
- distribution switches,
- WLAN controllers, and
- Wi-Fi 6 access points
- This SoW covers **end-to-end deployment** of network infrastructure for immediate operational readiness.
- All items minimum 3-year local warranty and full integration capability.

No.	Item	Key Specifications	Quantity
1	NGN Firewall	Next-Generation Firewall; ≥20 Gbps firewall throughput; IPS ≥2.5 Gbps; IPsec VPN ≥11 Gbps; concurrent sessions ≥1.5M; ≥12×1GbE, ≥4×1GbE SFP, ≥2×10GbE SFP+; 1U rack mount; support for ≥64 APs, ≥24 switches; 3-year local warranty	8
2	Edge/PoE Switch	48×10/100/1000Base-T + 4×1G SFP; ≥2GB RAM, ≥1GB Flash; switching ≥100 Gbps; PoE+ support; ≥4K VLANs; 3-year local warranty	29
3	Distribution Switch	24×10/100/1000Base-T + 4×10G SFP + 2 stacking ports; ≥2GB RAM, ≥1GB Flash; switching ≥170 Gbps; redundant PSU; 3-year local warranty	2
4	WLAN Controller	≥50 AP capacity; ≥4,000 concurrent users; ≥6×1GE + 2×10GE ports; high availability (1+1 or N+1); 3-year local warranty	2
5	Wireless AP (Indoor)	Wi-Fi 6 (802.11ax) dual band; 2.4GHz:2×2, 5GHz:4×4 MU-MIMO; ≥3 Gbps throughput; PoE+ & DC support; ≥250 clients; WPA2/WPA3 Enterprise; 3-year local warranty	22

<b>Misc. IT Equipment</b>			
<b>No</b>	<b>Item</b>	<b>Specs</b>	<b>Qty</b>
1	<b>3D Printer</b>	FDM printer; 0.05–0.3 mm layer resolution; heated bed; auto-levelling	2
2	<b>Desktop CNC Milling Machine</b>	Capable of milling aluminium, plastic, PCBs; spindle speed 10,000–25,000 RPM	2
3	<b>Arduino Kits</b>	Includes Arduino board (Uno or compatible), breadboard, jumper wires, sensors, LEDs, resistors, USB cable, manuals, 1-year warranty	2
4	<b>Soldering Station</b>	Temperature range 200–480°C, digital temperature control, ESD safe, includes soldering iron and stand, 1-year warranty	2
5	<b>Digital Multi meter</b>	Auto-ranging, True RMS, measures voltage, current, resistance, continuity and diode test, 1-year warranty	2
6	<b>Power Supply</b>	Programmable DC power supply, 0–30V, 0–5A, digital display, short-circuit protection, 1-year warranty	2
7	<b>Hand Tools Set</b>	Includes pliers, wire cutters, screwdrivers (flat & Phillips), tweezers, adjustable wrench, 1-year warranty	2
8	<b>Mini Drill</b>	Multi-speed, compatible with standard drill bits and accessories, variable speed control, 1-year warranty	2
9	<b>Safety Gear</b>	For use with soldering, lasers, mechanical tools	2
10	<b>Multifunction Printer</b>	Functions: Print, Copy, Scan, Fax Print Speed: Up to 40 ppm (A4) Print Resolution: Up to 1200 x 1200 dpi Duplex Printing: Automatic (default) Copy Resolution: Up to 600 x 600 dpi Resolution: Up to 1200 x 1200 dpi (optical) Type: Flatbed + 50-sheet ADF (Duplex Scanning) Fax Resolution: Up to 300 x 300 dpi Fax Memory: Up to 400 pages Processor / Memory: 1200 MHz / 512 MB Monthly Volume: 750–4,000 pg; Max 80,000 pg	16

**Delivery Details:**

British Council requires IT Equipment delivery along with installations and connectivity between hub and spoke at enlisted locations:

<b>Centre of Excellence – KP/GB</b>			
<b>Province</b>	<b>Code</b>	<b>Complete Address</b>	
Khyber Pakhtunkhwa	<b>Peshawar - IMS</b>	Institute of Management Sciences, Hayatabad Peshawar	Hub 1

Khyber Pakhtunkhwa	<b>Haripur - GVTC</b>	Govt. Vocational & Technical Training Centre (Girls), Haripur	Spoke 1.1
Khyber Pakhtunkhwa	<b>D.I Khan - GCT</b>	Govt. College of Technology (Women), D.I. Khan	Spoke 1.2
Gilgit Baltistan	<b>Gilgit - KIU</b>	Karakoram International University, Gilgit	Spoke 1.3
Gilgit Baltistan	<b>Skardu - GPI</b>	Govt. Polytechnic Institute, Skardu	Spoke 1.4

The Supplier will be required to delivery items as per below delivery & installations schedule:

No	Item	Total Qty	Peshawar IMS	Haripur GVT C	D.I Khan GCT	Gilgit KIU	Skardu GPI	Quetta BUIE MS	Quetta GWTT C	Quetta GVI W	
1	NGN Firewall (mid-range)	08	1	1	1	1	1	1	1	1	
2	Distribution Switch	2	1	-	-	-	-	1	-	-	
3	Edge/PoE Switch	29	12	1	1	2	1	10	1	1	
4	WLAN Controller	02	1	-	-	-	-	1	-	-	
5	Wireless AP (Indoor)	22	8	1	1	2	1	7	1	1	
<b>Delivery Date</b>			<b>15 July- 2026</b>					<b>15 July 2026</b>			

<b>Misc. IT Equipment</b>										
No	Item	Total Qty	Peshawar IMS	Haripur GVT C	D.I Khan GCT	Gilgit KIU	Skardu GPI	Quetta BUIE MS	Quetta GWTT C	Quetta GVI W
7	3D Printer	2	1	-	-	-	-	1	-	-
8	Desktop CNC Milling Machine	2	1	-	-	-	-	1	-	-
9	Arduino Kits	2	1	-	-	-	-	1	-	-
12	Soldering Station	2	1	-	-	-	-	1	-	-
13	Digital Multi meter	2	1	-	-	-	-	1	-	-
14	Power Supply	2	1	-	-	-	-	1	-	-
15	Hand Tools Set	2	1	-	-	-	-	1	-	-
15	Mini Drill	2	1	-	-	-	-	1	-	-
16	Safety Gear	2	1	-	-	-	-	1	-	-
19	Multifunction Printer	16	5	1	1	2	1	4	1	1

**IT LABs and Smart Classroom breakup location wise**

No	Location	IT Labs	Gaming Lab	Smart Classrooms
1	<b>Institute of Management Sciences, Peshawar</b>	4	1	2
2	Govt. Vocational & Technical Training Centre (Girls) Haripur	1	-	1
3	Govt College of Technology (GCT) Girls, D.I. Khan	1	-	1
4	Karakoram International University, Gilgit	2	-	1
5	Govt. Polytechnic Institute, Skardu	1	-	1
6	<b>Baluchistan University of IT, Engineering and Management Sciences (BUIEMS), Quetta</b>	3	1	2
7	Govt Women Technical Training Centre, Quetta	1	-	1
8	Govt. Vocational Institute (Girls), Quetta	1	-	1
	Total	<b>14</b>	<b>2</b>	<b>10</b>

- The Supplier will be required to deliver the following as a minimum:

#### Site Visit:

Vendors can visit the site till **20 May 2026** – on working days only and from 9:00 am – 5:00 pm. Please share the details in the below table to [moiz.khalid@britishcouncil.org.pk](mailto:moiz.khalid@britishcouncil.org.pk) at least one day before planned visit. Please note that no financial discussions are conducted on-site:

Company Name	POC Name	POC CNIC	Vehicle Details	Visit Site	Visit Date	Visit Time

### Deliverable Description:

Deliverable	Description
<b>Hardware Supply &amp; Installation</b>	<p>Supply, install, configure, and test all network infrastructure and miscellaneous equipment at core (hub) and remote (spoke) sites. This includes but is not limited to: Next-Generation Firewall (NGFW), core switches, distribution switches, edge/access switches, wireless controllers, access points (APs), network racks, structured cabling, and related components. Additionally, supply and installation of miscellaneous equipment such as CNC machines, 3D printers, multifunction printers, and other specialized devices.</p> <p>The service provider must submit detailed specifications for each component, including installation, integration, training, and warranty details.</p>
<b>Software Licenses &amp; Subscriptions</b>	<p>Provide valid software licenses and security subscriptions for all deployed systems, including firewall security licenses, network management software, operating systems, antivirus/endpoint protection, and device-specific software (e.g., for CNC machines and 3D printers). All licenses must be valid for a minimum of 3 years.</p>
<b>System Integration</b>	<p>Ensure seamless integration of all deployed systems, including network infrastructure, security components, and miscellaneous equipment, into a unified and centrally manageable environment. Conduct end-to-end testing of network connectivity, security policies, and device interoperability, and provide User Acceptance Testing (UAT) reports.</p> <p>Each site must operate independently with reliable network connectivity, security enforcement, and device accessibility. allow lecture broadcast from Hub to remote sites (spoke centres).</p>
<b>Project Management</b>	<p>Assign a dedicated project manager to oversee implementation, manage timelines, coordinate multi-site deployment, provide progress updates, and act as a single point of contact throughout the project lifecycle.</p>
<b>Documentation</b>	<p>Provide complete documentation including: physical and logical network topology diagrams, firewall configuration and security policies, switch configurations, IP addressing scheme, device configurations, sealed credentials/passwords, asset inventory with serial numbers, and warranty/support details.</p>
<b>Asset Handover</b>	<p>Provide a formal handover report upon project completion including: site-wise inventory, asset registry with serial numbers, software/license details, configuration backups, training records, and signed acceptance documents.</p>
<b>Training</b>	<p>Conduct hands-on training for IT administrators and relevant staff covering: network management, firewall configuration, monitoring tools, basic troubleshooting, and operation of miscellaneous equipment (e.g., CNC machines, 3D printers).</p>
<b>Maintenance Schedule</b>	<p>Submit and implement a <b>3-year preventive maintenance plan</b> including quarterly system health checks, firmware/software updates, security patching hardware inspections, calibration (for specialized equipment), and performance assessments.</p>
<b>Support &amp; Service Level Agreement (SLA)</b>	<p>Provide 3 years of comprehensive onsite (as required) and remote technical support with clearly defined SLAs:</p> <ul style="list-style-type: none"> <li>- System uptime ≥ 99.5% (network &amp; security infrastructure)</li> <li>- Response Time: ≤ 4 hours (critical), ≤ 1 business day (non-critical)</li> <li>- Resolution Time: ≤ 2 business days (standard)</li> <li>- Spare parts replacement policy (including critical network components and specialized equipment)</li> <li>- Remote monitoring, incident reporting, and defined escalation matrix</li> </ul>

**Note:** The proposed SLA template is attached as Appendix-1. This will be part of the contract.

## 8 Mandatory Requirements / Constraints

8.1 As part of your Proposal, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in the British Council's specification forming part of this RFP. Failure to comply with any mandatory requirements or constraints shall entitle the British Council to reject a Proposal.

8.2 The Supplier will be required to do the following (overall-requirement):

- The procuring entity reserves the right to increase, decrease, or modify the quantities and specifications of listed items in line with approved budget availability. model number quotation, any incomplete submission will be rejected as non-compliant. Vendors will be required to provide all items and on-site installation and configurations.
- The Supplier should be supplying all items as per detailed specifications mentioned in the table below. Supplier's submission should cover all items' quotation; any incomplete submission will be rejected as non-compliant.
- Vendors will be required to provide all items and on-site installation and configurations.
- The Supplier should have a local office in Pakistan for ease of day-to-day communication and site visits.
- All items should be brand new and not refurbished/Used/End of Life Hardware.
- All items are preferred to come with standard warranty extendable to 3 years as per our requirement. However, in case of any alternative warranty this will be approved by British Council.
- Vendor should be able to demonstrate proof of authorized Partner/ Reseller/Manufacturer (if applicable). British Council reserves the right to seek proof in the form of certificates or letter, if required.
- The Supplier will be responsible to ensure warranty claim services and software/firmware updates including post-installation support and warranty management onsite.
- The Supplier will be required to supply IT Equipment and allied services, in 8 sites across Pakistan.
- Given there are 2 hubs and 6 spokes, additionally the supplier will be required to prepare and submit network diagrams and configuration documentation for connectivity between the hubs and spokes. This may require site surveys, LAN-WAN network connectivity along with integration with existing Network infrastructure (LAN) already available on each site, and adequate maintenance of network connectivity. The Supplier may visit these sites at their own cost. Any additional equipment recommended by vendor is subjected for approval from British council.
- The Supplier will be required to provide preventive maintenance as per SLA. Maintenance will be covered without part as replacement will be charge as per actual after having written approval of British Council.

- The supplier will be responsible for providing end-user staff training, along with user and technical training documentation, throughout the project.
- The procuring entity reserves the right to increase, decrease, or modify the quantities and specifications of listed items in line with approved budget availability. Any incomplete submission will be rejected as non-compliant. Vendors will be required to provide all items on-site installation and configurations.
- The Supplier is preferred to have a local office (at least three major cities) in Pakistan for ease of day-to-day communication and site visits.

## 9 Key background documents

9.1 Further relevant background documents / information may be provided to potential suppliers as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Please view list of Annexes at the end of this document.

## 10 Timescales

10.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Proposal Conditions, the intended timescales applicable to this Procurement Process are:

Activity	Date / time
RFP Issued to bidding suppliers	13 May 2026
Deadline for clarification questions ( <b>Clarification Deadline</b> )	21 May 2026
British Council to respond to clarification questions	22 May 2026
Deadline for submission of Proposals by potential suppliers ( <b>Response Deadline</b> )	4 June 2026
Clarification]/[Negotiation stage	TBC
Final Decision	TBC
Contract concluded with winning supplier	TBC
Contract start date	TBC

## 11 Instructions for Responding

11.1 The documents that must be submitted to form your Proposal are listed at Part 2 (Submission Checklist) of Annex 2 (Supplier Proposal) to this RFP. All documents required as part of your Proposal should be submitted to <https://tap.tcsapps.com/tap2/#/login-supplier?tenant=BritishCouncil&langCd=en> / [moiz.khalid@britishcouncil.org.pk](mailto:moiz.khalid@britishcouncil.org.pk) by the Response Deadline, as set out in the Timescales section of this RFP.

11.2 You agree to register a valid supplier account on the [UK government Central Digital Platform \(CDP\)](#). Such registration will be completed upon request by the British Council and prior to contract award. You

acknowledge and accept that failure to complete registration prior to contract award may result in withdrawal of any award decision.

11.3 The following requirements should be complied with when submitting your Proposal in response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late Proposals may be rejected by the British Council.
- Do not submit any additional supporting documentation with your Proposal except where specifically requested to do so. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the British Council).
- All attachments/supporting documentation should be provided separately to your main Proposal document, clearly labelled and cross-referenced to the Proposal as relevant.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your Proposal.
- Unless otherwise stated as part of this RFP or its Annexes, all Proposals should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as 'or equivalent' you must demonstrate such equivalence as part of your Proposal.
- Any deliberate alteration of a British Council requirement as part of your Proposal will invalidate your Proposal to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your Proposal to the RFP requirements and pricing will be incorporated into the Contract, as appropriate.

## 12 Clarification Requests

12.1 All clarification requests should be submitted to <https://tap.tcsapps.com/tap2/#/login-supplier?tenant=BritishCouncil&langCd=en> / [moiz.khalid@britishcouncil.org.pk](mailto:moiz.khalid@britishcouncil.org.pk) by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests and will respond if the question is appropriate and received before the Clarification Deadline.

12.2 Any clarification requests should clearly reference the appropriate paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.

12.3 The British Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the British Council considers the contents of the request not to be confidential, it will

inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

12.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their Proposal or other information they may have provided. Should you not provide supplementary information or clarifications to the British Council by any deadline notified to you, your Proposal may be rejected in full and you may be disqualified from this Procurement Process.

### 13 Evaluation Criteria

13.1 You will have your Proposal evaluated as set out below:

**Stage 1:** Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 8 met will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.



**Stage 2:** If a bidder succeeds in passing Stages 1 of the evaluation, then it will have its Proposal evaluated in accordance with the evaluation methodology set out below.

13.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantages proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Quality of Proposed Solution	10%
Relevant Experience and Clientele	15%
Scope of Work and Delivery Timelines	35%
Commercial	40%

13.3 Scoring Model – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than Commercial using the following scoring model:

Points	Interpretation
10	<b>Excellent</b> – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	<b>Good</b> – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested.
5	<b>Adequate</b> – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.
3	<b>Poor</b> – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	<b>Unacceptable</b> – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

13.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex 3 (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may reject the full Proposal at this point. The British Council may also reject any Proposal where the Overall Price for the goods and/or services is considered by the British Council to be abnormally low following the relevant processes set out under the procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest “Overall Price”. Other Proposals will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

13.5 Moderation and application of weightings – The evaluation panel appointed for this Procurement Process will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall Proposal score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

13.6 The Winning Proposal(s) - The winning Proposal shall be the Proposal scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information)] obtained by the Authority relating to any self-certification or other requirements referred to at any time in this Procurement Process.

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

**Annex 1 – Terms and Conditions of Contract**

**Annex 2 – Supplier Proposal**

**Annex 3 – Pricing Approach**

**Appendix 1 – Service Level Agreement**