



Request for Quotation (RFQ)

For: RFQ - DP48EES42026 - Classroom Videography/ short clips - Sindh

Date: 16 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, 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 Specification

2.1 The British Council would like to request a quotation for Classroom Videography/ short clips – Sindh. Please note that you need to share the cost per video along with the applicable taxes and please also include the travel and logistics charges, if any. Specification along with the samples are shared below.

Assignment: 2-4 short classroom videos

Durations: 4– 8 mins each video

Days of shooting: approx. 2-3 days (including scoping visit - Vendor will be responsible for their own logistics)

Location: SE&LD (School Education and Literacy Department, Government of Sindh) public schools (1-2) in Karachi

Date (Timeline): May 2026 - May 2027 (The video requirement(s) will depend on the launch of each module - We will inform the vendor 15 days before engaging and confirming their availability)

Editing: Editing required, captions need to be added, subtitles (English)

Setting: in Classroom

Equipment: All relevant videography equipment required for indoor shooting for similar videos.

Samples Videos:

<https://youtu.be/ctlpJsv3rd8?si=X9nNtvFSFJiR5VoS>

<https://youtu.be/--IJMh63Yoo?si=LZQlcacZW9OGx2Jh>

<https://youtu.be/m3VMvzaZ7V4?si=q73nbWCibfgN8NFR>

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 huda.mansoor@britishcouncil.org.pk

5 Instructions for Responding

5.1 Your quotation must be submitted to moiz.khalid@britishcouncil.org by Wednesday, 22 April 2026.

6 Clarification Requests

6.1 All clarification requests should be submitted to moiz.khalid@britishcouncil.org well before the submission date

7 Award Criteria

7.1 Responses from potential suppliers will be assessed and awarded based on value for money proposal.

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.

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

Annex 1 – Terms and Condition of Contract