

Request for Quotation (RFQ)

For: RFQ - QM49EES122025 - Event Management for EDGE With Muslim Hands

Date: 9 December 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 Specification

2.1 The British Council would like to request a quotation for event management services for multiple events. Details along with the scope of work is shared below:

Objective and Scope of Work: The selected contractor will be responsible for the professional event management services during the month of December (Tentative) for the Community Events. The objective is to ensure professional support for all events and activities related to the projects.

Photography Services (1 for each event)

- **Event Photography:**
 - Comprehensive coverage of all project events, including but not limited to workshops, conferences, seminars, field activities, and ceremonies.
 - Capture high-resolution images of key moments, guest speakers, participants, and the event ambiance.
 - Deliver both candid and posed shots as required by the project team.
- **Editing and post-production:**
 - Perform high-resolution image editing including colour correction.
 - Provide 20-25 Edited pictures in high quality along with raw photos.

Videography Services (1 for each event)

- **Event Videography/Documentary/Feature Videography:**
 - Produce short documentaries or feature videos highlighting project achievements, success stories, or key messages.
 - Coverage of project events, including keynote speeches, panel discussions, participant interactions, and audience reactions.
 - Use multiple cameras to capture various angles and perspectives.
 - Record interviews with project beneficiaries, stakeholders, and experts.
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- **Editing and post-production:**
 - Conduct video editing, colour grading, sound mixing, and the addition of graphics/titles.
 - Create short clip (3-4 Mins) for social media and extended versions for different social medial platforms or website.

Sound Services (1 for each event)

- **Sound Support:**
 - Supply high-quality sound systems for events, including microphones, speakers, mixers, and amplifiers.
 - Provide on-site sound engineers to manage and adjust audio levels during events.
 - Set up wireless microphones, lapel mics, and podium mics as required by the event format.

Canopy (1 for each event)

- 50x50 canopy
- Fully covered from top
- Good quality

Backdrop (1 for each event)

- High quality, durable anti curl vinyl.
- 10x20 backdrop. But actual size will be communicated
- The cost should include cost of frame aswell.

Standee (1 for each event)

High Quality Roll-up standees required with 6x3 dimensions

- Roll up standees.
- 6x3 dimensions.

Tables & Chairs (100 participants for each event)

Lunch Boxes (100 for each event)

- A box of Juice
- Chicken Sandwich
- Fruit
- Ketchup

General requirements:

- The Contractor shall provide services on event basis at various locations as specified by the project team.
- The Contractor must be available to deliver services on short notice and be flexible regarding any changes in dates and times.
- Specific timelines and locations for each event will be provided at least 1 (1) week in advance.
- Sound requirements include SP4 PA Speakers, Mixer along with 4 cordless mics, with mix stands or as specified for the event requirement. For the purpose of quotation, it is suggested to mention pricing per pair for the SP4 PA system.
- Canopy charges should be quoted at per square foot. Size will be communicated
- Lunch must be freshly prepared as when ordered.

Photography and Videography: The Contractor shall deliver all digital media, including selected edited versions, within the specified timelines.

Sound: The Contractor shall provide professional sound management during events as required.

SMD: The Contractor shall ensure all screen setups and media content management are executed flawlessly, with no delays or technical issues.

Sr No	Activities	Location	Tentative Dates	Services Required
1	Event 1	Islamabad	23 December 2025	Canopy, Photography, Videography, Sound. 1 Backdrop & 1 Standee & 100 Lunch Boxes
2	Event 2	Lahore	23 December 2025	Canopy, Photography, Videography, Sound.

				1 Backdrop & 1 Standee & 100 Lunch Boxes
3	Event 3	Gujjar Khan	January 2026	Canopy, Photography, Videography, Sound. 1 Backdrop & 1 Standee & 100 Lunch Boxes
4	Event 4	Faisalabad	January 2026	Canopy, Photography, Videography, Sound. 1 Backdrop & 1 Standee & 100 Lunch Boxes
5	Event 5	Behra	January 2026	Canopy, Photography, Videography, Sound. 1 Backdrop & 1 Standee & 100 Lunch Boxes

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 hassan.nasir@britishcouncil.org.pk.

5 Instructions for Responding

5.1 Your quotation must be submitted to moiz.khalid@britishcouncil.org.pk by Monday, **15 December 2025**.

6 Clarification Requests

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

7 Award Criteria

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

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 ITT (issued as separate documents):

Annex 1 – Terms and Conditions of Contract