

Request for Quotation (RFQ)

For: RFQ - XM19EDU122025 - Support for Sound and Set-up at the Study UK Alumni Awards 2026

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 Sound and Set-up services at the Study UK Alumni Awards 2026 schedule at **Avari Hotel Lahore on Saturday, 07 February 2026**. Details along with the scope of work is shared below:

Sr.	Particulars	QTY
1	Sound Line Array DB Technology Dual 10inch Bass part JBL STX 800 Stage Monitors JBL SRX 715 Drum Kit Mics Cod Less Mics Shure Beat 58 Shur sm58 wire mics with Stands Digital Sound Mixer 32Ch All musicians' instruments, Cables	4Pair 2Pair 3Pair 1 2 4 1
2	Stage Lights Trussing System 3 Way. ammonium 36/20/18 Beam moving heads 295 Sharpi SMD Par Ken Color Changer Par Ken Lights 1000w Smoke Machine	1 10 32 4 1
3	General Lights SMD Lights Sogo Lights Fairy Lights	40 10 20
4	Wooden Stage System 36/20. 2 ft height	1
5	Wooden Rizer for SMD Screen. 4/36. 3 ft height	1

6	Cold Fire Works	10
7	VIP 3-Seater Sofas – 2 Rows	8
8	Digital Standees	4
9	Generator 50 KVA Standby cost Diesel cost if used - 4 hrs	2
10	7 Piece Drum Kit with 1 Ft Stage Riser, Keyboard, Guitar and Base stands	1

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 mariam.qadir@britishcouncil.org.

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