



Request for Quotation (RFQ)

For: RFQ for Karachi Office Renovation Work AW47BSS122025

Date: 09 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

TALK ROOMS: Converting a single existing room into 2 fully sound-proofed rooms designed for conducting speaking tests. The goal is to create separate spaces that ensure complete privacy, minimal noise transfer and clear audio quality for test takers. The work includes constructing a central acoustic partition, installing sound sealed doors, improving ceiling wall insulation and electrical setups for each room. Once completed both rooms will function as independent, quiet and acoustically controlled environments suitable for high quality speaking assessments.

(b) renovating external courtyard washrooms which require complete demolition and restoration. The goal is to create brand new washrooms as per the approved design. All fittings and accessories to be used are to be new, genuine and of high quality as per the BOQ.

The work needs to follow the BOQ and technical drawings provided with the document.

Contractor Responsibilities:

The Contractor shall provide the British Council with a professionally managed, high-quality design and/or construction service, utilising current industry best practice, to deliver the small construction Project as per the detailed requirements and quality standards set out in this Agreement.

The contractor shall comply with all the applicable British Council Requirements more particularly set out in Schedule 4 which supports the delivery of the Terms of Reference.

The Project shall comprise the following Works, and the Contractor shall provide all necessary materials, labour and expertise required to successfully deliver the Project at the British Council, Karachi office.

Detail Specification:

Refer Attached

Annex 2 Details BOQ (Room Renovation)

Annex 3 Detailed Design (Room Renovation)

Timescales

Date	Stage/Milestone
18 th Dec 2025	Contract Commencement
19 th Dec 2025	Mobilisation on site. Delivery equipment. Site set up. Kick off meeting.
28 th Dec 2025	Mid-Point
10 th Jan 2026	Renovation Completion
15 th Jan 2026	Snagging & Practical Completion
15 th Apr 2026	End of Retention Period

Health and Safety

The health and safety procedures appended to this Agreement should be followed while working on the British Council Location(s).

Work Timing:

- Work can be performed during the day time and night time starting 20th December 2025
- After the 01st of Jan '26, work involving noise will have to be performed after 6pm upto 6am.
- No work will be allowed to perform at site without PPEs and the contractor will be accountable for the delays caused due to safety issues.
- Contractor shall dispose of all the debris from the site and keep the site clean and in workable condition throughout the project duration.
- Extra care may be observed during the renovation process – any damages caused during the work by the contractor should be restored to its original status at the expense of the contractor within 10 working days of notification by British Council using equivalent or better materials for fixing the damage.

British Council Provisions:

- British Council will provide uninterrupted water and electric supply during the course of the project.
- Adequate lighting will be provided by British Council for night-time work.
- Space for storing materials (if required) will be made available by British Council but has to be stored securely by the contractor. Any and all losses that may arise from improper storage by the contractor would be their responsibility.
- British Council will ensure a safe access route to the contractor and their personnel

Payment Schedule

Tentative Date	Stage/Milestone	% of Charges	Amount exclusive VAT	Amount inclusive VAT (If applicable)
Following full mobilisation on site and start construction	7 day payment cycle only, after undisputed invoice (other Payment will be as per contract 30 days	20%	x	x
28 th Dec 2025	Mid-Point	30%	x	x
10 th Jan 2026	Completion Date	40%	x	x
15 th Jan 2026	Snags / Handing Over / Defects Completion Date	5%	x	x

15 th Apr 2026	Retention (3 months)	5%	x	
Total in PKR	100%	100%	x	x

Toilet Renovation Work

The British Council would like to request a quotation for renovating external courtyard washrooms which require complete demolition and restoration. The scope of work outlines the requirements, standards and responsibilities for complete renovation of the designated toilets. The objective of this project is to demolish and renovate the existing washrooms as per the design and BOQ to create more modern, hygienic and durable washroom ensuring full functionality, safety and compliant to requirements. This work will cover civil, plumbing, electrical and fitout works necessary to deliver a fully operational and improved toilet facility.

The work needs to follow the BOQ and technical drawings provided with the document.

Contractor Responsibilities:

The Contractor shall provide the British Council with a professionally managed, high-quality design and/or construction service, utilising current industry best practice, to deliver the small construction Project as per the detailed requirements and quality standards set out in this Agreement.

The contractor shall comply with all the applicable British Council Requirements more particularly set out in Schedule 4 which supports the delivery of the Terms of Reference.

The Project shall comprise the following Works, and the Contractor shall provide all necessary materials, labour and expertise required to successfully deliver the Project at the British Council, Karachi office.

Detail Specification:

Refer Attached

Annex 4 Details BOQ (Toilet Renovation)

Annex 5 Detailed Design (Toilet Renovation)

Timescales

Date	Stage/Milestone
18 th Dec 2025	Contract Commencement
19 th Dec 2025	Mobilisation on site. Delivery equipment. Site set up. Kick off meeting.
30 th Dec 2025	Mid-Point

13 th Jan 2026	Renovation Completion
18 th Jan 2026	Snagging & Practical Completion
15 th Apr 2026	End of Retention Period

Health and Safety

The health and safety procedures appended to this Agreement should be followed while working on the British Council Location(s).

Work Timing:

- Work can be performed during the day time and night time starting 20th December 2025
- After the 01st of Jan '26, work involving noise will have to be performed after 6pm until 6am.
- No work will be allowed to perform at site without PPEs and the contractor will be accountable for the delays caused due to safety issues.
- Contractor shall dispose of all the debris from the site and keep the site clean and in workable condition throughout the project duration.
- Extra care may be observed during the renovation process – any damages caused during the work by the contractor should be restored to its original status at the expense of the contractor within 10 working days of notification by British Council using equivalent or better materials for fixing the damage.

British Council Provisions:

- British Council will provide uninterrupted water and electric supply during the course of the project.
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30 th Dec 2025	Mid-Point	30%	x	x
13 th Jan 2026	Completion Date	40%	x	x
18 th Jan 2026	Snags / Handing Over / Defects Completion Date	5%	x	x
18 th Apr 2026	Retention (3 months)	5%	x	
Total in PKR	100%	100%	x	x

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 as per the details mentioned in Payment Schedule under clause 2 Introduction and Specification 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 muhammadahsan.pervezsiddiqui@britishcouncil.org

5 Instructions for Responding

5.1 Your quotation must be submitted to Mohammad.Qasim@britishcouncil.org.pk ONLY latest by COB 15 December 2025.

6 Clarification Requests

6.1 All clarification requests should be submitted to Mohammad.Qasim@britishcouncil.org.pk latest by COB 11 December 2025.

7 Award Criteria

7.1 Responses from potential suppliers will be assessed and awarded based on the lowest cost.

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 Construction Agreement for minor works**
- **Annex 2 Details BOQ (Room Renovation)**
- **Annex 3 Detailed Design (Room Renovation)**
- **Annex 4 Details BOQ (Toilet Plumbing Work)**
- **Annex 5 Detailed Design (Toilet Renovation)**