

Request for Quotation (RFQ)

For: RFQ for Sustainable Fashion Report Launch UK69Arts72024

Date: 10 July 2024

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 and influencers and our 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 work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2021–22 we reached 650 million people.

2 Introduction and Specification

2.1 The British Council would like to request a quotation for event management services.

Sustainable Fashion Report Launch Event:

Islamabad – Lahore – Karachi

19 August – 21 August – 23 August

04.00 PM – 07.00 PM

Venues:

1. Restaurant 1969, Islamabad
2. _____, Lahore – TBC
3. British Council, Library – Karachi

Note: British Council will book the venue.

No. of People: 60 - 100 Max

Theme: Sustainability Fashion Practices in Pakistan.

Activity	Meet and Greet with Welcome activities.	Presentation and Panel discussion	Open discussions with stations/stalls visit.	Close
Time	04.00 PM	04.30 PM	05.30 PM	07.00PM

Requirement	Qty	Notes (if any)
A low riser / Stage for the speeches and panel discussion	01	(20x12) x1 Feet raised platform/Stage. (Black Carpeted)
Backdrop for the stage	01	(20 x 8) ft backdrop printing and installation. Artwork to be provided.
Sound for the stage	01	We will require 01 pair of SP4 speakers with 03 handheld mics with 02 stands and one podium mic as well.
Plasma / LED Screens	02	50 Inch Screens. On the right and left side of the stage with their stands.
Podium for stage	01	Acrylic Podium with British Council logo pasted.
Lighting	As required	Ambiance Lighting, etc.
Production and installation of other branding materials	As required	We would require 3 – 4 branding walls. Artwork will be provided. (Sizes: 10x10, 24x10, 16x10).

Ambiance and floral décor		Sustainable Décor options are welcome.
Food and pass arounds	N/R	Not Required
We would appreciate if we could submit a presentation proposal with the 3D / 2D plan of the entire flow. we would like to have a complete thematic event. This is for the launch report event of Sustainable Fashion practices in Pakistan.		

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 pkmarketplace@britishcouncil.org.pk or by post to: Procurement Team, The British Council c/o British Deputy High Commission, Shahra-e-Iran, Clifton, Karachi, Pakistan

5 Instructions for Responding

5.1 The detailed quotation must be emailed to Mohammad.Qasim@britishcouncil.org.pk ONLY latest by COB 31 July 2024.

6 Clarification Requests

6.1 All clarification requests should be submitted to Mohammad.Qasim@britishcouncil.org.pk latest by COB 25 July 2024.

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.