Exams – Speaking Venue

Call for

Expression of Interest

**Colombo District**

**Date: 05 September 2023**

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.

1. **Introduction and Background to the Project / Programme**

2.1 The British Council Sri Lanka Exams is the conducting IELTS exams across the country. We are catering large number of candidates per annum for which we require Exam Venues across Sri Lanka .

We require venues in areas mentioned below

|  |
| --- |
| **City** |
| Colombo  Colombo Suburbs  Negombo  Gampaha  Kandy  Matara  Jaffna  Kurunagala  Trincomalee  Batticalo  Galle  &  Other main cities |

2.2 The purpose and scope of this EOI and supporting documents is to explain in further detail the requirements of the British Council and the process for submitting a response (refer to Clause 4) to this EOI.

1. **Disclaimers, confidentiality, and information governance**

This section sets out the British Council’s principles in relation to this EOI:

3.1 All information supplied to you by the British Council, including this EOI and any other associated documents, either in writing or orally, must be treated in confidence and not disclosed to any third party (apart from your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to respond to this RFI) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

3.2 This document is only a request for information on goods and/or services that the British Council may or may not wish to investigate further in the future. It does not constitute either an offer to provide goods and/or services to the British Council or oblige the British Council to involve the supplier in any future procurement exercise associated with such goods and/or services. Where indicative pricing has been requested, this is only intended to be used as guidance as to current market potential.

3.3 All costs and expenses incurred in preparation of the Supplier’s response to this EOI are the supplier’s responsibility.

3.4 This EOI and its accompanying documents remain the property of the British Council and must be returned on demand

1. **Instructions for Responding**
   1. Your response to this EOI should be submitted to [savithri.demel@britishcouncil.org](mailto:savithri.demel@britishcouncil.org) by **06th October 2023**
   2. All clarification requests should be submitted by **03rd October**  **2023** by using the below link.  
      <https://forms.office.com/e/VhP8Jz5kUj>

British Council to respond to clarification questions with in 02 working days.

4.3 **Complete EOI pack should include**:

Expression of Interest, a statement from authorised representative on letterhead along with the following information:

* + Venue Registered Name (as per Bank Account )
  + Venue Postal Address of offered venues
  + Venue Size (number of rooms and capacity)( Scope of work )
* Acceptance of Annexures attached with this EOI on the letterhead
* Annex 3 - Pricing Schedule
* Annex 4 – Exams Operational Checklist – filled and signed.

1. **Assessment Criteria**

You will have your submission evaluated as set out below:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weightage** |  |
| * Meeting the criteria in the scope of work in the RP documentation * Acceptance of Contractual Terms & Conditions | 40% | Mandatory |
| **Operational Viability**  Colombo large speaking venue:   * the exclusivity of usage and branding criteria. * Security, cleaning, and maintenance to be done by the vendor and vendor staff for these activities to be present at the venue. * Networking, broadband and connectivity issues to be addressed by vendor.   Other small and out of Colombo venues:   * the exclusivity of usage and branding to be allowed during the period of use. * Security, cleaning, and maintenance to be done by the vendor and vendor staff for these activities to be present at the venue. * Networking, broadband and connectivity issues to be addressed by vendor. | 20% | Mandatory |
| Please complete Annex iii (Pricing Approach given in the quotation grid) | 40% | Mandatory |

Final award to be informed on the basis of assessment within 2-3 weeks of submission.

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

Annex 1 – Contractual Terms and Conditions of Speaking Testing Venue Hire Agreement

Annex 2 – Scope of Work

Annex 3 - Pricing Schedule

Annex 4 – Exams Operational Checklist