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| **Colombo Large SPK Venue Facility** | |
| **Criteria** | **SPK venue specifications** |
| Candidate waiting areas & Baggage counter – External | * External to cater to about ~15 persons with chairs. (May or may not be AC, vendor to confirm this) * Baggage area + lockers or racks * Dedicated use – desirable |
| Candidate waiting & Registration areas – Internal | * Internal ~15’ x 20’ ability to seat about ~15 persons with chairs. * Registration table with 2 – 3 chairs. * AC * Dedicated use |
| Speaking rooms | * 6 - 10 F2F/ VCS SPK rooms ~ 8’x 8’ * Desk and 2 comfortable cushioned chairs. * All rooms wired with broadband according to British Council specs. * AC * Sound Proof * Dedicated use |
| Fire safety system & equipment | * All British Council requirements TB fulfilled. |
| Fire escape | * All British Council requirements TB fulfilled. |
| Toilet | * 2 – 3 wash rooms. * Dedicated |
| Generator | * On site stand by availability catering to the full usage capacity. |
| Parking | * Parking available for over 5 cars (For examiners) |
| Pantry | * Pantry with personal locker (12), eating facility (6), and tea making facility. |
| Storage room | * ~ 10’x 8’ |
| General quality & appearance of the venue | * Run to BC standards. * Water * Cleaners * Security (Handle parking and entrance) |
| Venue branding | * Ability for British Council to fix permanent branding. * Dedicated |
| Other specs | * 3 Km radius to British Council * Away from road hence no disturbance. * Ease of using public transport |
| Contractual nature | * Frame work agreement which will allow British Council to book the venue on need basis only. * Also the payment to be made according to the contractual agreement for the usage only. |
| Readiness | * By end September 2023 |

**Speaking Venue Requirements**

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| **Outstation Small SPK venue Facilities** | |
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| **Criteria** | **SPK venue specifications** |
| Candidate waiting areas & Baggage counter - External | * External to cater to about ~7 persons with chairs. (May or may not be AC, vendor to confirm this) * Baggage area - lockers or racks |
| Candidate waiting & Registration areas - Internal | * Internal ~10’ x 15’ ability to seat about ~10 persons with chairs. * AC * Registration table with 2 – 3 chairs. * Dedicated use when British Council is using |
| Speaking rooms | * 2 - 3 F2F/ VCS SPK rooms ~ 8’x 8’ * Desk and 2 comfortable cushioned chairs. * All rooms wired with broadband according to British Council specs, with VCS equipment. * AC * Sound Proof * Dedicated use when British Council is using |
| Fire safety system & equipment | * All British Council requirements TB fulfilled. |
| Fire escape | * All British Council requirements TB fulfilled. |
| Toilet | * 1 – 2 wash rooms. |
| Generator | * On site stand by availability catering to the full usage capacity. |
| Parking | * Parking available for over 2 cars (For examiners and/or ) |
| Pantry | * Eating facility and tea making facility – desirable |
| General quality & appearance of the venue | * Run to BC standards. * Water * Cleaners * Security (Handle parking and entrance) |
| Venue branding | * Ability for British Council to house temporary  branding. |
| Other specs | * Within 1 Km radius of the LRW venue in the location (if not the same0. * Away from road hence no disturbance – desirable * Ease of using public transport |
| Contractual nature | * Frame work agreement which will allow British Council to book the venue on need basis only. * Also the payment to be made according to the contractual agreement for the usage only. |
| Readiness | * By end September -2023 |

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| **VCS Flexi Equipment requirement** | |
| **Hardware** | **Min. Specification** |
| Operating system | Windows 10 |
| Processor | Intel i3 / i5 / i7 or equivalent |
| Installed memory (RAM) | 4GB |
| Hard disk space | 10GB available space |
| Display device | 1024\*768 resolution, 100% scaling, Landscape |
| System Language | English |
| Camera | Internal / external camera, resolution of 360P |
| Headset | External headphones; noise-cancelling including microphone (disposable headset cover should be provided) |
| Network Connectivity | LAN / WiFi |
| 1.2Mbps per device – important | |

**VCS specs for outstation small venues.**