|  |
| --- |
| **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**

|  |
| --- |
| **Outstation Small SPK venue Facilities**  |
|  |
| **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
 |

|  |
| --- |
|  **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.**