



Request for Proposals (RFP)

For: Research on Mapping of New Materials Development and Repurposing of Existing materials in Indonesia's Craft Sector

Date: 19 August 2019

1 Overview of the British Council

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

1.2 We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body

1.3 The British Council employs over 10,500 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh. Further information can be viewed at www.britishcouncil.org.

2 Introduction and background to the work

2.1 The British Council is an integral and important part of the UK's bilateral relationship with Indonesia.

As one of the British Council's main strategic business units, the Arts team, works with the best of British creative talent to develop innovative, high-quality events and collaborations with artists, cultural institutions and partners across education and the creative economy. We find new ways of connecting and seeing each other through the arts and creative economy. Our programme offers artists, creative industry professionals and audiences enriching experiences inspired by the UK's cultural and artistic strength and diversity.

We bring new work or new interpretations of work from the UK to audiences across the whole of Indonesia. Through strong partnerships we discover new talent and new innovations, challenging ideas and pushing boundaries.

Our team in Indonesia works with our arts specialists in the UK and the region to design the most effective programmes, working with arts professionals and policy makers in the UK and Indonesia.

The British Council recently finalised UK/ID, a three-year campaign that seeks to change relationships between UK and Indonesia, two hugely creative countries that previously see very little cultural exchange between them but have a vast amount to gain from getting to know each other. We are transitioning a new programme that seeks to continue the relationships built throughout the UK/ID season, and develop projects that highlights its legacy, focusing on key themes that were significant to the season, including crafts.

2.2 Crafting Futures supports the future of craft around the globe. This British Council programme strengthens economic, social and cultural development through learning and access. Crafting Futures' projects support practices and people, through research, collaboration and education. The global Culture & Development work at the British Council aims to establish, "Cultural approaches to sustainable development, and creative responses to development challenges".

The programme is currently active in East Asia, South Asia and Latin America, including Thailand, Myanmar, Vietnam, Malaysia, Afghanistan, Bangladesh, Pakistan and Mexico with possibilities to grow to India, Nepal, Sri Lanka and other Latin American countries. Indonesia will start implementing the programme on 2020.

Craft across Asia are rich and steeped in tangible and intangible heritage. Craft and textiles practices represent thousands of years of ways of living, cultural identity and visual culture unique to a specific place. It has been a way of life for many societies with artisanal practices creating employment as well as cultural expression. However, with the rise of mass production, craft practices have seen a rapid decline globally. In many places, these traditions are struggling to stay alive and seen as unrelated to contemporary life. The UK went through similar struggles following the Industrial Revolution and then as a post-industrial country but has been supported recently by the rise of the Maker Movement, which has seen consumers and designers interested to become more connected to the process of making. It is through the elevation of craft practice globally that these traditions can be preserved and sustained.

2.3 Research Project Rationale

With more than 17,000 islands, Indonesia is a culturally diverse country with decades of history in crafts. The craft sector itself is enormous, and according to Indonesia's Creative Agency (Badan Ekonomi Kreatif) 2016 data, it accounts as the third largest contributor to the country's creative economy with a total contribution of IDR 142,08 Trillion or 15,40% of the total value of the creative economy. The five biggest provinces in Indonesia that contributes to creative economy income is Yogyakarta, Bali, West Java, East Java and North Sumatra. However, previously the crafts sector was primarily tied into the tourism sector, as craftsman, artisans and designers focused on the design process and economic value of the end-product.

For the British Council in Indonesia, it is at a high time that we re-evaluate our work within the fashion, crafts and design sector. Between 2012 – 18, British Council held the Indonesia Fashion Forward programme with Jakarta Fashion Week and Centre for Fashion Enterprise, which has been key for us in terms of partnership and sector development. In 2014, British Council also held a crafts development programme aimed at a heritage community of silversmiths in Kotagede, Yogyakarta with AirAsia Foundation. Partners in both Indonesia and the UK are keen to develop a new programme as a successor to these previous programmes and projects.

Our key government partner in Indonesia, Bekraf (Creative Economy Agency) has supported and developed their own capacity building programme in crafts and design, such as IKKON and ORBIT. Besides Bekraf, Ministry of Industry (Kemenperin) is a significant player in the crafts sector and has built the Bali Creative Industry Centre as a hub to meet, exchange and collaborate with designers, crafters and artisans – with plans to expand to Bandung. The development of Indonesia as a global design hub remains a top priority for the government, hence we are aware that the interest in this sector is evident.

Furthermore, with increasing global interest on climate change and consumptive economic models in a post-globalised world, the research also comes at a time where the world is looking for alternative approaches to crafts, addressing sustainability across environment, economic and culture through crafts, and explore new economic models, systems and ways of collaborating.

There is a keen interest to highlight a circular economy that promotes a sustainable model of production, without causing environmental damage at the end of the product life cycle – through developing new materials, recycling, upcycling and repurposing. Circular models also have the potential to reduce emissions from landfills and efficiently manage waste and wastewater. Holding the position of second biggest waste-maker in the world, Indonesia has a huge chance to turn their waste into an income generating element.

The growing sector around repurposing materials and new materials development have garnered quite a lot of interest – designers and artists in Indonesia are interested about it, and it is an area where the UK has an abundance of leadership and best practice on, yet still have room for learning about alternative ways. However, there is still the necessity to identify needs and opportunities of the sector to foster them. For both the UK and Indonesia, this opportunity has an economic, social, creative, and environmental impact.

2.3 The Research

This research project will create an evidence-based analysis for the planning of the Crafting Futures projects that focuses on the development of new sustainable materials and repurpose of existing materials in Indonesia, with aims to identify its gaps and opportunities in order to enhance the sector in targeted sample of areas where the British Council is already active in creating creative works which includes Jakarta, West Java, East Java and Bali.

The research will provide an overview of the new materials development and repurposing of existing materials within the craft sector in Indonesia and map out partner organisations and artisans within this field of work. The project aims to create a body of research which will inform the development of a set of proposals for the Crafting Futures programme. The proposals will address audiences, how they can further develop new materials that are sustainable but also how they can work with marginalized communities.

This research will also be a good opportunity to investigate the elements of traditional Indonesian crafts and craftsmanship. It is hoped that through this, audience could see on how the materials used, techniques, and structure and could lead to the advancement of contemporary crafts while maintaining ethical practices in the production process. Other factors such as how crafts could give value to the community should also be a consideration.

The research will consider how **New Materials are developed and Repurposing Existing Materials** could create new possibilities and alternatives towards a sustainable future, which gives social impact by supporting marginalized communities while addressing environmental, cultural and economic challenges. The research should also highlight the use of **technology** in developing new materials

A priority of the Crafting Futures programme is to generate access and visibility for the research and learning created by the projects which can be used to benefit the sustainability of craft practice globally. Most projects this year involve the production of curriculum, learning kits or tool kits. It is also clear from partners that there is a desire to look at how to preserve and archive craft practices as they begin to change in the contemporary context. The purpose of this research is to serve the following needs:

- Develop stronger relationships between UK and Indonesia
- Positioning the UK as a key partner for Indonesia within this specific sector
- Providing development within the crafts and design sector in Indonesia
- Establish cultural and creative approaches to sustainable development
- Feeding into sustainable development goals
- To maximize the potential of the development of new materials in daily products
- Create an awareness on heritage crafts and its advancements
- To promote local crafts with good design which also has social and environmental value.

2.4 The research will close by providing clear recommendations to inform the development of new evidence-based programmes on developing new materials. We are especially interested in recommendations that involve UK-Indonesia, and which can support exchange between the UK and Indonesia in the crafts sector. For external purposes, we seek the research to be used to generate accessibility and visibility of the research, and to be used to benefit the crafts sector in Indonesia, the UK and regionally/globally.

3 Tender Conditions and Contractual Requirements

This section of the RFP sets out the British Council's contracting requirements, general policy requirements, and the general tender conditions relating to this procurement process ("**Procurement Process**").

3.1 Contracting requirements

3.1.1 The contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time (see: <http://www.britishcouncil.org/organisation/structure/status>).

3.1.2 The appointed consultant will be expected to deliver the goods and/or provide services remotely from their own office and create FGD or data collecting during one or two of the following events Brightspot Market (03 – 06 October 2019), Jakarta Fashion Week (21 – 28 October 2019) and Wallacea Week (last week of November 2019).

3.1.3 The British Council's contracting and commercial approach in respect of the required goods and/or services is set out at Annex [1] (Terms and Conditions of contract) ("**Contract**"). By submitting a tender response, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment.

3.1.4. The contract will be awarded for a duration of 7 months from 23 September 2019 to 31 March 2020

3.1.5 In the event that you have any concerns or queries in relation to the Contract, you should submit a clarification request in accordance with the provisions of this RFP by the Clarification Deadline (as defined below in the Timescales section of this RFP). Following such clarification requests, the British Council may issue a clarification change to the Contract that will apply to all potential suppliers submitting a tender response.

3.1.6 The British Council is under no obligations to consider any clarifications / amendments to the Contract proposed following the Clarification Deadline, but before the Response Deadline (as defined below in the Timescales section of this RFP). Any proposed amendments received from a potential supplier as part its tender response shall entitle the British Council to reject that tender response and to disqualify that potential supplier from this Procurement Process.

3.2 General Policy Requirements

3.2.1 By submitting a tender response in connection with this Procurement Process, potential suppliers confirm that they will, and that they shall ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>). The list of relevant policies includes (but it is not limited to): Anti-Fraud and Corruption, Child Protection Policy, Equality, Diversity and Inclusion Policy, Fair Trading, Health and Safety Policy, Environmental Policy, Records Management, and Privacy.

3.2 General tender conditions ("**Tender Conditions**")

3.3.1 Application of these Tender Conditions – In participating in this Procurement Process and/or by submitting a tender response it will be implied that you accept and will be bound by all the provisions of this RFP and its Annexes. Accordingly, tender responses should be on the basis of and strictly in accordance with the requirements of this RFP.

3.3.2 Third party verifications – Your tender response is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided; and the analysis of

your tender response being undertaken by one or more third parties commissioned by the British Council for such purposes.

3.3.3 Information provided to potential suppliers – Information that is supplied to potential suppliers as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but the British Council will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the British Council.

3.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. You should notify the British Council promptly of any perceived ambiguity, inconsistency or omission in this RFP and/or any in of its associated documents and/or in any information provided to you as part of this Procurement Process.

3.3.5 Amendments to the RFP – At any time prior to the Response Deadline, the British Council may amend the RFP. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of tender response submission – Any goods and/or services offered should be on the basis of and strictly in accordance with the RFP (including, without limitation, any specification of the British Council's requirements, these Tender Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

3.3.7 Format of tender response submission – Tender responses must comprise the relevant documents specified by the British Council completed in all areas and in the format as detailed by the British Council in Annex [2] (Supplier Response). Any documents requested by the British Council must be completed in full. It is, therefore, important that you read the RFP carefully before completing and submitting your tender response.

3.3.8 Modifications to tender response documents once submitted – You may modify your tender response prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a complete new tender response in accordance with Annex [2] (Supplier Response) and these Tender Conditions.

3.3.9 Rejection of tender responses or other documents – A tender response or any other document requested by the British Council may be rejected which:

- contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
- contains hand written amendments which have not been initialled by the authorised signatory;
- does not reflect and confirm full and unconditional compliance with all of the documents issued by the British Council forming part of the RFP;
- contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by the British Council in any way;
- is not submitted in a manner consistent with the provisions set out in this RFP;
- is received after the Response Deadline.

3.3.10 Disqualification – If you breach these Tender Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this RFP, and/or in any supporting documents, entitling the British Council to reject a tender response apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process;

- to fix or set the price for goods or services ;
- to enter into an arrangement with any other party that such party shall refrain from submitting a tender response;
- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted; or
- to collude in any other way
- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- to obtain information from any of the employees, agents or advisors of the British Council concerning this Procurement Process (other than as set out in these Tender Conditions) or from another potential supplier or another tender response,

The British Council shall be entitled to reject your tender response in full and to disqualify you from this Procurement Process. Subject to the “Liability” Tender Condition below, by participating in this Procurement Process you accept that the British Council shall have no liability to a disqualified potential supplier in these circumstances.

3.3.11 Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Subject to the “Liability” Tender Condition below, you accept by your participation in this procurement, including without limitation the submission of a tender response, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in tendering for this procurement irrespective of whether or not your tender response is successful.

3.3.12 Rights to cancel or vary this Procurement Process - By issuing this RFP, entering into clarification communications with potential suppliers or by having any other form of communication with potential suppliers, the British Council is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFP but the British Council reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice to all potential supplier in writing. Subject to the “Liability” Tender Condition below, the British will have no liability for any losses, costs or expenses caused to you as a result of such termination, amendment or variation.

3.3.13 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Tender Conditions and the requirement of this RFP.

3.3.14 Liability – Nothing in these Tender Conditions is intended to exclude or limit the liability of the British Council in relation to fraud or in other circumstances where the British Council’s liability may not be limited under any applicable law.

4 Confidentiality and Information Governance

4.1 All information supplied to you by the British Council, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the British Council has given express written consent to the relevant communication.

4.3 This RFP and its accompanying documents shall remain the property of the British Council and must be returned on demand.

4.4 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the British Council. The British Council further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the British Council in accordance with such rights reserved by it under this paragraph.

4.5 The Freedom of Information Act 2000 (“FOIA”), the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).

4.6 You should be aware of the British Council’s obligations and responsibilities under the Disclosure Obligations to disclose information held by the British Council. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the British Council under the Disclosure Obligations, unless the British Council decides that one of the statutory exemptions under the FOIA or the EIR applies.

4.7 If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, using any template and/or further guidance provided at Part [2] (Submission Checklist) of Annex [3] (Supplier Response), you must provide clear and specific detail as to:

- the precise elements which are considered confidential and/or commercially sensitive;
- why you consider an exemption under the FOIA or EIR would apply; and
- the estimated length of time during which the exemption will apply.

4.8 The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process you agree that the British Council should not and will not be bound by any such markings.

4.9 In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that the British Council accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the British Council, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to the British Council on the basis that it may be disclosed under the Disclosure Obligations if the British Council considers that it is required to do so and/or may be used by the British Council in accordance with the provisions provision of this RFP.

4.10 Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the British Council’s instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on the British Council’s behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

5 Tender Validity

Your response should remain open for acceptance for a period of 60 days from the Response Deadline. A response valid for a shorter period may be rejected.

6 Payment and Invoicing

6.1 The British Council will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the British Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.

- The British Council Purchase Order number is included.
- It is sent electronically via email in PDF format to Camelia.Harahap@britishcouncil.or.id (for supplier outside Indonesia)
- It is sent by post to (for supplier within Indonesia):
The British Council, Finance Division, Office 8 Building, 9th Floor, Sudirman Central Business District (SCBD) Jl. Senopati Raya No. 8B Jakarta 12190 – Indonesia.

7 Scope of Work, Specification and Outputs

The appointed supplier will be expected to provide a situation analysis and detailed collaborative research of crafts sector in Indonesia

7.1 Role of Researcher

The researcher is to be expected to include the following methodologies (all co-developed with the either UK/Indonesian partner):

Mapping and Desk Review of Existing Literature

- Mapping of existing companies, communities or practitioners who are practicing sustainable methods in their work and is developing the creation of new materials. It would be an additional value if they involve marginalised communities in their activities.
- Mapping of any organisations, trusts, foundations, corporate sponsors or donors working in the sustainable crafts and design (including educational tools and research)
- Mapping of events and programmes that supports the economic value of new materials
- Mapping of existing local crafts and acknowledge each of their techniques, materials used, structure and use.
- Desk review of existing literature to identify any current narratives around the use of
- new materials that help promote sustainable approach to design and environmental
- preservation and ethical practices

Qualitative and Quantitative Research

- Significant qualitative and quantitative research in Indonesia to understand and interrogate the organisations and individuals already active in these areas, the challenges they face in advancing their activity
- Research could be delivered through focus group discussions and phone interviews. British Council will provide contacts to our existing craft partners in the region.
- In delivering the qualitative research the consultant needs to ensure:
 - Robust and credible results i.e. statistically valid and completed in such a way as to not significantly influence the findings.
 - A culturally sensitive approach, mindful of barriers caused by language and logistics.

Either UK or Indonesia researcher, both are expected to have a partner from UK or Indonesia since a collaboration between both countries are compulsory, where they are expected to:

- Develop methodology collaboratively
- Peer Review on Research founding and reporting.

The content will be in English and Indonesian.

7.2 Key outcomes include

Programme Recommendations

Recommendations for a pilot programme on new materials development and entrepreneurship for sustainable product creators, with consideration on how to engage with existing stakeholders and potential investors.

Executive Summary Paper

- Summary of the mapping, audience insights and recommendations
- Increased understanding of and interest in Indonesian crafts sector
- Increased awareness of the British Council as a broker and enabler for knowledge and creative exchange
- Comment is also welcomed from the researcher as to the strength of existing data and any gaps where further research is needed.
- The final report should be delivered in Word and PDF formats utilising the British Council and Crafting Futures branding. We are also opening an opportunity to present the final report in another form of medium other than Word and PDF format (documentary video, exhibition, etc).
- The service is to be delivered within the given deadlines:

Activity	Date
Contract start date	23 September 2019
Initial research period, including visits to Indonesia	September - February
Potential Dates for an FGD/Presentation/Showcase of Current Findings	3 – 6 October 2019 (Brightspot) 4 – 6 October 2019 (IdeaFest) 19 – 25 October 2019 (Jakarta Fashion Week) 25 – 1 December 2019 (Wallacea Week)
Interim findings presented by the selected consultant, for review by British Council	December
Final draft presented by selected consultant	January
Launch of research and consultancy findings in Indonesia	End-February / March

7.2 Researcher Requirement

Essential	Desirable
At least 3 years' experience of research and consultancy in the field of cultural and creative industries, including situational analysis and strategy development. Specific experience in researching and providing expertise on crafts and sustainability	Specific experience in working for government ministries and / or municipalities in developing strategies to support the cultural and creative industries.
At least 3 years' experience delivering high quality research on the creative economy, including a range of qualitative, quantitative and modelling skills.	Specific experience delivering qualitative research in an intercultural environment.
At least 3 years' experience working in an international environment in culture development, policy or research.	Experience working in SEA, including Indonesia.
At least 3 years' experience working in collaborative research teams with international partners.	Experience co-designing and delivering collaborative research in SEA.

At least 3 years' experience of consultancy work for municipalities and cultural organisations	Experience of consultancy work for the British Council
Experience of delivering high quality presentations and workshops on the creative economy.	Experience of successful advocacy and strategy work in SEA, including Indonesia.

8 Mandatory Requirements / Constraints

8.1 As part of your tender response, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in the British Council's specification forming part of this RFP. A failure to comply with one or more mandatory requirements or constraints shall entitle the British Council to reject a tender response in full.

9 Qualification Requirements

NOT USED.

10 Key background documents and further information

NOT USED.

11 Timescales

11.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

Activity	Date / time
Issue of Contract Notice / availability of RFP documents	19 August
Deadline for clarification questions (Clarification Deadline)	23 August
British Council to respond to clarification questions	28 August
Deadline for submission of RFP responses by potential suppliers (Response Deadline)	2 September 10 AM Jakarta Time
Award decision standstill letters issued	10 September
Contract concluded with winning supplier	10 – 20 September 2019
Contract start date	23 September

Instructions for Responding

11.1 The documents that must be submitted to form your tender response are listed at Part [2] (Submission Checklist) of Annex [3] (Supplier Response), CV, and Annex [4] (Pricing Approach) to this RFP. All documents required as part of your tender response should be submitted to IDJKTprocurement@britishcouncil.or.id by **2 September 2019, 10.00 Jakarta time;**

Please do not forget to add your references, proof of capability document and written commitment to undertake the tasks outlined above.

11.2 The following requirements should be complied with when submitting your response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may be rejected by the British Council.
- Do not submit any additional supporting documentation with your RFP response except where specifically requested to do so as part of this RFP. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the British Council).
- All attachments/supporting documentation should be provided separately to your main tender response and clearly labelled to make it clear as to which part of your tender response it relates.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.
- Unless otherwise stated as part of this RFP or its Annexes, all tender responses should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as 'or equivalent' you must demonstrate such equivalence as part of your tender response.
- Any deliberate alteration of a British Council requirement as part of your tender response will invalidate your tender response to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

11 Clarification Questions

12.1 All clarification requests *should* be submitted via email to IDJKTprocurement@britishcouncil.or.id no later than 23 August 2019. The British Council is under no obligation to respond to clarification requests received after the Clarification Deadline.

12.2 Any clarification requests should clearly reference the appropriate paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.

12.3 The British Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the British Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

12.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response or other information they may have provided. Should you not provide supplementary information or clarifications to the British Council by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from this Procurement Process.

12 Evaluation Criteria

13.1 You will have your tender response evaluated as set out below:

Stage 1: Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tenders responses correctly completed with all relevant information being provided will proceed to Stage 2. Any tender responses not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated.

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Stage 2: The completed Qualification Questionnaire will then be reviewed to confirm that the potential supplier meets all of the qualification criteria set out in the questionnaire. Potential suppliers that meet the qualification criteria will proceed to Stage 3. Potential suppliers that do not meet the qualification criteria set out in the Qualification Questionnaire may be excluded from the Procurement Process at this point. Where a potential supplier is excluded at this point, its tender response will be rejected in full and not evaluated further and the supplier will automatically be disqualified from this Procurement Process.

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Stage 3: If a bidder succeeds in passing Stages 1 and 2 of the evaluation, then it will have its detailed tender response to the British Council's requirements evaluated in accordance with the evaluation methodology set out below. Information provided as part of Qualification Questionnaire responses may also be verified as part of this stage.

14.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantages tender using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Quality – Knowledge and Experiences	40%
Methodology and Approach	40%
Budget and Administration Compliance	20%

Scoring Model – Tender responses will be subject to an initial review at the start of Stage 3 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than Commercial using the following scoring model:

Points	Interpretation
10	Excellent - A comprehensive and strong answer indicating the provider is fully capable and experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided.
7	Good - There are slight concerns that the organisation will not be able to achieve all the outcomes required and response lacked details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and few relevant examples provided.
5	Adequate - There are concerns that the organisation will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.
3	Poor Response/Limited Evidence - There are serious indications that the organisation will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail.
0	Unacceptable - The answer is non-compliant and/or no relevant information has been received to demonstrate the organisation can achieve the required outcomes. No response or a response that is entirely irrelevant.

14.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex [4] (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the British Council as part of the pricing approach. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may reject the full tender response at this point. The British Council may also reject any tender response where the Overall Price for the goods and/or services is considered by the British Council to be abnormally low following the relevant processes set out under the EU procurement rules. A maximum offer score of 10 will be awarded to the tender response offering the lowest “Overall Price”. Other tender responses will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

14.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

14.6 The winning tender response – The winning tender response shall be the tender response scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information or references relating to any Qualification Question responses) obtained by the Authority relating to any self-certification or other requirements referred to in the Qualification Questionnaire (*if used*). If any verification evidence requested from a supplier, or a relevant third party as may be referred to by the supplier in the Qualification Questionnaire (*if used*) as a party prepared to provide such information, is not provided in accordance with any timescales specified by the British Council and/or any evidence reviewed by the British Council (whose decision shall be final) does not demonstrate compliance with any such requirement, the British Council may reject that tender response in full and disqualify the potential winning supplier from the Procurement Process at that point.

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

Annex 1 - Terms and Conditions of Contract

Annex 2 – Qualification Questionnaire (NOT USED)

Annex 3 – Supplier Response

Annex 4 – Pricing Approach

USEFUL LINKS AND OTHER INFORMATION

The British Council is the United Kingdom's international organisation for cultural relations.

The British Council creates international opportunities for the people of the UK and other countries and builds trust between them worldwide. We call this cultural relations.

We build trust and understanding for the UK to create a safer and more prosperous world. In terms of our reach and impact, we are the world's leading cultural relations organisation. Cultural relations is a component of international relations which focuses on developing people-to-people links and complements government-to-people and government-to-government contact.

We use English, Arts, and Education and Society – the best of the UK's great cultural assets – to bring people together and to attract partners to working with the UK. The British Council has over 7,000 staff working in 191 offices in 110 countries and territories.

The British Council is an integral and important part of the UK's bilateral relationship with Indonesia. We work in partnership with government, academic and non-governmental organisations in Indonesia, and with UK and European counterparts, to provide opportunities to people throughout Indonesia. The British Council extends its work through partnerships with Indonesia and international business community in Indonesia.

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Previous work and reports of relevance