



EUROPEAN UNION SUPPORT TO HIGHER EDUCATION IN THE ASEAN REGION

SHARE Project Management Office
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Request for Quotation (RFQ)

For: English Language Editing Services

Date: 27 August 2021

1 Overview of the British Council

1.1 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 Project / Programme

2.1 The Support to Higher Education in the ASEAN Region (SHARE) Programme is the European Union's flagship higher education programme with ASEAN. The SHARE Programme resumed with effect from 27 February 2021 with the agreement for a programme extension between the ASEAN Secretariat and the European Commission until the end of 2022.



Deutscher Akademischer Austauschdienst
German Academic Exchange Service



European Association for
Quality Assurance in Higher Education

The SHARE Consortium is comprised of the British Council, the DAAD, ENQA, and Nuffic. The SHARE Extension will see the programme continue its support of the ASEAN Secretariat and ASEAN stakeholders to enable greater harmonisation and internationalisation of ASEAN higher education.

The SHARE Programme is fully committed to the implementation of the third ASEAN Work Plan on Education 2021 – 2025 for the duration of its extension. Consequently, the SHARE Consortium will bring to bear its collective expertise and experience across the full scope and dimensions of international education in line with the further development of an ASEAN Higher Education Space and an ASEAN branded scholarship scheme, in collaboration with the ASEAN Secretariat and ASEAN stakeholders.

A central aim of the SHARE Programme Extension is to catalyse the transfer of ownership of programme outcomes to ASEAN entities and nominated organisations to be embedded within sustainable ASEAN-led structures and processes.

3 Specification

3.1 Services

In delivering the programme activities, the SHARE programme produces a number of written materials, such as reports, articles or meeting notes. We are therefore seeking a supplier that could provide English language editing services which include but not limited to proofread and/or edit SHARE materials as follows:

- programme activities materials such as: terms of reference, event/activity overview, meeting reports, guidelines, etc.
- press materials such as: press release, etc.
- digital content materials such as: social media posts, webpage content, etc.

The selected supplier will be required to provide its services across the programme and sometimes at short notice.

3.2 Output

The expected output for this engagement will be proofread and edited version of requested materials in agreed format as specified by SHARE programme team. The estimated input materials will be around 20 pages (in 12-point Times New Roman font, double spaces with one-inch margins, and approximately 300 words long) per month, in total up to 120 pages over the engagement duration.

3.3 Duration

The duration of this engagement is between September 2021-March 2022. It might be extended as needed.

4 Quotation Validity

4.1 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.

5 Payment and Invoicing

5.1 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 assigned officer email address and by post to:
British Council |Office 8 Building, 9th floor | Sudirman Central Business District (SCBD) Lot. 28 Jl. Jend. Sudirman Kav. 52 – 53 (Jl. Senopati Raya No. 8B) | Jakarta 12190 | Indonesia

6 Instructions for Responding

6.1 Provide your rate per page with the assumption for one page manuscript is in 12-point Times New Roman font, double spaces with one-inch margins, and approximately 300 words long.

6.2 Your quotation, curriculum vitae and at least 3 samples of your previous work should be submitted to sharepmo@britishcouncil.org by 15 September 2021.

7 Clarification Requests

7.1 All clarification requests should be submitted to sharepmo@britishcouncil.org

8 Award Criteria

8.1 Responses from potential suppliers will be assessed and awarded based on the lowest cost and experience in providing required services.

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.