



Request for Proposal (RFP)

For: Invitation for Proposals for CSO Storybook design, proofread and printing for Platforms for Dialogue (P4D) Project

Date: 05 April 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 Conditions and contractual requirements

2.1 The appointed supplier will only process personal data accessed in performance of the services in accordance with the British Council's instructions and will not use such 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 the Data Protection Act 1998 and ensure appropriate and legislative consent is acquired where necessary.

The British Council is committed to equality and to positive action to promote this. It believes that an Equal Opportunities Policy helps to ensure that there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of gender including transgender, marital status, sexual identify, region and belief, political opinion, race, work pattern, age, disability or HIV/AIDS status, socio-economic background, spent convictions, trade union activity or membership, on the basis of having or

not having dependents, or any other relevant grounds. The appointed supplier must agree to operate in accordance with these principles while undertaking work at or on behalf of the British Council.

The British Council is committed to open government and to meeting its legal responsibilities under the Freedom of Information Act 2000 (the "Act"). Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The British Council may also decide to include certain information in the publication scheme, which the British Council maintains under the Act.

If suppliers considers that any of the information included in their completed documentation is commercially sensitive, it should identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.

The suppliers should be aware that, even where they have indicated that information is commercially sensitive, the British Council might be required to disclose it under the Act if a request is received.

The suppliers should also note that the receipt of any material marked 'confidential' or equivalent by the British Council should not be taken to mean that the British Council accepts any duty of confidence by virtue of that marking.

The supplier will comply with all applicable legislation and codes of practice, including, where applicable, all legislation and statutory guidance relevant to the safeguarding and protection of children and vulnerable adults and with the British Council's Child Protection Policy; in addition the supplier will ensure that where it engages any other party to supply any of the services under this agreement that that party will also comply with the same requirements as if they were a party to this agreement.

All relevant policies that suppliers are expected to adhere to can be found on the British Council website – <http://www.britishcouncil.org/about/policies>. The list of policies includes (but it is not limited to):

- Anti-Fraud and Corruption
- Child Protection Policy
- Equal Opportunities Policy
- Fair Trading
- Health and Safety Policy
- Environmental Policy
- Records Management
- Privacy

If the terms of the Contract render the proposals in your tender unworkable, you should submit a clarification in accordance with Section [10] of this RFP (Instructions to Tenderers) by [07 December 2014] and the British Council will consider whether any amendment to the Contract is required. Any amendments shall be published [via email / In-Tend] prior to the deadline for the submission of bids and shall apply to all tenderers. Any amendments which are proposed but not approved by the British Council through this process will not be acceptable and may be construed as a rejection of the terms leading to the disqualification of the tender.

This document does not constitute an offer to provide goods and/or services to the British Council.

By issuing this RFP, entering into the clarifications with tenderers or by having any other form of communication with tenderers, the British Council is not bound in any way to enter into any contractual or other arrangement with you or any other tenderer. It is intended that the remainder of this procurement will take place in accordance with the provisions of this RFP but the British Council reserves the right to terminate, amend or vary the process by notice to all tenderers in writing. Subject to the final paragraph of this Section 3, the British Council will have no liability for any losses, costs or expenses caused to you as a result of such termination, amendment or variation.

Nothing in this RFP or any other documentation issued by the British Council in connection with this procurement 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

The British Council reserves the right to request reference information.

3 Scope of Work/Specification/Outputs

3.1 The British Council would like to request a Proposal for **CSO storybook design, proofread and printing for Platforms for Dialogue Project**. Item description:

S/L	Item Specifications	Quantity	Unit Price	Total Price
1	Item: Story Book Size: Letter (8.5"X11") Page: Approximately 200-220 pages Language: Bangla & English Cover: 300 gsm art card, 4-colour, Matt/Spot lamination Inner: 150 gsm Art paper, 4-colour (both side) Binding: PUR-glued (জুস বাইন্ডিং)			
	Design and layout	1 book		
	Proofreading in Bangla and English	1 book		
	Printing quantity	250 copies		

		500 copies		
		1000 copies		
		2000 copies		

Please note,

- **Three sample designs of the cover/back page and two inner pages must be submitted** with the Proposal (sample contents, photographs, logos, colour palettes are attached with this RFP. For better understanding of designs visit www.p4dbd.org/ and www.britishcouncil.org.bd).
- **Brief profile (2 pages max) of the professional proof-reader must be submitted** with the Proposal
- Before final printing, the press-proof copy must be produced and approved by P4D

Timeframe

- Commencement on 12th April and design selection completed by 15th April
- 1st draft book design ready (with proofreading) by 30 April 2021
- Feedback and revision/correction completed, and press-proof signed by 10th May 2021
- All deliverables supplied to P4D by 20th May 2021

Deliverables

- Agreed number of printed copies of the book
- Adobe illustrator files of the designed book (text and outlined versions)
- A web-friendly PDF version of the book

Design materials

- Sample design materials can be found in **Annex-I_DesignMaterials**

Note: Please put your price in this table. No other format will be accepted.

3.2 Delivery/Work Address: Apt B2, House 13/B, Road 75, Gulshan 2, Dhaka 1212, Bangladesh

4 Price

- Please submit the price Proposal on your company letter head pad
- Please put your price including transportation, service charge, other accessories charge, VAT, TAX and any other relevant cost.

5 Proposal Validity

5.1 Your Proposal must remain open for acceptance by the British Council for a minimum of 30 days from the date that it is issued to the British Council in response to this requirement

6 Payment and Invoicing

6.1 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 number/Purchase Order number.
- Addressed to Accounts Payable.
- The costs including VAT (if applicable) and any other charges
- All payments will be made only through bank transfer.
- British Council does not make any advance payments. Full payments will be made upon submission of invoice and as per payment terms and conditions.

7 Instructions for Responding

7.1 Your Proposal must be submitted to Shariful.Haque@bd.britishcouncil.org by **12th April 2021**

- Please ensure that you send your submission in good time to prevent issues with technology - late submissions may not be considered.
- Where supporting evidence is requested as 'or equivalent' - it is the Tenderers responsibility to prove the relevant equivalence.
- Completion and submission of your response does not guarantee award of any BC contract

8 Clarification Requests

8.1 All clarification requests should be submitted to Shariful.Haque@bd.britishcouncil.org

9 Award Criteria

9.1 Responses from potential suppliers will be assessed and awarded based on the Value for Money.

10 Disclaimer

10.1 By issuing this RFP, the British Council is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier.

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

Annex-I_DesignMaterials