

Request for Proposal (RFP)

For: Revision of the 'Guide to Arts and Culture Opportunities in China'

Date: 29 November 2024

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.

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.

We operate as the Cultural and Education Section of the British Embassy in Beijing and Cultural and Education Section of the British Consulate-General in Shanghai, Guangzhou, and Chongqing. Our Exams work across China operates as a Wholly Foreign Owned Enterprise.

2 Introduction and Background to the Project / Programme

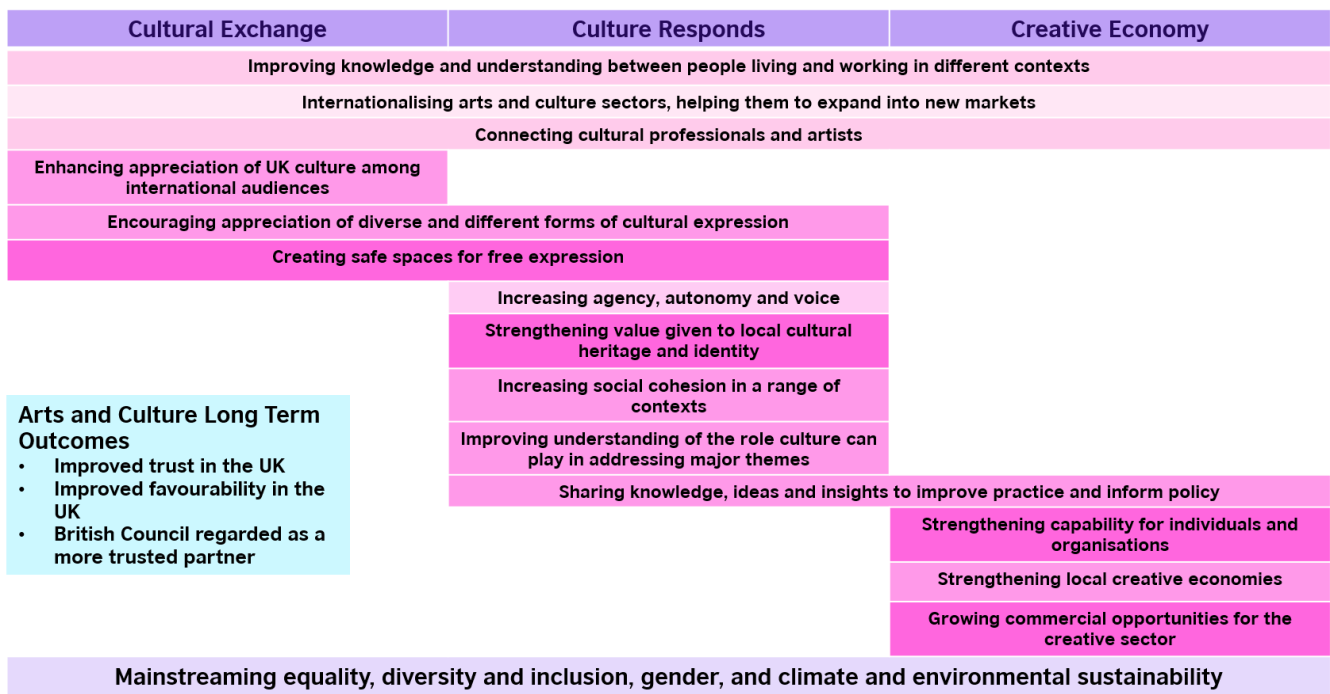
2.1 Introduction

British Council China Arts team is seeking a research partner to provide an update on the current version of the 'Guide to Arts and Culture Opportunities in China', a practical guide to arts, culture and creative activities in China to support UK stakeholders to better understand the trends and developments across China's cultural and creative sectors.

British Council Global Arts and Culture Outcomes

Long term outcome: We strengthen creative, social and economic development and build trust through connections, practice and collaboration between the arts, culture, heritage and creative industry sectors in the UK and internationally.

Arts and Culture Outcomes



Background

The British Council China Arts team commissioned the ‘Guide to Arts and Culture Opportunities in China’ in 2019. The guide was for UK arts, culture and creative organisations and practitioners including; small to medium enterprises (SMEs), artists and cultural institutions. The main aim of the guide was to help those UK stakeholders better understand the trends and developments across China’s cultural and creative sectors. The guide sought to further the development of China’s arts and cultural industries by highlighted the areas of opportunity relevant to UK sector.

The cultural sector in China has changed drastically post pandemic and continues to be affected by deteriorating economic conditions and the wider geopolitical environment. An up-to-date view of the Chinese cultural landscape post-pandemic is therefore needed, aiming to provide insights into recent developments in the cultural sector - highlighting opportunities for collaboration which will further cultural development and in turn deliver economic and social benefits to China.

The British Council would like a revised report to provide an up-to-date overview laying out the areas of opportunity relevant to both UK stakeholders and that is the development of China’s arts and cultural industries. The practical guide is to help those UK stakeholders better understand the trends and conduct arts and cultural activities in China.

Project objectives

The report should be broad in scope, covering national and regional policies, and cultural projects and activities from the breadth of China’s provinces and sectors. It should act as a starting point to encourage artists, SMEs and institutions in the UK to further explore relevant opportunities for collaboration in China.

The report should be able to help UK arts practitioners to:

- achieve better understanding of the current arts landscape in China.
- achieve better understanding of unique geographical specialisations and strengths of key Chinese regions – including Greater Bay Area, Yangtze River Delta, North Cluster and West Cluster.
- achieve better understanding of key institutions in relevant art sectors and geographies.

The outcomes from the report are that:

- The UK develops greater knowledge and understanding of the Chinese creative industries.
- The UK arts sector has greater confidence to work with Chinese arts and cultural organisations, and is better able to position within the market – and actively seek out new partners of interest.
- The UK recognises the British Council as a key partner for the arts in China, in terms of brokering new connections and opportunity-building.

The report should be rich in content and offer a contemporary narrative and design with supporting infographics and data presentations.

Audience

- **British Council:** A resource for British Council teams sharing insights of designing programme in Mainland China, and for evidencing to senior leadership the value and insight informing the work in China.
- **UK arts culture sector leaders and practitioners:** A resource for UK arts, culture and creative organisations and practitioners including; small to medium enterprises (SMEs), artists and cultural institutions, seeking to have an up-to-date overview of the culture landscape in the Mainland China.

2.2 The purpose and scope of this RFP and supporting documents is to explain in further detail the requirements of the British Council and the procurement process for submitting a tender proposal.

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 Cultural and Education Section of the British Embassy which includes any subsidiary companies and other organisations that control or are controlled by the BC

Education Consulting (Beijing) Co. Ltd from time to time (see: <http://www.britishcouncil.org/organisation/structure/status>).

3.1.2 The appointed supplier will be expected to travel to project cities across China as required to deliver the goods and/or provide services.

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 awarded will be for a duration of 5 months or subject to actual purchasing.

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 Cultural and Education Section of the British Embassy 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.

3.3 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 Council 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 [2] (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

5.1 Your tender response must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A tender response not valid for this period may be rejected by the British Council.

6 Payment and Invoicing

6.1 The British Council will pay all 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.

6.1.1 The Service Fee will be payable in full amount and after receipt of the official tax fapiao or an invoice, providing always that the Service has been performed to the Service Receiver's satisfaction and meeting the requirements as provided herein. If the Service Provider is a VAT general payer, the official VAT special fapiao is required. If the Service Fee is paid upon an invoice, then the agreed official tax fapiao must be provided to the Service Receiver within 30 days after the Service Receiver makes payment.

6.1.2 Value Added Tax, where applicable, shall be shown separately on all fapiao. Any tax or charges that are imposed on the provision of the Service, including those taxes the Service Receiver is obligated to withhold and pay on behalf of the Service Provider, according to the applicable law of this Contract is on the account of the Service Provider and have been included in the Service Fee. The Service Provider shall pay the relevant taxes (including the taxes the Service Receiver is obligated to withhold and pay on behalf of the Service Provider) strictly according to the relevant laws and regulations.

6.1.3 The Service Receiver will pay all undisputed tax fapiao or invoices within 30 days of receiving such tax fapiao or invoices.

7 Specification

A. Description of the service(s):

The successful bidder is expected to look after the below key areas of work to support us to ensure the smooth delivery of the project. Through this research commission we propose using a combination of mixed method approach of qualitative and quantitative research methods. – You need to provide proposal for following areas:

Research Questions

An update on the following

- 1. Who are the key players, major organisations and any influential networks or groups in the arts and cultural environment in Mainland China?

- **2.** What are new and emerging trends emerging from areas of arts and culture activities in mainland China, and the cities and regions with their own unique cultural identity and offer.
- **3.** Where are the opportunities to support stronger relations between the arts and cultural sectors in the UK and in Mainland China?
- **4.** Where are the additional considerations to better understand the differences and challenges in working in China?

Outcomes

- **Outcome One: Articulating the cultural landscape in Mainland China**
 - An overview of the arts and cultural landscape in Mainland China, e.g. size of the sectors, types of players and organisations, no. of shows and participants/audience, generated incomes, etc, and the government's policy towards the arts and cultural sector and the possible impacts on international collaboration.
 - Case studies of the major arts and cultural developments with international collaboration in the recent years
 - Overview of key players, major organisations and any influential networks or groups by areas in China, and their funding models and sources that are of relevance to the UK stakeholders.
- **Outcome Two: Ecosystem**
 - Understanding of current practice of funding /operating / promoting arts and cultural activities in Mainland China
 - Understanding the willingness and intention of the arts and cultural institutions of collaboration with the UK stakeholders.
- **Outcome Three: Identifying opportunities for international collaboration**
 - Identification of the market trend and development of the arts and cultural sector in Mainland China that is relevant to the UK sectors
 - Identification of opportunities to support stronger relations between the arts and cultural sector in the UK and in Mainland China

Considerations

- We would like to map across the art genres – to include performing arts, music, visual arts, design, architecture (including crafts), literature and film, cultural heritage and cultural tourism.
- We would like to also focus on regional developments and opportunities across four of China's key territories:
 - North Central including the following primary cities: Beijing and Xi'an, but also overlaps with the following secondary cities: Dunhuang, Tianjin, Harbin
 - East including the following primary cities: Shanghai, Suzhou, Hangzhou, Nanjing and overlaps with the following secondary cities: Wuzhen, Wuxi, Ningbo
 - Greater Bay Area includes the Hong Kong Special Administrative Region, Macao Special Administrative Region, and nine cities in China's Guangdong province including; Guangzhou,

Shenzhen, Zhuhai, Dongguan, Huizhou, Zhongshan, Foshan, Zhaoqing and Jiangmen
- Southwest including the following primary cities: Chengdu, Chongqing and overlaps with the following secondary cities; Kunming, Guiyang

B. Deliverables

- Written report in English containing full analysis of data collected and sources, using British Council Research Report Branded templates
- A slide deck presentation containing top line findings
- The British Council also welcomes suggestions innovative methods for distributing key findings beyond the publication of the printed report.

To achieve this, the selected bidder will be expected to:

Conduct a thorough review of the current Guide, including market overview, policy interpretation, funding models and area development, and identify key areas that require updates.

Take a combination of Qualitative and quantitative approach including data collection, interviews with key industrial leaders, policy makers and practitioners in China and in the UK. Potential vendors are encouraged to provide innovative solutions for visualising and distributing findings.

- Overview
 - Market overview
 - Sector data in brief and art form data presentation including audience number, demographics, and revenue
 - Funding
 - Introduction of different funding models and point to possible funding sources
 - Policy
 - Recent policy interpretation on the sector including art form and area development
- Area development (The Great Bay Area, Yangtze River Delta, North Cluster and West Cluster)
 - Timeline of major developments
 - Friendly visualisation of milestones in the development of creative industries
 - Key art form markets and strengths
 - Identify art forms that are welcomed and supported in each area
 - Analysis of market strengths of particular art form performances
 - Opportunity
 - Critical review of the development and include possible case studies of good

practices from the UK

- End with a list of organisations in the sector as a reference

The British Council China Arts Team in Beijing, Guangzhou, and Shanghai will provide some support in terms of key organisations and background information. This background will not be exhaustive, and we expect those tendering to complete independent desk research too.

The team will also support with coordination of roundtables at the British Council China offices.

C. Suggested project milestones:

Activity	Date / time
Inception Meeting/ Methodology discussion	10 January 2025
Research / interviews conducted	January – February 2025
First draft of report complete	10 March 2025
Second stage on improvements / findings	20 March 2025
Final submission of deliverables	28 March 2025

- D. We can support a budget of no more than **GBP £20,000 (RMB 185,400)**, tax inclusive. This is the total budget that includes travel costs, interview expenses and any other out-of-pocket expenses.

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.

Supplier Requirements

Detailed requirements are as below:

1. At least 3 years' experience in conducting mapping research within arts and cultural sectors.
2. Has a solid knowledge, deep understanding, and extensive network in arts and creative industries in Mainland China, demonstrating insights of the current trends of arts and creative industries in Mainland China.
3. Has mandarin speaker as lead interviewer and collaborator with Chinese stakeholders.
4. Capability to complete the report in English and to work with English-speaking staff.

9 Qualification Requirements

9.1 As part of your tender response, you must provide all information required in supplier proposal. A failure to submit all information shall entitle the British Council to reject a tender response in full.

9.2 Research Ethics – All research activity must ensure that high professional standards are adhered to. The integrity of research activity is essential for the responsible practice of research. A copy of the British Council's Research Ethics Policy will be provided to the successful supplier.

This Policy should be followed alongside the British Council's Code of Conduct and Global Policy framework – with particular reference to the Safeguarding policies for Children and Adults, Information Security and Management policy, the Equality, Diversity and Inclusion (EDI) policy and guidance, and their respective processes. It has been developed in line with the Concordat to Support Research Integrity and in consultation of other external research ethics guidelines, policies and documents.

- All policy requirements, costs and capacity for assuring ethics and good research practice must be worked into research or programme plans (and any contract)
- Any conflict of interest must be declared
- Research must be conducted according to relevant and required legal and professional frameworks, obligations and standards, including the principles of the Concordat to Support Research Integrity
- All sources of ideas, data, information, text or other intellectual property must be comprehensively referenced (including previous British Council reports and digital sources including social media)
- The input of authors and other contributors to the research must be appropriately acknowledged
- Permission and agreement for a research output to be published should be obtained from all those listed as an author of the output
- All research involving human participants must adhere to the principles outlined below relating to informed consent and the right to anonymity
- All aspects of the research process should be culturally contextualised and aligned to British Council values and EDI principles – this includes the framing of research questions, objectives and outputs, methodology design and the selection of suppliers, partners and participants

For queries relating to this Policy, or about research ethics and good research practice more generally, contact the Research & Policy Insight team via the Head of Research at research.risk@britishcouncil.org.

10 Key background documents and further information

10.1 Further relevant background documents / information may be provided to potential suppliers as set out below, as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Where no such information / documents are provided, this Section of the RFP will not apply.

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
RFP Issued to bidding suppliers	29 November 2024
Deadline for clarification questions (Clarification Deadline)	9 December 2024
British Council to respond to clarification questions	12 December 2024
Deadline for submission of RFP responses by potential suppliers (Response Deadline)	5pm (GMT+8), 3 January 2025
Final Decision	8 January 2025

12 Instructions for Responding

12.1 The documents that must be submitted to form your tender response are listed at Part [2] (Submission Checklist) of Annex [2] (Supplier Response) to this RFP. All documents required as part of your tender response should be submitted through the British Council MyProcurement portal by the Response Deadline, as set out in the Timescales section of this RFP.

To get access to the portal, please register through <https://tap.tcsapps.com/tap2/#/bc-supplier-registration>.

TAP™ Supplier Hub : Self Registration Page

User can login to the portal using this link : <https://tap.tcsapps.com/tap2/#/bc-supplier-registration>

Supplier Details

Company Name *

Country of Contract * Country *

Contact Details

First Name * Surname * Telephone Number

Official Email Address *

Enter OTP*

Already have an account? [Login Here](#)

Register button is enabled, after the email id is verified through OTP. Vendor gets created.

Once registered, please write to June Li via Junru.Li@britishcouncil.org.cn and request invitation to this tender, with “Revise Guide to Arts and Culture Opportunities in China” in the subject line. It would take 3-4 working days to active the account for final submission. If you experience any technical difficulties, please contact: June Li via Junru.Li@britishcouncil.org.cn.

12.2 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.

13 Clarification Requests

13.1 All clarification requests should be submitted to Arts@britishcouncil.org.cn by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests received after the Clarification Deadline.

13.2 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.

13.3 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.

13.4 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.

14 Evaluation Criteria

14.1 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. Tender 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.

Stage 2: The completed supplier proposal will then be reviewed to confirm that the potential supplier meets all of the qualification criteria set out in the document. Potential suppliers that meet the qualification criteria will proceed to Stage 3. Potential suppliers that do not meet the qualification criteria 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.

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.

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

Criteria	Weighting
Research Capability – The tender demonstrates strong evidence of at least 3 years' experience in conducting mapping research within arts and cultural sector. The tender shall have mandarin speaker as lead interviewer and collaborator with Chinese stakeholders.	15%
Sector Knowledge and Network – The tender has a solid knowledge, deep understanding, and extensive network in arts and creative industries in Mainland China, demonstrating insights of the current trends of arts and creative industries in Mainland China.	20%
Methodology and Approach – The tender has a solid proposal and framework, as well as detailed delivery plan and capability to meet deadlines.	20%
Commercial – The tender provides a clear budget breakdown with reasonable costs.	40%
Social Value – The British Council focusses on the following thematic areas of social	5%

value: <ul style="list-style-type: none"> • Fighting climate change • Equal opportunity • Wellbeing (including community integration) Therefore, if you are monitoring benefits around these themes, please include them in your answer. However, all/any of your social value initiatives/innovations on other themes are also welcomed.	
Total	100%

14.3 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 – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested.
5	Adequate – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.
3	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.

0	Unacceptable – The response is non-compliant with the requirements of the RFP and/or no response has been provided.
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14.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Supplier Proposal 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 – Supplier Response

Annex 3 – China Guide Revision Brief

Annex 4 – China Guide 2019