



Request for Quotation (RFQ)

For: An individual/ team of photographer, videographer, and film editor for British Council Malaysia Human-Nature programme.

Date: 3 November 2023

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 Specification

2.1 The British Council would like to request a quotation for providing photography, videography and film editing services. These services are required for the British Council Malaysia Human-Nature programme.

Context

“Indigenous knowledge is the accumulated knowledge, beliefs, and practices of native communities around the world, gained from centuries of living in close proximity to nature. It includes a vast array of knowledge systems, ranging from agricultural practices and medicinal plants to spiritual beliefs and traditional storytelling. This knowledge is not only valuable in its own right but has the potential to offer vital insights into contemporary global challenges.”

However, despite its value, much of this knowledge is at risk of being lost as indigenous communities face rapid modernization, globalization, and climate change. It is, therefore, crucial to preserve and promote indigenous knowledge to ensure its continued transmission to future generations and its potential application in modern society.”

– The Tuyang Initiative, community-led arts company from Miri, Sarawak

The British Council has launched a new global programme called “Culture Responds to Global Challenges” (CRGC). It’s climate change strand aims to enable artists to tell the climate change story and improve practices in cultural organisations.

In Malaysia, we will run “Human-Nature”: a 3-year programme of collaborations and partnerships between the UK and Malaysia Civil Society Organisations arts sectors, science and academia, to learn about Malaysia’s cultural diversity and biodiversity, and develop creative responses to climate change/adaptation.

Human-Nature aims to foster partnerships between the UK and Malaysian Indigenous representatives, artistic (including tech), scientific and academic communities to address climate adaptation with creative responses and:

- embed arts and creativity in the response to climate adaptation.
- elevate Indigenous voices and wisdom through equitable participation and conversation.
- raise awareness about sustainable approaches and support new advocacy narratives.

Scope of Work

As part of the 3-year programme, there will be a group of UK delegates that will be travelling to Malaysia (Sabah and Sarawak) for an in-person fieldwork and networking visit to enable collaborative partnerships between community leaders/representatives, Malaysian arts practitioners, scientists and academia and the UK arts sectors.

This delegation visit is planned to happen in March 2024, and we are looking for an individual or a team of photographer, videographer and film editor for the delegation visit to capture and develop content and communications materials for the Human-Nature programme.

Activity & Timeline

Activity	Date / time
RFQ Issued to bidding suppliers	3 November 2023
Deadline for clarification questions (Clarification Deadline)	9 November 2023
British Council to respond to clarification questions	14 November 2023
Deadline for submission of Proposals by potential suppliers	17 November 2023

(Response Deadline)	
Final Decision and announcement	21 November 2023
Contract concluded with winning supplier	1 December 2023
Contract start date	1 December 2023
Consultation and preparations for delegation	December 2023 – February 2024
Presentation of ideas/ pitch for approval	6 February 2024
Delegation visit	March 2024
Delivery of all photographs and videos	20 March 2024
Delivery of film draft version	31 March 2024
Delivery of film final version	15 April 2024
Contract end date	30 April 2024

Deliverables

1. Participate in selected preparation sessions with British Council and consultant.
2. Presentation of ideas and pitch for approval.
3. Photography and filming of delegation visit, and interviews with selected stakeholders to capture the objectives of the programme.
4. Drafts and final delivery of photographs, videos, and film as per detailed in the timeline table above.

Budget

The total budget for this project is no more than **£4,000** (inclusive of VAT and Withholding tax). This includes all professional fees, including flight travels to and ground transport within Sabah and Sarawak, as well as equipment logistics.

3 Quotation Validity

3.1 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.

4 Payment and Invoicing

4.1 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 erica.choong@britishcouncil.org and khadijah.turner@britishcouncil.org.

5 Instructions for Responding

5.1 Your quotation must be submitted to florence.lambert@britishcouncil.org and erica.choong@britishcouncil.org by **5pm on Friday, 17 November 2023**.

5.2 Together with your quotation, please submit the following details:

- a. CV
- b. Business registration (if applicable)
- c. Portfolio and links to past works
- d. Project approach
- e. Detailed budget breakdown of funds

6 Clarification Requests

6.1 All clarification requests should be submitted to florence.lambert@britishcouncil.org and erica.choong@britishcouncil.org.

7 Award Criteria

7.1 Responses from potential suppliers will be assessed and awarded based on the lowest cost, quality, innovation and experience.

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.

8.2 In the event that you are appointed as the Supplier, all intellectual property rights and licenses created from this service that pertains to the Deliverables are owned by the British Council, and grants to the British Council an irrevocable, royalty-free, non-exclusive, worldwide right and licence to use the Supplier's Background IPR included in the Deliverables.

8.3 All Deliverables will include the branding of the British Council. The Supplier will have to adhere to the branding and communications templates and guidelines set by the British Council. The British Council will provide the Supplier access to the templates and guidelines when appointed.