



Request for Quotation (RFQ)

For: An individual or organisation to translate the British Council Malaysia Human-Nature Community Engagement Guide from English to Bahasa Malaysia.

Date: 19 July 2024

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 English to Bahasa Malaysia translation services by an individual or organisation. These services are required for the British Council Malaysia Human-Nature Community Engagement Guide.

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). Through this strand of work, we support artists, creative practitioners, organisations and policymakers in their work to respond to global challenges and support sustainable development/The Sustainable development goals by:

- Leading major international programmes: training, mentoring, creating platforms for showcasing, building connections and networks
- Supporting locally-led, people centered work around the world
- Commissioning research into arts, culture, heritage and sustainable development
- Advocating for positive change, convening policymakers and partners.

In Malaysia, we will run “Human-Nature”: a 3-year arts programme that will enable UK and Malaysian artists, organisations, scientists and academics to research and collaborate to better understand Human’s relationships with nature and with each other.

The programme’s mid-terms objectives are:

- Create awareness and share thought leadership content about climate adaptation stories, approaches, contexts, needs and strategies in the UK and Malaysia.
- Develop capacity and collaboration opportunities for civil society organisations and for artists and arts organisations to collaborate on climate adaptation responses together and undo the silos.
- Amplify the voices and promote a more equitable participation for Indigenous and other communities impacted by climate change.
- Initiate a network of cross discipline experts and arts practitioners to develop and share insights knowledge, opportunities, best practices.

The programme’s long terms objectives are:

- Contribute to demonstrating that Arts and Creativity can play a role in addressing climate adaptation.
- Create new pipelines of interdisciplinary collaboration and exchanges between the UK and MY on topics relevant (decolonisation, identity, representation and climate) to both regions and renew our cultural relations approach with Malaysia and engender trust.

Scope of Work

As part of the Human-Nature programme, the British Council has commissioned the Community Engagement Guide as one of the outcomes of the Human-Nature programme. Authored by Catriona Maddocks of Catama Borneo, the guide now requires translation into Bahasa Malaysia to reach a wider audience. The guide and accompanying essays are intended to be translated into Bahasa Malaysia and published digitally and physically in the A5 format at approximately 60 pages.

Activity & Timeline

Activity	Date / time
RFQ Issued to bidding suppliers	19 July 2024
Deadline for clarification questions (Clarification Deadline)	24 July 2024
British Council to respond to clarification questions	29 July 2024
Deadline for submission of Proposals by potential suppliers (Response Deadline)	30 July 2024
Final Decision and announcement	31 July 2024
Contract concluded with winning supplier	1 August 2024
Contract start date	1 August 2024
Orientation and consultation	2 August 2024
Delivery of draft version	16 August 2024
Delivery of final version	30 August 2024
Contract end date	15 September 2024

Deliverables

1. Participate in meetings with British Council and guide consultant.
2. All required amendments and edits of translation for the British Council Malaysia's review and approval until scope of work is completed.
3. Drafts and final delivery of Bahasa Malaysia translated guide and accompanying essays as per detailed in the timeline table above.

Budget

The total budget for this project is no more than **£3,000** (inclusive of all applicable taxes). This includes all professional fees and publishing rights.

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 Tuesday, 30 July 2024**.

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.