



## **Request for Proposal (RFP)**

**For:** Research on Philippine Design Economy Mapping and National Design Policy Formulation

**Date:** 27 January 2020

### **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](http://www.britishcouncil.org).

### **2 Introduction and Background to the Project / Programme**

2.1 The British Council and Design Center of the Philippines are working together to commission a research on Design Economy Mapping and National Design Policy Formulation. The project will carry out a mapping study that focuses on a baseline survey to understand the existing Philippine design economy. The recommendations of this mapping will then be followed by the formulation and drafting of the National Design Policy as well as plans and programmes of the Design Center of the Philippines and the British Council.

For this reason, we are looking for a UK – Philippine research team collaboration to submit proposals. We highly encourage different design and creative councils and design/innovation-driven organisations including the academic and creative research communities, to participate.

The Design Center of the Philippines is the country's leading agency committed to cultivating a culture that thrives on creativity, value creation, and innovation. Design Center's efforts go beyond promoting the value of good design and onto inspiring creative industries to create human-centred products, services, and spaces that make an impact in the Philippines and in the world. From enhancing human experiences to enabling inclusive and sustainable economic growth, we ensure that design plays its role as a creative, strategic, and innovative tool for positive development.

Recent developments on the use of design have blurred the boundaries between design and its mainstream perception. Design has come to mean more than giving form; it has increasingly become a strategic element in the innovation processes in private enterprises and public organisations.

The UK Design Council's newest research entitled [\*The Design Economy 2018: The state of design in the UK\*](#), highlights that design contributes £71.7 billion to the UK economy (7.7% of GVA). In addition, it creates jobs at more than three times the national average, with 1.6 million people or five percent (5%) of the UK workforce being employed across the design economy in 2014. According to the research, "design economy" is defined as '*value created by those employed in design roles in a wide variety of industries - from design intensive sectors such as web design or animation, to designers and design-engineers in automotive or aerospace companies*'.

These figures are still far from the Philippine experience but a study like the aforementioned is highly needed and valuable for the local design ecosystem to properly create informed policies, identify design opportunities and challenges, and prospect necessary steps within the sector.

On 15 May 2013, the Republic Act 10557 known as *Philippine Design Competitiveness Act of 2013* was signed into law. It aims to promote an economy and society driven by design and creativity responsive to our fast-changing times and reflective of the Filipino culture and identity, while concurrently advocating the protection of intellectual property rights to these ideas and innovations.

Design Center is the agency tasked to implement the Philippine Design Competitiveness Act under the guidance of the Design Advisory Council (DAC). The DAC is a public-private partnership that advises the Design Center in the formulation and implementation of policies that will ensure the quality and competitiveness of Philippine products and services. Acting like a think tank, the Design Advisory Council assists in the formulation of the National Design Policy and supports the Philippine government in its efforts to enhance the level of innovation and creativity in Philippine industries. In order to commence with the policy formulation, a benchmarking and mapping study of the design sector must be conducted.

The design mapping aims to achieve the following objectives:

- Raise the profile of the Philippine Design Economy and underline its critical role in country's development agenda;
- Provide an evidenced-based overview of the Philippine Design Economy and its key sectors and gain deeper understanding about the sector, particularly its scope, structure, eco-system as well as its behavior and pattern in order to determine its economic value and the value of the design industries to the wider economy;
- Guide the formulation of the Philippine National Design Policy into a data-driven and evidence-based policy, leading to a more informed and stakeholder-received policy that recognizes the power of design within Philippine industries and any daily pursuits;
- Act as a baseline to measure the impact of Design Center's initiatives and serve as guide in developing future plans, activities and programs to nurture the Philippine Design Economy; *and*
- Strengthen collaboration and networks in the country with the UK for designers and other creative professionals; academia; business, and government.

This research project is also part of a wider British Council programme on creative economy research across **Southeast Asia**. The purpose of this initiative is to:

- Generate new, engaging and relevant evidence on the creative economy in Southeast Asia
- Test and develop new effective research methodologies which help to improve baseline understanding of sector trends and the impact of interventions
- Generate new detailed, relevant and transferable evidence on specific policy and partnership activities (focus areas) which are seen as of strategic importance in each country
- Build new and sustainable partnerships with SEA and UK research experts – in universities, consultancies, municipalities etc.
- Share evidence and approaches at a regional and international level – to build new channels of professional knowledge exchange and mutuality.
- Build long-term strategic relations with the UK.

### **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 British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time (see: <http://www.britishcouncil.org/organisation/structure/status>).

3.1.2 The appointed supplier will be expected to deliver the goods and/or provide services at the British Council offices in Manila through British Council Philippines (7th Floor, The Curve 32nd Street corner, 3rd Ave, Taguig, 1634 Metro Manila).

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 nine (9) months or 270 calendar days, with a possible extension for necessary revisions and/or expansion of scope of work.

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 British Council 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 [3] (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 [3] (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 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 [3] (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 (60) 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 correctly addressed and 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.
- It is sent electronically via email in PDF format to [malaya.delrosario@britishcouncil.org.ph](mailto:malaya.delrosario@britishcouncil.org.ph) or by post to:

The British Council  
Attn. Malaya DEL ROSARIO  
7<sup>th</sup> Floor, The Curve, 32<sup>nd</sup> Street corner 3<sup>rd</sup> Avenue, Bonifacio Global City  
Taguig City, Philippines

## 7 Specification

This Request for Proposal requires the services of a UK-Philippine research team collaboration, preferably with extensive international experience in sectoral (design) mapping and creative consultancy; a strong economic research expertise and management consulting background specialising or delving in design and creative economy in the Philippines and/or the UK.

Geographically, the study aims to map five (5) key design areas of the country:

- Key cities within the Metro Manila, National Capital Region namely, Manila City, Makati City, Quezon City, and Taguig City
- Baguio
- Pampanga
- Cebu
- Davao and Cagayan de Oro

The existing data on the Philippine design sector are little to none and measuring its overall industry contribution to the country in terms of value and productivity, is practically invisible. The design economy mapping is crucial to assert the sector's recognition and value as one of the Philippines' economic growth engines. In addition, due to the malleability of *design*, this study will also serve as a common frame of reference, creating the standards of the Philippine design industry, and show that design, as an economic and professional pursuit, is sustainable and formally recognised.

The primary aim of this mapping is to acquire quantifiable data which will, through data extrapolation and visualisation, give a substantial picture of the Philippine design economy. The mapping shall also understand the design landscape of the aforementioned key areas, and a meta-analysis of their design conditions and profiles. The mapping shall cover the following components, as employed by Whicher and Cawood (2015) on design innovation ecosystem mapping:

1. Design users
2. Design support
3. Design promotion
4. Design actors
5. Design education
6. Design research
7. Design sector
8. Design funding
9. Design policy

As this study will yield the first ever concrete and comprehensive mapping of the Philippine Design Economy, it shall have a huge impact on various design stakeholders: champions, councils, associations, networks and clusters, skills development agencies, intellectual property, creative hubs, incubators, and accelerators amongst others, in professionalising the sector, and in raising its profile and understanding its dynamics, as the country also embarks on nurturing its creative economy, to which design is expected to play a big role. In addition, government leaders and policymakers shall also benefit from this study, creating informed and data-driven policies to support and to secure the future growth of the design sector, persuading other leaders to see the value of design and strengthen support of the design agenda. As the country formalises its metrics and measurements on culture and creativity through the Philippine Development Plan, this mapping shall also reinforce the need for the key agencies to take a more serious role on the quality of data and indicators they gather in respect for *design* and the creative economy in general.

In addition, the mapping is expected to:

- Provide qualifications and quantifications in formulating and drafting of the Philippine National Design Policy;
- Set out short-term (2020-2021), medium-term (2022-2024), and long-term (2025 onwards) strategies that shall support and meet the six (6) Philippine design goals: *Global Competitiveness, Institutionalization and Promotion of Design Culture Nationwide, Creation of an Environment to Cultivate a Constant Demand for Good Design, Design Protection, Design Education and Professional Development, and Institutionalization of Design as an Effective Problem-Solving Tool;*
- Propose future agenda and recommendations for the Philippine design sector.

### **Deliverables for the UK Expert and Local Research Team**

The research will be undertaken by commissioning a UK-Philippine research team collaboration. It is important to note that the proposal must include a collaboration between a researcher/s from the Philippines and UK. Proposals that do not include a researcher from both the Philippines and UK will not be considered.

The UK researcher will be expected to lead the research project and work with a local Philippine research team. They will provide international and local expertise and capacity and set up the opportunity for knowledge exchange and mutual skills development. It is expected that the local counterpart will form part of the overall research team with the UK researcher. The exact terms of the working relationship will be agreed as part of the research inception process.

The UK expert shall provide inputs—in addition to existing data—to support the local research team to design a survey and interview questionnaire and act as a team, on understanding the design landscape in the Philippines. These survey and interview questionnaire are expected and designed to provide a comprehensive profiling and exhaustive analysis of existing conditions, activities, economic value and contribution, strengths and weaknesses, opportunities, challenges and threats.

The study will also analyse gaps in knowledge and capacity and future agenda of the design community. The survey is designed to both be a publicly available document which will inform strategy and policy for the Design Center and Design Advisory Council.

The successful supplier will be expected to deliver the following outputs:

### **Output 1**

Availability to travel to the Philippines around May 2020 and deliver a one – day lecture on design policy formulation to the Design Advisory Council members during said travel in May

### **Output 2**

The research methodology and approach shall be dependent of the forwarded presentation and proposal. However, the research team is expected to explore the use of the following research tools:

- Review of related literature
- Analysis and count of official national and local government data
  - Department of Trade and Industry
    - Office of the Secretary
      - Foreign Trade Service Corps
    - Industry Development and Trade Policy Group
      - Board of Investments
    - Trade Promotions Group
      - Design Center of the Philippines
      - Center for International Trade Expositions and Missions
      - Export Marketing Bureau
      - Philippine Trade Training Center
    - Competitiveness and Innovation Group
    - Intellectual Property Office of the Philippines
    - Technical Education and Skills Development Authority
  - National Economic and Development Authority
  - Philippine Statistics Authority
  - National Commission for Culture and the Arts
  - Department of Budget and Management
  - Department of Science and Technology
  - Department of Education
  - Commission on Higher Education
  - Department of Labor and Employment
  - Department of Tourism

- Analysis of non-governmental data
- Sector-specific research
- Field survey and interviews
- Stakeholder consultations and focus group discussions

The results coming from these approaches shall guarantee the merit and contribution of design in terms of economic contribution, government support, GVA, trade in design goods and services, foreign direct investments, jobs and employment, skills and productivity, human capital, funding, access to finance and SWOT analysis, among others.

### Output 3

#### Drafting and presentation

- Write the Comprehensive Report (Long Form Report);
- Draft at least ten (10) in-depth case studies and a broader situational analysis;
- Produce at least twelve (12) visual maps /data visualisations that clearly illustrate key findings;
- Analyse a sample of design-driven businesses working across identified design sectors located in National Capital Region; Baguio; Pampanga; Cebu; and Davao/Cagayan de Oro in the context of delivering social impact and economic contribution;
- Develop a new local set of success or sustainability indicators of design-driven businesses;
- Formulate the Philippine National Design Policy as stipulated by the six (6) design goals of Republic Act No. 10557 or the Philippine Design Competitiveness Act of 2013; and informed by the recommendations of the design economy mapping;
- Present findings of the mapping during the International Design Conference and other determined events (to be determined) in Q3 and Q4 2020 (exact dates to be determined).

It is expected that the methodology will be tested and revised with the British Council Department of Trade and Industry - Design Center of the Philippines, Board of Investments, and the Design Advisory Council. This will be the first study of its kind in the country, so the study is crucial and is anticipated to make an important contribution and foundation to furthering the design sector locally.

The duration of the project will be for **nine (9) months or 270 calendar days**, from the project start date with possible extension for necessary revisions and/or expansion of scope of work.

### Budget

The total budget of the project is up to PHP 4,000,000.00 or around 60,000 GBP (inclusive of VAT and bank charges) This includes:

- Professional and editing fees, project management and monitoring (UK and Philippine researchers)

- Related expenses such as communications and travel (to be arranged by the researcher)
- And other incidentals and expenses

This budget does *not* include:

- Design and publishing of report. These will be led by the Design Center of the Philippines with the support of British Council
- Costs related to research sharing sessions/online campaigns

## 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.

## 9 Qualification Requirements

9.1 Not used.

## 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.

10.2 The following additional documentation / information is provided as part of this RFP:

1.	<a href="#"><u><i>The Design Economy 2018: The state of design in the UK</i></u></a>
2.	<a href="#"><u><i>Designing a Future Economy: Developing design skills for productivity and innovation</i></u></a>
3.	<a href="#"><u><i>The Philippine Development Plan 2017-2022 Abridged Version</i></u></a>
4.	<a href="#"><u><i>Republic Act No. 10557 (The Philippine Design Competitiveness Act of 2013) and Implementing Rules and Regulations</i></u></a>
5.	<a href="#"><u><i>A Tally of Two Cities: Mapping the Creative Industries of Makati and Baguio</i></u></a>
6.	<a href="#"><u><i>Philippine Creative Industries Policy Brief</i></u></a>

7.	<a href="#"><u>Mapping Design for Innovation in Wales &amp; Scotland</u></a>
8.	<a href="#"><u>The Global Opportunity in Online Outsourcing</u></a>
9.	<a href="#"><u>Design Advisory Council Meeting Highlights</u></a>

## 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:

<b>Activity</b>	<b>Date</b>
RFP issued to bidding suppliers	27 January, Monday
Deadline for clarification questions (Clarification Deadline)	26 February, Wednesday
British Council to respond to clarification questions	28 February, Friday
Deadline for submission of RFP responses by potential suppliers (Response Deadline)	1 March, Sunday
Shortlisting and interview of up to three candidates	13 March, Friday
Final Decision	16 March, Monday
Contract concluded with winning supplier	20 March, Friday
Contract start date	20 March, Friday
Data Gathering	March to August
Stakeholder Consultations	May
Drafting of the Research	August to December
Presentation of Initial Key Data and Figures	21-25 September ( <i>International Design Conference</i> )  Other events to be determined
End of contract	31 December

## 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 to Michael JUADIONG by 1 March 2020 , 17:00 UK time. Email: [MichaelRobert.JUADIONG@britishcouncil.org.ph](mailto:MichaelRobert.JUADIONG@britishcouncil.org.ph) by the Response Deadline, as set out in the Timescales section of this RFP.

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 Michael JUADIONG by 26 February 2020, 17:00 UK time. Email: [MichaelRobert.JUADIONG@britishcouncil.org.ph](mailto:MichaelRobert.JUADIONG@britishcouncil.org.ph) by the Clarification Deadline, as set out in the



Timescales section of this RFP. 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. Tenders 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 Qualification Questionnaire (*if used*) will then be reviewed to confirm that the potential supplier meets all of the qualification criteria set out in the questionnaire. Potential suppliers that meet the qualification criteria will proceed to Stage 3. Potential suppliers that do not meet the qualification criteria set out in the Qualification Questionnaire (*if used*) 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. Information provided as part of Qualification Questionnaire (*if used*) responses may also be verified as part of this stage.

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

Criteria	Weighting
Quality - knowledge depth and international/government experience	40%
Methodology and Approach	40%
Commercial - Pricing approach	20%

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	<b>Excellent</b> – 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	<b>Good</b> – 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 bidder's failure to provide all information at the level of detail requested.
5	<b>Adequate</b> – 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.
<b>3</b>	<b>Poor</b> – 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.
<b>0</b>	<b>Unacceptable</b> – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

14.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex [4] (Pricing Approach) 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 – Pricing Approach**