

Request for Quotation (RFQ)

For: Graphic Design Services for WOW Week

Date: 5 February 2021

1 Overview of the British Council

1.1 The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

1.2 We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body

1.3 The British Council employs over 10,500 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh. Further information can be viewed at www.britishcouncil.org.

2 Introduction and Specification

2.1 The British Council would like to request independent creatives and companies to send quotation to deliver multimedia content production services for the various programmes as part of WOW Week 2021, schedule to be held between February and March, 2021.

The consultant will require to deliver templates and use the same to create layouts (for digital dissemination).

The details are outlined below:

SN	Line Item	Unit	Unit type	Remarks
2	Layout design	15	Templates	Approximately 115 pages to layout based on the 15 templates

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 delivered to:
The British Council, Lainchaur, Kathmandu

5 Instructions for Responding

5.1 Your quotation must be submitted to **arts@britishcouncil.org.np** by **8 February 2021**

6 Clarification Requests

6.1 All clarification requests should be submitted to nischal.oli@britishcouncil.org.np.

7 Award Criteria

7.1 Responses from suppliers with relevant expertise and/or experience will be assessed and awarded based on the lowest cost.

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.