

## Request for Proposal (RFP)

**For: Provision of venue hire services for the Alumni UK Symposium 2024 Singapore.**

**Date: 02 March 2024**

### **1 Overview of the British Council**

1.1 The British Council builds connections, understanding and trust between people in the UK and other countries through arts and culture, education, and the English language. We help young people to gain the skills, confidence, and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise.

1.2 We connect the best of the UK with the world and the best of the world with the UK. These connections lead to an understanding of each other's strengths and of the challenges and values that we share. This builds trust between people in the UK and other nations which endures even when official relations may be strained.

1.3 We work on the ground in more than 100 countries. Since 2019 we connected with over 80 million people directly and over 791 million people overall, including online and through our broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body. Further information can be viewed at [www.britishcouncil.org](http://www.britishcouncil.org).

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

#### **2.1. About Alumni UK**

Alumni UK is the global network for people from around the world who have studied in or with the UK as an overseas student.

Launched in 2022, Alumni UK by the British Council, brings together international UK alumni globally to help them grow their worldwide professional network, continue learning and share their experience and expertise with others.

#### **2.2. Alumni UK Symposium Singapore 2024**

The inaugural Alumni UK Symposium in Singapore aims to engage with over 400 participants who will have the opportunity to share their professional expertise and experiences through conversations and interactions geared to strengthening their collective and individual profiles.

The Symposium aims to explore topics that align with the UK-Singapore Strategic Partnership and other areas of cooperation such as the impact of the digital age on the future workforce, entrepreneurship, sustainability, and diversity in leadership through the lens of industry leaders, and leading lights from UK Alumni in Singapore. Leading companies, scholarship providers and the civil service will be able to engage with recent graduates and established Alumni to outline opportunities and services on offer across a range of sectors.

The inaugural event will take place on **02 March 2024** and is being held as a physical event in Singapore, with no online alternatives offered. The event will conclude with a gala dinner that will provide a platform to celebrate prominent UK Alumni in Singapore and networking opportunities.

Audience for this event will be industry leaders, UK alumni and organisations, civil servants, and representatives from the British High Commission.

The British Council is now requesting for proposals from interested parties to provide venue hire and, where possible, catering services for this reception.

The purpose and scope of this RFP (“**Proposal**”) and supporting documents is to explain in further detail the requirements of the British Council and the process for submitting a proposal in response to this RFP.

### **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 conditions relating to this procurement process (“**Procurement Process**”).

#### **3.1 Contracting requirements**

3.1.1 Contracting authority: the British Council which includes any other companies and 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 Delivery location for goods and/or services: a central location in Singapore.

3.1.3 Duration: From the date of awarding the contract, up to and including the successful delivery of the event on **Monday, 02 March 2024, 2.30pm to 9.00pm (not including time for set up and tear down)**.

3.1.4 Contractual terms: As set out at Annex [1] Terms and Conditions of Contract (“**Contract**”). By submitting a Proposal, potential suppliers are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. Once the Contract is awarded, there will be no changes allowed to the Contract (except in accordance with the provisions of the Contract). Any clarification questions in relation to any aspect of this Procurement Process and the associated documentation should be submitted in accordance with the process set out in paragraph 12 (*Clarification Requests*). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions, reissue Annex [1] to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

## 3.2 General Policy Requirements

3.2.1 By submitting a Proposal, the potential supplier confirms that they will, and that they will 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>).

## 3.3 General Proposal conditions (“Proposal Conditions”)

3.3.1 Application of these Proposal Conditions – In participating in this Procurement Process and/or by submitting a Proposal it will be implied that suppliers accept and will be bound by all the provisions of this RFP and its Annexes. Accordingly, Proposals should be made on the basis of and strictly in accordance with the requirements of this RFP.

3.3.2 Third party verifications – Proposals are submitted on the basis that potential suppliers consent to the British Council carrying out all necessary actions to verify the information that they have provided, and the analysis of their Proposal 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 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. No liability (save for fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.

3.3.4 Potential suppliers to make their own enquires – Suppliers are responsible for analysing and reviewing all information provided to them as part of this Procurement Process and for forming their own opinions and seeking advice as they consider appropriate. The clarification process set out in paragraph 12 should be used for any queries in relation to 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 and if appropriate, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of Proposal – 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 Proposal 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 Compliance with the terms of the Contract – The successful supplier must comply with the Contract as set out in Annex [1] without any amendment (save as described in paragraph 3.1.4).

3.3.8 Format of Proposal – Proposals must comprise the relevant documents as detailed by the British Council in Annex [2] (Supplier Proposal) completed in accordance with all relevant instructions. Any documents requested by the British Council must be completed in full. It is important that potential suppliers read the RFP carefully before completing and submitting their Proposal.

3.3.9 Modifications to Proposals once submitted – Suppliers may modify their Proposal prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and

submitted as a completely new Proposal in accordance with Annex [2] (Supplier Proposal) and these Proposal Conditions.

3.3.10 Disqualification – If a supplier breaches these Proposal Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by them 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 Proposal apply and/or if they or their appointed advisers attempt:

- to inappropriately influence this Procurement Process or 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 Proposal;
- to enter into any arrangement with any other party (other than another party that forms part of their consortium bid or is their proposed sub-contractor) as to the prices submitted;
- to collude in any other way;
- to engage in direct or indirect bribery or canvassing by them or their 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 Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject their Proposal in full and to disqualify them from this Procurement Process. Subject to paragraph 3.3.14 below, by participating in this Procurement Process, suppliers accept that the British Council shall have no liability to a disqualified potential supplier in these circumstances.

3.3.11 Proposal costs – Suppliers are responsible for obtaining all information necessary for preparation of their Proposal and for all costs and expenses incurred in preparation of the Proposal. Subject to paragraph 3.3.14, suppliers accept that by their participation in this Procurement Process, including without limitation the submission of a Proposal, they will not be entitled to claim from the British Council any costs, expenses or liabilities that they may incur in submitting a Proposal irrespective of whether or not their Proposal is successful.

3.3.12 Rights to cancel or vary this Procurement Process – Nothing in this Procurement Process will bind the British Council to enter into any contractual or other arrangement with any 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 in writing. Subject to paragraph 3.3.14, the British will have no liability for any losses, costs or expenses a supplier may incur as a result of such actions.

3.3.13 Consortium Members and sub-contractors – It is the supplier's responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Proposal Conditions and the requirements of this RFP.

3.3.14 Liability – Nothing in these Proposal 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 potential suppliers 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 their professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping them to participate in this Procurement Process and/or prepare their Proposal) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 Suppliers shall not disclose, copy or reproduce any of the information supplied to them as part of this Procurement Process other than for the purposes of preparing and submitting a Proposal. There must be no publicity by them 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 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation submitted Proposals, to any employee, third party agent, adviser or other third party involved in the Procurement Process 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, suppliers agree to such disclosure and/or publication by the British Council in accordance with such rights reserved by it under this paragraph.

4.4 The Freedom of Information Act 2000 (“FOIA”), EU General Data Protection Regulation (GDPR) 2015, the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).

4.5 Potential suppliers 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 them 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.

## **5 Proposal Validity**

5.1 Proposals must remain open for acceptance by the British Council for a period of 30 (thirty) days from the Response Deadline. A Proposal 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 [kane.flaherty@britishcouncil.org.sg](mailto:kane.flaherty@britishcouncil.org.sg) or by post to British Council, 30 Napier Rd, Singapore 258509 (Attn: Kane Flaherty).

## 7 Specifications

### 7.1 For the Symposium event and gala dinner:

1. An auditorium/ballroom space that can host between 300-500 pax with ample seating, and space for a stage that can facilitate plenary speeches, panel sessions and a gala dinner (*note that the gala dinner can be held in a separate space*).
2. Technical support inclusive of projectors, 3-6 microphones, AV (Audio Visual) support for sound and basic stage lighting. A point of contact for the technical support will be required throughout the event.
3. A separate space that can comfortably house between 10-20 small booths (approximately 120 x 60 x 76cm per booth), with ample room to accommodate the expected foot traffic from participants.
4. Where possible, the flexibility to arrange the space in accordance with the requirements of the programme, and for any decisions on layouts agreed beforehand with the British Council.
5. To provide catering or allow access for third-party vendors that will be utilised for the gala dinner. The food provided can be an international buffet arrangement or an allocated menu.

### 7.2 Applicable to proposals that are providing catering services:

1. Ensuring that all dishes are clearly labelled, particularly highlighting the presence of nuts and allergens, and time-stamped for 'consume by' times.
2. Providing adequate number of staff for butler services for drinks to be served to guests as they arrive and prior to dinner.
3. Ensuring that the highest standards of safety, hygiene and professionalism are adhered to throughout the event.
4. Ensuring that all set-up and clearing is completed promptly, as agreed with the British Council.

### 7.3 Critical Skills

The British Council is looking to appoint a reputable service provider with the following qualities:

- Previous experience organising symposiums, conferences, and/or galas.
- Strong organisational skills with attention to detail in order to deliver on time and to budget.
- Offering good value for money and high-quality venues that can support this event with minimal risks.

## **8 Mandatory Requirements / Constraints**

8.1 As part of their Proposal, potential suppliers must confirm that they meet the mandatory requirements/constraints, if any, as set out in the British Council's specification forming part of this RFP. Failure to comply with any mandatory requirements or constraints shall entitle the British Council to reject a Proposal.

The mandatory requirements are as follows:

- Regulatory requirements: if providing catering, the appointed supplier must be an NEA-licensed catering provider, and/or have all necessary permits as required under local regulations.
- Confidentiality: the appointed supplier will be required to adhere to the British Council confidentiality clauses as specified in the section on conditions and contractual requirements in Annex 1.

The following are desirable certifications:

- Evidence of adherence to government-mandated Safe Management Measures (SMM) and the STB's Safe Business Events (SBE) framework.
- SG SafeEvent Certification by the Singapore Association of Convention and Exhibition Organisers and Suppliers (SACEOS).
- Halal certification by MUIS\*.
- Grade A by Singapore Food Agency (SFA) for best hygiene practices\*.
- ISO 22000 certification by SOCOTEC for food safety management\*.
- Healthier Choice Caterer under Health Promotion Board (HPB)\*.

*\*Applicable to proposals that are supplying catering.*

## **9 Key background documents**

9.1 Please view list of Annexes at the end of this document.

## 10 Timescales

10.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Proposal Conditions, the intended timescales applicable to this Procurement Process are:

Activity	Date / time
RFP issued to suppliers	09 November 2023
Deadline for clarification questions ( <b>Clarification Deadline</b> )	15 November 2023
Deadline for submission of Proposals by potential suppliers ( <b>Response Deadline</b> )	<b>20 November 2023</b>
Final Decision	27 November 2023
Contract concluded with winning supplier	06 December 2023
Contract start date	02 February 2024
Finalisation of arrangements	29 February 2024

## 11 Instructions for Responding

11.1 The documents that must be submitted to form the Proposal are listed at Part [2] (Submission Checklist) of Annex [2] (Supplier Proposal) to this RFP. All documents required as part of the Proposal should be submitted to [kane.flaherty@britishcouncil.org.sg](mailto:kane.flaherty@britishcouncil.org.sg) by the Response Deadline, as set out in the Timescales section of this RFP.

11.2 The following requirements should be complied with when submitting a Proposal in response to this RFP:

- Potential suppliers must ensure that submissions are sent in good time to prevent issues with technology – late Proposals may be rejected by the British Council.
- Potential suppliers do not submit any additional supporting documentation with their Proposal except where specifically requested to do so. 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 the main Proposal document, clearly labelled and cross-referenced to the Proposal as relevant.
- If suppliers submit a generic policy/document, they must indicate the page and paragraph reference that is relevant to a particular part of their Proposal.
- Unless otherwise stated as part of this RFP or its Annexes, all Proposals should be in the format of the relevant British Council requirement with responses to that requirement inserted underneath.
- Where supporting evidence is requested as 'or equivalent', suppliers must demonstrate such equivalence as part of their Proposal.



- Any deliberate alteration of a British Council requirement as part of the Proposal will invalidate the Proposal to that requirement and for evaluation purposes, the supplier shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Proposals to the RFP requirements and pricing will be incorporated into the Contract, as appropriate.

## 12 Clarification Requests

12.1 All clarification requests should be submitted to [kane.flaherty@britishcouncil.org.sg](mailto:kane.flaherty@britishcouncil.org.sg) 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 and will respond if the question is appropriate and received before the Clarification Deadline.

12.2 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.

12.3 The British Council reserves the right to issue any clarification request made by a supplier, and the response, to all potential suppliers unless they 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 the supplier and they will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

12.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their Proposal or other information they may have provided. Should the supplier not provide supplementary information or clarifications to the British Council by any deadline notified to them, their Proposal may be rejected in full and they may be disqualified from this Procurement Process.

## 13 Evaluation Criteria

13.1 Proposals will be evaluated as set out below:

**Stage 1:** Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. Responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 8 met will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.

**Stage 2:** If a supplier succeeds in passing Stage 1 of the evaluation, they will then have their Proposal evaluated in accordance with the evaluation methodology set out below.

13.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantageous proposal using the following criteria and weightings and will be assessed entirely on the responses submitted:

Criteria	Weighting
Social Value (Supplier Note: Please refer to Procurement Policy Note (PPN) 06/20 before completing this criterion. <a href="#">PPN 06/20 Social Value</a> )	10%
Quality <ul style="list-style-type: none"> <li>Evidence of experience and track record in providing high-quality facilities for events in Singapore</li> <li>Experience working with Singapore-based event suppliers and vendors</li> <li>Evidence of any safety and quality certifications (MUIS, SFA, HPB, ISO etc)</li> <li>Experience providing catering services for events (desirable)</li> </ul>	45%
Methodology and Approach	20%
Commercial	25%

13.3 Scoring Model – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals 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 supplier 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 supplier can meet the requirement.
7	<b>Good</b> – Overall the response demonstrates that the supplier 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 supplier’s failure to provide all information at the level of detail requested.
5	<b>Adequate</b> – Overall the response demonstrates that the supplier 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 supplier can meet the requirement due to the supplier’s failure to provide all of the evidence requested.
3	<b>Poor</b> – The response does not demonstrate that the supplier meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the supplier can meet the requirement due to the failure by the supplier to show that it meets one or more areas of the requirement.
0	<b>Unacceptable</b> – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

13.4 Commercial Evaluation – The “Overall Price” (as calculated in accordance with requirements of Annex [3] (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. 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 Proposal at this point. The British Council may also reject any Proposal 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 procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest “Overall Price”. Other Proposals 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.

Please note that ***value for money*** is a key consideration in evaluating bids.

13.5 Moderation and application of weightings – The evaluation panel appointed for this Procurement Process will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall Proposal 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.

13.6 The Winning Proposal - The winning Proposal shall be the Proposal 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)] obtained by the Authority relating to any self-certification or other requirements referred to at any time in this Procurement Process.

**List of Annexes forming part of this RFP (issued as separate documents):**

**Annex 1 – Terms and Conditions of Contract**

**Annex 2 – Supplier Proposal**

**Annex 3 – Pricing Approach**