*Request for Proposal (RFP)*

**For:** Review and an update of the UK TVET System overview presentation and training course

**Date:** 22. August 2023

1 **Overview of the British Council**

We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.

We uniquely combine the UK’s deep expertise in arts and culture, education and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people and influencers and our creative sparkle.

We work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world.

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2021–22 we reached 650 million people.

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

2.1 The British Council works to enhance the quality of skills systems by encouraging closer links between education, employers and policy makers in the UK and worldwide.

This work aims to ensure that skills development better meets the needs of individuals and the economy through high quality, relevant, respected and innovative provision.

The British Council Skills team currently works in 30 countries, prioritising those with fast-developing or emerging economies, fragile states and post-conflict states.
2.2 The British Council’s work in Technical and Vocational Education and Training (TVET) builds connections between education, employers and policy makers in the UK and worldwide to develop high-quality skills systems that help both individuals and economies prosper and promote stable societies.

TVET Policy is an integral part of the work of the TVET team. Through seminars, study tours and policy dialogue events, we create opportunity to share experience, lessons and good practice from the UK and explore important global priorities for skills and employability. Our Policy work creates conversations around key issues in vocational education such as quality assurance, employer engagement, sustainability and inclusion, and draws together stakeholders from different contexts and experiences to learn from each other and tackle the big issues.

To be able to clearly articulate the way TVET is structured, governed, designed and delivered in the UK to the international audiences of policy makers and practitioners, we require a well-structured and focused, engaging and professionally designed presentation, providing an overview of the UK TVET system and capturing its key characteristics and strengths.

In addition to the externally facing slide deck, there is a need to raise the level of understanding of the UK TVET system internally, within the British Council’s global network, so that colleagues in countries have the knowledge and capability to lead conversations on key concepts of TVET policy (such as demand led skills development, governance of the system, work based learning models, quality assurance, green TVET, inclusion and others) with their local stakeholders, and are able to identify opportunities for the UK TVET sector, considering its strengths. To achieve this the TVET team are planning to deliver a UK TVET System/Policy training course to capacity build British Council internal network.

To respond to the above-mentioned needs, the TVET team at the British Council are seeking to appoint a TVET sector organisation/consultant with a strong TVET policy background to review and update the structure, content and design of the existing UK TVET System overview presentation and the UK TVET System and Policy training course.

2.3 The purpose and scope of this RFP 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 (“Proposal”).

3 Proposal 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](http://www.britishcouncil.org/organisation/structure/status)).

3.1.2 **Delivery location for goods and/or services:** British Council, London / online

3.1.3 **Duration:** The assignment is expected to start middle of September and continue to middle of November, exact dates will be included in the Contract. Interested organisations will be required to produce a workplan with the associated budget and timeline as part of their application.

3.1.4 **Contractual terms:** 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 Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment.

3.1.5 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, you confirm that you will, and that you 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](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 you 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** – Your Proposal 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 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** – 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. 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 relevant all instructions. Any documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.

3.3.9 **Modifications to Proposals once submitted** – You may modify your 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 you breach these Proposal 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 Proposal apply and/or if you or your 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 your consortium bid or is your proposed sub-contractor) as to the prices submitted;
- 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 Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to paragraph 3.3.1 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 Proposal costs – You are responsible for obtaining all information necessary for preparation of your Proposal and for all costs and expenses incurred in preparation of the Proposal. Subject paragraph 3.3.15, you accept by your participation in this Procurement Process, including without limitation the submission of a Proposal, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in submitting a Proposal irrespective of whether or not your 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 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 in writing. Subject to paragraph 3.3.15, the British will have no liability for any losses, costs or expenses you incur as a result of such actions.

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 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 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 Proposal) 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 Proposal. 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 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your Proposal, 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, 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 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.

5 Proposal Validity

5.1 Your Proposal must remain open for acceptance by the British Council for a period of sixty 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 undisputied 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 BC.Invoices@britishcouncil.org or by post to:
  The British Council, Corporate Services – UK Hub Team, 1 Redman Place, Stratford, London E20 1JQ

7 Specification

To respond to the need outlined in point 2.2 of the Background, the objective of this assignment is to review and update the structure, content and design of the existing UK TVET System overview presentation and of the UK TVET System and Policy training course. The assignment includes two main
deliverables, both consisting of: A) the production of presenting and learning collateral, and B) the delivery of a capacity building session.

A detailed description of the deliverables is included in the table below.

1.A: Up to date, high quality, externally facing presentation on the UK TVET system, of approx. 20 slides

<table>
<thead>
<tr>
<th>Target audience</th>
<th>Overseas policy makers and senior TVET practitioners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakdown of activities</td>
<td>Review of the structure of the existing presentation</td>
</tr>
<tr>
<td></td>
<td>Review of the content of the existing presentation</td>
</tr>
<tr>
<td></td>
<td>Revision of the presentation structure to approximately 20 slides</td>
</tr>
<tr>
<td></td>
<td>Update of the content of each slide, including an engaging narrative of approximately 2 min per slide, to be included in the notes section of the slides and pitched at the right level for the target audience.</td>
</tr>
<tr>
<td></td>
<td>Design of professional and polished slides, including a flowchart of the system and other visually engaging graphics and photos.</td>
</tr>
<tr>
<td>Learning outcomes</td>
<td>Understanding of the UK TVET system and its main characteristics</td>
</tr>
<tr>
<td></td>
<td>Key stakeholders within the system and their role</td>
</tr>
<tr>
<td></td>
<td>Key design, delivery and quality assurance concepts</td>
</tr>
<tr>
<td></td>
<td>Strengths of the system</td>
</tr>
</tbody>
</table>

1.B: Capacity building session on the UK TVET system (approx. 2h)

<table>
<thead>
<tr>
<th>Target audience</th>
<th>UK TVET team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakdown of activities</td>
<td>Presentation of the updated slides (approximately 40-45min)</td>
</tr>
<tr>
<td></td>
<td>Q&amp;A with the team on the presentation and latest trends and developments in the sector</td>
</tr>
<tr>
<td>Learning outcomes</td>
<td>Understanding of the UK TVET system and its main characteristics</td>
</tr>
<tr>
<td></td>
<td>Key differences and USPs of the TVET systems of the devolved nations</td>
</tr>
<tr>
<td></td>
<td>Key stakeholders within the system</td>
</tr>
<tr>
<td></td>
<td>Key design, delivery and quality assurance concepts</td>
</tr>
<tr>
<td></td>
<td>Strengths of the system</td>
</tr>
<tr>
<td></td>
<td>Awareness of the latest developments and trends in UK TVET policy</td>
</tr>
</tbody>
</table>

2.A: Up to date, high quality, internally facing training course on the UK TVET System and Policy

| Target audience            | British Council’s employees at different level of seniority, based in the UK and overseas, with limited to no knowledge of the UK |
TVET System and policy.

### Breakdown of activities
- Review of the structure of the existing training course
- Review of the content of the existing training course, including internal and external materials referenced throughout the course and included for further learning.
- Revision and update of the course structure and content, considering target audience.
- Check and mend, if needed, of the hyperlinks included
- Design of a user-friendly slide deck, including visually engaging graphics

### Learning outcomes
- Understanding of the place of TVET within the UK formal education system
- Understanding of the importance of TVET for the economic and social development of UK
- Understanding of how the system is governed and financed.
- USPs of the TVET systems of the devolved nations
- Key stakeholders of the TVET system and their roles
- Qualification frameworks and progression pathways
- Standards and qualifications development and assessment
- TVET delivery models
- Key concepts of the system, such as demand led skills development, sustainability and Inclusion embedded in the system.
- Example of Innovation
- Key strengths of the system

### 2.B: Capacity building session – Train the Trainer (2h)

<table>
<thead>
<tr>
<th>Target audience</th>
<th>Global TVET Lead, TVET Advisers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakdown of activities</td>
<td>Presentation and talk though the updated training course</td>
</tr>
<tr>
<td>Learning outcomes</td>
<td>Understanding of the course structure and content</td>
</tr>
<tr>
<td></td>
<td>Ability to explain the benefit of TVET to economic and social development</td>
</tr>
<tr>
<td></td>
<td>Up to date knowledge of the UK TVET policy</td>
</tr>
<tr>
<td></td>
<td>Understanding of the latest trends and direction of travel of the UK TVET policy</td>
</tr>
<tr>
<td></td>
<td>Ability to explain the benefit of the referenced materials</td>
</tr>
</tbody>
</table>

**NB:** The content of the presentation and the training course should be developed based on the fundamentals of the UK TVET system which are likely to sustain political change, and avoiding, as much as possible, stats and concepts which are easily outdated.
The structure of the training course should observe the two live sessions currently included in the structure of the course – one at the beginning of the course, focusing on the importance of TVET sector for the UK economic and social development, for which a content update will be required; and one at the end of the course, focusing on the British Council strategy and next steps, for which no content input will be required. British Council team will provide the content for this session, but incorporating in the slide deck template and appropriate graphics will be required.

The content of each chapter of the training course should be complemented by additional literature and other learning material (blogs, podcasts, YouTube videos, animations, etc) where relevant and possible. The slides of the presentation and the training course should be produced in PowerPoint. Graphics, charts and other visuals can be produced using different software, as long as the text within the graphics and/or shape can be updated at later stage, if needed.

Both capacity building sessions will be recorded for internal use only.

**Branding requirements**

Both, the externally facing presentation and the internally facing training course, will comply with the British Council branding and style guidelines. British Council member of staff will provide further guidance.

The finish products will be branded as British Council products and will not have any other logos or acknowledgements displayed.

**Key milestones**

- Approval of the proposed content changes of both, presentation and training course
- Approval of the proposed graphic changes of both, presentation and training course
- Final sign-off of the presentation and the training course
- Delivery of capacity building sessions

**8 Mandatory Requirements / Constraints**

8.1 As part of your Proposal, 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. Failure to comply with any mandatory requirements or constraints shall entitle the British Council to reject a Proposal.

Interested organisation will have:

- Deep and up to date knowledge of the UK TVET system and policy
- an excellent understanding of the main differences and USPs of the TVET systems of the devolved nations
- an excellent understanding of how TVET is designed, delivered and quality assured in the UK
• a strong understanding of the strengths of the UK TVET system in an international context
• the ability to interpret and present complex information into simple concepts and produce engaging content
• the technical skills to create professionally designed polished slides

9 Key background documents

9.1 Further relevant background documents / information may be provided to potential suppliers as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. 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:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date / time</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP issued to bidding suppliers</td>
<td>22nd August 2023</td>
</tr>
<tr>
<td>Deadline for clarification questions (Clarification Deadline)</td>
<td>1st September 2023</td>
</tr>
<tr>
<td>British Council to respond to clarification questions</td>
<td>6th September 2023</td>
</tr>
<tr>
<td>Deadline for submission of Proposals by potential suppliers (Response Deadline)</td>
<td>10th September 2023</td>
</tr>
<tr>
<td>Final Decision</td>
<td>13th September 2023</td>
</tr>
<tr>
<td>Contract concluded with winning supplier</td>
<td>15th September 2023</td>
</tr>
<tr>
<td>Contract start date</td>
<td>18th September 2023</td>
</tr>
</tbody>
</table>

11 Instructions for Responding

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

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

• Please ensure that you send your submission in good time to prevent issues with technology – late Proposals may be rejected by the British Council.
• Do not submit any additional supporting documentation with your 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 your main Proposal document, clearly labelled and cross-referenced to the Proposal as relevant.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your 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 your response to that requirement inserted underneath.
- Where supporting evidence is requested as ‘or equivalent’ you must demonstrate such equivalence as part of your Proposal.
- Any deliberate alteration of a British Council requirement as part of your Proposal will invalidate your Proposal 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 Proposal 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 skills@britishcouncil.org 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 response 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 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.

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 you not provide supplementary information or clarifications to the British Council by any deadline notified to you, your Proposal may be rejected in full and you may be disqualified from this Procurement Process.

13 Evaluation Criteria

13.1 You will have your Proposal 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 bidder succeeds in passing Stages 1 of the evaluation, then it will have its 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 advantages proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social value</td>
<td>10 %</td>
</tr>
<tr>
<td>Knowledge and expertise</td>
<td>35%</td>
</tr>
<tr>
<td>Methodology and approach</td>
<td>35%</td>
</tr>
<tr>
<td>Commercial</td>
<td>20%</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Points</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Excellent – 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.</td>
</tr>
</tbody>
</table>
7  **Good** – 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 bidders failure to provide all information at the level of detail requested.

5  **Adequate** – 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.

3  **Poor** – 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.

0  **Unacceptable** – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

13.4  **Commercial Evaluation** – Your “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.

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(s)** - 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