

Request for Proposal (RFP)

For: Africa Literature and Publishing Scoping Report (“**SSA Scoping Report**”)

Date: 9 December 2022

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 Background

The British Council wishes to engage a researcher (“**Supplier**”) to:

Conduct scoping, mapping and preliminary research into the trade publishing and literature sectors across 9 countries in Africa (Ethiopia, Ghana, Kenya, Nigeria, Senegal, South Africa, Sudan, Uganda and Zimbabwe), identifying opportunities for internationalisation and identifying challenges and issues faced by publishers and other literature organisations from working and collaborating more internationally, specifically with the UK.

Background

Publishing is a significant contributor to the creative economy, supporting a variety of jobs and creative businesses. It includes a broad range of sectors and formats, from traditional book publishing, through to digital publishing and e-books, audio books, e-journals and online writing magazines. Publishing supports a range of jobs and skills including writing, design, illustration, online content, business management, artist management, marketing, and rights distribution. Publishing is also a key part of the ecosystem of the literature and broader creative sectors, including literature festivals and prizes, the libraries sector, providing film and television content, as well as podcast and social media content.

This Scoping Report will focus on publishers, writers and literature organisations working across different African languages. It will examine the publishing sector, including traditional book publishing, online publishing and writing magazines, self-publishing, audio and e-books and other innovative forms of publishing. The Report will also cover the broader literature sector in each country, including, but not limited to festivals, writers, collectives, live literature, writer development, translation and other forms which are relevant in the local context. Please note that this should include the range of languages in which publishing and literature takes place across the continent.

The purpose of the SSA Scoping Report is to:

- Gather up-to-date information on local contexts, trends and challenges in publishing and contemporary writing across 9 countries where British Council has Arts programmes (Ethiopia, Ghana, Kenya, Nigeria, Senegal, South Africa, Sudan, Uganda, and Zimbabwe)
- Enable the British Council to identify 2-3 countries/markets where further, in-depth research will be commissioned in order to provide an evidence base for its literature strategy in SSA and potential projects
- Identify new partners and stakeholders with whom British Council might collaborate (moving beyond the usual suspects or relying on pre-existing relationships)
- Share the insight gathered with sector stakeholders, informing practice, policy, and potential collaborations

Please note: The following is for reference only and outside of the scope of this proposal

The purpose of the further in-depth research will be to:

- Conduct in-depth research into the literature and publishing sectors of 2-3 countries/markets as identified in the Scoping Report
- Identify barriers to internationalisation faced by African literature, writers and publishing professionals
- Provide a needs-based analysis for British Council literature programme development in the Sub-Saharan African region to support skills of young creatives and the development of the creative economy
- Share the insight gathered with sector stakeholders, informing practice, policy and potential collaborations

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>).

3.1.2 Delivery location for goods and/or services: the British Council offices in London, UK (1 Redman Place, London, E20 1JQ).

3.1.3 Duration: The Contract awarded will be for a duration of 6 weeks with an option for an extension for up to an additional 1 week.

3.1.4 Contractual terms: As 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. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. If you plan to submit a bid as a Sole Trader or Personal Service Company please contact Matt.Beavers@britishcouncil.org for a copy of the specific terms. 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>).

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 Response) 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 Response) 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.

4.4 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 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 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 BC.Invoices@britishcouncil.org copying in Matt.Beavers@britishcouncil.org or by post to:

The British Council, Corporate Services – UK Hub Team, 1 Redman Place, Stratford, London E20 1JQ

7 Specification

7.1 Deliverable 1: Research

The Supplier will conduct scoping, mapping and preliminary research into trade publishing and literature sectors in Ethiopia, Ghana, Kenya, Nigeria, Senegal, South Africa, Sudan, Uganda, and Zimbabwe, identifying context specific challenges and opportunities in each country as well as notable international connections.

Information will be gathered primarily through desk research and (if required) virtual interviews; no travel is anticipated. The research methodology will be designed and implemented by the Supplier and should cover each of the following, segmented by country:

Overview of the Publishing Sector

- Which government ministry publishing sits under (Culture, Information, Education etc)
- Mapping main cities where publishing sectors are located – including different languages
- Names of main trade publishing houses
- Mapping of publishing and writer advocacy and membership bodies (e.g. Writers' Unions) and training programmes (e.g. publishing BA/MA at university level)
- Note of any literary agents working in the country
- Recent trends and strengths (e.g. independent/underground publishing scene, feminist, graphic novels, zines and online/digital platforms/magazines)
- Market innovations (e.g. E-books, e-readers market penetration, online platforms)
- Recognised challenges (e.g. economic, audience for reading for pleasure, distribution, copyright, literary agents)
- Statistics (where available):
 - Size of publishing sector (% of GDP) (also split by language)
 - Number of publishing houses, average size
 - Number of new titles per year (trade/academic; also split by language); bestselling genres within trade publishing

Overview of Literature Sector

- Which government ministry literature sector sits under (Culture, Information, Education etc)
- Mapping of literature and book festivals/fairs, cities with major literature activity
- Innovations and grass-roots initiatives in literature festivals, arts practice (e.g. collectives) and live literature
- Key moments of international recognition (e.g. major prizes)
- International profile-raising activities (e.g. book institutes, guest of honour appearances, cities of literature)
- Domestic initiatives (e.g. government support, reading campaigns, writer development programmes)
- Recognised challenges (e.g. funding, audience development, reader development)
- HE institutions with notable record for literature/creative writing courses (if relevant)
- Names of key high-profile writers

7.2 Deliverable 2: Report

The Supplier will produce a written Scoping Report (approximately 26-31 pages) including:

- A. Introduction (1-2 pages)
 - Overview of purpose, scope and methodology
- B. Country Reports (2-3 pages per country, 18-23 total)
 - Overview of Publishing Sector and Overview of Literature Sector by country including hyperlinks to key organisations and other relevant websites
- C. Conclusions (2-3 pages)
 - General conclusions focussing on main trends, challenges and opportunities thinking about areas such as skills gaps, opportunities for internationalisation, and needs of the sector on the Continent
- D. Recommendations for British Council (2-3 pages)
 - Suggestions of country or market-based clusters by which future research and later programmes could be structured (e.g. geographically, sector/market size, linguistic etc)
 - Reflections on areas within the publishing and/or literature sectors that would benefit from international connections and exchange
- E. Appendix
 - Links to websites used for desk research and other reports, research or articles consulted
 - Names of individuals and organisations consulted

Note that sections A-C and E may be shared with the sector in SSA and the UK. Section D will be used for internal British Council purposes only.

The draft report may be submitted as a plain-text Microsoft Word Document. The final Scoping Report must be presented using British Council design templates for Research. British Council will provide templates in Microsoft Word and Adobe InDesign formats for use.

7.3 Deliverable 3: Presentation

The supplier will prepare and deliver a summary presentation of the research findings for British Council team members and (where relevant) sector stakeholders who were part of the research at a virtual meeting (e.g. on Teams or similar).

The presentation should include, but is not limited to, one slide per country and one slide each for trends, challenges and opportunities (approx. 12 slides in total).

The meeting will last no longer than 1 hour and include time for questions from attendees. The time and date of the meeting will be agreed between the Supplier and the British Council during the course of the research.

The presentation should be made using British Council design templates for presentations. British Council will provide templates in Microsoft PowerPoint for use.

7.4 Consultancy Timeline

9 January 2022	Notification of winning supplier
13 January 2023	Contracting complete
16 January 2023	Introductory call with British Council
6-7 February 2023	Progress update and check-in with British Council
24 February 2023	Deliver draft report & First payment
1 March 2023	Receive British Council feedback
7 March 2023	Deliver final report & Second payment
Before 7 March 2023	Summary presentation (date to be agreed)

7.5 Budget

British Council does not expect tenders to exceed £5950, including VAT or other local taxes where applicable. This is based on an assumption of 17-20 working days at a rate between £300-350 per day. All activities and their associated costs (including but not limited to internet/wifi, report design, translation, interpretation) as detailed in section 7.1 (Deliverable 1: Research), 7.2 (Deliverable 2: Report) and 7.3 (Deliverable 3: Presentation) of the Specification should be included in the tendered fee.

The payment schedule is expected to be in two instalments: an initial payment of 70% to be paid upon delivery of the draft report, followed by the final 30% on submission of the Final Report formatted as noted above.

7.6 Mandatory Requirements

The Supplier must be based in one of the following countries: Ethiopia, Ghana, Kenya, Nigeria, Senegal, South Africa, Sudan, Uganda or Zimbabwe.

The Supplier must be able to demonstrate:

- Track record of similar type research and/or report writing
- Experience of having worked with the literature and/or publishing sector in at least 1 of the 9 specified countries within the scope of the research, and ideally also with any other African countries

The Supplier must be able to complete the project (SSA Scoping Report) as specified in 7.1, 7.2 and 7.3 by 7 March 2023.

The Supplier must use British Council provided templates to present the final report.

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.

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:

Activity	Date / time
RFP Issued to bidding suppliers	9 December 2022
Deadline for clarification questions (Clarification Deadline)	19 December 2022 (23.59 UTC)
British Council to respond to clarification questions	21 December 2022 (17.00 UTC)
Deadline for submission of Proposals by potential suppliers (Response Deadline)	31 December 2022 (23.59 UTC)
Final Decision	9 January 2023 (17.00 UTC)
Contract concluded with winning supplier	13 January 2023
Contract start date	16 January 2023

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 Response) to this RFP. All documents required as part of your Proposal

should be submitted to Matt.Beavers@britishcouncil.org 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 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 Matt.Beavers@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 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 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 advantageous proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Social Value	10%
Quality	50%
Methodology and Approach	20%
Commercial	20%

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
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10	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.
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 Response

Annex 3 – Pricing Approach