

**Request for Proposal (RFP)**

**For:** Creative Producer / Team: The Missing Pillar Talks Global – Culture and Sustainable Development

**Date:** Tuesday 23 August 2021

1 **Overview of the British Council**

1.1 The British Council is the UK’s international organisation for cultural relations and educational opportunities. We build connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language.

1.2 Culture and Development

Culture and Development is an area of work in which we advocate for the value of arts, culture, creativity and heritage for inclusive and sustainable development. To achieve this, we believe that it's important that the challenges that are being addressed are mutually identified by the people facing them, and any subsequent solutions are co-created and delivered. This promotes individual agency, and ensures that excluded groups/individuals have the opportunity to participate in, and benefit from, the decisions and changes that affect their lives. This creates opportunities for sustainable development, and helps to build inclusive, stable and prosperous societies.

2 **Introduction and Background to the Project**

We are recruiting a Creative Producer/Team with strong knowledge of the vision and aims of Agenda 2030, and the supporting 17 Sustainable Development Goals, to produce the third event of the Missing Pillar Talks series.   
  
The Missing Pillar Talks explore opportunities for arts, heritage and culture to play a role in shaping a sustainable future. They look to the SDGs as a useful framework that can support and enrich these sectors and encourage local action and multilateral partnership through shared global goals.   
  
Below is summary information about both the events and the report – as background to the responsibilities for this project.

**Report**:

In 2020, we published The Missing Pillar research report. The research was conducted by Nordicity, and the report was edited by British Council. It included:  
  
**Section I** —A Literature Review of international literature by academic institutions and cultural organisations, including the British Council, on the contribution of arts and culture to sustainable development. This looked at and questioned how public, private and non-governmental sectors can monitor and evaluate their own progress in connecting culture to sustainable development.

**Section II** — Analysis of the Sustainable Development Goals through the British Council programmes. The purpose of this analysis was to identify how the British Council and the wider cultural sector respond to specific goals. The mapping highlighted 11 SDGs that are relevant to the British Council programmes, and the associated targets and indicators where a direct or indirect contribution is being made.  
  
**Section III** — Recommendations. Nine recommendations of how cultural contributions towards sustainable development could be captured – and increased – more effectively across the cultural sector. These can be summarised into three categories: 1) raise awareness of the SDGs 2) gather evidence and insight and 3) advocate for the role of culture for sustainable development.

**About The Missing Pillar Talks**  
  
The Talks build on the report and take forward its recommendations by convening conversations about the role of culture and heritage in sustainable development. They reflect on and highlight actions that address the gap between policy and practice.

The Talks have been developed in partnership with the [United Kingdom National Commission for UNESCO](https://unesco.org.uk/) and the Culture Committee of the [United Cities and Local Governments](https://www.uclg.org/en)(UCLG), supported by a working group representing different sectors, geographies and perspectives. They have advised on and will continue to advise and feedback on the content of the Talks.

**The aims of the previous two Missing Pillar Talks:**

Heritage and Sustainable Development – Learning from the Past, Shaping the Future, 29March 2021

* Raise awareness of the role of cultural heritage in sustainable development and meeting the UN Agenda 2030.
* Discuss the opportunities/challenges for the sector in taking future action and working together to align with the goals.   
    
  Working together – Culture, Place and Partnership for Sustainable Development, 24 May 2021
* Discuss the value of collaboration between citizens and communities, cultural sector and places.
* Explore partnership between cities, towns, ex industrial and rural landscapes, and countries for sustainable development in the UK and around the world; what is needed locally and globally; and how funders, governments and local authorities can support the cultural sector to take action.

**Key themes of the Talks**

* The cross-cutting nature of the SDGs encompassing People, Planet, Prosperity, Peace and Partnership.
* Valuing the lived heritage and cultural diversity in the UK and the world today.
* How to be better ancestors for the future, including taking climate action.
* Addressing shared challenges, making international connections and the importance of partnerships.
* Health and wellbeing.
* The value of communities, local actors, and cultural hubs.
* SDGs in local/national policy and planning.
* Financial models and investment.
* Education and skills, tools and resources.
* Importance of stronger baseline of evidence, and indicators to measure long term local and global impact.

Links:

The Missing Pillar report: [www.britishcouncil.org/arts/culture-development/our-stories/the-missing-pillar-sdgs](http://www.britishcouncil.org/arts/culture-development/our-stories/the-missing-pillar-sdgs)

The Missing Pillar Talks (including event one and two recordings): <https://www.britishcouncil.org/arts/culture-development/our-stories/missing-pillar-talks>Culture and Development blog <https://www.britishcouncil.org/arts/culture-development/our-stories>

Culture and International Development: Towards an Interdisciplinary Methodology: <https://www.britishcouncil.org/arts/culture-development/our-stories/culture-and-development-review>

Sustainable Development Goals review chapter, Annual Report 2018/19 (pages 36 to 41) <https://www.britishcouncil.org/sites/default/files/cultural_protection_fund_annual_report_2018-2019.pdf>

[EUNIC Public Online Debate](https://www.eunicglobal.eu/news/eunic-public-online-debate-culture-and-the-sustainable-development-goals-where-are-we-now): "Culture and the Sustainable Development Goals: Where Are We Now?'"  
  
[UNESCO Culture|2030 Indicators report](https://unesdoc.unesco.org/ark:/48223/pf0000371562)The [Voluntary National Review of progress towards the Sustainable Development Goals](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818212/UKVNR-web-accessible1.pdf)United Cities and Local Governments publication [Culture in the SDGs: A Guide for Local Action](https://www.uclg.org/en/media/news/culture-sustainable-development-goals-sdgs-guide-local-action)   
  
  
**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>).

3.1.3 Duration: October 2021 to March 2022.

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. 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 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.

4.4 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 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 [cultureanddevelopment@britiscouncil.org](mailto:cultureanddevelopment@britiscouncil.org).
* It is addressed to The British Council, 1 Redman Place, Stratford, London E20 1JQ

**7** **Specification**

We are looking for a Creative Producer or Creative team to lead on the curation and project management of the third Missing Pillar Talk event. The overall total fee and budget for the Project is up to £35,000 (see breakdown below).

Building on the first two Talks, the aims of this event are to

* Expand the scope of the Talks so far to connect with practice around the world (including in the UK) that is aligning with the UN SDGs and share useful practice, learning and resources.
* Create an engaging, inclusive event inviting practitioners and policymakers who are curious about the Sustainable Development Goals and learning about or discussing the opportunities, key challenges/experiences, and tools and resources.
* Raise awareness of the role of culture and heritage in sustainable development, and the SDGs as a cross-cutting and useful framework for sustainable development globally.

**As part of this work you will be supported by**:   
   
British Council, Culture and Development lead   
British Council, Culture and Development Programme Manager     
The Missing Pillar Talks working group, which includes partners the United Kingdom Commission for UNESCO and the Culture Committee of the United Cities and Local Governments.   
Marketing and communications: including registration, and promotion of the event via the Missing Pillar Talks website, British Council external and internal networks including the Culture and Development newsletter and @BritishArts social media channels.  
Administration: optional support with contracting speakers (the approach can be discussed and finalised at the inception meeting).

**Audience**  
  
**The audience for the Missing Pillar Talk includes:**

* International (including the UK) cultural and heritage practitioners and policymakers who are interested in culture’s contribution to sustainable development.
* Practitioners who work across arts and social change yet may not be familiar with the Sustainable Development Goals.
* Practitioners internationally (including in the UK) who are already aligning their work with the SDGs and are interested in making connections with similarly interested organisations and individuals.

**Deliverables, what we expect and when**  
  
The tender will commence with an inception meeting to clarify the methodology, governance and schedule.

**Outputs will include**

1. A multi-session online event between 6 hours and 8 hours in total across two or more days, including a main Talk or Talks and ancillary sessions. All sessions will be BSL interpreted and live captioned. Please consider time zones, languages, and accessibility.
2. Recordings of panel discussions where appropriate (any ancillary, participatory learning spaces will not be recorded) and other digital assets.
3. Marketing assets to promote the Missing Pillar Talk online. We are looking for creative and innovative ways of attracting wide audiences.
4. A short event report summarising the key achievements and learnings from the events, as well as top-level figures.

The £35,000 budget would include:

* Creative production and event management
* Panel / workshop facilitator fees
* Speaker fees
* Digital interactive platform
* Technical support and associated costs
* BSL interpretation, interpretation and live captioning costs
* Marketing and comms (digital assets, online promotion)

**Roles and Responsibilities**

As part of this project you will:

* Review information about The Missing Pillar to develop a detailed understanding of this work: the report, the Talks, and relevant literature including the documents and events detailed above in ‘Links’.
* Use your knowledge, insight and creativity to set out recommendations for the third event, which will build on the first two Talks and meet the aims above, utilising your existing knowledge of the UN Sustainable Development Goals, and relevant knowledge and networks of international practice.
* Curate and design the third, multi-session Missing Pillar Talk to budget including the creative team, the online platform, tech support, marketing and comms, BSL interpretation, live captioning, and speakers and facilitators.
* Lead on event management, sourcing and using an engaging and accessible platform that is compatible with British Sign Language (BSL) interpretation and live captioning, using your experience of delivering online events to mitigate and pre-empt technical difficulties.
* Work with British Council Culture and Development and British Council Arts Marketing to coordinate content (social media engagement, biographies, images, registration) to publicise the event.
* Provide practical recommendations of tools and resources relating to culture and the SDGs to highlight through and following the event.
* Connect with British Council colleagues for guidance and approval, taking part in regular meetings, and to ensure timely procurement and contracting of speakers and panellists in line with British Council procurement policies.

**We expect you will be available to fulfil the schedule outlined below**:   
Suggested schedule – to be used as a guideline   
   
By beginning of October 2021: Contract commences   
October 2021: Scoping and visioning: exploring the practical, content and marketing parameters. Regular updates with the Culture and Development team.   
Mid-November: Share the above to the Missing Pillar Talks working group for feedback and additional speaker suggestions/feedback.    
End November 2021: Contact and confirm speakers.    
January 2021:  Launch the event online, start the marketing campaign and open registration.    
Mid to late February: The Missing Pillar Talks event takes place.    
End March: Delivery of the event report with the British Council team.

**Essential qualification requirements**

* Strong knowledge of arts, culture, heritage and the vision and aims of the UN Agenda 2030, with the supporting 17 SDGs.
* Recent (2020/2021) experience delivering online accessible events and of managing different platforms.
* Experience of producing and programming events and complex projects on time and within budget.
* Experience of working with a variety of people. such as artists, experts, academics, policymakers and organisations.

**Desirable qualifications**

* Practical experience of delivering activity related to the SDGs, preferably internationally.
* Relevant experience delivering arts for social change projects.
* International experience.
* A strong network of international practice, particularly in ODA countries.

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| --- | --- |
| **Activity** | **Date / time** |
| RFP Issued to bidding suppliers | Tuesday 23 August 2021 |
| Deadline for clarification questions (**Clarification Deadline**) | Tuesday 31 August 2021 |
| British Council to respond to clarification questions | Monday 6 September 2021 |
| Deadline for submission of RFP responses by potential suppliers (**Response Deadline**) | Monday 13 September 2021, 2pm BST |
| Interviews | W/C 27 September 2021 |
| Final decision | End of September 2021 |
| Contract start date | Early October 2021 |

**12**  **Instructions for Responding**

12.1 The documents that must be submitted to form your tender response are listed at Part [2] (Submission Checklist) of Annex [3] (Supplier Response) to this RFP. All documents required as part of your tender response should be submitted via [InTend](https://in-tendhost.co.uk/britishcouncil/aspx/Home) by the Response Deadline, as set out in the Timescales section of this RFP.

12.2 The following requirements should be complied with when summiting your response to this RFP:

* Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may rejected by the British Council.
* Do not submit any additional supporting documentation with your RFP response except where specifically requested to do so as part of this RFP. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the British Council).
* All attachments/supporting documentation should be provided separately to your main tender response and clearly labelled to make it clear as to which part of your tender response it relates.
* If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.
* Unless otherwise stated as part of this RFP or its Annexes, all tender responses should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.
* Where supporting evidence is requested as ‘or equivalent’ you must demonstrate such equivalence as part of your tender response.
* Any deliberate alteration of a British Council requirement as part of your tender response will invalidate your tender response to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
* Responses should concise, unambiguous, and should directly address the requirement stated.
* Your tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

**13**  **Clarification Requests**

13.1 All clarification requests should be submitted via [InTend](https://in-tendhost.co.uk/britishcouncil/aspx/Home) by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests received after the Clarification Deadline.

13.2 Any clarification requests should clearly reference the appropriate paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.

13.3 The British Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the British Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

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

**14**  **Evaluation Criteria**

14.1 You will have your tender response evaluated as set out below:

**Stage 1:** Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tenders responses correctly completed with all relevant information being provided will proceed to Stage 2. Any tender responses not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated.

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**Stage 2:** The completed Qualification Questionnaire *(if used)* will then be reviewed to confirm that the potential supplier meets all of the qualification criteria set out in the questionnaire. Potential suppliers that meet the qualification criteria will proceed to Stage 3. Potential suppliers that do not meet the qualification criteria set out in the Qualification Questionnaire *(if used)* may be excluded from the Procurement Process at this point. Where a potential supplier is excluded at this point, its tender response will be rejected in full and not evaluated further and the supplier will automatically be disqualified from this Procurement Process.

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**Stage 3:** If a bidder succeeds in passing Stages 1 and 2 of the evaluation, then it will have its detailed tender response to the British Council’s requirements evaluated in accordance with the evaluation methodology set out below. Information provided as part of Qualification Questionnaire *(if used)* responses may also be verified as part of this stage.

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

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| --- | --- |
| **Criteria** | **Weighting** |
| Supplier Quality and Track Record | 40% |
| Methodology and Approach | 40% |
| Commercial | 20% |

14.3 Scoring Model – Tender responses will be subject to an initial review at the start of Stage 3 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than Commercial using the following scoring model:

|  |  |
| --- | --- |
| **Points** | **Interpretation** |
| **10** | **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. |

14.4 Commercial Evaluation – Your “Overall Price for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the British Council as part of the pricing approach. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may reject the full tender response at this point. The British Council may also reject any tender response where the Overall Price for the goods and/or services is considered by the British Council to be abnormally low following the relevant processes set out under the EU procurement rules. A maximum offer score of 10 will be awarded to the tender response offering the lowest “Overall Price”. Other tender responses will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

14.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

14.6 The winning tender response – The winning tender response shall be the tender response scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information or references relating to any Qualification Question responses) obtained by the Authority relating to any self-certification or other requirements referred to in the Qualification Questionnaire *(if used)*. If any verification evidence requested from a supplier, or a relevant third party as may be referred to by the supplier in the Qualification Questionnaire *(if used)* as a party prepared to provide such information, is not provided in accordance with any timescales specified by the British Council and/or any evidence reviewed by the British Council (whose decision shall be final) does not demonstrate compliance with any such requirement, the British Council may reject that tender response in full and disqualify the potential winning supplier from the Procurement Process at that point.

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

**Annex 1 – Terms and conditions of contract**

**Annex 2 – Request for proposals**

**Annex 3 – Supplier response template**