



ITQ (Invitation to Quote)

For: UK VET Sector Expert

Invitation to submit a proposal for 9-day training programme and 2-day study visit in the UK in Entrepreneurship for 40 teachers from Thai Vocational Colleges from 9 to 23 March 2016

Date:	3 rd February 2016
Overview of the British Council	<p>The British Council is the United Kingdom’s international organisation for cultural relations and educational opportunities. Its purpose is to build engagement and trust for the UK through the exchange of knowledge and ideas between people worldwide. It seeks to achieve its aims by working in education, science, governance, English and the arts. In 2013 - 14, its programmes, products and services reached a total audience of 600 million people worldwide.</p> <p>The British Council was established in 1934 and incorporated by Royal Charter in 1940. It is registered as a charity in England and Wales (charity no. 209131) and Scotland (charity no. SCO37733). It is also an executive non-departmental public body, with the Foreign and Commonwealth Office as its sponsoring department.</p> <p>Its primary charitable objects are set out in the Charter and are stated to be:-</p> <ul style="list-style-type: none"> • Promote cultural relationships and the understanding of different cultures between people and peoples of the United Kingdom and other countries; • Promote a wider knowledge of the United Kingdom; • Develop a wider knowledge of the English language; • Encourage cultural, scientific, technological and other educational co-operation between the United Kingdom and other countries; • Otherwise promote the advancement of education. <p>The British Council works in more than 110 countries around the world and employs over 7000 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh.</p> <p>Further information can be found at www.britishcouncil.org</p>
Context	<p>To respond to demands from industry and the government’s initiative in building a workforce with entrepreneurial skills and promoting SME business, the Office of Vocational Education Commission (OVEC), Thailand Ministry of Education and British Council Thailand are working on a project to develop and implement entrepreneurial skills within the Thai vocational education curriculum, teacher’s capacity building, and activities for students to enhance their interest in entrepreneurial skills. The project will be jointly funded by the Office of Vocational Education Commission, Thailand Ministry of Education and British Council Thailand and will be run between February 2016 and March 2017.</p> <p>In Thailand, vocational education is administered by the Office of the Vocational Educational Commission (OVEC). The Commission administers and manages vocational education at the national level by formulating long-term plans and major policies related to TVET. Over 400 public colleges and around 500 private vocational schools and colleges are operating in this sub-sector. OVEC aims to develop a strong partnership with the private sector, mobilize resources and develop demand-driven programmes to meet local needs. In 2010, nearly 0.7 million students enrolled in TVET colleges, and approximately 0.4 million students were studying in private vocational schools and colleges.</p>

Scope of work /Specification /Outputs	<p>Objective: To develop a core group of teachers to support OVEC in successfully embedding and promoting Entrepreneurship within the Thai vocational education curriculum.</p> <p>Outputs:</p> <ul style="list-style-type: none"> - 9-day intensive course on Entrepreneurship in vocational education. The training content will consist of development of Entrepreneurship integrated curriculum, teaching techniques, design of teacher's kits, textbooks, classroom activities, and assessment. - A 2-day study visit to explore different ways and learn best practise on how entrepreneurship is embedded in UK colleges and how to raise awareness of Entrepreneurship amongst students and teachers. <p>Outcome:</p> <ul style="list-style-type: none"> - The 40 teachers are able to design a two-day training course for other Thai teachers on Entrepreneurship in the UK and international perspectives, teaching techniques, and how to design teaching materials and textbooks. - The 40 teachers possess an understanding of Entrepreneurship and will provide key support for OVEC in developing Entrepreneurship within the Thai vocational education system. 																		
Key Background Information:	<p>The British Council's cultural relations objectives, in terms of skills, are:</p> <ul style="list-style-type: none"> • to build the UK's reputation as a trusted partner by sharing and developing effective approaches to skills development, vocational education and enterprise; and • to provide young people with opportunities that increase their skills and employability, thus contributing to strong economic growth and stable societies. <p>At a time when the demand for skills is ever growing, both in the UK and abroad, the British Council are working to foster innovation, build new partnerships and identify and develop new opportunities.</p>																		
Timescales	<p>This timetable may be subject to change.</p> <table border="1" data-bbox="400 1256 1417 1547"> <thead> <tr> <th>Activity</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>ITQ Released (sent)</td> <td>12th February 2016</td> </tr> <tr> <td>*Clarification Questions</td> <td>16th February 2016</td> </tr> <tr> <td>Clarification Responses</td> <td>17th February 2016</td> </tr> <tr> <td>ITQ Return Date</td> <td>19th February 2016</td> </tr> <tr> <td>Evaluation of responses</td> <td>22nd February 2016</td> </tr> <tr> <td>Final decision and Intention to award</td> <td>23rd February 2016</td> </tr> <tr> <td>Training period</td> <td>9-23 March 2016</td> </tr> <tr> <td>Submit a report</td> <td>30 April 2016</td> </tr> </tbody> </table> <p>*Any clarification questions should be submitted via email to uraiwan.samolee@britishcouncil.or.th Uraiwan Samolee, Head of Business Development, Education.</p>	Activity	Date	ITQ Released (sent)	12 th February 2016	*Clarification Questions	16 th February 2016	Clarification Responses	17 th February 2016	ITQ Return Date	19 th February 2016	Evaluation of responses	22 nd February 2016	Final decision and Intention to award	23 rd February 2016	Training period	9-23 March 2016	Submit a report	30 April 2016
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Budget	<p>The budget available for this project is approximately £80,000 NET, including VAT and any other expenses. The quote should at least include the following items for 40 teachers:</p> <ul style="list-style-type: none"> - Tuition and training materials - Accommodation and 3 meals / day - Airport pick up and Travel around the UK <p>Flights to the UK, UK visa, and travel insurance for 40 teachers will be managed by British Council Thailand, and is not part of the above budget.</p>																		

	The budget is an estimation and is subject to change.												
Supplier Response	<p>Please complete (ITQ response) and submit it to uraiwan.samolee@britishcouncil.or.th no later than 19th February 2016</p> <ul style="list-style-type: none"> • Please ensure that you send your response in good time to prevent issues with technology – late submissions may not be considered. • Do not submit any additional documentation with your ITQ response except where specifically requested. • Supporting evidence (PDF, JPG, PPT, Word and Excel formats only - other formats should not be used) can be provided to substantiate your response – please ensure that all attachments/supporting evidence is clearly labelled with the appropriate section/question number. • Where supporting evidence is requested as ‘or equivalent’ – it is the Supplier’s responsibility to prove the relevant equivalence. • It is not acceptable to submit a generic policy in answer to a question. • All answers in the ITQ response should be inserted in the dedicated response section/question in Annex 1. • Any alteration to a question will invalidate your response to that question and a mark of zero will be applied. • Completion and submission of your response does not guarantee award of any British Council Contract. 												
Evaluation Criteria	<p>The award criterion for this Invitation to Quote is the most economically advantageous. The Supplier’s submissions will be taken into consideration only if they pass Section 1 - Mandatory and Discretionary Rejection.</p> <p>Supplier responses to this ITQ will be assessed using the following criteria and weightings.</p> <table border="1" data-bbox="400 1216 1350 1498"> <thead> <tr> <th>Criteria</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>Section 1 – Mandatory and Discretionary Rejection</td> <td>Pass/Fail</td> </tr> <tr> <td>Section 2 – Background, knowledge and experience</td> <td>30%</td> </tr> <tr> <td>Section 3 – Summary of approach</td> <td>30%</td> </tr> <tr> <td>Section 4 - Understanding of British Council’s aims/objectives</td> <td>5%</td> </tr> <tr> <td>Section 5 – Costing/Price</td> <td>35%</td> </tr> </tbody> </table> <p>Evaluation of all submitted responses will be undertaken by the evaluation panel which will consist of British Council representatives with relevant and significant experience and knowledge of the requirements.</p> <p>Evaluation of all submissions will only consider information presented within the response. Previous/current relationships with suppliers cannot be taken into account when evaluating submissions unless the previous/current experience is clearly evidenced within the response. Evaluation will be fair and transparent.</p>	Criteria	Weighting	Section 1 – Mandatory and Discretionary Rejection	Pass/Fail	Section 2 – Background, knowledge and experience	30%	Section 3 – Summary of approach	30%	Section 4 - Understanding of British Council’s aims/objectives	5%	Section 5 – Costing/Price	35%
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Section 5 – Costing/Price	35%												

The responses under each section will be scored based on the following matrix:

Points	Interpretation
15	A comprehensive and strong answer indicating the supplier is fully capable and experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided.
12	There are slight concerns that the supplier will not be able to achieve all the outcomes required and response lacked details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and few relevant examples provided.
10	There are concerns that the supplier will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.
5	There are serious indications that the supplier will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail.
0	The answer is non-compliant and/or no relevant information has been received to demonstrate the supplier can achieve the required outcomes. No response or a response that is entirely irrelevant.

The lowest all-inclusive cost proposed will receive 35% as per the evaluation criteria. All other submissions will be allocated a % score pro-rata.

The final evaluation score will then be calculated for each response by adding together the scores for each Section.

Conditions & Contractual Requirements

Confidentiality

All information contained within this document is confidential and is provided only to give suppliers an adequate understanding of the British Council's requirements and under no circumstances should be disclosed to a third party without the British Council's consent.

All relevant policies that suppliers are expected to adhere to can be found on the British Council website – http://www.britishcouncil.org/new/about-us/jobs/folder_jobs/register-as-a-consultant/policies-for-consultants-and-associates/

This document does not constitute an offer to provide goods/services to the British Council and the British Council is not obliged to award a contract for these goods/services.

The British Council reserves the right to request reference information.

All costs incurred in the preparation of the ITQ response are the supplier's responsibility.

NOTE: All costs related to travel; accommodation and meals will be agreed in advance with the British Council Thailand.

Payment and Invoicing

The British Council will pay correctly addressed and undisputed invoices within 30 days. The British Council have a requirement for invoices to be produced in an electronic format.

	<p>Essential information to be included on any invoice for the British Council is:</p> <ul style="list-style-type: none">• A description of the services supplied.• The British Council reference number/Purchase Order number.• Addressed to Accounts Payable.• The costs including VAT (if applicable) and any other charges <p>Contracting</p> <p>A copy of contract will be sent the successful for supplier directly after the announcement.</p> <p>Mandatory due diligence and discretionary rejection information included in ITQ response will form part of your response to this ITQ.</p>
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