



ITQ (Invitation to Quote)

For: Experts and Trainers in 21<sup>st</sup> Century Skills

Assignment: A three-day workshop in Thailand for 16-20 participants on any dates between 12 and 23 December 2016

|  |   |
|--|---|
| <b>Date:</b>                           | 23 <sup>rd</sup> November 2016  |
| <b>Overview of the British Council</b> | <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"> <li>• Promote cultural relationships and the understanding of different cultures between people and peoples of the United Kingdom and other countries;</li> <li>• Promote a wider knowledge of the United Kingdom;</li> <li>• Develop a wider knowledge of the English language;</li> <li>• Encourage cultural, scientific, technological and other educational co-operation between the United Kingdom and other countries;</li> <li>• Otherwise promote the advancement of education.</li> </ul> <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 <a href="http://www.britishcouncil.org">www.britishcouncil.org</a></p> |
| <b>Context</b>                         | <p>Education is one of the most important areas at development in Thailand. Particularly, as the national and global environment is rapidly changing with the flow of digital media and the changing demands of industry on quality of graduates. A big challenge for the education sector is to be able to produce graduates who have the right skills for industry and can adapt successfully in the changing society a big challenge for education sectors.</p> <p>The Office of Education Council, part of Thailand Ministry of Education, wishes to engage in this area of education and would like to have a capacity building for their operational and management staff on 21<sup>st</sup> Century Skills. The workshop is to enable them to advice the Ministry of Education in designing up to date and effective education policies and learning activities.</p> <p>The Office of the Education Council serves as the lead agency responsible for formulation of policies, plans and standards of national education; research and evaluation of educational provision; and development of learning. The ultimate goal is attainment of lifelong self-learning and self-development for all Thai people, thus transforming Thai society into a learning society.</p> <p>Further information on the Office of the Education Council can be obtained from <a href="http://www.onec.go.th/en.php/home/category/CAT0001411">http://www.onec.go.th/en.php/home/category/CAT0001411</a></p>  |
| <b>Scope of work /Specification</b>    | <p><b>Objective:</b><br/>UK experts or trainers are to conduct a three-day workshop for 16-20 staff of the Office</p>   |

| <b>/Outputs</b>   | <p>of Education Council and lead / facilitate a discussion which will result in a tangible action plan for OEC to make changes to Thai education policy on 21<sup>st</sup> Century Skills.</p> <p><b>The workshop should include:</b></p> <ul style="list-style-type: none"> <li>• The work/ policy on 21st Century Skills in the UK and Thailand and how it is embedded in the Education system , how teachers teach and how students learn</li> <li>• A discussion to enable participants to review the existing work/ policy relevant to 21<sup>st</sup> Century Skills in Thailand and plan for new developments</li> <li>• Good practice and lesson learn on case study related to 21<sup>st</sup> Century Skills</li> </ul>  |                 |             |                     |                                |                          |                                |                         |                                |                 |                               |   |                               |  |  |
|---|--|-----------------|-------------|---------------------|--------------------------------|--------------------------|--------------------------------|-------------------------|--------------------------------|-----------------|-------------------------------|---|-------------------------------|--|--|
| <b>Key Background Information:</b>                              | <p>The British Council’s work in education focuses on internationalising education, sharing the UK’s expertise and innovation globally, and bringing partners together to work on collaborative projects.</p> <p>We use our expertise in higher education to build trust and understanding with other countries.</p> <p>Our work aims to support the capacity and capability of governments, institutions and individuals in the UK and other countries to take an active role in developing their country, their community and themselves.</p>  |                 |             |                     |                                |                          |                                |                         |                                |                 |                               |   |                               |  |  |
| <b>Timescales</b>   | <p>This timetable may be subject to change.</p> <table border="1" data-bbox="400 1005 1417 1292"> <thead> <tr> <th data-bbox="400 1005 991 1039"><b>Activity</b></th> <th data-bbox="991 1005 1417 1039"><b>Date</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="400 1039 991 1072">ITQ Released (sent)</td> <td data-bbox="991 1039 1417 1072">23<sup>rd</sup> November 2016</td> </tr> <tr> <td data-bbox="400 1072 991 1106">*Clarification Questions</td> <td data-bbox="991 1072 1417 1106">28<sup>th</sup> November 2016</td> </tr> <tr> <td data-bbox="400 1106 991 1140">Clarification Responses</td> <td data-bbox="991 1106 1417 1140">29<sup>th</sup> November 2016</td> </tr> <tr> <td data-bbox="400 1140 991 1173">ITQ Return Date</td> <td data-bbox="991 1140 1417 1173">4<sup>th</sup> December 2016</td> </tr> <tr> <td data-bbox="400 1173 991 1229">Evaluation of responses &amp; Final decision and Intention to award</td> <td data-bbox="991 1173 1417 1229">5<sup>th</sup> December 2016</td> </tr> <tr> <td data-bbox="400 1229 991 1292">Training / workshop in Thailand (3 days)</td> <td data-bbox="991 1229 1417 1292">Any dates between 12<sup>th</sup> -23<sup>rd</sup> December 2016</td> </tr> </tbody> </table> <p>*Any clarification questions should be submitted via email to Janyarak.Thanomnim@britishcouncil.or.th</p> | <b>Activity</b> | <b>Date</b> | ITQ Released (sent) | 23 <sup>rd</sup> November 2016 | *Clarification Questions | 28 <sup>th</sup> November 2016 | Clarification Responses | 29 <sup>th</sup> November 2016 | ITQ Return Date | 4 <sup>th</sup> December 2016 | Evaluation of responses & Final decision and Intention to award | 5 <sup>th</sup> December 2016 | Training / workshop in Thailand (3 days) | Any dates between 12 <sup>th</sup> -23 <sup>rd</sup> December 2016 |
| <b>Activity</b>   | <b>Date</b>  |                 |             |                     |                                |                          |                                |                         |                                |                 |                               |   |                               |  |  |
| ITQ Released (sent)   | 23 <sup>rd</sup> November 2016   |                 |             |                     |                                |                          |                                |                         |                                |                 |                               |   |                               |  |  |
| *Clarification Questions  | 28 <sup>th</sup> November 2016   |                 |             |                     |                                |                          |                                |                         |                                |                 |                               |   |                               |  |  |
| Clarification Responses   | 29 <sup>th</sup> November 2016   |                 |             |                     |                                |                          |                                |                         |                                |                 |                               |   |                               |  |  |
| ITQ Return Date   | 4 <sup>th</sup> December 2016  |                 |             |                     |                                |                          |                                |                         |                                |                 |                               |   |                               |  |  |
| Evaluation of responses & Final decision and Intention to award | 5 <sup>th</sup> December 2016  |                 |             |                     |                                |                          |                                |                         |                                |                 |                               |   |                               |  |  |
| Training / workshop in Thailand (3 days)                        | Any dates between 12 <sup>th</sup> -23 <sup>rd</sup> December 2016   |                 |             |                     |                                |                          |                                |                         |                                |                 |                               |   |                               |  |  |
| <b>Budget</b>   | <p>The budget available for this project is up to £2,500 NET, including VAT and any other expenses. Logistics (travel, accommodation, and subsistence) will be managed by British Council Thailand following British Council Travel and Expenses policy, and <u>will not be</u> part of the above budget.</p> <p>The budget is the estimation and is subject to change.</p>  |                 |             |                     |                                |                          |                                |                         |                                |                 |                               |   |                               |  |  |
| <b>Supplier Response</b>  | <p>Please complete ITQ response and submit it to Janyarak.Thanomnim@britishcouncil.or.th no later than 4<sup>th</sup> December 2016.</p> <ul style="list-style-type: none"> <li>• Please ensure that you send your response in good time to prevent issues with technology – late submissions may not be considered.</li> <li>• Do not submit any additional documentation with your ITQ response except where specifically requested.</li> <li>• 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.</li> <li>• Where supporting evidence is requested as ‘or equivalent’ – it is the Supplier’s responsibility to prove the relevant equivalence.</li> </ul>  |                 |             |                     |                                |                          |                                |                         |                                |                 |                               |   |                               |  |  |

- 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**

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.

Supplier responses to this ITQ will be assessed using the following criteria and weightings.

| Criteria  | Weighting |
|---|-----------|
| Section 1 – Mandatory and Discretionary Rejection | Pass/Fail |
| Section 2 – Background, knowledge and experience  | 35%       |
| Section 3 – Summary of approach                   | 30%       |
| Section 4 – Costing/Price                         | 35%       |

Evaluation of all submitted responses will be undertaken by the evaluation panel which will consist of British Council and the Office of Education Council representatives with relevant and significant experience and knowledge of the requirements.

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.

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. |
|--|--|

|   |  |
|---|--|
| <p><b>Conditions &amp; Contractual Requirements</b></p> | <p><b>Confidentiality</b><br/> 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.</p> <p>All relevant policies that suppliers are expected to adhere to can be found on the British Council website – <a href="http://www.britishcouncil.org/new/about-us/jobs/folder_jobs/register-as-a-consultant/policies-for-consultants-and-associates/">http://www.britishcouncil.org/new/about-us/jobs/folder_jobs/register-as-a-consultant/policies-for-consultants-and-associates/</a></p> <p>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.</p> <p>The British Council reserves the right to request reference information.</p> <p>All costs incurred in the preparation of the ITQ response are the supplier's responsibility.</p> <p>NOTE: All costs related to travel; accommodation and meals will be agreed in advance with the British Council Thailand.</p> <p><b>Payment and Invoicing</b></p> <p>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> <p>Essential information to be included on any invoice for the British Council is:</p> <ul style="list-style-type: none"> <li>• A description of the services supplied.</li> <li>• The British Council reference number/Purchase Order number.</li> <li>• Addressed to Accounts Payable.</li> <li>• The costs including VAT (if applicable) and any other charges</li> </ul> <p><b>Contracting</b><br/> 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> |
|---|--|