



ITQ (Invitation to Quote)

For: Expert on Entrepreneurship in Vocational Education

Please find below an invitation to submit a proposal to review current incubation centres at Thai vocational colleges.

Date:	8 February 2017
Overview of British Council	<p>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 language and the arts. In 2013-14, its programmes, products and services reached a total audience of 600 million people worldwide.</p> <p>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"> • Promotion of cultural relationships and the understanding of different cultures between people and peoples of the United Kingdom and other countries. • Promotion of a wider knowledge of the United Kingdom. • Development of a wider knowledge of the English language. • Encouragement of cultural, scientific, technological and other educational co-operation between the United Kingdom and other countries. • Further promotion of the advancement of education. <p>British Council works in more than 110 countries around the world and employs over 7,000 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>Background</p> <p>To respond to demands from industry and the government’s initiative to build a workforce with entrepreneurial skills, as well as promote SMEs, the Thai Ministry of Education’s Office of the Vocational Education Commission (OVEC) and British Council Thailand are working on a project to develop and implement entrepreneurial skills within Thai vocational education. The project is jointly funded by OVEC and British Council Thailand.</p> <p>In 2016, British Council, OVEC and Grŵp Llandrillo Menai, UK developed an entrepreneurship curriculum for students at Thai vocational colleges, which will be implemented from May 2017. In order to ensure incubation centres support the new curriculum and meet international standards, OVEC would like them to be reviewed by an expert who can provide recommendations on any changes necessary to internationalise the centres and ideas regarding training for centre directors.</p> <p>About OVEC and Thai Vocational Education</p> <p>In Thailand, vocational education is administered at a national level by OVEC, which formulates long-term plans and major policy decisions related to technical vocational education and training (TVET). Over 400 public colleges and around 500 private vocational schools and colleges operate in this sub-sector. OVEC aims to develop a</p>

	<p>strong partnership with the private sector, mobilise resources and develop demand-driven programmes to meet local needs. In 2010, nearly 700,000 students enrolled in TVET colleges, and approximately 400,000 students were studying in private vocational schools and colleges.</p> <p>In order to support entrepreneurship in vocational education, OVEC has established incubation centres at every college under its jurisdiction. The centres aim to enhance entrepreneurship knowledge and provide support to students, teachers, and the local community in setting up a new business or to further develop their existing businesses more successfully.</p>																
<p>Scope of Work /Specification /Outputs</p>	<p>Scope of work A UK consultant will review current practices at incubation centres at Thai colleges and give recommendations on changes to help them support the new Entrepreneurship curriculum and become more internationalised.</p> <p>Outputs</p> <ul style="list-style-type: none"> • A 3-day scoping visit to Thailand to review and perform analysis of current practices at incubation centres. • A report with recommendations for internationalising incubation centres and enabling them to support the new curriculum, as well as monitoring and evaluation guidelines. • Design of a 3-day training programme for incubation centre directors with training content, materials, and evaluation. The training programme aims at ensuring the effective implementation of the aforementioned recommendations. • 5-day 'train the trainer' workshop in Thailand for 10 trainers to deliver further training for incubation centre directors. • A final report from the scoping visit and 'train the trainer' workshop. 																
<p>Key Background Information:</p>	<p>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. • 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, British Council is working to foster innovation, build new partnerships and identify and develop new opportunities.</p>																
<p>Timescales</p>	<p>This timetable may be subject to change:</p> <table border="1" data-bbox="400 1621 1417 2130"> <thead> <tr> <th data-bbox="400 1621 991 1664">Activity</th> <th data-bbox="991 1621 1417 1664">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 1664 991 1697">ITQ released (sent)</td> <td data-bbox="991 1664 1417 1697">8 February 2017</td> </tr> <tr> <td data-bbox="400 1697 991 1731">*Clarification questions</td> <td data-bbox="991 1697 1417 1731">13 February 2017</td> </tr> <tr> <td data-bbox="400 1731 991 1765">Clarification responses</td> <td data-bbox="991 1731 1417 1765">14 February 2017</td> </tr> <tr> <td data-bbox="400 1765 991 1798">ITQ return date</td> <td data-bbox="991 1765 1417 1798">19 February 2017</td> </tr> <tr> <td data-bbox="400 1798 991 1832">Final decision and intention to award</td> <td data-bbox="991 1798 1417 1832">20 February 2017</td> </tr> <tr> <td data-bbox="400 1832 991 1865">Scoping visit to Thailand</td> <td data-bbox="991 1832 1417 1865">1 – 3 March 2017</td> </tr> <tr> <td data-bbox="400 1865 991 2130"> Present findings from scoping visit, recommendations, M&E to OVEC and British Council Thailand. Conduct a 5-day 'train the trainer' workshop for 10 trainers to deliver further training programmes for incubation centre directors. Receive feedback to make changes or adjust </td> <td data-bbox="991 1865 1417 2130">20-24 March 2017</td> </tr> </tbody> </table>	Activity	Date	ITQ released (sent)	8 February 2017	*Clarification questions	13 February 2017	Clarification responses	14 February 2017	ITQ return date	19 February 2017	Final decision and intention to award	20 February 2017	Scoping visit to Thailand	1 – 3 March 2017	Present findings from scoping visit, recommendations, M&E to OVEC and British Council Thailand. Conduct a 5-day 'train the trainer' workshop for 10 trainers to deliver further training programmes for incubation centre directors. Receive feedback to make changes or adjust	20-24 March 2017
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	<p>training content.</p> <p>Submit final training content and report from 'train the trainer' workshop.</p>	<p>31 March 2017</p>												
	<p>*Any clarification questions should be submitted via email to Kantanach Chayapong at kantanach.chayapong@britishcouncil.or.th</p>													
Budget	<p>The budget available for this project is approximately £17,000 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 will not be part of the above budget.</p> <p>The budget is an estimation and subject to change.</p>													
Supplier Response	<p>Please complete your ITQ response and submit it no later than 19 February 2017 on https://britishcouncil-vksfv.formstack.com/forms/entrepreneurshipincubation</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="403 1581 1350 1910"> <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</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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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.

Conditions & Contractual Requirements

Confidentiality

All information contained within this document is confidential and is provided only to give suppliers an adequate understanding of British Council's requirements and under no circumstances should be disclosed to a third party without 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 British Council and British Council is not obliged to award a contract for these goods/services.

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 British Council Thailand.

Payment and Invoicing

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

Essential information to be included on any invoice for British Council is:

- A description of the services supplied.
- British Council reference number/Purchase Order number.

- Addressed to Accounts Payable.
- Costs including VAT (if applicable) and any other charges.

Contracting

A copy of any relevant contract will be sent to the successful Supplier directly after the announcement.

Mandatory due diligence and discretionary rejection information included in the ITQ response will form part of your response to this ITQ.