

## Request for Proposal (RFP)

**For:** Going Global Partnerships Programme – Foresight into BCG Model

**Date:** 9 Aug 2021 – Version 1.0

### 1 Overview of the British Council and the National Science and Technology Development Agency

1.1 The British Council builds connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language. We help young people to gain the skills, confidence and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise.

1.2 We connect the best of the UK with the world and the best of the world with the UK. These connections lead to an understanding of each other's strengths and of the challenges and values that we share. This builds trust between people in the UK and other nations which endures even when official relations may be strained.

1.3 We work on the ground in more than 100 countries. In 2019-20 we connected with 80 million people directly and with 791 million people overall, including online and through our broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body. Further information can be viewed at [www.britishcouncil.org](http://www.britishcouncil.org).

1.4 The National Science and Technology Development Agency (NSTDA), is responsible for the acceleration of science, technology and innovation development in Thailand in order to respond to the need of the industry and enhance the country's competitiveness in the global economy, and as a result, making contribution to national economic and social development. Further information can be viewed at <http://www.nstda.or.th/en/>

1.5 To respond to the global economic challenge and commitment to SDGs, Thailand adopted Bio-Circular-Green Economic Model (BCG) as new economic development model for sustainable growth and inclusiveness, that capitalises the country's strengths in biodiversity and cultural richness, employs technology and innovation to transform Thailand to value-based and innovative-driven economy, as well as addresses the UN's SDGs.

## 2 Introduction and Background to the Project / Programme

2.1 The Foresight into BCG Model Project (“**Project**”) is a part of the British Council’s overarching *Going Global Partnerships Programme* to build partnerships between UK higher education institutions and other countries, and support the exchange and mobility of academics, scholars and students, working together internationally and in partnership to ensure that tertiary education meets the needs of our societies, economies, and students.

2.3 The British Council and NSTDA agreed to work on the Project to support policymakers in creating better informed policies and directions for higher education, research and innovation, and to support universities and research institutes to better implement their innovation plan in response to uncertain changes. Further background details of the Project are published on the Annex [4] – Project details.

2.3 The British Council is seeking consultancy from the UK to draw upon successful UK planning models, including foresight approaches. The Project will use UK’s expertise to develop planning tools and framework that are specific for Thailand’s 4 BCG sectors; Food and Agriculture, Health and Wellbeing, Environment, Tourism, and others BCG related industries. These tools are then to be deployed through workshops for policy makers, universities, research institutes, private and public sectors and other relevant stakeholders to build capacity of foresight skills. It is expected that the workshops will result in development of sector-specific strategic roadmap and implementation plans, which can then be shared with ASEAN countries.

2.4 A maximum of **one senior consultant and two consultants** will be required for the Project, which will be contracted through a consultancy agreement with one Supplier. The Project will last from October 2021 to March 2022, with opportunities for extension up to March 2023 depending on availability of funding.

2.5 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: Both online and the British Council offices in Thailand’s local office, the BC Foundation, a non-profit entity (registered under reference Gor Tor 3051), located at No. 254 Wittayakit Building, Chulalongkorn Soi 64, Siam Square, Phyathai Road, Kwaeng Wangmai, Khet Pathumwan, Bangkok, Thailand 10330.

3.1.3 Duration: 8 months, from **11 October 2021 to 30 June 2022**. with an option for an extension for up to an additional 1 year, up to 31 March 2023, depending on the availability of the British Council and NSTDA funding.

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 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 in two instalments within 30 days of the receipt of the invoice. The first instalment at 90% will be paid upon the first invoice submitted within 30 November 2021. The second instalment at 10% will be paid upon the second invoice submitted within 14 March 2022.

6.2 The British Council will pay in Thai Baht, in which the exchange rate used will be based on the rate at the time of signing the contract. The equivalent amount in Thai Baht will be indicated on the contract.

6.3 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. The PO number will be provided within 1 month after the Agreement has been signed between the British Council and the Supplier.
- The invoice is sent electronically via email in PDF format to [ekkarat.subannarat@britishcouncil.or.th](mailto:ekkarat.subannarat@britishcouncil.or.th) and by post to:

### **BC Foundation**

No. 254 Wittayakit Building, Chulalongkorn Soi 64, Siam Square, Phyathai Road, Kwaeng Wangmai, Khet Pathumwan, Bangkok, Thailand 10330

## 7 Specification

7.1 The Supplier will be expected to provide a maximum of **one senior consultant and two consultants**, in which:

- The senior consultant will oversee the overall project progress against the Project objectives, share UK's expertise in foresight by providing UK insights at the stakeholder meetings, and participating in the dissemination events at end of the Project.
- The two consultants will be responsible for developing foresight toolkit, plan and deliver capacity building workshop, and maintain project communications with the British Council and NSTDA.

7.2 The following qualifications will be required from three consultants:

- Have a minimum of 7-10 years of experience on foresight, with prior experiences in conducting trainings and workshops
- Have experience related to Thailand's BCG sectors of the Project focus, which are food and agriculture, health and wellbeing, environment, and tourism
- Have positive track record of conducting similar studies in East Asian/ASEAN and other countries
- Have proven track record in developing policy recommendations
- Availability and willingness to travel to Thailand for the training and provide regular updates via call, email, or Skype

7.3 The Supplier is expected to deliver services to the British Council, as per below:

**WP1: Foresight toolkit development** - Using the UK's approach and best practices, the Supplier is to develop planning tools and framework specific for Thailand's 4 BCG sectors (Food and Agriculture, Health and Wellbeing, Environment, Tourism, and others BCG related industries), with inputs from relevant policy makers. These toolkits are expected to be adopted by both 1) policymakers in creating better informed higher education and research and innovation policy and direction, and 2) universities and research institutes to better implement their innovation plan in the face of uncertainty.

The following tasks under this WP1 will include:

Task	Details	Date and mode of delivery	Number of Consultants
<b>1. Presenting UK foresight toolkits at the stakeholder meeting</b>	To support the toolkit development, the Supplier is to attend a stakeholder meeting to present the proposed foresight methodology and approach, and to further understand from the policy-makers on the national priorities and needs. This meeting will also be a chance to co-identify relevant stakeholders and organisations to participate in the February workshop.	Stakeholder meeting held on Wed 27 October 2021, 08.00 – 09.30 hrs UK time, via online meeting	Led by senior consultant and 2 consultants

<b>2. Toolkit development</b>	Using obtained information from the stakeholder meetings , the consultants are to develop the toolkits and report to the British Council and NSTDA.	To be completed by Mid-November 2021.	Led by 2 consultants
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**WP2: Capacity Building and toolkit dissemination** – The Supplier is to disseminate the developed toolkit and build capacity on foresight skills and effective use of the tools through a series of workshops. Workshop participants will include policy makers, members from academia, public and private sector, and a selected number of ASEAN members. It expected that by attending the workshops, roadmaps for BCG will be produced, analysed, and presented back to key stakeholders in each sector.

The following tasks under this WP2 will include:

<b>Task</b>	<b>Details</b>	<b>Date and mode of delivery</b>	<b>Number of Consultants</b>
<b>1. Introduction for potential participants</b>	The Supplier is to plan and deliver a brief introduction to the proposed foresight methodology and approach to invited participants (approx. 30 people). The meeting will be used to determine potential participants to participate in the workshop.	Meeting held immediately after the stakeholder meeting on Wed 27 October 2021, 10.00 – 12.00 hrs UK time, via online meeting	Led by 2 consultants
<b>2. Orientation for selected participants</b>	The Supplier is to plan and deliver an orientation session for selected 40-50 participants on how the developed toolkit is used, and an introductory session to the upcoming workshop. It is expected that the participants will have pre-workshop assignment to complete and submit before the workshop.	Mon 13 December 2021, for 1.5 hour, via online meeting	Led by 2 consultants
<b>3. Foresight Workshop delivery (F2F)*</b>	The Supplier is to plan and deliver a 3-day workshop for selected 40-50 participants on foresight skills for strategic planning, and implementing the toolkit to develop a roadmap during the workshop in 4 BCG sectors. There will be a preparation session with NSTDA and British Council prior to workshop day.	Preparation session: Wed 9 February  Workshop Delivery: Thu 10 – Sat 12 February 2021, 09.00 – 17.00 hrs TH time, via face-to-face workshop in Thailand.	Led by 2 consultants
<b>4. Finalising Roadmap*</b>	The Supplier is to support in analysing the feasibility of the developed roadmap, and preparation for dissemination to the policy maker and key stakeholders. The session	Mon 14 - Tue 15 February 2021, 09.00 – 17.00 hrs TH time, via	Led by 2 consultants



	will have a smaller selected number of key participants representing each BCG sector.	face-to-face workshop in Thailand.	
<b>5. Roadmap dissemination*</b>	The Supplier is to participate in the dissemination event to share the results and feedback of the workshop, and the developed roadmap through a roundtable discussion with policy-makers and key stakeholders. There may be a VDO interview with the Supplier.	Wed 16 February 2021, 09.00 – 17.00 hrs TH time, via blended delivery with the consultants remain onsite in Thailand.	Led by senior consultant

**\*Remarks:** Due to the continuation of \* activities, it is expected that the consultants will **travel to Thailand on 2 – 17 February 2021**, to cover for 7-day quarantine period prior to the activity, as well as having taken relevant Covid-19 vaccination prior to entering Thailand.

### **WP3: Documentation and providing further guidance and support to the Roadmap**

The following tasks under this WP will include:

<b>Task</b>	<b>Details</b>	<b>Date and mode of delivery</b>	<b>Number of Consultants</b>
<b>1. Final report submission</b>	The Supplier is to summarise the key outcomes from the Project, and provide recommendations for NSTDA and British Council on future directions in a narrative report format.	Report due 30 days after the February training.	Led by 2 consultants
<b>2. Further guidance and support to the Roadmap</b>	The Supplier is to provide any guidance after the submission of the report and advice regarding the Roadmap to British Council and NSTDA.	Support and guidance to be provided until 30 June 2021, through emails and calls.	Led by 2 consultants

**A summary of the WP and related activities in chronological order is as per below:**

- Stakeholder meeting and Introduction for potential participants: 27 October 2021
- Toolkit Development by the Consultant: Completed by Mid-November 2021
- Orientation for participants: 13 December 2021
- Workshop delivery, Roadmap Finalisation and Dissemination in Thailand: 2 – 17 February 2022 (inclusive of 7-day quarantine period)
- Submission of Final Report: 17 March 2022
- Further support and guidance on Roadmap: Until 30 June 2022

**7.4 Review of Performance** – The Supplier will be required to provide regular updates via call, and email. The British Council reserves the right to reject any Services which are not in accordance with the information provided in the Supplier’s response form.

7.5 **Intellectual Property** – It is expected that all materials developed for the Project will be owned by the British Council.

## 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.

### 8.2 **Project budgets**

8.2.1 Consultancy fee – This will be paid by the British Council of a **maximum £18,000 (VAT inclusive)**, in full upon receipt of invoice.

8.2.2 Logistical arrangement expenses – This will be separately managed and covered by NSTDA for maximum three consultants in Thailand wherein NSTDA will make all necessary bookings using NSTDA travel policy. This includes international and local flight expenses (economy class), accommodation and subsistence, local transportation, and workshop material production. Quarantine, vaccination and documents fees are inclusive of the arrangements. Therefore, these costs are not required to be included your proposed costs within Annex 3 (Pricing Approach).

8.2.3 Other expenses – Other expenses not specified above will be paid by the British Council in accordance in accordance with its Travel and Expenses Policy stated in the Annex [3].

8.3 **Photography and video recording:** Please note that there will be a professional photographer to take photographs and record video throughout the activity, and online activities will be recorded. The consultants must confirm and provide consent that most of the activities can be photographed and video-recorded. Removal of certain parts of video record can be made upon approval by the British Council.

### 8.4 **Supporting documents**

8.4.1 Upon being successfully selected, the Supplier must additionally submit the following documents for further processing: 1) Signed acknowledgement of British Council's Data Protection Code for Partners and Suppliers, 2) Company registration document, 3) VAT registration document (if any), 4) Bank account certificate, and 5) Bank details form. All supporting documents must be submitted by 1 October 2021.

## 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	Mon 9 Aug 2021
Deadline for clarification questions ( <b>Clarification Deadline</b> )	Mon 23 Aug 2021
British Council to respond to clarification questions	Fri 27 Aug 2021
Deadline for submission of Proposals by potential suppliers ( <b>Response Deadline</b> )	Thu 9 Sept 2021, (17.00 hrs UK time)
Final Decision	Mon 20 Sept 2021
Contract concluded with winning supplier, and submission of supporting document	Fri 1 Oct 2021
Contract start date	Mon 11 Oct 2021

## 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 Proposal) to this RFP. All documents required as part of your Proposal should be submitted to **Mr. Ekkarat Subannarat**, at email [ekkarat.subannarat@britishcouncil.or.th](mailto:ekkarat.subannarat@britishcouncil.or.th) 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 **Mr. Ekkarat Subannarat**, at email [ekkarat.subannarat@britishcouncil.or.th](mailto:ekkarat.subannarat@britishcouncil.or.th) 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 advantages proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Social Value	10%
Quality	25%
Methodology and Approach	45%
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
10	<b>Excellent</b> – 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	<b>Good</b> – 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	<b>Adequate</b> – 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	<b>Poor</b> – 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	<b>Unacceptable</b> – 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 Proposal**

**Annex 3 – Pricing Approach**

**Annex 4 – Project Details**