

Request for Proposal (RFP)

For: English Connects Japan project – Exploring and highlighting how gender roles are represented in lower secondary English language textbooks in basic education

Date: 29 September 2022

1 Overview of the British Council

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 work in two ways – directly with individuals to transform their lives, and with governments and partners to make a bigger difference for the longer term, creating benefit for millions of people all over the world. 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 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.

2 Introduction and background of the British Council English Programmes area

2.1 Through the British Council's global English Programmes work we aim to support our partners worldwide provide more inclusive, quality teaching, learning and assessment of English, leading to better opportunities for young people so that they can develop their careers, confidence and networks in a multilingual world.

We do this across the globe through several activities, including

- Developing partnerships between national and state/provincial education authorities and UK expertise to design and deliver English language teaching projects, incorporating research and insight, stakeholder engagement, teacher development, and developing curriculum resources and assessment in basic education.
- Supporting research partnerships and stakeholder engagement between the UK and local Higher Education sectors focused on English Medium Instruction in Higher Education.
- Supporting individual teachers and teacher educators of English with access to quality resources, communities and online professional development through our English Connects global programme, primarily mediated through the global [TeachingEnglish](#) platform but with some local and region-specific initiatives where appropriate.
- Supporting learners of English through provision of print and broadcast resources via government partners.
- Programmes that support local organisations, governments and ministries innovate and improve the quality of English language teaching, learning, and assessment in specific contexts, in conjunction with UK expertise.

Across projects and programmes, we aim to adopt an inclusive use of educational technology to extend reach, participation and impact, while opening opportunities for the UK sector.

2.2 The Request for Proposal (RFP) outlined below will focus on the British Council's English Connects global programme area and related activities and research will be connected to this. In the interests of clarification, English Connects is:

*a technology-enabled, **open-access** programme available to **individual** teachers and teacher educators of English worldwide and delivered through our global TeachingEnglish platforms and regional, country and partner platforms.*

It provides **professional development** opportunities, resources, peer support and networking for a global community of English language teaching professionals and practitioners.

The English Connects core offer is primarily delivered through the TeachingEnglish ecosystem (incl. [website](#) and social media), however delivery modes and offers may differ based on context and a need for localised approaches.

There are essentially five elements to the global English Connects offer:

1. **Timebound learning content** – such as [TeachingEnglish Training](#) MOOCs (Massive Open Online Courses)
2. **Online networking events** – such as webinars and special events.
3. **Online resources** – such as downloadable articles, lesson plans, and publications
4. **Collaborative exchange through community membership** – such as the British Council Teacher Educator Community of Practice
5. **News** – such as the [newsletter](#) for teachers

This RFP focuses largely on elements 2 and 3, but there may be scope for future development of 1 and 4 dependent on findings.

2.3 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: the British Council offices in Japan.

3.1.3 The Contract awarded will be for the duration of project need.

3.1.4 Contractual terms: As set out at Annex 1 Agreement for the purchase of professional or consultancy services (short form) (“**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. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. If you plan to submit a bid as a Sole Trader or Personal Service Company please contact sharon.wang@britishcouncil.org.cn for a copy of the specific terms.

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 relevant and related documents, including Appendix 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 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 BC.Invoices@britishcouncil.org or by post to:
The British Council, Corporate Services – UK Hub Team, 1 Redman Place, Stratford, London E20 1JQ

7 Specification

This section spells out the scope for this assignment including the range of activities that the supplier is expected to deliver, the qualifications and expertise required of the supplier and the expected timeline for the task.

7.1 Assignment background

The British Council Japan would like to procure the services of a UK organisation or consultant to investigate and report on how gender roles are represented in lower secondary English language textbooks approved for use by the Ministry of Education, and from these findings offer direct related digital support, including tools and events, to teachers who use them.

In particular, the following question will be considered: How are gender roles represented in (lower secondary) school English textbooks in Japan?

Insight and possible intervention will be developed from related analysis.

The research and digital outputs that emerge from this English Connects project may also draw on questions posed by the British Council funded Gendering-ELT research conducted within ODA contexts in ASEAN, offering opportunities for some contrast and comparison across regions. In particular, Gender-ing ELT research questions considering, ‘to what extent do current ELT materials align with the goal of gender equality?’ and, ‘what are the (mis)representations of gender and gender equity in ELT policies, curricula and materials ...?’ may be of interest and relevance.

We request a proposal from UK organisations or consultants, submitted through the appended documents, to highlight how the stated outcomes and outputs might be achieved, by whom, and with the inclusion of estimated project costings.

7.2 Assignment scope

The project will begin on **1 November 2022** and should be completed, including all activities/outputs and submission of draft reports **by 21 March 2023**. The focus of the project will be within the Japanese Lower Secondary basic education sector only. The textbooks included in the project will be agreed with the British Council Japan in advance of commencement.

The budget for the project will not exceed 15,000GBP (FIFTEEN THOUSAND POUNDS STERLING).

7.3 Required services and deliverables

7.3.1 Specific deliverables

By 21 March 2023, the following outputs are expected to have been completed¹:

- Research Report: An analysis and comparison of up to 6 agreed, current English textbooks² used in lower secondary answering the key question: How are gender roles represented in school (lower secondary) English textbooks in Japan?
- To create and present an online webinar for high level decision makers highlighting the results of the study and key considerations (i.e., Informing a key decision-making and planning stakeholder audience & supporting thought leadership)
- To develop a downloadable toolkit that can support teachers in exploring gender-related issues through textbooks or similar content. This toolkit will include guidelines and practical suggestions on how to balance gender diversity and inclusion and address gender empowerment in ELT materials.

¹ Support on proof editing and finalisation of document format may be required after March 21st.

² Included textbooks must be agreed with the British Council

It will be a reusable and adaptable resource that can contribute to the TeachingEnglish resource pool more widely and can be disseminated to English teachers globally.

- To create and present an online webinar for teachers, demonstrating the newly developed toolkit, existing TeachingEnglish resources, and offering practical suggestions and classroom-based adaptations that can be applied immediately to address any possible concerns emerging from the study, mapping any relevant TeachingEnglish materials where applicable.
- To liaise with the British Council, and any relevant third party, on final reporting formats, templates and text content including, but not exclusive to, proof reading and consultancy on final versions of publicly disseminated materials or events that emanate from the project. This may also include some further participation in, or support of additional dissemination activities.

Short – medium term outcomes

Expected short to medium-term outcomes of the project based on these outputs are:

- The project will have raised awareness of the current representation of gender equality, including possible gaps or issues, in up to 6 textbooks used by English teachers in lower secondary in Japan.
- The project will have provided relevant tools and activities that support the improvement of gender equality in ELT classroom materials in Japan.
- The project will have created and disseminated a relevant and insightful digital reference supporting improved awareness of gender related issues and gender equality through textbooks, and through textbook-based lessons, in the Japanese lower secondary English context.

Longer-term outcomes

Through the project's impact in Japan, it is hoped that the project will also contribute to the longer-term outcome of:

- We will contribute to education systems that support inclusive, quality teaching, learning and assessment of English.
- We will contribute to global gender equality and the empowerment of women and girls.

7.4 Transferred deliverables

All documents and other materials produced as a result of this assignment, including but not limited to reports, tables and graphs, teaching materials are Transferred Deliverables and ownership of Intellectual Property Rights is to be assigned to the British Council without exception.

7.5 Reporting arrangements

The selected organisation or consultant will report to Kathleen.zhong@britishcouncil.org.cn and will be required to provide regular updates, including virtual meetings to keep the British Council informed on progress.

7.6 Materials provided

The selected organisation or consultant will also have access to internal documents and British Council colleagues within Japan, and regionally where appropriate, to clarify project details.

7.7 Length of project and timeframe

Dates: 01 November 2022 to 21 March 2023

It is expected that the webinars will be held no later than March 2023. Should events be held in or around March 2023 these will coincide with current English Connects global programming focusing on “Gender, Women and Girls empowerment and access to education”, which will be of particular relevance. However, time must be allowed for completion and submission of reports in line with British Council year-end deadlines. In order to ensure successful completion of all activities, and to allow for structured input, it is expected that a draft report and related toolkit will be available by 16 January 2023 for initial feedback.

Final reporting, and other submissions, which should include reference to the online webinar content and MEL, should be submitted no later than 21 March 2023 to allow for processing of final invoices to be completed by the end of the financial year.

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 Criteria and Skills for the selected organisation or consultant

The explicitly identified team or individual should display:

Essential

- Demonstrable experience and track record of designing and delivering digital events and training in ELT.
- Demonstrable experience in gender mainstreaming in teaching environments, including materials design and classroom practice.

- Advanced knowledge and skills in gender analysis; including applying a gender mainstreaming approach in programming.
- Ability to facilitate cross-sectoral discussion on gender and develop context-appropriate tools and solutions.

Desirable

- Experience of contributing to research projects, conference presentations and publications in the field of English language teaching. This will include to different audiences, both at decision-maker and classroom practitioner level.
- Knowledge and experience of monitoring, evaluation and learning processes (including design) for English projects
- Experience of leading on quality assurance of teacher education projects
- Knowledge and experience of the Japan ELT sector.
- Understanding of the UK's English language teaching sector and how its expertise and resources could contribute to education projects overseas
- Knowledge of the British Council TeachingEnglish website.

8.3 Prospective suppliers are required to submit **RFP Responses** which contain the following 3 documents to sharong.wang@britishcouncil.org.cn CCing Kathleen.zhong@britishcouncil.org.cn with subject line '2022 -2023 English Connects Japan Project – Gender integration in Lower Secondary textbooks, Japan'

- You must provide all information required in supplier proposal, using Annex 2
- Commercial proposal, detailing daily fee rates and all other associated costs that can be reasonably foreseen, using Annex 3 template
- Full CV(s) in English, including accounts of previous relevant experience of all participating team members or involved parties on the supplier side.

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. Annex 4 provides some information about the continuing professional development experiences and needs of English language teachers in Japan. 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 as follows. Suggested dates for milestones upon implementation are also provided for reference:

Activity	Date / time
RFP Issued to bidding suppliers	29 September 2022
Deadline for clarification questions, if any (Clarification Deadline)	13 October 2022
British Council to respond to clarification questions	17 October 2022
Deadline for submission of Proposals by potential suppliers (Response Deadline)	19 October 2022
Final Decision	21 October 2022
Contract concluded with winning supplier	31 October 2022
Contract start date	1 November 2022
Implementation meeting with British Council to launch project	2 – 4 November 2022
Upon implementation	
Mid-term reporting / Draft report and toolkit / meeting with the British Council	16 January 2023
Events	February – March 2023
Final report (draft)	21 March 2023

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 Sharon.wang@britishcouncil.org.cn CCing Kathleen.zhong@britishcouncil.org.cn, 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 Sharon.wang@britishcouncil.org.cn CCing Kathleen.Zhong@britishcouncil.org.cn 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 advantageous proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Social Value	10%
Quality and experience	30%
Methodology and Approach	30%
Commercial	30%

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	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.

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 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 – Agreement for the purchase of professional or consultancy services (short form)

Annex 2 – Supplier Proposal

Annex 3 – Pricing Approach

Annex 4 – The continuing professional development experiences and needs of English language teachers (Countries: China, Japan and Korea)