

Request for Proposal (RFP)

Outward Student Mobility from UK to India

Date: 07 December 2023

1 Overview of the British Council

1.1 The British Council champions peace and prosperity by fostering connections, understanding, and trust between the UK and countries worldwide. With a distinctive blend of the UK's expertise in arts, culture, education, and the English language, coupled with a global presence in over 100 countries, the British Council engages with young people, influencers, and introduces creative solutions.

1.2 Directly working with individuals, the British Council empowers them to acquire skills, confidence, and connections to transform lives and contribute to a better world in partnership with the UK. They facilitate networking, explore creative ideas, support English learning, provide high-quality education, and offer internationally recognised qualifications.

1.3 Through collaborations with governments and partners in education, English language, and cultural sectors, both locally and globally, the British Council aims to make a significant impact, benefiting millions of people worldwide. Operating in over 200 countries and territories, with a physical presence in more than 100 countries, our reach extended to 600 million people in 2022–23.

Further information can be viewed at www.britishcouncil.org.

2 Introduction and Background to the Project / Programme

2.1 By 2025, several forecasts predict a worldwide internationally mobile students population of 8+ million.¹ The UK's International Education Strategy highlights the importance of boosting international study and global opportunities for all the young people living in the UK.^{2,3} Replacing previous engagements around Erasmus and Erasmus+, the UK government introduced a landmark £110

¹ https://www.researchgate.net/figure/The-Growth-of-International-Student-Mobility-Projection-2025_fig2_352919795

² <https://www.gov.uk/government/publications/international-education-strategy-2021-update>

³ <https://www.gov.uk/government/news/measures-announced-to-boost-international-study-and-global-opportunities>

million Turing Scheme in 2021, offering students of all backgrounds across the UK the chance to study and work abroad.⁴

The Turing Scheme provides funding for students in universities, colleges, and schools to undertake placements across the world. It gives pupils, learners and students in UK schools, colleges, and universities the chance to learn new skills, travel the world, and boost their employability, while learning about different cultures. It also aims to widen access to international opportunities.⁵ It is underpinned by four key objectives that address what the UK government considers important for its socio-economic and geo-political challenges:

- (i) To promote Global Britain, through forging new relationships across the world
- (ii) To support social mobility and widen participation across the UK (explicitly linked to the government's 'levelling up' agenda)
- (iii) To develop key skills, bridging the gap between education and work
- (iv) To ensure value for UK taxpayers in international student mobility⁶

The Welsh government also launched Taith⁷ in 2022, an international learning exchange programme for education staff and students in Wales to learn, study and volunteer all over the world and it also brings educators and learners from around the world to Wales. Taith promotes collaborations between Welsh and international organisations that enable two-way learning exchanges and mobility opportunities to undergo transformative learning experiences.

India is one of the 150 global partner destinations under the Turing programme and is a priority country under the UK's International Education Strategy. In year one of the Turing programme, i.e. 2021/22, 25 per cent of all higher education placements (7,534 students in total) were in the USA, China, and Canada, the three most popular destinations.⁸ India was at 9th place with 1,002 UK students and has continued to be in the top 10 destination countries chosen by the UK students consistently over the last three years for higher education placements. In terms of the overall placements including higher education, VET and schools, India and Thailand are the only two Asian countries in the top 10 destination countries in 2023/24.⁹

⁴ <https://www.turing-scheme.org.uk/>

⁵ <https://educationhub.blog.gov.uk/2023/02/14/the-turing-scheme-what-is-it-and-who-is-it-for/>

⁶ <https://link.springer.com/article/10.1007/s10734-023-00995-0>

⁷ <https://www.taith.wales/about/>

⁸ <https://researchbriefings.files.parliament.uk/documents/CBP-9141/CBP-9141.pdf>

⁹ <https://www.turing-scheme.org.uk/wp-content/uploads/2023/07/Turing-scheme-all-countries-2023-2024.pdf>

The Indian government launched Study in India¹⁰ in 2018, its flagship initiative to attract foreign students to the Indian higher educational institutions. It provides a single window platform for all higher education opportunities for foreign students in the country, including details of schools and research institutes, visa rules, fee concessions etc. This initiative obtained further impetus with the National Education Policy (NEP) 2020 which aims to position India as the education hub of the world.

India has one of the largest higher education systems in the world with more than 1,000 universities and 42,000 colleges that have a combined capacity to enrol more than 40 million students. According to the All India Survey of Higher Education 2020-21 report, there were 48,035 foreign students enrolled in Indian HEIs from 163 countries. The largest share is from its neighbouring countries, that is Nepal, Afghanistan, and Bangladesh. The UK takes 35th place with 206 students enrolling in Indian HEIs for various degree/diploma/certificate course at undergraduate and post graduate level. However, in comparison, this is 10 times lower than the numbers of students that come from the United States which is placed fourth with 5.1% share and is equivalent to the Bangladesh's share of students in India.

In 2022, India became the country sending the highest number of students to the UK with 139,000 student visas granted excluding dependents. Current visa issuance trends and feedback from diverse higher education stakeholders indicate that the demand from Indian students is likely to continue whilst on the other hand according to HESA data of 2021-22, there were only 252 UK students who came to India on education exchange programmes.¹¹

One of the NEP 2020 goal of 'internationalisation at home', seeks to attract increased number of international students to study in India and provide greater two-way mobility for students along with signing of agreements with foreign countries to facilitate these exchanges. An agreement on mutual recognition of academic qualifications has also been signed between the two governments to support academic exchange and mobility within UK and India. There is mutual interest to have increased exchange of students and a greater number of UK students coming to India for strengthening the living bridge between the UK and India. Outward mobility to India is likely to lead to a diverse range of transnational education opportunities.

Given the ongoing initiatives, it would be important to understand the existing scale and pathways taken for outward mobility to India and examine factors that can spur interest of UK students to study in India and enrich their learning experience.

¹⁰ <https://studyinindia.gov.in/>

¹¹ <https://www.universitiesuk.ac.uk/universities-uk-international/insights-and-publications/uuki-publications/international-facts-and-figures-2023>

3 Proposal Conditions and Contractual Requirements

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**”).

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 British Council Division, British High Commission; 17, Kasturba Gandhi Marg; New Delhi – 110001; India

3.1.3 Duration: The Contract awarded will be valid till 31 March 2024, with an option for an extension for up to an additional of 15 days for any changes to be incorporated and communication related activities.

3.1.4 Contractual terms: The British Council’s contracting and commercial approach in respect of the required goods and/or services is set out at Annex 1 (“**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 based on 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 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 **30 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 the British Council representative or by post to:
British Council Division, British High Commission; 17, Kasturba Gandhi Marg; New Delhi – 110001;
India.

7 Specification

7.1 The key objective of this research is to develop insights about the present state and potential outlook of UK student outward mobility to India. This would assist UK policymakers, HEIs and wider organisations including the British Council to understand the scale and choices of UK students in relation to programmes, pathways, location, time duration for studying in India and other additional factors that are important to consider in providing an enriching and attractive experience to students in India.

7.2 Mapping the current status and trends

- What is the current volume of international students in India, including from other UK's developed administrations and the other western nations? What programmes and courses do UK students choose and why?
- Is the outward mobility about students spending a period in India as part of a UK course, or is this also about full-degree study in India / students studying for Indian qualifications? For students coming to India as part of a UK course, how long are they spending in the country? Is this just short-term (e.g. a couple of weeks), or are they spending a semester / full year in India?

- What pathways are chosen by the UK students to study in India? Elaborate on the different types of mobility and routes considered by students. Does it provide India/cultural literacy and internships/ work opportunities? How is India/cultural literacy measured? What does success look like for the students and institutions in India and the UK?
- What locations and types of higher education institutions are popular with them and why?
- Are there supporting mechanisms and networks for foreign students studying in India?
- What are the risks and how are these mitigated by policies and practices?

7.3 Key drivers – pull and push factors

- What policies and programmes in India encourage outward mobility from other countries? What Indian visas are used?
- In addition to policy commitments, what has been the role and approach of HEIs to promote UK mobility to India?
- What offers are provided to those students who return to the UK, if any? What would UK students want from an alumni network in order for them to remain connected to India and related opportunities? What alumni network offers do outward mobility programmes provide?
- What type of students from the UK go to India? Explore in terms of ethnic group (students with Indian ancestry vs others) and also other factors like gender, family background (e.g. students from disadvantaged groups), age, ambition/aspiration etc.
- What are students' sentiments towards studying in India? What attracts them?
- What factors possibly discourage UK students to consider India as a study destination? What will help to dispel negative perceptions and promote their participation?
- Are there any other decision-making factors that have an impact on student's choice to select India?
- How important is work experience for this to succeed? Or how many of these mobilities include a work angle? What sectors are the most attractive?

7.4 Explore opportunities and challenges

- Provide an outline/case studies of successful examples/mechanism/pathways of outward mobility to India including of UK students' learning and living experience in India.
- How can HEIs and their institutional linkages promote outward mobility and student placements?
- What models could work best as pathways for UK HEIs to enable mobility to India? Would consortium models with Indian and UK HEIs creating a pool of resources and partnerships to enable mobility, work well?
- Could TNE be a pathway to facilitate outward mobility from the UK? Could TNE be an outcome of a short-term mobility?
- What are various pathways that could benefit/deliver the wider UK and India strategies such as IDS?

- What are the barriers and challenges to UK outward mobility to India and how can they be addressed?
- What kinds of programmes would be most attractive to UK students, and what subjects are they interested in studying? What policies or funding models in both the UK and India could help facilitate demand? Are any corporate funded?

7.5 Suggested Approach: Scope & methodology.

The British Council is looking for proposals from prospective suppliers for a tailor-made approach and methodology that best addresses the research objectives and key questions set out below. It is expected that suppliers' proposals will draw on cutting edge research techniques, including application of relevant conceptual frameworks, analysis of data and presentation of findings.

- This research is expected to be based on a mix of quantitative and qualitative assessments, requiring a combination of primary and secondary research techniques. For example, this may include desk-based research (Literature review), data gathering and analysis, targeted interviews, with policy makers, UK students, UK HE providers, Indian HE providers, service providers (such as CRCC, Pagoda, Jio), online survey, etc. The supplier is free to suggest the appropriate profile and quantum of institutions / personnel / students to engage with.
- The British Council expects to be a supportive part of this study in terms of contributing expert insight and views and supporting with logistical aspects such as arranging interviews with key stakeholders. The supplier will lead on conducting any interviews, focus groups, data collection, analysis and writing up.
- The British Council will provide the supplier with relevant data we hold on to UK HE activity in India and UK related this research.

7.6 Output & Deliverables:

- Data and findings of this research will be used in British Council reports targeted at UK policy makers and higher education sector.
- Presentation of the draft report to the British Council management team in Power Point format. Final report to include executive summary in PDF and word format and final ppt. For any surveys work conducted, a cleaned database of valid responses in Excel format.
- PPT presentation of main findings to senior managers at the British Council, delivered online within two weeks of completion of the final briefing report.

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.

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	07 December 2023
Deadline for clarification questions (Clarification Deadline)	14 December 2023
British Council to respond to clarification questions	18 December 2023
Deadline for submission of Proposals by potential suppliers (Response Deadline)	12 January 2024 by 23:59 hours (UK time)
Presentation from shortlisted bidders, if required	18 January 2024 (between 2 pm to 4 pm IST)
Final Decision	23 January 2024
Contract start date	25 January 2024
Preliminary data reporting	20 February 2024
Delivery of final data and reports	28 March 2024

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 at sajeewa.meepage@britishcouncil.org and cc to India.procurement@britishcouncil.org 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 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 at sajeewa.meepage@britishcouncil.org and cc to India.procurement@britishcouncil.org as per 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 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%
Methodology and Approach (Technical)	30%
Track record of delivering similar projects (Technical)	15%
Proposed personnel and their CV (Technical)	15%
Commercial (Quote submission Annex 3)	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 bidder’s 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 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 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) - 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 – British Council contractual Terms and Conditions

Annex 2 – Supplier Proposal

Annex 3 – Pricing Approach