



**Proposal Form**

**for the supply of consultancy services as a 'UK VET sector expert' for**

**designing a training programme on entrepreneurship skills for Thai teachers and  
management staff of vocational colleges and conducting 'train the trainer'  
workshops**

**for**

**British Council**

**Institution/Company name:**

**Contact name:**

**Contact email address:**

**Contact telephone number:**

Please complete your ITQ response and submit it no later than 19 February 2017 on  
<https://britishcouncil-vksfv.formstack.com/forms/entrepreneurshipshortcourse>

The award criterion for this Invitation to Quote is the most economically advantageous. The Supplier's submissions will be taken into consideration only if they pass Section 1 - Mandatory and Discretionary Rejection.

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

Criteria	Weighting
Section 1 – Mandatory and Discretionary Rejection	Pass/Fail
Section 2 – Background, knowledge and experience	30%
Section 3 – Summary of approach	30%
Section 4 – Understanding of British Council's aims/objectives	5%
Section 5 – Costing/Price	35%

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

Evaluation of all submissions will only consider information presented within the response. Previous/current relationships with suppliers cannot be taken into account when evaluating submissions unless the previous/current experience is clearly evidenced within the response. Evaluation will be fair and transparent.

The responses under each section will be scored based on the following matrix:

Points	Interpretation
15	A comprehensive and strong answer indicating the supplier is fully capable and experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided.
12	There are slight concerns that the supplier will not be able to achieve all the outcomes required and response lacked details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and few relevant examples provided.

10	There are concerns that the supplier will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.
5	There are serious indications that the supplier will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail.
0	The answer is non-compliant and/or no relevant information has been received to demonstrate the supplier can achieve the required outcomes. No response or a response that is entirely irrelevant.

The lowest all-inclusive cost proposed will receive 35% as per the evaluation criteria. All other submissions will be allocated a % score pro-rata.

The final evaluation score will then be calculated for each response by adding together the scores for each Section.

### **Mandatory Section 1 (Pass/Fail)**

**Discretionary Rejection** - The British Council is entitled to exclude you from consideration if any of the following apply. If you cannot answer 'no' to every question it is possible that your response may not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken. The information provided will be taken into account by the British Council in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

The British Council is also entitled to exclude you in the event you are guilty of serious misrepresentation in providing any information referred to within regulation 23, 24, 25, 26 or 27 of the Public Contracts Regulations 2006

<b>Is any of the following true of your organisation?</b>	<b>Answer (Delete as applicable)</b>
(a) being an individual is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of	YES/NO

the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state; or	
b) being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or	YES/NO
(c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	YES/NO

<b>Has your organisation?</b>	
a) Been convicted of a criminal offence relating to the conduct of your business or profession?	YES/NO
b) Committed an act of grave misconduct in the course of your business or profession?	YES/NO
c) Failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established?	YES/NO
d) Failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established?	YES/NO

## Section 2

<p><b>Background, knowledge and experience</b></p> <p>Criteria</p> <ul style="list-style-type: none"> <li>• Working knowledge and experience of UK Entrepreneurship combined with an understanding of Entrepreneurship in international contexts</li> <li>• A working knowledge in East Asia countries or direct experience of working in the region would be desirable</li> </ul>
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- a) Please outline what knowledge and experience you have of the UK Entrepreneurship and how this will enable you to deliver the specified work.
- b) Please indicate any knowledge acquired or experience gained relating to Entrepreneurship in the East Asia countries, and how it will inform this piece of work

**Response:**

- a)
- b)

**Section 3**

**Summary of Approach**

Criteria

- Experience of delivering similar services, with similar audiences including undertaking needs analysis and contributing to or leading projects that have sought to address these identified needs
- Experience of producing succinct, high quality reports, briefing documents etc that capture a range of opinions from diverse stakeholders and deliver analysis of emerging themes
- Experience of working both internationally, and remotely to engage key stakeholders.
  - a) Please detail the method and approaches you will use to undertake the work. Identify the key challenges to undertaking the work you have considered and how your proposed approach addresses these challenges
  - b) Please give examples of work that you have undertaken that are similar to this specification

**Response:**

a)

b)

#### **Section 4**

##### **Understanding of British Council's aims / objectives**

- Understanding of the purpose of the British Council, and our work in Skills and Employability.
  - a) In your view what do you see as the key benefits of British Council delivering this work?

**Response:**

a)

## Section 5

### Costing / Price

It is essential that the British Council enters into arrangements where costing is clearly defined and transparent against an efficient and effective approach.

To satisfy this objective you are requested to use the template below to outline the proposed approach to be used to deliver each of the outputs (as described in the terms of reference) in terms of cost. You are required to provide the breakdown of costs.

- All costs must be provided in sterling for the UK.
- You are requested to provide your day rate/s (these will not be scored but will be incorporated into the Contract on award).

### Response:

**All-inclusive costing:**

**Populate table below for breakdown of costing: this can be sent separately as an attachment.**

<b>Output/Activity</b>	<b>Breakdown of days</b>	<b>Cost (breakdown)</b>
