



ITQ (Invitation to Quote)

For: UK Further Education Colleges

Please find below an invitation to submit a proposal to support Thai vocational colleges in the implementation of the newly developed Entrepreneurship curriculum the aim is to mentor/ coach Thai colleges in the design of high quality teaching materials; and develop a partnership model for the development of a joint degree entrepreneurship programme between Thai and UK colleges partly / fully recognised by UK colleges.

Date:	23 February 2017
Overview of British Council	<p>British Council is the United Kingdom's international organisation for cultural relations and educational opportunities. Its purpose is to build engagement and trust for the UK through the exchange of knowledge and ideas between people worldwide. It seeks to achieve its aims by working in education, science, governance, English language and the arts. In 2013-14, its programmes, products and services reached a total audience of 600 million people worldwide.</p> <p>British Council was established in 1934 and incorporated by Royal Charter in 1940. It is registered as a charity in England and Wales (charity no. 209131), and Scotland (charity no. SCO37733). It is also an executive non-departmental public body, with the Foreign and Commonwealth Office as its sponsoring department.</p> <p>Its primary charitable objects are set out in the Charter and are stated to be:-</p> <ul style="list-style-type: none"> • Promotion of cultural relationships and the understanding of different cultures between people and peoples of the United Kingdom and other countries. • Promotion of a wider knowledge of the United Kingdom. • Development of a wider knowledge of the English language. • Encouragement of cultural, scientific, technological and other educational co-operation between the United Kingdom and other countries. • Further promotion of the advancement of education. <p>British Council works in more than 110 countries around the world and employs over 7,000 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh.</p> <p>Further information can be found at www.britishcouncil.org</p>
Context	<p>Background</p> <p>In response to demands from industry and in line with the government initiative to build a workforce with entrepreneurial skills, and to promote SMEs, the Thai Ministry of Education's Office of the Vocational Education Commission (OVEC) and the British Council Thailand have been working on a project to develop and implement entrepreneurial skills within Thai vocational education. The project is jointly funded by OVEC and British Council Thailand.</p> <p>In 2016, British Council, OVEC and Grwp Llandrillo Menai, UK developed the entrepreneurship curriculum for students at Thai vocational colleges which will be implemented from May 2017.</p> <p>In order to ensure that the newly developed curriculum is implemented effectively and qualifications are internationalised and aligned with UK standards, OVEC and The British Council are looking for 3 proactive UK colleges to work as mentors/coaches to 6 selected Thai colleges and develop sustainable partnerships.</p>

	<p>About OVEC and Thai Vocational Education</p> <p>In Thailand, vocational education is administered at a national level by OVEC, which formulates long-term plans and major policy decisions related to technical vocational education and training (TVET). Over 400 public colleges and around 500 private vocational schools and colleges operate in this sub-sector. OVEC aims to develop a strong partnership with the private sector, mobilise resources and develop demand-driven programmes to meet local needs. In 2010, nearly 700,000 students enrolled in TVET colleges, and approximately 400,000 students were studying in private vocational schools and colleges.</p>
<p>Scope of Work /Specification /Outputs</p>	<p>Scope of work</p> <p>Three UK colleges will be selected to work on this project with six Thai colleges, The British Council Thailand and OVEC as a part of a working group. Each UK college will be a mentor / coach to two Thai colleges.</p> <p>The scope of work consists of:</p> <p>Period and Location: 27-31 March 2017 in the UK</p> <ul style="list-style-type: none"> • Host a one-day visit for delegates from 6 colleges (Directors/Deputy Directors and Teachers) and senior staff from OVEC to work on and present a draft of a partnership model that will lead to a joint / double degree in Entrepreneurship, or a Thai Entrepreneurship qualification partly / fully accredited by UK colleges. A presentation of ideas of a partnership model/a road map will include details of the steps that will lead to the development of a joint entrepreneurship programme between Thai and UK colleges and enable Thai qualifications in Entrepreneurship to be partly / fully recognised by UK colleges. A skype call prior to the visit will be arranged to enable the UK colleges to understand the context in Thailand and generate ideas for developing partnership models. • Conduct a two-day coaching session in the UK for up to 6 teachers from 2 Thai colleges in the design of a teacher's toolkit, teacher's guidebook, and student worksheet for the three modules of the newly developed Entrepreneurship curriculum. Guidelines on materials design will be provided prior to the coaching session. The session is expected to enable teachers to start working on materials design and continue their work when they are back to Thailand. • Provide two-day job shadowing programme for a Thai college director. <p>Period and Location: Between April and September 2017 in Thailand / On-line</p> <ul style="list-style-type: none"> • Provide on-line support / advice to Thai colleges on materials design at least twice a month between April and June 2017. • Conduct a follow up five-day coaching session in Thailand for 2 Thai colleges on materials design and teaching preparation. The workshop will be on 24-28 April 2017. The Train the Trainer guidelines will be provided. • Attend a 5-day Monitoring and Evaluation trip in Thailand in early September 2017 to observe how the teaching is done and provide feedback and recommendation; and to discuss the partnership in developing a joint / double degree in Entrepreneurship or Thai Entrepreneurship qualification partly / fully accredited by UK colleges. • To submit a report after the Monitoring and Evaluation Trip in Thailand and finalise the partnership model and the next step to take by the end of October 2017.
<p>Key Background Information:</p>	<p>British Council's cultural relations objectives, in terms of skills, are:</p> <ul style="list-style-type: none"> • To build the UK's reputation as a trusted partner by sharing and developing

	<p>effective approaches to skills development, vocational education and enterprise.</p> <ul style="list-style-type: none"> To provide young people with opportunities that increase their skills and employability, thus contributing to strong economic growth and stable societies. <p>At a time when the demand for skills is ever-growing both in the UK and abroad, British Council is working to foster innovation, build new partnerships and identify and develop new opportunities.</p>																				
Timescales	<p>This timetable may be subject to change:</p> <table border="1" data-bbox="400 490 1418 1025"> <thead> <tr> <th data-bbox="400 490 991 524">Activity</th> <th data-bbox="991 490 1418 524">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 524 991 557">ITQ released (sent)</td> <td data-bbox="991 524 1418 557">24 February 2017</td> </tr> <tr> <td data-bbox="400 557 991 591">*Clarification questions</td> <td data-bbox="991 557 1418 591">28 February 2017</td> </tr> <tr> <td data-bbox="400 591 991 624">Clarification responses</td> <td data-bbox="991 591 1418 624">2 March 2017</td> </tr> <tr> <td data-bbox="400 624 991 658">ITQ return date</td> <td data-bbox="991 624 1418 658">10 March 2017</td> </tr> <tr> <td data-bbox="400 658 991 692">Final decision and intention to award</td> <td data-bbox="991 658 1418 692">15 March 2017</td> </tr> <tr> <td data-bbox="400 692 991 748">Host a one-day visit in the UK and present a partnership model</td> <td data-bbox="991 692 1418 748">27-31 March 2017</td> </tr> <tr> <td data-bbox="400 748 991 837">Conduct a two-day workshop in the UK to design teaching materials and a two-day Shadowing Programme for a College Director</td> <td data-bbox="991 748 1418 837">27-31 March 2017</td> </tr> <tr> <td data-bbox="400 837 991 927">Visit to Thailand I and conduct a workshop for teaching preparation (Up to 2 delegates from UK colleges)</td> <td data-bbox="991 837 1418 927">24-28 April 2017</td> </tr> <tr> <td data-bbox="400 927 991 1025">Visit to Thailand II for M&E and further discuss on partnership model (Up to 2 delegates from UK colleges)</td> <td data-bbox="991 927 1418 1025">Early September 2017</td> </tr> </tbody> </table> <p>*Any clarification questions should be submitted via email to Kantanach Chayapong at kantanach.chayapong@britishcouncil.or.th</p>	Activity	Date	ITQ released (sent)	24 February 2017	*Clarification questions	28 February 2017	Clarification responses	2 March 2017	ITQ return date	10 March 2017	Final decision and intention to award	15 March 2017	Host a one-day visit in the UK and present a partnership model	27-31 March 2017	Conduct a two-day workshop in the UK to design teaching materials and a two-day Shadowing Programme for a College Director	27-31 March 2017	Visit to Thailand I and conduct a workshop for teaching preparation (Up to 2 delegates from UK colleges)	24-28 April 2017	Visit to Thailand II for M&E and further discuss on partnership model (Up to 2 delegates from UK colleges)	Early September 2017
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Budget	<p>The budget available for this project is <u>up to £21,000 NET</u>, including VAT and any other expenses. Logistics (travel, accommodation, and subsistence) will be managed by British Council Thailand following British Council Travel and Expenses policy, and <u>will not</u> be part of the above budget. The budget is an estimation and subject to change.</p> <p>Up to £8,000 will be paid for activities before 31 March 2017. Up to £13,000 will be paid for activities after 31 March 2017.</p>																				
Supplier Response	<p>Please complete your ITQ response and submit it no later than 10 March 2017 on https://britishcouncil-vksfv.formstack.com/forms/entrepreneurship_mentor</p> <ul style="list-style-type: none"> Please ensure that you send your response in good time to prevent issues with technology – late submissions may not be considered. Do not submit any additional documentation with your ITQ response except where specifically requested. Supporting evidence (PDF, JPG, PPT, Word and Excel formats only – other formats should not be used) can be provided to substantiate your response; please ensure that all attachments/supporting evidence is clearly labelled with the appropriate section/question number. Where supporting evidence is requested as ‘or equivalent’, it is the Supplier’s responsibility to prove the relevant equivalence. It is not acceptable to submit a generic policy in answer to a question. All answers in the ITQ response should be inserted in the dedicated response section/question in Annex 1. Any alteration to a question will invalidate your response to that question and a mark of zero will be applied. Completion and submission of your response does not guarantee award of any British Council contract. 																				

Evaluation Criteria

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	35%
Section 3 – Partnership commitment	40%
Section 4 – Understanding of British Council's aims/objectives	5%
Section 5 – Costing/Price	20%

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.

Conditions & Contractual Requirements**Confidentiality**

All information contained within this document is confidential and is provided only to give suppliers an adequate understanding of British Council's requirements and under no circumstances should be disclosed to a third party without British Council's consent.

All relevant policies that suppliers are expected to adhere to can be found on the British Council website – http://www.britishcouncil.org/new/about-us/jobs/folder_jobs/register-as-a-consultant/policies-for-consultants-and-associates/

This document does not constitute an offer to provide goods/services to British Council and British Council is not obliged to award a contract for these goods/services.

British Council reserves the right to request reference information.

All costs incurred in the preparation of the ITQ response are the Supplier's responsibility.

NOTE: All costs related to travel, accommodation and meals will be agreed in advance with British Council Thailand.

Payment and Invoicing

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

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

- A description of the services supplied.
- British Council reference number/Purchase Order number.
- Addressed to Accounts Payable.
- Costs including VAT (if applicable) and any other charges.

Contracting

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

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