



Request for Proposal (RFP)

For: English across ASEAN Education Systems scoping research

Date: 25 November 2020

1 Overview of the British Council

1.1 The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

1.2 We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body

1.3 The British Council employs over 10,500 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh. Further information can be viewed at www.britishcouncil.org.

2 Introduction and Background to the Project/Programme

2.1 The British Council's work in English for Education Systems (EES) aims for transformational change in English language policy and practice. We believe that better teaching and learning of English increases academic and career opportunities and enables people to participate actively in a global society. Our research and innovation with UK and overseas partners provide evidence of 'what works' in English language teaching and learning and contribute to the development of English language teaching and learning worldwide. We support language teaching and learning in a multilingual world, helping to ensure inclusive and equitable quality language education in line with UN Sustainable Development Goal 4.

Our EES work is thematically organised by four thematic priorities: English as a subject in formal education, English medium education, Language for resilience and English for empowerment. Underpinning these priorities is our approach harnessing UK expertise in teacher education, education technologies and inclusive pedagogies and research, insight, and innovation. We seek to document and share learning gained from practical experience. Our role in global English means that advancing thought and positioning the UK as leaders in English language education are at the heart of our mission.

2.2 The purpose and scope of this RFP and supporting documents is to explain in further detail the requirements of the British Council and the procurement process for submitting a tender proposal for a scoping research assignment into English as a Subject in Formal Education (ESFE) in ASEAN.

3 Tender Conditions and Contractual Requirements

This section of the RFP sets out the British Council's contracting requirements, general policy requirements and the general tender conditions relating to this procurement process ("**Procurement Process**").

3.1 Contracting requirements

3.1.1 The contracting authority is the British Council which includes any subsidiary companies and other 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 The appointed supplier will be expected to deliver the goods and/or provide services at identified British Council offices across the ASEAN region.

3.1.3 The British Council's contracting and commercial approach in respect of the required goods and/or services is set out at Annex [1] (Terms and Conditions of contract) ("**Contract**"). By submitting a tender response, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment.

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

3.1.5 In the event that you have any concerns or queries in relation to the Contract, you should submit a clarification request in accordance with the provisions of this RFP by the Clarification Deadline (as defined below in the Timescales section of this RFP). Following such clarification requests, the British Council may issue a clarification change to the Contract that will apply to all potential suppliers submitting a tender response.

3.1.6 The British Council is under no obligations to consider any clarifications / amendments to the Contract proposed following the Clarification Deadline, but before the Response Deadline (as defined below in the Timescales section of this RFP). Any proposed amendments received from a potential supplier as part its tender response shall entitle the British Council to reject that tender response and to disqualify that potential supplier from this Procurement Process.

3.2 General Policy Requirements

3.2.1 By submitting a tender response in connection with this Procurement Process, potential suppliers confirm that they will, and that they shall 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>). The list of relevant policies includes (but it is not limited to): Anti-Fraud and Corruption, Child Protection Policy, Equality, Diversity and Inclusion Policy, Fair Trading, Health and Safety Policy, Environmental Policy, Records Management, and Privacy.

3.3 General tender conditions ("Tender Conditions**")**

3.3.1 Application of these Tender Conditions – In participating in this Procurement Process and/or by submitting a tender response it will be implied that you accept and will be bound by all the provisions of

this RFP and its Annexes. Accordingly, tender responses should be on the basis of and strictly in accordance with the requirements of this RFP.

3.3.2 Third party verifications – Your tender response 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 tender response 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 to potential suppliers 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 but the British Council will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the British Council.

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. You should notify the British Council promptly of any perceived ambiguity, inconsistency or omission in this RFP and/or any in of its associated documents and/or in any information provided to you as part of 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. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of tender response submission – 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 Tender 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 Format of tender response submission – Tender responses must comprise the relevant documents specified by the British Council completed in all areas and in the format as detailed by the British Council in Annex [3] (Supplier Response). Any documents requested by the British Council must be completed in full. It is, therefore, important that you read the RFP carefully before completing and submitting your tender response.

3.3.8 Modifications to tender response documents once submitted – You may modify your tender response prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a complete new tender response in accordance with Annex [3] (Supplier Response) and these Tender Conditions.

3.3.9 Rejection of tender responses or other documents – A tender response or any other document requested by the British Council may be rejected which:

- contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
- contains handwritten amendments which have not been initialled by the authorised signatory;

- does not reflect and confirm full and unconditional compliance with all of the documents issued by the British Council forming part of the RFP;
- contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by the British Council in any way;
- is not submitted in a manner consistent with the provisions set out in this RFP;
- is received after the Response Deadline.

3.3.10 Disqualification – If you breach these Tender 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 tender response apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process;
- to 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 tender response;
- 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; or
- 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 Tender Conditions) or from another potential supplier or another tender response,

the British Council shall be entitled to reject your tender response in full and to disqualify you from this Procurement Process. Subject to the “Liability” Tender Condition 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 Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Subject to the “Liability” Tender Condition below, you accept by your participation in this procurement, including without limitation the submission of a tender response, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in tendering for this procurement irrespective of whether or not your tender response is successful.

3.3.12 Rights to cancel or vary this Procurement Process - By issuing this RFP, entering into clarification communications with potential suppliers or by having any other form of communication with potential suppliers, the British Council is not bound in any way 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 to all potential supplier in writing. Subject to the “Liability” Tender Condition below, the British will have no liability for any losses, costs or expenses caused to you as a result of such termination, amendment or variation.

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 Tender Conditions and the requirement of this RFP.

3.3.14 Liability – Nothing in these Tender 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 tender response) 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 tender response. 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 This RFP and its accompanying documents shall remain the property of the British Council and must be returned on demand.

4.4 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement 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.

4.5 The Freedom of Information Act 2000 ("FOIA"), the Environmental Information Regulations 2004 ("EIR"), and public sector transparency policies apply to the British Council (together the "**Disclosure Obligations**").

4.6 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.

4.7 If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, using any template and/or further guidance provided at Part [2] (Submission Checklist) of Annex [3] (Supplier Response), you must provide clear and specific detail as to:

- the precise elements which are considered confidential and/or commercially sensitive;
- why you consider an exemption under the FOIA or EIR would apply; and
- the estimated length of time during which the exemption will apply.

4.8 The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process, you agree that the British Council should not and will not be bound by any such markings.

4.9 In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that the British Council accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the British Council, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to the British Council on the basis that it may be disclosed under the Disclosure Obligations if the British Council considers that it is required to do so and/or may be used by the British Council in accordance with the provisions provision of this RFP.

4.10 Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the British Council’s instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on the British Council’s behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

5 Tender Validity

5.1 Your tender response must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A tender response 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.

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

ASEAN is relatively unique in the global landscape. It is a supranational entity that helps bring together the collective interests of the 10 member countries, but the entities of ASEAN do not have the same legal authority as in the European Union. Policy aspirations are set through three policy documents - Master Plan on ASEAN Connectivity 2025, The Initiative for ASEAN Integration Work Plan III (2016 - 2020) and the ASEAN Education Work Plan (2016 – 2020). Updated versions of the latter two are due to be released in late November/early December 2020. Teacher Education for the Basic Education sector features strongly throughout.

The British Council is in the early stages of a programmatic refresh that will focus on English as a subject in formal education (ESFE) for the next three to five years. Detailed understanding and analysis of the ASEAN policy framework and integration plan and initiatives in English would help us to identify shared objectives and interests in order to collaborate in support of ambitious English language teaching, learning and assessment reform agendas across the region. Through this research proposal we would like to explore how initiatives to improve the quality of teaching, and specifically of teaching English, function to improve both the quality of education and integration in this unique policy environment.

As part of our initial design phase, we are seeking a research partner to work with local agencies where possible to conduct a scoping study which will help to identify the overarching objectives, priorities and opportunities for UK-ASEAN engagement in the area of English language teaching and learning.

7.2 Assignment scope

7.2.1 Main objective / rationale

The overall objective of the assignment is to enable the British Council and UK sector leads to provide appropriate support to national education ministries and regional bodies in the pursuit of improvements to the teaching, learning and assessment of English in formal basic education across ASEAN.

7.2.2 Specific objectives

The specific objective of the assignment is to conduct research, comprising desk reviews and field work, if possible, into the following areas and in a way that strengthens relationships for the UK and the British Council.

- (1) Conduct policy scanning and analysis to establish a clear and comprehensive picture of the current state of English language teaching, learning and assessment in Basic Education in targeted countries across East Asia. It will:
 - present a comprehensive overview of the structures of English language teaching in basic education systems in ASEAN countries, including the funding models used to ensure provision and improvement of teaching, learning and assessment;
 - analyse relevant policy and reform agendas in ASEAN. Questions may include
 - What major regional or country policy initiatives are intended to shape ESFE over the next 5-10 years? What other changes – economic, social, technological etc – are likely to affect development?

- What policies and reforms have governments implemented or proposed to ensure equitable access to online English teaching and learning?
 - What recent, current and future policy and initiatives exist for initial teacher education (ITE) and continuing professional development (CPD) to ensure suitable teacher development interventions?
 - What role does educational technology (EdTech) play in country and regional ELT systems? To what degree are policymakers and practitioners using EdTech to shape ELT delivery?
- analyse the data and policy information gathered to highlight the main issues within, and common issues across, targeted countries;
 - detail the architectures and systems through which key intergovernmental bodies – especially UNESCO, ASEAN Secretariat and SEAMEO – influence change in policy and practice;
 - describe other mechanisms by which policy and practice are developed in formal systems e.g. government-to-government initiatives.

(2) Conduct a landscape study of teacher development and training needs in the context of English teaching within public education systems in ASEAN countries and the impact on regional integration:

- What are local governmental priorities in relation to English language teacher development in public education?
- What are the current identified professional development needs of English teachers across ASEAN and in the priority countries for development intervention (Cambodia, Laos, Myanmar and Vietnam)?
- What gaps can be identified in in-service and pre-service primary/middle-school education teacher development in line with the current Initiative for ASEAN Integration objectives?
- Are countries within ASEAN effectively implementing or referencing the SEAMEO teacher framework at MoE and institutional levels? What other regional initiatives can help drive quality improvement and greater integration?

(3) To identify potential partnership opportunities for British Council and UK organisations: A strengthened evidence base should identify where the UK's significant expertise and leadership in language policy, practice, teacher development and assessment could support reform ambitions and innovation in the region or be a focus for policy and knowledge exchange with the UK.

The geographical focus of this assignment is ASEAN; however, research methodology and data analysis should take into account the British Council's particular focus on ODA recipient countries in the region (Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, Vietnam ,).

Throughout the assignment the supplier should initiate or strengthen existing partnerships in order to promote the circulation and growth of ELT knowledge and practice between ASEAN and the UK..

7.2.3 Key Audiences and Research Users

The key audiences and users of this research could include:

- International/regional government/development agencies (e.g. UNESCO, ASEAN secretariat, SEAMEO (RELC))
- Ministries of Education
- National research institutions and think tanks
- Regional and national digital/online platforms/providers
- National/local HE/research institutions
- Academics, practitioners, researchers in EME
- National ELT / Teacher Associations
- Provincial/Local education authorities
- Teachers and Teacher Educators
- UK DIT
- UK ELT and EdTech sector
- UK bodies e.g. University UK, English UK, Chartered College of Teaching, IATEFL
- Potential UK HE / ELT sector partners

7.3 Required services and deliverables

7.3.1 Required services and deliverables

The final scope and approach will be determined by the team in agreement with British Council (EES team) as part of the first task. The selected supplier will be responsible for producing the following deliverables:

1. *A detailed methodology, approach, workplan and timeframe to achieve the deliverables.* This should be prepared within 4 weeks of the contract and agreed with the British Council. We expect the research to comprise desk-based review, interviews and data analysis covering the outlined geographical region and targeted countries, and that research methods and approaches will be adequate for the scope and depth required to achieve all the objectives. The supplier must indicate their proposed methodology in their proposal, although a detailed methodology may be developed after selection and in discussion with the British Council.

2. *Deliver the following outputs, deliverables, reports and documents*

a. Collection of key statistical data on English language learning, teaching and assessment from each focal country. The proposed methodology should indicate approaches to the gathering and organisation of this data.

b. Key important interviews with policy makers, representatives from educational bodies and other significant actors at a country and regional level. The proposed methodology should indicate approaches to the identification of these actors and interview approaches.

c. A final research report, to include the following sections:

- Rationale and purpose of research
- Contextual overview of ESFE in Basic Education
- Research scope and questions
- Research methodology
- Data analysis and research findings
- Recommendations
- Bibliography

d. A research summary presentation. The presentation should provide a summary of the report appropriate for delivery at a policy round table or online conference format, accompanying notes, and other support to be agreed with the British Council.

7.3.2 Review and finalization of report. The draft report and research summary presentation will be subject to a review by the British Council. This will likely result in the suggestion of revisions which will require a response by the supplier before the final report can be accepted.

7.3.3 *The value of the contract shall not exceed GBP 30,000.*

7.4 Research Management and Stakeholders Engagement

The work of this assignment will be guided by British Council East Asia EES team with support from the global EES team. The British Council East Asia EES team is responsible for managing the research, which includes but is not limited to:

- Identifying a direct contact point for the research manager of the provider;
- approving the final work plan and deliverables;
- offering support in identifying potential ASEAN partnering universities;
- assessing the completion of services and deliverables against the approved work plan, supported by targets and indicators prior to paying invoices submitted by the research provider;
- providing technical quality assurance on performance and all deliverables;
- disseminating deliverables to relevant stakeholders.

8 Mandatory Requirements / Constraints

8.1 As part of your tender response, 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. A failure to

comply with one or more mandatory requirements or constraints shall entitle the British Council to reject a tender response in full.

9 Qualification Requirements

9.1 As part of your tender response, you must provide all information required in supplier proposal. A failure to submit all information shall entitle the British Council to reject a tender response in full.

9.2 This Call for proposals is open to UK and ASEAN organisations and institutions. The supplier should propose a team of experts, headed by a lead researcher, which can undertake the tasks mentioned above. It is envisaged that the assignment will be undertaken by a team of experts suitably qualified and experienced in educational research and analysis.

9.3 Lead researcher

Category and duration of equivalent experience

10+ years of experience undertaking research in English language teaching, training, learning and assessment.

Experience

- Experience working with international organisations undertaking qualitative and quantitative research in English language in basic education.
- Prior experience of ASEAN and an in-depth understanding of the region.
- Experience conducting research on basic education systems in one or more ASEAN countries, and a demonstrable understanding of the role regional intergovernmental bodies play in national education systems.
- Excellent analytical skills and confidence with a variety of research methods, as evidenced through past experience in documenting field research, compiling quantitative data or presenting research findings.
- Excellent writing skills.
- A proven ability to work constructively as part of a team in a cross-cultural context and, at times, work under limited guidance to deliver high-quality results.

9.4 Research team

The team undertaking this work will need to demonstrate:

- academic understanding of issues relating to the high-quality provision of English Language Teaching, Learning and Assessment in basic education;
- knowledge and understanding of basic education and education systems policy development in developing contexts, preferably with a specific focus on ASEAN;
- track record of conducting similar research projects and reports;
- track record of working with a range of partner organisations and stakeholders;
- excellent communication skills with people of varying linguistic, educational, socio-economic and cultural backgrounds.

The British Council particularly encourages partnerships between the UK and ASEAN in the development of research teams. The selected supplier may also be required to engage with specific national or regional bodies during the course of the research.

9.5 Prospective suppliers are required to submit **RFP Responses** which contain the following 3 documents to Kathleen Zhong (Kathleen.Zhong@britishcouncil.org.cn) and Davide Guarini Gilmartin (DavideG.Gilmartin@britishcouncil.org.vn) and with the subject line 'English across ASEAN Education Systems scoping research'

- Technical proposal, specifying the approach to the research brief, methodology and time framework for the research (max 10 pages).
- Commercial proposal, detailing daily fee rates and other associated costs.
- Full CV(s) in English, including accounts of previous relevant experience.

10 Key background documents and further information

10.1 Further relevant background documents / information may be provided to potential suppliers as set out below, as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Where no such information / documents are provided, this Section of the RFP will not apply.

11 Timescales

11.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

Activity	Date / time
RFP Issued to bidding suppliers	25 Nov 2020
Deadline for clarification questions (Clarification Deadline)	2 Dec 2020
British Council to respond to clarification questions	3 Dec 2020
Deadline for submission of RFP responses by potential suppliers (Response Deadline)	9 Dec 2020
Final Decision by British Council	11 Dec 2020
Contract concluded with winning supplier	31 Dec 2020
Contract start date	4 Jan 2021
Initial report	26 Feb 2021
Final full report	19 March 2021

12 Instructions for Responding

12.1 The documents that must be submitted to form your tender response are listed at Part [2] (Submission Checklist) of Annex [3] (Supplier Response) to this RFP. All documents required as part of your tender response should be submitted to British Council's e-Tendering portal hosted at <https://intendhost.co.uk/britishcouncil> by the Response Deadline, as set out in the Timescales section of this RFP.

12.2 The following requirements should be complied with when submitting your response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may be rejected by the British Council.
- Do not submit any additional supporting documentation with your RFP response except where specifically requested to do so as part of this RFP. 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 tender response and clearly labelled to make it clear as to which part of your tender response it relates.
- If you submit a generic policy/document, you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.
- Unless otherwise stated as part of this RFP or its Annexes, all tender responses 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 tender response.
- Any deliberate alteration of a British Council requirement as part of your tender response will invalidate your tender response 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 tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

13 Clarification Requests

13.1 All clarification requests should be addressed by email to 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 received after the Clarification Deadline.

13.2 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.

13.3 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.

13.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response 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 tender response may be rejected in full and you may be disqualified from this procurement process.

14 Evaluation Criteria

14.1 You will have your tender response evaluated as set out below:

Stage 1: Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tender responses correctly completed with all relevant information being provided will proceed to Stage 2. Any tender responses not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated.

Stage 2: The completed Qualification Questionnaire (*if used*) will then be reviewed to confirm that the potential supplier meets all of the qualification criteria set out in the questionnaire. Potential suppliers that meet the qualification criteria will proceed to Stage 3. Potential suppliers that do not meet the qualification criteria set out in the Qualification Questionnaire (*if used*) may be excluded from the Procurement Process at this point. Where a potential supplier is excluded at this point, its tender response will be rejected in full and not evaluated further and the supplier will automatically be disqualified from this Procurement Process.

Stage 3: If a bidder succeeds in passing Stages 1 and 2 of the evaluation, then it will have its detailed tender response to the British Council's requirements evaluated in accordance with the evaluation methodology set out below. Information provided as part of Qualification Questionnaire (*if used*) responses may also be verified as part of this stage.

14.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantageous tender using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Academic qualifications and experience of team members	25%
Track record in relevant research and publications	15%
Methodology	25%
Understanding and readiness to explore issues in ELT in developing contexts ASEAN	15%
Value for Money	20%

14.3 Scoring Model – Tender responses will be subject to an initial review at the start of Stage 3 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses 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 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.

14.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex [4] (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the British Council as part of the pricing approach. 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 tender response at this point. The British Council may also reject any tender response 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 EU procurement rules. A maximum offer score of 10 will be awarded to the tender response offering the lowest “Overall Price”. Other tender responses 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.

14.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender 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.

14.6 The winning tender response – 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.

