



## Invitation to Tender (ITT)

### For: Research on English Skills for Employability in Key Technical Productive Sectors in Peru

Date: 13.07.2018

#### 1 Overview of the British Council

1.1 The 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 and the arts. In 2013-14, its programmes reached a total audience of 600 million people worldwide and we engaged directly with 10.9 million. In 2013 to 2014, the British Council had a total turnover of £864million. Its income included a grant-aid of £165 million from the UK government, £573 million from fees and income from services such as English teaching, exams administration and £117 million from the management of client-funded contracts, and funding from a wide range of public and private sector partners.

1.2 The 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.

1.3 Its primary charitable objects are set out in the Charter and are stated to be to:

- Promote cultural relationships and the understanding of different cultures between people and peoples of the United Kingdom and other countries;
- Promote a wider knowledge of the United Kingdom;
- Develop a wider knowledge of the English language;
- Encourage cultural, scientific, technological and other educational co-operation between the United Kingdom and other countries; and
- Otherwise promote the advancement of education.

1.4 The British Council works in more than 110 countries around the world and employs over 7000 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](http://www.britishcouncil.org).

2.5 Over the last decade Peru has been one of Latin American countries with the fastest GDP growth rate, with 5.9 % per year. However, at present only 0.08% of this GDP is invested in Innovation and Development (compared to 0.75% which is the average investment in the Region or 0.30% in the Pacific Alliance). Only 3% of this 0.08% goes to humanities. Aware of this reality, British Council in Peru, which was reopened in 2015, has contributed to the enhancement of educational research and commissioned

two research studies in the past: the [Reform of the Peruvian University System: Internationalisation, Progress, Challenges and Opportunities](#) (2016) and [English Teaching in the Early Years: Research in Peru](#) (2017)

The study to be carried out under this ITT is an effort to strengthen the education sector in Peru by providing support in the key areas of higher, technological and technical education that lead to meaningful and transformational impact in our society. Specifically, it aims at boosting the research environment across Peru through partnership and collaboration between the MINEDU and the United Kingdom academic experts to carry out the study English for Employability in Technical and Productive Key Areas in Peru.

## **2 Introduction and Background to the Project**

2.1. In 2014, Peru President Ollanta Humala announced the goal of the country to achieve bilingualism, with English as the priority language, by 2021. The Ministry of Education, which aims to improve access to and the quality of education, deployed increased resources, teacher training and gradual increased secondary school contact hours to meet that objective.

2.2. In 2014, the number of hours of English in secondary schools was increased from 3 to 5 per week in schools operating under a full school day timetable (also known as JECs). Schools with a partial timetable (also known as JERs) have 2 hours of English lessons per week. The number of schools transitioning from JER to JEC is increasing yearly. However, until now, only 18 percent of public high schools have transitioned to the full school day timetable and the 82 percent still have only 80 minutes of English a week. It is important to indicate that, except for piloting experiences, English is not taught in primary public schools in Peru.

2.3. In 2016, the study of a foreign language (preferably English) was officially introduced as obligatory in the new University Law and, most recently in the Technical Institutes Law.

2.4. In line with the previous government (2011-2016) policies, the present government (2016-2021) has made Education a primary focus in government plans, with the teaching of foreign languages (mainly English) across the whole education system a priority.

2.6 The international setting, characterised by swift technological changes, new tendencies in the national and international labour organisation, migration, the demand for new kinds of jobs, has produced a new conceptualisation of professional training centred now in competences and technological development within the complex working world.

2.7 One of the main challenges in Latin America is closing the gap between the supply and the demand of technical training. 39% of LATAM companies have problems to fill their vacancies due to lack of qualified personnel according to the report on [Technical Education and Professional Training in Peru, 2015](#) by Korea Institute for Development Strategy (KDS). This study also points at the gap in the quality of the training offer and the lack of correspondence between the training offer and the actual needs of the changing Peruvian society. Moreover, a study by [Rodríguez and Laporta \(2011\)](#) highlights the lack of correspondence between the competences developed by the school system in Peru and the real needs of prospective employers and businesses.

2.8 In the process of enhancement of higher technological and productive technical education, the Ministry of Education seeks to sign agreements that will allow it to reduce the neglect gap that has postponed policies that favour higher technological and productive technical education in public institutions. In this line, this research, promoted by the British Council, is presented as a pioneering study that will contribute to the efforts made by the MINEDU to develop quality policies at the service of the institutes of higher technological and productive education at a national level.

Likewise, within the framework of the National Policy on Teaching, Learning and Use of the English Language, "English, Gateway to the World", this study will be part of the first actions developed for the design of the English plan of the General Directorate of Technical Productive and Higher Technological and Artistic Education (DIGESUTPA), thus favouring the teaching and learning of the English language of teachers and students of Higher Technological and Technical-productive Education.

2.9. The purpose and scope of this ITT and supporting documents is to explain in further detail the requirements of the British Council and the procurement process for submitting a tender proposal.

### **3 Tender Conditions and Contractual Requirements**

This section of the ITT 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 the British Council offices in Peru.

3.1.3 The British Council's contracting and commercial approach in respect of the required goods and/or services is set out at the Contract. By submitting a tender response, you are agreeing to be bound by the terms of this ITT and the Contract without further negotiation or amendment.

3.1.4 The Contract awarded will be for a duration of **six months** with an option for an extension for up to an additional **thirty days**.

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 ITT by the Clarification Deadline (as defined below in the Timescales section of this ITT). 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 ITT). 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/partner/international-development/jobs/policies-consultants>) 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 ITT and its Annexes. Accordingly, tender responses should be on the basis of and strictly in accordance with the requirements of this ITT.

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 ITT 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 ITT 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 ITT – At any time prior to the Response Deadline, the British Council may amend the ITT. 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 ITT (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 [2] (Supplier Response). Any documents requested by the British Council must be completed in full. It is, therefore, important that you read the ITT 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 [2] (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 hand written 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 ITT;
- 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 ITT;
- 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 ITT, 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 ITT, 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 ITT 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 ITT.

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 ITT 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 ITT 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 [2] (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 ITT.

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.
- It is sent electronically via email in PDF format to [Ana.Hurtado@britishcouncil.org](mailto:Ana.Hurtado@britishcouncil.org) or by post to: British Council – Av. José Pardo, Oficina 1703 – Miraflores, Lima 18, PERU

## **7 Specification**

The British Council seeks a UK partner organization to conduct a descriptive study regarding the demand of technicians with proficiency in the English language for nine technical-productive sectors identified by the Ministry of Education, which will allow to determine the importance and the required English language skills that the students need to acquire in the Institutes of Higher Technological Education (IEST), Institutes of Excellence (IDEX) and Technical-Productive Education Centers (CETPROs) at a national level. This aims at strengthening the training offer, raising the standards of educational quality and enhancing the skills for the employability of students of higher technological technical productive education in Peru.

### **7.1 Aims of the Study**

We expect the successful supplier to assist the British Council Peru to achieve the following:

A – Carry out a descriptive study about the teaching and learning of English in Institutes of Higher Technological Education (IEST), Institutes of Excellence (IDEX) and Technical-Productive Education Centers (CETPROs).

B – Determine the linguistic, sociolinguistic, pragmatic level of English, according to the external contexts of use –personal, public, professional, educational—and the communicative aims that the students from the IES, IDEX and CETPROs require in the identified regions, so that then can graduate with the English tools that allow them to integrate the working world competitively.

C - Prepare a diagnosis of the professional profile of the English teachers of these institutes and contrast it with the desired profile;

D - Determine the level of English proficiency of the teachers responsible for the English courses, applying a diagnostic assessment aligned to the standards of the Common European Framework of Reference for Languages (CEFR) and assessing at least two language skills in one sample of three Institutes of Higher Technological Education (IEST), three Institutes of Excellence (IDEX) and three



Technical-Productive Education Centers (CETPRO) that represent the three regions of Peru suggested by the Ministry of Education: Arequipa, Cusco and Loreto .

E - Determine to what extent the teaching and learning of English in the IEST, IDEX and CETPROs responds or not to the demands of the labor market in the productive sectors;

F - Recommend the desirable conditions --in the short, medium and long term-- so that the teaching and learning of the English language in technological and technical productive higher education responds to the demands of the current Peruvian and international labour market. This will include infrastructure, methodologies, materials, pedagogical and methodological strategies, curriculum, evaluation and any other condition that the Consultant considers relevant.

The aim is to strengthen the educational offer, raise the standards of educational quality and enhance the competencies for the employability of students of technological and technical productive higher education at the national level.

## 7.2 Results

It is expected that the organization awarded this tender will carry out the described study whose objectives are presented in 7.1.

This study will include nine (09) key economic activities in Peru:

- a. Accommodation and catering activities
- b. Professional, scientific and technical activities
- c. Agricultural, livestock farming, forestry and fishing
- d. Trade
- e. Construction
- f. Electricity, gas and water
- g. Manufacturing industries
- h. Information and communication
- i. Human healthcare and social assistance

7.3 For fieldwork and/or data collection, research organizations may consider the following resources:

- a. Existing literature and data (national and international) on the subject of research.
- b. The technical and technological education policies of the Ministry of Education (curricular and evaluation documents).
- c. Information provided by the specialists of the Ministry of Education or the person in charge in the regions where the field work will be carried out.
- d. Information provided by organizations of teachers of English in Peru (IATEFL Peru, TESOL Peru)
- e. National Policy on Teaching, Learning and Use of the English Language - "English, Gateway to the World", passed by Supreme Decree No. 012-2015-MINEDU.
- f. Information provided by local / international specialists in technological and technical-productive higher education.
- g. A sample of three Institutes of Higher Technological Education (IEST), three Institutes of Excellence (IDEX) and three Technical-Productive Education Centers (CETPRO) in three

- regions of Peru suggested by the Ministry of Education: Arequipa, Cusco and Loreto. These regions are located at an average distance from the capital of an hour and a half by plane.
- h. A comparative sample of current private technological higher education institutes associated in ASISTE Peru in the targeted regions.

#### 7.4. Specific deliverables:

The chosen provider is expected to produce the following three products:

- Product 1: Research Plan (Proposal) and plan for fieldwork in Peru
- Product 2: Visit Summary (Quantitative indicators, as well as qualitative assessment of field work)
- Product 3: Final Report (in English and Spanish)

The chosen provider will work in close collaboration with the Directorate of Technical-Productive Education (DIGESUTPA) of the Ministry of Education in Peru.

## 8 Mandatory Requirements

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 ITT. 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 confirm compliance with any qualification requirements as set out at Annex [1] (Qualification Questionnaire). A failure to comply with one or more such qualification requirements shall entitle the British Council to reject a tender response in full.

## 10 Timescales

10.1 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
Issue of Contract Notice / availability of ITT documents	18.07.2018
Deadline for clarification requests ( <b>Clarification Deadline</b> )	17.08.2018
British Council to respond to clarification requests	21.08.2018
Deadline for submission of ITT responses by potential suppliers - <b>Response Deadline</b>	31.08.2018
Award decision standstill letters issued	07.09.2018
Contract concluded with winning supplier	14.09.2018
Contract start date ( <b>N.B.: this date is subject to the signature of the inter-institutional agreement between British Council and MINEDU</b> )	17.09.2018

Note: Interest parties are to consider that the academic year in Peru runs from March to mid-December. Any field work needs to fit within this time frame.

## 11 Instructions for Responding

11.1 The document to request a clarification is shown in Annex 3. The documents that must be submitted to form your tender response are listed at Part [2] (Submission Checklist) of Annex [2] (Supplier Response) to this ITT. All clarification requests and documents required as part of your tender response should be submitted to [Ana.Hurtado@britishcouncil.org](mailto:Ana.Hurtado@britishcouncil.org) by their deadlines, as set out in the Timescales section of this ITT.

11.2 The following requirements should be complied with when submitting your response to this ITT:

- 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 ITT response except where specifically requested to do so as part of this ITT. 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 ITT 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 stated requirement.
- Your tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

## 12 Clarification Requests

12.1 All clarification requests should be submitted to [Ana.Hurtado@britishcouncil.org](mailto:Ana.Hurtado@britishcouncil.org) by the Clarification Deadline, as set out in the Timescales section of this ITT. The British Council is under no obligation to respond to clarification requests received after the Clarification Deadline.

12.2 Any clarification requests should clearly reference the appropriate paragraph in the ITT 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 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.

## 13 Evaluation Criteria

13.1 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. Tenders 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 ITT 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 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 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 responses may also be verified as part of this stage.

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

Criteria	Weighting
Knowledge and experience	25%
Methodology and approach	35%
Timetable and staffing	15%

Costing and value for money	25%
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13.3 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	<b>Excellent</b> – 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	<b>Good</b> – 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 of ambiguity due to the bidders failure to provide all information at the level of detail requested.
5	<b>Adequate</b> – 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	<b>Poor</b> – 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	<b>Unacceptable</b> – The response is non-compliant with the requirements of the ITT and/or no response has been provided.

13.4 Commercial Evaluation – Your “Overall Price” 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.

13.5 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.

13.6 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 any verification evidence requested from a supplier, or a relevant third party as may be referred to by the supplier in the Qualification Questionnaire as a party prepared to provide such information, is not provided in accordance with any timescales specified by the British Council and/or any evidence reviewed by the British Council (whose decision shall be final) does not demonstrate compliance with any such requirement, the British Council may reject that tender response in full and disqualify the potential winning supplier from the Procurement Process at that point.

**List of Annexes forming part of this ITT (issued as separate documents):**

<b>Annex 1 – Qualification Questionnaire</b>	<a href="https://bit.ly/2NoPG1x">https://bit.ly/2NoPG1x</a>
<b>Annex 2 – Supplier Response</b>	<a href="https://bit.ly/2zV7fEu">https://bit.ly/2zV7fEu</a>
<b>Annex 3 – Clarification Request/Enquiry form</b>	<a href="https://bit.ly/2uERqMw">https://bit.ly/2uERqMw</a>