

Request for Proposal (RFP)

For: Local Partner for Climate Skills Indonesia Project

Date: 1 December 2023

1 Overview of the British Council

We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.

We uniquely combine the UK's deep expertise in arts and culture, education and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people and influencers and our creative sparkle.

We work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world.

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2021–22 we reached 650 million people.

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 Climate Skills programme builds on HSBC and British Council's long history of collaboration and co-creation of programmes at country and regional level by taking this stock of shared trust and understanding to the global level and maximising the impact and social value of the partners' distinctive strengths and resources. With a focus on youth and education, the programme reflects the partners' mutual interest in equipping the next generation to understand, mitigate and adapt to climate change.
- 2.2 The Climate Skills project aims to provide the skills marginalised young people need to be resilient to the impacts of climate change and to participate effectively in the transition from fossil fuel to sustainable energy sources in 6 selected countries, namely Brazil, Mexico, Indonesia, Vietnam, India and the UK. In Indonesia, we focus on building the soft skills and hard skills in sustainable energy such as solar panel infrastructure building or other relevant initiatives for young people and their communities. This will be done through a series of capacity building. It is expected that young people participating in this programme to lead social projects within their own communities to empower fellow youth. Their social project will be supported by

small grant from the British Council. The Climate Skills project is located in the West Java province.

2.3 The Climate Skills programme activities include:

- a. Training of Trainers for local partners to improve climate literacy and 21st century skills. For more information regarding 21st Century skills in British Council please visit <https://www.teachingenglish.org.uk/professional-development/teachers/21st-century-skills>
- b. Capacity building for marginalised young people in West Java. Local partners are expected to co-create training materials and deliver the training. Main training materials include climate literacy and 21st century skills.
- c. Grants for marginalised young people to lead social project in their own communities. Local partners are expected to support the marginalised young people in planning, delivering and monitoring of their social project.
- d. Linking marginalised young people with educational and training institutions and opportunities in West Java and/or other provinces. This could be in the form internships, mentorships and other support or initiatives.
- e. A 'Green Skills Taskforce' - a global network of marginalised youth representatives, organisations, employers, and funding partners to connect and collaborate, and to develop recommendations for education decision makers that deepen a skills agenda for a long-term just transition.

2.4 Expected project outcomes:

- a. Result 1: 2-3 local partners are better able to deliver climate literacy and 21st century skills training
- b. Result 2: At least 2,000 marginalised young people are better able to navigate and succeed in greener or circular economies
- c. Result 3: Global connections of youth, NGOs, and CSOs at the grassroots level are better able to share knowledge, coordinate campaigns, advocate and achieve a just transition
- d. Result 4: Lasting and meaningful relationships are created between community climate responses / green economy start-ups and HSBC, British Council and other institutions
- e. Result 5: Decision makers in education systems are better informed of alternative climate education approaches both at the country level and the grassroots level.

2.5 The purpose and scope of this RFP and supporting documents is to explain in further detail the requirements of the British Council and the process for submitting a proposal in response to this RFP ("Proposal")

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 Contracting authority: 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 Delivery location for goods and/or services: the British Council offices in Indonesia
- 3.1.3 Duration: The contract will be awarded up to 1 year in line with the project workplan.

3.1.4 **Contractual terms:** As set out at Annex 1 (Terms and Conditions of Contract) (“Contract”). By submitting a Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. Once the Contract is awarded, there will be no changes allowed to the Contract (except in accordance with the provisions of the Contract). Any clarification questions in relation to any aspect of this Procurement Process and the associated documentation should be submitted in accordance with the process set out in paragraph 12 (Clarification Requests). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions, reissue Annex 1 to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

3.2 **General Policy Requirements**

3.2.1 By submitting a Proposal, you confirm that you will, and that you will ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>).

3.3 **General Proposal conditions (“Proposal Conditions”)**

3.3.1 **Application of these Proposal Conditions** – In participating in this Procurement Process and/or by submitting a Proposal response it will be implied that you accept and will be bound by all the provisions of this RFP and its Annexes. Accordingly, Proposals should be made on the basis of and strictly in accordance with the requirements of this RFP.

3.3.2 **Third party verifications** – Your Proposal is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided; and the analysis of your Proposal being undertaken by one or more third parties commissioned by the British Council for such purposes.

3.3.3 **Information provided to potential suppliers** – Information that is supplied to as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue. No liability (save or fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.

3.3.4 **Potential suppliers to make their own enquires** – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. The clarification process set out in paragraph 12 should be used for any queries in relation to this Procurement Process.

3.3.5 **Amendments to the RFP** – At any time prior to the Response Deadline, the British Council may amend the RFP and if appropriate, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 **Compliance of Proposal** – Any goods and/or services offered should be on the basis of and strictly in accordance with the RFP (including, without limitation, any specification of the British Council’s requirements, these Proposal Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

- 3.3.7 Compliance with the terms of the Contract – The successful supplier must comply with the Contract as set out in Annex 1 without any amendment (save as described in paragraph 3.1.4).
- 3.3.8 Format of Proposal – Proposal must comprise the relevant documents specified by the British Council in Annex 2 (Supplier Proposal) completed in accordance with relevant all instructions. Any documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.
- 3.3.9 Modifications to Proposal once submitted – You may modify your Proposal prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a complete new Proposal in accordance with Annex 2 (Supplier Proposal) and these Proposal Conditions.
- 3.3.10 Disqualification – If you breach these Proposal Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this RFP, and/or in any supporting documents, entitling the British Council to reject a Proposal apply and/or if you or your appointed advisers attempt:
- to inappropriately influence this Procurement Process or fix or set the price for goods or services;
 - to enter into an arrangement with any other party that such party shall refrain from submitting a Proposal;
 - to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
 - to collude in any other way;
 - to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to 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 Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject your tender response in full and to disqualify you from this Procurement Process. Subject to the paragraph 3.3.1 below, by participating in this Procurement Process you accept that the British Council shall have no liability to a disqualified potential supplier in these circumstances.

- 3.3.11 Proposal costs – You are responsible for obtaining all information necessary for preparation of your Proposal and for all costs and expenses incurred in preparation of the Proposal. Subject to paragraph 3.3.15, you accept by your participation in this procurement, including without limitation the submission of a Proposal, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in submitting a Proposal irrespective of whether or not your Proposal is successful.
- 3.3.12 Rights to cancel or vary this Procurement Process – Nothing in this Procurement Process will bind the British Council to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFP, but the British Council reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice in writing. Subject to paragraph 3.3.15, the British will have no liability for any losses, costs or expenses you incur as a result of such actions.
- 3.3.13 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Proposal Conditions and the requirement of this RFP.

3.3.14 Liability – Nothing in these Proposal Conditions is intended to exclude or limit the liability of the British Council in relation to fraud or in other circumstances where the British Council’s liability may not be limited under any applicable law.

4 Confidentiality and Information Governance

- 4.1 All information supplied to you by the British Council, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your Proposal) unless the information is already in the public domain or is required to be disclosed under any applicable laws.
- 4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a Proposal. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the British Council has given express written consent to the relevant communication.
- 4.3 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your Proposal, to any employee, third party agent, adviser or other third party involved in the Procurement Process in support of, and/or in collaboration with, the British Council. The British Council further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the British Council in accordance with such rights reserved by it under this paragraph.
- 4.4 The Freedom of Information Act 2000 (“FOIA”), EU General Data Protection Regulation (GDPR) 2015, the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).
- 4.5 You should be aware of the British Council’s obligations and responsibilities under the Disclosure Obligations to disclose information held by the British Council. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the British Council under the Disclosure Obligations, unless the British Council decides that one of the statutory exemptions under the FOIA or the EIR applies.

5 Proposal Validity

- 5.1 Your Proposal must remain open for acceptance by the British Council for a period **sixty days** from the Response Deadline. A Proposal not valid for this period may be rejected by the British Council.

6 Payment and Invoicing

6.1 The British Council will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the British Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council Purchase Order number is included.
- Signed delivery form is included.
- It is sent electronically via email in PDF format to Society.indonesia@britishcouncil.org

AND by post to:

British Council Indonesia,
 Attn. Ginanda Kandiaty
 Office 8 Building, 9th floor
 Jl. Senopati Raya no. 8B Jakarta, Indonesia

7 Specification

7.1 The British Council is inviting locally registered organisation in Indonesia to apply to become Local Partner for Climate Skills project in West Java. The project will target young people aged 18-30. Under the Law No.40 of 2009 youth is defined as an Indonesian citizen aged between 16 to 30 years old while the British Council recognises young people as individual between the age of 18-35. For the purpose of this project, through discussion with the funder, HSBC, the definition of youth is anyone ranging between 18-30 age group. We aim to engage youth from marginalised community backgrounds, including women and people living with disability, and those who have limited access to education, employment and/or training. The location is selected because they fit the rationale of the project in terms of responding to the green skills gaps and Just Transition to Net Zero Emission skills challenges for the targeted groups.

7.2 Local Partner's Roles and Responsibilities, and Target

Area	Roles and Responsibility, and Target
<p>Area 1.</p> <p>Capacity building for Local Partner</p>	<p>Local partners are expected to:</p> <ul style="list-style-type: none"> a) Identify 30 core trainers b) Coordinate trainings sessions (ToT) for core trainers and employers delivered by British Council expert trainers c) Identify 120 educators and 4 employers who will later support training participants (young people) with mentorship, coaching and networking. <p><i>Note:</i> In this project, employers are defined as educational and training institutions, as well as opportunities providers such as including internships, mentorships, and bursary. Educators are defined as individuals with relevant expertise.</p>

Area	Roles and Responsibility, and Target
<p>Area 2.</p> <p>Training for young people</p>	<p>Local partners are expected to:</p> <p>a) Mobilise 30 core trainers. Local partners are expected to ensure that:</p> <ul style="list-style-type: none"> • Contracts are signed by core trainers and employers before they deliver training • Core trainers and employers adhere to British Council standards such as safeguarding, EDI (Equality, Diversity and Inclusion) • Core trainers and employers' performance are monitored and feedbacks from training participants on their performance are collected. <p>b) Organise 8 Climate Skills trainings. Local partners are expected to:</p> <ul style="list-style-type: none"> • Identify potential training locations, assess their suitability (health and safety check) and secure their availability (including permit/coordination with local government bodies as required) • Identify potential training participants (marginalised young people) and select 200 participants. This task has to be done in consultation with British Council, local government stakeholders, local communities, and other project stakeholders. • Administer venues to accommodate the training activities. The venues should be disability and user friendly, and should be responsive to socio-cultural norms existing in the selected location. • Organise 8 Climate Skills trainings attended by 200 participants (25 participants per training). • Administer pre and post training questionnaire, and other M&E (monitoring and evaluation) data collection as required. • Submit report two weeks after training delivery (report template will be provided later)
<p>Area 3.</p> <p>Grants Programme</p>	<p>After the training, young people are eligible to apply for small grant from the British Council to deliver social project in their own community. Local partners are expected to:</p> <p>a) Come up with suggestion and detail plan on how to select participants proposal. This could be done through competition, pitching or other appropriate process.</p> <p>b) Together with British Council and other project stakeholders, to select up to 4 winning proposals.</p> <p>c) Support British Council in collecting necessary documents from grant recipients as part of due diligence.</p> <p>d) Provide guidance, mentoring and support to the grant recipients in delivering their social project. Please note that, as part of their social project, the 4 young people who receive grant from British Council are expected to reach 1000 marginalised young people (indirect beneficiary), this can be done through activities such as awareness raising, social campaign, project demonstrations/dissemination or other relevant/appropriate activities.</p> <p>e) Connect grant recipients with 120 educators and 4 employers.</p> <p>f) Connect grant recipients with other relevant parties such as government agency etc.</p> <p>g) Submit report related with grant recipient performance on timely manner (report template and deadline will be discussed later)</p>

7.3 Budget for this service is up to **IDR 1,000,000,000,- (one billion rupiah) inclusive of VAT**. Please consider the limits below when drafting budget proposal:

Cost Category	Limit	Description
Activity Cost	60%	<p>This is to cover costs of delivering 8 x trainings attended by total of 200 marginalised young people across West Java. The costs include room hire/meeting package, accommodation, transportation, hire of equipment, photo and/or video documentation, as well as consumables/printings.</p> <p>Please consider health and safety, and value for money when:</p> <ul style="list-style-type: none"> • choosing training venue & accommodation (maximum 3-star hotel). You may also want to consider organising the trainings in community based venue (non hotel); • planning your travel: <ul style="list-style-type: none"> - flight: economy class - train: premium economy / business - personal vehicle mileage: IDR 3,100 per km
Expertise Cost	20%	This is to cover the cost of trainers, educators and employers involved in the training delivery and in providing supports to young people who receive grant from the British Council to deliver social project in their own communities.
Staff Cost	10%	This is to cover the costs of Local Partners' staff involved directly in managing this project.
Visibility Cost	5%	This is to cover the costs of project generic collaterals or other visibility tools such as project website (website design, hosting and maintenance)
Inclusion Cost	5%	This is to cover the costs of providing assistance and reasonable adjustment to support people living with disability in participating in this project.

7.4 The following costs are **eligible** for funding:

- Travel. When planning for travel to and from project location (West Java), please consider health and safety, and value for money.
- Reasonable accommodation (maximum 3-star hotel) and meals allowances.
- Reasonable production costs such as printing, photocopy, and collaterals. Design must be approved by British Council in advance.
- Essential equipment for use in the project including consumables, specialist software licences essential to the implementation. Equipment must be essential to project delivery and beyond the scope of organisational provision.
- Cost of meetings, training events, workshops, public engagement events, and seminars integral to the proposal. Translation and interpreter fees.
- Publication costs directly related to the collaboration, including web page development by external providers, if appropriate. Open access publication is encouraged.
- Online platforms and relevant costs for digital delivery can be included.
- Monitoring and evaluation costs.
- All the foregoing activities must be directly related to the development and delivery of the agreed project. Local partner will be asked to provide the British Council with information on expenditure, supported by receipts for monitoring and auditing purposes.

- The cost of staff time for full-time personnel working directly on the project, plus the costs of temporary personnel and other temporary staff recruited to work solely on the project
- The cost of trainers hired to deliver the training and provide support to participants

7.5 The following costs are **ineligible** for funding:

- Purchase or rental of standard office equipment. This includes IT hardware – laptops, personal computers, tablets, smartphones, Mac workstations, computer parts and peripherals, etc. Any standard hardware routinely used by the project team will not be funded.
- Office software and office equipment including desks, chairs, filing cabinets, photocopiers, printers, and fax machines.
- IP costs, patent, copyright, licensing, or other IP-related costs.
- Costs relating to the construction, procurement, or rental of physical infrastructure (e.g., office buildings).
- Entertainment costs such as gifts, alcohol, restaurant bills, or hospitality costs for personnel not directly participating in the project, excessive restaurant costs, and excessive taxi fares.
- No profit or fees must be charged to the British Council.

8 Mandatory Requirements / Constraints

As part of your Proposal, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in the British Council's specification forming part of this RFP. Failure to comply with any mandatory requirements or constraints shall entitle the British Council to reject a Proposal. **Interested organisations will have as mandatory requirements, demonstrable evidence of the following:**

- a) Access and experience of working with marginalised young people in West Java including women, people living with disability, youth who are not in education, employment and/or training and digitally excluded groups.
- b) Have an extensive experience of designing and delivering face to face inclusive soft skills training/workshop in the area of youth empowerment, leadership, teamwork, community engagement, effective communication, and 21st century skills.
- c) Have an extensive experience of designing and delivering face to face inclusive hard skills training/workshop in the area of climate literacy, including green skills, and sustainable energy.
- d) Have a track record of developing and implementing strategies to communicate the programme to related stakeholders, including local government, and target beneficiaries, including local communities.
- e) Have extensive experience of project planning and management, monitoring evaluation and reporting.
- f) Wide network of community level trainers (ideally majority of trainers are sourced from West Java, however they can also be recruited from other province as well).
- g) Well-equipped training hubs that have adequate internet access for both online and physical training sessions or ability to collaborate with institutions/organisations in community to use their facilities as training hubs.
- h) Capacity commitment to reach number of beneficiaries as targeted by project.

9 Key background documents

9.1 Further relevant background documents / information may be provided to potential suppliers as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Please view list of Annexes at the end of this document.

10 Timescales

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

Activity	Date / time
RFP Issued to bidding suppliers	Friday, 1 December 2023
Briefing session (online) Register by 6 December 2023, 09.00 WIB through https://bit.ly/BCClimateSkills	Thursday, 7 December 2023, 10.00 – 11.00 WIB
Deadline for clarification questions (Clarification Deadline)	Tuesday, 12 December 2023, 09.00 WIB
British Council to respond to clarification questions	Wednesday, 13 December 2023
Deadline for submission of Proposals by potential suppliers (Response Deadline)	Wednesday, 8 January 2024, 09.00 WIB
Final Decision	w/c 5 February 2024
Contract concluded with winning supplier	w/c 12 February 2024
Contract start date	Monday, 19 February 2024

11 Instructions for Responding

11.1 The documents that must be submitted to form your Proposal are listed at Part [2] (Submission Checklist) of Annex [2] (Supplier Proposal) to this RFP. All documents required as part of your Proposal should be submitted to society.indonesia@britishcouncil.org by the Response Deadline, as set out in the Timescales section of this RFP.

11.2 The following requirements should be complied with when submitting your Proposal in response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late Proposals may be rejected by the British Council.
- Do not submit any additional supporting documentation with your Proposal except where specifically requested to do so. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the British Council).
- All attachments/supporting documentation should be provided separately to your main Proposal document, clearly labelled and cross-referenced to the Proposal as relevant.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your Proposal.

- Unless otherwise stated as part of this RFP or its Annexes, all Proposals should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as 'or equivalent' you must demonstrate such equivalence as part of your Proposal.
- Any deliberate alteration of a British Council requirement as part of your Proposal will invalidate your Proposal to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your Proposal to the RFP requirements and pricing will be incorporated into the Contract, as appropriate.

12 Clarification Requests

- 12.1 All clarification requests should be submitted to society.indonesia@britishcouncil.org by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to clarification and will respond if the question is appropriate and received before the Clarification Deadline.
- 12.2 Any clarification requests should clearly reference the appropriate paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.
- 12.3 The British Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the British Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.
- 12.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their 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 Proposal evaluated as set out below:

Stage 1: Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 8 met will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.

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Stage 2: If a bidder succeeds in passing Stages 1 of the evaluation, then it will have its Proposal evaluated in accordance with the evaluation methodology set out below.

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

Criteria	Weighting
Social Value	20%
Quality	30%
Methodology and Approach	30%
Commercial/Pricing	20%

13.3 Scoring Model – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than Commercial using the following scoring model:

Points	Interpretation
10	Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders 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.

13.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex [3] (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. In the event that any prices are expressed as being subject to any pricing

assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may reject the full Proposal at this point. The British Council may also reject any Proposal where the Overall Price for the goods and/or services is considered by the British Council to be abnormally low following the relevant processes set out under the procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest "Overall Price". Other Proposals will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

- 13.5 Moderation and application of weightings – The evaluation panel appointed for this Procurement Process will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall Proposal score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.
- 13.6 The Winning Proposal(s) – The winning Proposal shall be the Proposal 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)] obtained by the Authority relating to any self-certification or other requirements referred to at any time in this Procurement Process.

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

Annex 1 – Terms and Conditions of Contract

Annex 2 – Supplier Proposal

Annex 3 – Pricing Approach

Annex 4 – Monitoring and Evaluation Plan

Annex 5 – Bank Details Form