

Request for Proposal (RFP)

For: Skills gap analysis among Indonesian youth with disabilities in West Java and Bali

Date: 6 February 2024

1 Overview of the British Council

- 1.1 We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.
- 1.2 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.
- 1.3 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.
- 1.4 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.
- 1.5 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 programme

- 2.1 Through Non-Formal Education (NFE), the British Council aim to empower young people around the world aged 18-35 years old to contribute to trust-building, cohesion and stability in their societies, and to represent their communities on a local, regional and national stage. By connecting young people, we support them to build alliances and networks. These connections enable them to work across cultural differences to act positively on the big global challenges that affect their lives and communities.
- 2.2 Our work in NFE focussed on facilitating programmes that provide opportunities for young people:
 - to put their skills and ambitions into practice
 - to connect with others
 - to raise their collective voice
- 2.3 We offer ways to help young people to develop their core skills, capabilities and practice all within a collaborative environment. In particular, we encourage young people to look at and respond to the context and national priorities of their own country.
- 2.4 The British Council holds a strong commitment to Gender and Equality, Diversity and Inclusion (EDI) as stated in the organisation's [policy and most recent strategy](#).

- 2.5 Almost 69 million or 24% of Indonesia population is Indonesian categorised as youth (16-30 years old) by the Central Statistics Agency (BPS)(March 2022). ..
- 2.6 There are 22 million people with disabilities in Indonesia (BPS, 2020). Only 7 million out of 17 million persons with disabilities of productive age are working.
- 2.7 There are rules and regulation concerning persons with disabilities issued by national and regional Indonesia, including law number 8 of 2016,. Overall, those rules and regulations aim to provide protection for persons with disabilities and offer equal opportunity for them to access education, employment and other rights.
- 2.8 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 of Skills Gap Analysis among Indonesian youth with disabilities in two provinces namely West Java and Bali.

3 Proposal 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 British Council which includes any other companies and 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 **the United Kingdom and Indonesia**
- 3.1.3 Duration: The Contract awarded will be for a duration of **7 (seven) months** with an option for an extension for up to an additional **1 (one) months**.
- 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. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. If you plan to submit a bid as a Sole Trader or Personal Service Company please contact society.indonesia@britishcouncil.org for a copy of the specific terms. 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 tender conditions (“Proposal Conditions”)

- 3.3.1 Application of these Proposal Conditions – In participating in this Procurement Process and/or by submitting a Proposal 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 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 for 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 – Proposals must comprise the relevant documents as detailed 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 Proposals 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 completely 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:

- 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 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.

the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to 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 paragraph 3.3.15, you accept by your participation in this Procurement Process, 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 requirements 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 of **60 (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 invoice.
- It is sent electronically via email in PDF format to society.indonesia@britishcouncil.org or by post to:
The British Council Indonesia
Attn. Education – NFE Team

7 Specification

7.1 Background

- 7.1.1 Disability emerges from the interaction of impairments and barriers. Person with impairments is individual with limited functioning of the senses, mobility, cognition, or psychological difficulties. Whereas barrier can be in the form attitude (e.g. discrimination against a job applicant with impairments) or environment (e.g. inaccessible office building). Therefore, disability can be defined as the interaction of impairments and barriers to prevent the full participation of people with disabilities in society. Given the nature of both impairments and barriers change over time, disability is recognised by the Convention of the Rights of Persons with Disabilities (CRPD) as an ‘evolving concept’¹.
- 7.1.2 Most common type of disabilities in Indonesia include walking impairment, visual impairment, concentration disorders, difficulties in taking care of themselves, hearing impairment, and speech disorders.²
- 7.1.3 On average, people with disabilities are two to six times have less opportunity to get a job (UNESCAP, 2017)³.
- 7.1.4 According to ILO study almost half of people with disabilities in Indonesia work in agriculture, livestock and fisheries where this sector is dominated by informal workers, and almost quarter work in trade, restaurants and hotels. Increasingly more people with disabilities are choosing to open their own business (self-employed), and on the other hand the number of people with disabilities who are absorbed in job market are decreasing⁴. The study offers several recommendations to address disparities in persons with disabilities, especially in the employment sector such as:
- a. Making programmes and policies based on the concept of Disability centered on human rights in accordance with the United Nations Convention on the Rights of Persons with Disabilities
 - b. Empowerment programme that specializes women with disabilities as beneficiaries
 - c. Improve access to secondary and tertiary education, and skills training to provide greater opportunities for decent work
 - d. Accommodating the increasing trend of selfemployed persons with disabilities and the opportunity to work and be productive online
- 7.1.5 The **Next Generation programme** is part of the British Council’s commitment to exploring youth voice and choice. The global research programme is initiated in countries (including Indonesia) that are experiencing a period of significant change, with the purpose of ensuring

¹ [Disability in Asia and the Pacific: The Facts \(UNESCAP, 2016\)](#)

² [Analisis tematik kependudukan Indonesia – fertilitas remaja, kematian maternal, kematian bayi, dan penyandang disabilitas \(Indonesia, Badan Pusat Statistik, 2023\)](#)

³ *ibid*

⁴ [Mapping workers with disabilities in Indonesia – policy suggestions and recommendations \(Indonesia, ILO, 2022\)](#)

that young people's voices are heard and their interests properly represented in decisions and policies affecting their lives. The research projects aim to examine young people's views on education, employment, lifestyle, their degree of international engagement and their opinions on the wider world. The research provides an insight on youth attitudes and aspirations to better influence policies targeted at youth populations. Educational quality, learning inequalities, concerns about political corruption, unemployment (exacerbated by the COVID-19 pandemic), and accelerated access to digital and media are all powerful influences on young people's attitudes and perceptions of their future.

7.1.6 Findings from British Council's Next Generation Indonesia study⁵

1. Education

Valuable skills are felt to be missing from the current curriculum, particularly at lower and senior high schools' levels. Young people struggled to see how their education was equipping them with the right hard and soft skills to thrive in a working environment.

2. Employment

Youth face multiple barriers when looking for employment.

a. Youth struggle to find work in an increasingly competitive job market

The Next Generation survey showed youth employment rates of 16 per cent (similar to official national statistics on youth unemployment in the country). Unemployment is worse for young people in rural areas, young people with disabilities and young women.

b. Young people recognise the need to equip themselves with more skills and experience to be considered for positions, and feel there is often a mismatch between the skills they received in their education and the skills required in the workplace.

c. The Next Generation survey pointed out that of those who have completed higher education, but are currently unemployed or working part-time, 18% of those do not have the relevant qualifications for the job they want

d. Higher education does not translate into better job opportunities for young Indonesians. As employers become more selective, a university degree is no longer enough. Young people expressed a need to upskill further.

7.1.7 The Next Generation Indonesia survey suggested one in five young people with disabilities cite a lack of job opportunities hindering them from work; while 24% are unemployed as they do not have the relevant qualifications for the job they want.

7.2 Key areas of research

7.2.1 The British Council would like to understand the skills gap among Indonesian youth with disabilities and suggest where the opportunities for the British Council to make meaningful intervention. For the purposes to this research, Indonesian youth are defined as those who are 18 to 35 years old, currently living in Indonesia, particularly in West Java and Bali.

7.2.2 The British Council is particularly interested in:

⁵ [Next Generation Indonesia \(Indonesia, British Council, 2022\)](#)

1. Understanding the disparities in skills development, including but not limited to 21st century skills, among youth with disabilities in Indonesia
2. Understanding the different challenges for young women and young men with disabilities and how that plays out in terms of education and employment.
3. Understanding how formal education (e.g higher education institutions and vocational education providers/SMK) and non-formal education (e.g training providers) can support young people with disabilities with the skills required in the job market or if they want to be self-employed.
4. Understanding how the British Council, wider UK and Indonesia enablers may work together to address the issue.

7.2.3 The British Council holds a strong commitment to Gender and Equality, Diversity and Inclusion (EDI) as stated in the organisation's [policy and most recent strategy](#). The research project must ensure the adequate and purposeful inclusion and adherence of the British Council's approach to Gender and EDI and contribution to diversity and gender outcomes, through research methods and tools, sampling and data collection, and dissemination of research.

7.3 Role profile

The British Council is looking to appoint a reputable UK service provider with the following qualities:

1. Research skills and experience
 - a. Strong qualitative and quantitative research track record evidenced by previous projects
 - b. Strong experience, knowledge and/or interest of EDI principles and inclusive research methodologies and approaches.
 - c. Expertise in conducting interviews and identifying case studies, evidenced by previous research projects
 - d. Strong experience in developing participatory research
 - e. Strong and dedicated team with suitable experience and qualification. The team members having lived experience of disability and/or professional experience of disability inclusion.
 - f. Strong experience of engaging with disabled audiences/stakeholders
2. Stakeholder engagement skills and experience
 - a. Knowledge and experience in developing, arranging and leading on a variety of stakeholder engagement activities throughout the research process to inform the research process, in addition to create interest with relevant stakeholders.
 - b. Strong experience of engaging with disabled audiences/stakeholders
3. Local knowledge, expertise, and partner
 - a. It is mandatory to have a local partner to conduct the study in Indonesia
 - b. Knowledge and expertise in the political, economic, social, technological and cultural aspects of Indonesia
 - c. Knowledge and expertise in the area of youth and youth issues, especially disability

d. Knowledge of and/or already established relationships with networks of youth groups and youth stakeholders in Indonesia

4. Others

a. Offering good value for money

b. Capacity to deliver within the timeframes set out below

7.4 Methods and outputs

7.4.1 The final methodology used for this research project will be agreed in consultation between the appointed service provider and the British Council. We anticipate the methodology to broadly include:

1. desk research,
2. research questions,
3. a national representative quantitative survey that can reflect young people with disabilities in appointed provinces in Indonesia
4. in-depth qualitative discussions,
5. participatory research that involve young people with disabilities,
6. data analysis,
7. conclusions and recommendations which must be specific and actionable.

7.4.2 Throughout the stages of the research process, we expect a range of stakeholder engagement activities to support the development, analysis and dissemination of the research key findings.

7.4.3 The final outputs will be agreed in consultation between the appointed service provider and the British Council. We anticipate the final outputs to broadly include:

1. Datasets
2. a final report including an executive summary in English,
3. a slide deck of key findings,
4. a number of stakeholder engagement activities as part of the research and dissemination process.

7.5 Project timeline

It is expected that the research project to be completed within 7 (seven) months period, adhering to below mentioned implementation schedule which is also not necessarily limited to the following and further detailing may be done at the time of signing of contract. We expect the report ready to be published during the celebration of Indonesian youth day on 28 October 2024.

No	Deliverables	Expected date
1.	Inception meeting	25 March 2024
2.	Submission of inception report (including detailed survey strategy, approach, methodology, tools, proposed questionnaire)	28 March 2024

No	Deliverables	Expected date
3.	Interim report	18 June 2024
4.	Draft report	18 September 2024
5.	Final report in English	18 October 2024
6.	Acceptance of all final outputs	4 November 2024

We ask the service provider to ensure that they are available for the inception meeting and start date of 25 March 2024, should they be successful and awarded the opportunity. If suppliers provide a supplier response to this opportunity but are unable to attend on the date stated, please notify the British Council within the supplier response.

7.6 Budget

The indicative maximum budget allocation for the work is **GBP 25,000** (including all costs and taxes). The British Council will allocate fund separately to:

- a. translate the report into Bahasa
- b. design the report in line with British Council's branding guidelines

8 Mandatory Requirements / Constraints

- 8.1 As part of your tender 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.

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 intended timescales applicable to this Procurement Process are:

Activity	Date / time
RFP Issued to bidding suppliers	6 Feb 2024
Deadline for clarification questions (Clarification Deadline)	13 Feb 2024
British Council to respond to clarification questions	15 Feb 2024
Deadline for submission of Proposals by potential suppliers (Response Deadline)	4 Mar 2024, 23.59 UK Time

Final Decision	w/c 11 Mar 2024
Contract concluded with winning supplier	w/c 18 Mar 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 respond to clarification requests 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 Proposal 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 Proposal 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	10%
Quality	35%
Methodology and Approach	35%
Commercial	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.

Points	Interpretation
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: $(\text{Lowest Overall Price} / \text{Overall Price being evaluated}) \times 10$ (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 – Bank details form

Annex 5 – Report template