

Request for Proposal (RFP)

For: Warehouse, Storage & Shredding

Date: 5th March 2021

1 Overview of the British Council

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

1.2 We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Last year we reached over 80 million people directly and 791 million people overall including online, broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body. Further information can be viewed at www.britishcouncil.org.

2 Introduction and Background to the Project / Programme

2.1 British Council is looking for warehousing and storage services across Pakistan. Along-with agreed standard services, service provider should be able to meet British Council policy requirements of following areas:

- Information Management
- Security
- Health & Safety
- Environment sustainability

The reason for hiring new service provider for warehouse and record management service is to meet expended requirement to store existing and future requirements with better value for money.

2.3 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 Proposal Conditions and Contractual Requirements

This section of the RFP sets out the British Council's contracting requirements, general policy requirements, and the general 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 Pakistan.

3.1.3 Duration: 03 Years with an option for an extension for up to an additional 01 year based of Performance Review.

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 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:

- 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 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 ninety 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.
- It is sent electronically via email in PDF format to Pkmarketplace@britishcouncil.org.pk or by post to:

The British Council, Deputy British High Commission, Procurement department, Shahrah-e-Iran, Clifton, Karachi, Pakistan.

7 Specification

The scope of work includes:

Storage and shredding capacity, resources and management:

- Items received from the British Council need to be properly tagged and entered upon the stock register on the same day or as agreed timeline should not be more than three working days.
- Preservation of the inventory.
- Ability to access items and records anytime during business hours . Need to agree on urgent and critical request required access during off-business hours.
- Appropriate record keeping through coding as to preserve stored items and reduce obsolescence. This should be managed on first in, first out basis.
- Proper stocking of goods to ensure smooth handling. All items should be stored with proper stacking to the adequate height. Also, should have adequately trained staff with require equipment for proper manual handling to avoid any damage or incident.
- Box and file level computer-controlled storage facility.
- Complete indexing facility that helps the customer maintain a complete manifest of all documents & items in the warehouse.
- Document bulk scanning services.
- Certified destruction service in an environment friendly manner. Cross cut shredders must be used in line with DIN Standard 66399 Level 4 (Particle size $\leq 160\text{mm}^2$) and also in accordance with EN1573:2009 standard 100% material should be recycled.

Storage Location: Lahore, Karachi and Islamabad.

Warehouse facility should contain adequate space where goods and material (minimum 200 pallets space for general items and minimum 2000 standard boxes space for record management stuff should be available in all three mentioned cities. However, actual storage space may vary as required in each city) can be stored as to reduce wastage, cost of carrying and increase safety. The various factors should be considered as follows:

- Easy material handling including receipt, dispatch and storage.
- Easy supervision of materials as well as personnel
- Reduce and control obsolescence of the goods by following appropriate method.
- Optimum utilization of space.
- Company staff must go through regular ethics trainings that are a mandatory requirement.
- Secure warehousing facilities that are fully compliant of international HSE standards & regulations.
- Within closed city locations, collections of new or return boxes will be made either same day with cut off time 11:00 am or else within a 24-hour period using the standard next day delivery service.

Along with the above services provider must insure the following:

- **Information Management:**
 - Record Management
 - Authorised Storage Access
 - Storage Conditions

- Storage of Stock Items
- Storage of Records
- Confidentiality

S/ N	Storage Standard	In Place - Yes/No	Comments/Action
Management			
1	Monthly Inspection by Focal Person		
2	Issues logged with facilities/Admin Dept		
Storage Access			
3	Access being logged in Register		
4	Keys/access codes/ held by (name with level of authorisation)		
	All access points to the storage area (doors, windows, staircases, lifts etc. completely secure		
Storage Conditions			
5	The area (Floor, Shelves) is clean		
6	Light is sufficient		
7	Area is well ventilated		
8	Temperature 15-27 Celsius and Humidity of 30% - 60% is maintained		
9	Floor is clear of boxes		
10	Floor is clear of files		
11	Floor is clear of stocks/promotional material		
12	Floor is clear of equipment		
13	Furniture is free of corrosion and physical damage		
14	There are no ill-fitting windows or doors		
15	The area is clear of leaking water pipes or roof		
16	The area is clear of exposed electric wires		
17	Fire extinguishers/Sprinklers are present and working		
18	Records & Items are stored on shelves housed completely within the depths of the shelves		
19	Shelves/Cabinets are clearly labelled		
20	Shelves are robust and stable (able to withstand the weight of the files)		
21	The Records/Files can be reached safely (if not appropriate equipment is available for safe retrieval)		
Storage of Stock (non-records) Items			
22	Stock is current/needed		
23	Stock is stored separately from records (there should be a clear distinction between stocks and records)		
24	There should not be any combustible/hazardous material around our storage items		
25	An updated inventory of stocks is present		
Storage of Records			
27	All files are clearly labelled indicating the contents		

28	All boxes are clearly labelled indicating the contents			
29	The boxes are sturdy and free from damage or decay			
30	Files are kept vertically on shelves			
31	Tops of the shelves are empty of any files or boxes			
32	Floors are clear of all files and boxes			
33	There are no loose documents in boxes (The should be filed)			
34	Records with sensitive/personal information are kept separately and under lock (British Council to mark each box)			
35	An updated list of Records is present			
36	British Council to confirm destruction dates are allocated to all records			
37	There should not be any combustible/hazardous material around our storage items			

- **Storage Security & Access**

- Access controlled to prevent unauthorised access to records storage areas
- Access points to the building such as doors, lifts, staircases, skylights, windows and ventilation risers be made secure
- Premises have an intruder detection system in place / CCTV / manned security
- Storage area should be inspected for following at-least once in a year
- Pests
- birds
- vermin
- mould
- damp
- dust
- corrosion
- or other physical damage
- Storage facility away from environmental hazards such as:
- leaking water pipes
- leaking roof
- exposed electric wires
- direct sunlight
- blocked gutters
- Ill-fitting windows or doors
- Storage facility have fire detection and suppression systems
- The fire extinguishers and sprinklers should be regularly inspected

- **Health & Safety and Security:**

Warehousing and storage cover a wide range of activities that can result in various hazards and risks. Effective health and safety management involves the employer, looking at the risks that arise in the workplace and then putting sensible health and safety measures in place to control them.

- Slip or trip
- Manual handling
- Falls from height
- Hit by moving, falling object
- Hit by moving vehicle
- Hit something fixed or stationary

- Other kinds of accident

Steps / Policies must Defined/followed:

- Identify the hazards;
- Decide who might be harmed and how;
- Evaluate the risks and decide on precautions;
- Review your risk assessment and update if necessary.

Storage Security & Access

Service provider will develop The Security Plan and undertake a self-assessment process of their warehouse security. Components of the Security Plan will include the following elements:

I) Physical Security

II) Personnel Security & Training

III) Visitors

IV) IT Security

VI) Customer Evaluation

1. Access controlled to prevent unauthorised access to records storage areas
2. Access points to the building such as doors, lifts, staircases, skylights, windows and ventilation risers be made secure
3. Premises have an intruder detection system in place / CCTV / manned security
4. Storage area should be inspected for following at-least once in a year
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 - or other physical damage
5. Storage facility away from environmental hazards such as:
 - leaking water pipes
 - leaking roof
 - exposed electric wires
 - direct sunlight
 - blocked gutters
 - Ill-fitting windows or doors
6. Storage facility have fire detection and suppression systems
7. The fire extinguishers and sprinklers should be regularly inspected

Physical Security:

Cargo handling and storage facilities must have physical barriers and deterrents that guard against unauthorized access. Warehouses should incorporate the following physical security criteria throughout their supply chains as applicable.

Alarms Systems and/or Video Surveillance Cameras:

Alarm systems and video surveillance cameras should be utilized to monitor premises and prevent unauthorized access to cargo handling and storage areas. Retrieval of recorded activities should be maintained for a reasonable period.

Building Structure:

Buildings must be constructed of materials that resist unlawful entry and protect from outside intrusion. The integrity of structures must be maintained by periodic inspection and repair.

Critical Facility Protection Systems:

Facility protection systems, such as fire suppression and alarm systems, hazardous gas detection systems, and air scrubbers should be secured and monitored for unauthorized tampering or shut-down by an approved remote alarm company. The integrity of such monitored alarms should be periodically tested.

Gates and Gate Houses:

Where there are gates through which vehicles and/or personnel enter or exit they must be manned and/or monitored. The number of gates should be kept to the minimum necessary for proper access and safety.

Lighting:

Adequate lighting must be provided inside and outside the facility including the following areas: entrances and exits, cargo handling and storage areas, fence lines and parking areas.

Locking Devices and Key Controls:

All external and internal windows, gates and fences must be secured with locking devices. Management or security personnel must control the issuance of all locks and keys.

Parking:

Private passenger vehicles should be prohibited from parking in or adjacent to cargo handling and storage areas. Visitor parking should be separated from employee and container parking.

Training:

All employees should have basic training in security & health and safety. All warehouse workers should have adequate training in the hazards associated with their work and within the warehouse, along with the precautions to take. For example, all operators of work equipment, including vehicles, should be suitably trained in the hazards of the equipment they use and the precautions that apply as well as safe operation.

Managers and supervisors also require suitable training and should be competent for their role.

The British Council Pakistan through this RFP expects a detail plan and tentative budget. Please note that the attached document and the information it contains is not for public release. Also note that the attached documents are subject to change.

Reports:

A comprehensive monthly, quarterly and yearly reports must be established to highlight following key elements:

- List of Inventory items (updated list of records and general items)
- Monthly transactions details
- Comparison from previous month
- Issues log
- List of obsolete items for disposal. Decision for destruction if required would be authorise by British Council.
- Review report for Information management, Health & Safety, Environment and Security
- Recommendations to improve where applicable.

8 Mandatory Requirements / Constraints

8.1 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.

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	5 th March 2021
Deadline for clarification questions (Clarification Deadline)	15 th March 2021
British Council to respond to clarification questions	22 nd March 2021

Deadline for submission of Proposals by potential suppliers (Response Deadline)	31 st March 2021
Visit to the Premises/Storage Facility	TBC
Final Decision	TBC
Contract concluded with winning supplier	TBC
Contract start date	TBC

11 Instructions for Responding

11.1 All documents required as part of your Proposal should be submitted to British Council's e-Tendering portal hosted at <https://in-tendhost.co.uk/britishcouncil> 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 the British Council's e-Tendering portal hosted at <https://in-tendhost.co.uk/britishcouncil> 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.



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
Capacity and capability to meet overall scope of work as mentioned above includes: <ul style="list-style-type: none">• Storage & shredding capacity, resources, and management• Adequate storage Locations at Lahore, Karachi and	30%

Islamabad (more cities would add value) <ul style="list-style-type: none"> • Reporting mechanism (Realtime system would add value) 	
Compliance: Capacity and capability to adhere compliance includes: <ul style="list-style-type: none"> • Information/Record Management and Data Protection • Storage Security & Access control • Health & Safety and Security • Environment sustainability 	20%
Commercial	50%

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” for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. 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 Response