

Request for Proposal (RFP)

For: RFP - Materials development for English as a Subject for Teachers and Educators (EaSTE): 2 International Writer

Date: 13 April 2022

1 Overview of the British Council

1.1 The British Council builds connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language. We work in two ways – directly with individuals to transform their lives, and with governments and partners to make a bigger difference for the longer term, creating benefit for millions of people all over the world. We help young people to gain the skills, confidence and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise.

1.2 We connect the best of the UK with the world and the best of the world with the UK. These connections lead to an understanding of each other's strengths and of the challenges and values that we share. This builds trust between people in the UK and other nations which endures even when official relations may be strained.

1.3 We work on the ground in more than 100 countries. In 2019-20 we connected with 80 million people directly and with 791 million overall, including online and through our 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 The British Council Pakistan is working with Quaid-e-Azam Academy for Educational Development (QAED) on a large-scale project to improve English language teaching at primary stage.

The Punjab education system does not produce satisfactory learner outcomes in English due to teachers with insufficient English language teaching skills and practices. This is evident in the 2019 PEC Exams Analysis Report, which summarised that Grade 5 children should perform better in several subject, including English and recommended that training should be focused on teachers of science, maths and English. Teachers themselves feel that they need support in teaching English as a subject. (Rahid, Rahman, Mueed, 2020). In order to ensure that students in government sector

schools have the English skills to succeed at secondary stage, teachers require quality on-going professional development in teaching English as a subject. The project relies on continuous professional development, following an already existing model that Punjab SED is already using with all primary teachers, developed under their PESP III project.

Teachers follow five online self-access courses available on a specially created platform. They do the courses in their own time and are monitored by AEOs (Area Education Officers). The five, six-week courses are spread over a period of two years. The courses are delivered at four-month intervals.

In school time

- Teachers deliver lessons using input from the online component, so, for example, in Course 1, Oral Communication Skills, they have lesson plans based on their curriculum and they try these out in class with their own students, doing activities suggested on the platform with their students.
- DSEs (District Subject Experts) and AEOs visit each school twice a month to support, mentor and evaluate the English language teachers as they deliver lessons to their students.
- Each AEO is responsible for around 30 teachers in their district
- Teachers attend monthly Teacher Forum Meetings, facilitated by AEOs and DSEs, where they discuss their observed lessons further and practice suggested techniques from the online courses.

The activities extend over two years allowing time to measure positive change in the teachers' capacity and learners' response.

Project Timeline:

Preparation – 6 months

Implementation – 24 months

Total: 30 months

Audience:

Beneficiaries:

English as a Subject state sector teachers at primary stage in Punjab (around 108,000)

1000 District Subject Experts, trainers who already have specific expertise in English language pedagogy

3300 Area Education Officers, who supervise the teachers

Indirect Beneficiaries: Primary stage learners (around 6 million)

Material:

Resources for QAED's already existing CPD LMS which teachers use for the self-access course, are divided into five courses. Each course focuses on a topic – Reading and Thinking Skills, Writing Skills, Oral Communication Skills, Language Structure, Social Development.

The British Council is responsible for developing the materials and a team of international and local consultants will create the resources which connect with the Federal Government's Single National Curriculum. The materials and activities will furthermore sensitise and encourage teachers to be inclusive according to their local contexts and this aspect will be built consistently into the course.

The materials include lesson plans, videos of model lessons and quizzes and assignments. Teachers try out the lesson plans and other activities in class, are observed twice a month and issues and challenges are discussed in the monthly forums.

2.2 The purpose and scope of this RFP and supporting documents is to explain in further detail the requirements of the British Council and the 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: British Council, 65-Mozang Road, Lahore, Pakistan.

3.1.3 Duration: 30 months with an additional up to 6 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. 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 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.
- It is sent electronically via email in PDF format to pkmarketplace@britishcouncil.org.pk or by post to:

The British Council, c/o British Deputy High Commission, Shahra-e-Iran Clifton, Karachi.

7 Specification

Deliverables and outputs for two international writers

- To familiarise themselves with the Pakistan class 1-5 curriculum (British Council to provide textbooks)
- To work in a material writing team with other international and Pakistan-based writers, the editor, and the British Council
- To support capacity building for the two Pakistan writers (2 days)
- As a team, to write five courses of materials (90 hours of materials) within 270 days of time we estimate a maximum of 27 days per writer per course and a total of 135 days per writer for five courses), according to agreed outcomes and timeframes
- As a team to produce supporting trainer notes, observation rubric and training materials for the five courses to help local educators (DSEs) understand the course materials. These are delivered face to face to DSEs supporting the teachers and AEOs. One x 10 days and four x 5 days, totalling 120 hours of educator support and preparation
- To incorporate feedback into modules. After teachers take each course, any findings and learnings from monitoring and evaluation should be incorporated into subsequent modules

Materials required:

1. **A total of 90 hours CPD materials for five courses, each requiring approx.18 hours of input.**

Each course is divided into 6 x 3-hour modules. In line with QAED's request to align the materials to the competencies in which they are developing the teachers, the courses are entitled:

- **Oral Communication Skills**
- **Reading and Thinking Skills**
- **Writing Skills**
- **Language Structure**
- **Social Development** (NB, the order in which these courses are delivered might change)

EDI awareness for teachers and educators will be built into all the materials throughout the project, focusing on gender, geographical diversity and diverse ethnic groups and the British Council team will give more guidance on this at the start of the assignment.

The courses will be written for online delivery including 'self-test' activities in line with the QAED LMS with tasks for observed lessons adapted from a combination of British Council/QAED observation frameworks. Video materials will be available and hosted on MS Stream. The QAED team will build the learning objects on their LMS, and the teachers are already enrolled in the two systems.

The courses are mandatory, and the 108,000 teachers will be monitored by AEOs. The teachers receive a soft copy of a certificate at the end of each module on 70% completion.

The material will be in line with both the British Council CPD framework and the curriculum and textbooks currently being used in Punjab. Teachers' understanding of the input will be assessed throughout each course through quizzes, matching activities, gap-fill activities etc., and the input could

be in the form of example lesson plans, articles, videos of teachers in the classroom and other resources which are suitable for the local context.

There will be a range of English language level across such a large group of teachers who will be between A1 and B2 level but writers should create materials at B1 level.

2. Training materials for district subject experts (DSEs) and AEOs.

One 10-day face to face training course (60 hours) consisting of materials which training consultants will use to train the DSEs at the start of the implementation. These materials will contain a five day training (25 hours) which the DSEs will then use to train the AEOs. The content will be from Course 1 – Oral Communication Skills.

4 x 5 day trainings (30 hours each) which training consultants will use to train the DSEs before each course from 2-4. These will each contain five days' worth of training which the DSEs will then use to train the AEOs. Courses 2-5 are: Reading and Thinking Skills, Writing Skills, Language Structure, Social Development. The order of delivery of these courses has not yet been finalised.

1000 DSEs will be training 3300 AEOs on

-the content of each course

-monitoring the teachers on line

-observing the teachers in class during their twice monthly visits to schools

-facilitating the monthly teacher development forums

Teachers' lessons and participation in the forums should include new ideas they have from the content of the online course.

Consultants will create:

- the teachers' self-access material (5 courses) for the LMS
- the training consultants' training material for the DSEs, based on the self-access materials
- the observation materials and outlines of forum activities, linked to the self-access materials

We are looking for:

- 2 consultant writers
- 2 local writers
- 1 international editor

who will work together to create five courses over 30 months

The materials will be uploaded to QAED's Moodle LMS, with video support from Microsoft Office 365. Teachers will access the courses either through their laptop/PC or by SMART phone. The language level of the courses should be B1.

QAED's Statement of Approach:

CPD aims to create teachers who

- Explicitly articulate the objectives of the lesson and relate classroom activities to the objectives
- Explain the content clearly and correctly
- Make connections that relate to students' daily lives or other knowledge
- Model by enacting, thinking aloud or showing the final product expected of the students
- Use questions, prompts or other strategies to determine students' level of understanding
- Monitor most students during independent or group work
- Adjust teaching to the level of the students
- Provide specific comments to help students clarify misunderstandings and understand successes.
- Ask thought-provoking questions
- Give students thought-provoking tasks
- Respond to students' needs

Estimated time frame for the project

	Writers start	Writers submit	Editing & review	Peer review	Assets finalised	QAED building & Review	Launch	Feedback
Course 1 with training materials	May 22	30 June 22	July 22	August 22	August 22	September 22	October 22	December 22
Course 2 with training materials	September 22	30 October 22	November 22	December 22	December 22	January 23	March 23	May 23
Course 3 with training materials	April 23	30 May 23	June 23	July 23	July 23	August 23	October 23	December 23
Course 4 with training materials	July 23	30 August 23	September 23	October 23	October 23	November 23	January 24	March 24
Course 5 with training materials	November 23	December 23	January 24	February 24	February 24	March 24	May 24	July 24

Application

Bidders should describe their suitability, qualifications and experience to be able to do the above, with examples of their online teacher development materials that we can verify. Bidders should describe their suitability, qualifications, and experience to be able to do the above, with examples of their online teacher development materials with accompanying assessment activities that we can verify.

International writers, and editor, should also have proven experience of working with government teachers from South Asia or other low/lower-middle income countries.

Pakistan-based writers should have proven experience of creating materials for government teachers in Pakistan and ideally experience of creating online teachers' development materials.

NOTE: The Contractual terms for this opportunity are set out in Annex 1 and Annex 1A. 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.

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	13 April 2022
Deadline for clarification questions (Clarification Deadline)	21 April 2022
British Council to respond to clarification questions	27 April 2022
Deadline for submission of Proposals by potential suppliers (Response Deadline)	6 May 2022
Final Decision	TBC
Contract concluded with winning supplier	TBC
Contract start date	TBC

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 <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 <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
Social Value 1. What have you and/or your organization done to promote gender equality in previous projects? 2. How have you and/or your organization contributed to protecting your stakeholders from the Covid-19	10%

pandemic?	
<p>Experience and qualifications</p> <ul style="list-style-type: none"> • Relevant qualifications • Example of experience working with the British Council style guide and format for online teacher development • Examples of editing online materials 	20%
<p>Planning deliverables, working with the various stakeholders, Q/A, expected challenges/solutions</p> <p>1. planning according to schedule and liaising with stakeholders:</p> <ul style="list-style-type: none"> • Working with the other writers on the materials development team, the MoE stakeholders and EES Pakistan team • Ensuring that the materials are delivered on time • Ensuring that the materials reach the required British Council standard <p>2. Describes realistic challenges and solutions which show in-depth knowledge of the context</p> <ul style="list-style-type: none"> • related to EaSTE • suitable solutions and work-arounds 	40%
Commercial	30%

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) - 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