

Request for Proposal (RFP)

For: RFP - KX82REMU122021 – Consultancy Services (Pak UK Seasons project)

Date: 16 February 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 In 2022 Pakistan celebrates its 75 independence anniversary while its national leadership is focused on a step-change in perceptions of the country: boosting tourism and opportunities for young people. Likewise, the UK seeks to strengthen cultural, educational and science partnerships with Pakistan as an emerging economy, supporting stability and security by providing opportunities for the next generation. Pakistan is bound to the UK by strong linguistic, cultural and economic ties and a shared history going back over 400 years. The UK is currently Pakistan's third largest source of foreign direct investment. March 2022 – 14 August 2022, this Season will combine British Council delivered activity, and include other UK-Pakistan collaborations. It will include programming from arts, English, Education and youth/skills work and take a blended format of face-to-face and digital activity (performances, exhibitions, professional development programmes, art installations, co-productions, residencies and

research). The main themes are heritage and cultural tourism; with diversity and sustainable creative and knowledge economies as cross-cutting themes.

Key objectives of the seasons programme are:

- Through mutual partnerships strengthen cultural, diplomatic and trade relations between UK and Pakistan.
- Development of skills and capacity through co-creation and new market opportunities for collaboration in Culture, English and Education
- Influence perceptions change of the peoples of UK and Pakistan around shared values – enterprise, environmental, opportunity for all
- Give platform and amplify those shared values via delivery of a season programme

The work under seasons programme is foreseeing the following outcome and Impact areas:

The medium-term outcomes are:

- Professionals and artists develop their knowledge, artistic practice, skills and networks to contribute towards greater social and economic development and inclusion through collaborations with UK peers.
- More young people, especially girls, have access to programme activities improving their ability to take up opportunities, building their confidence in pursuing career pathways in cultural and creative industries and increasing their employment prospects.
- Increased access by arts and education professionals to each country's cultural markets.

The long-term expected outcomes are:

- Young people reached/developed by the Season become influencers or national leaders in Pakistan, nurturing the bilateral relationship.
- Currently disadvantaged communities in both countries are better represented in the creative and knowledge economies.
- Ongoing collaborations, commissions, investments business wins, MOUs result in positive economic impact & value to stakeholders and the UK.

The project is finally set to achieve following high-level objectives followed by outcomes:

- Young people reached/engaged by the Season become influencers or national leaders in Pakistan, nurturing the bilateral relationship.
- Improved skills and capacity through co-creation and new market opportunities for enhanced collaboration in Arts and Culture, Climate and Education
- Influence perceptions change of the peoples of UK and Pakistan around shared values – enterprise, environmental, opportunity for all
- Shared values are amplified via delivery of a season programme from February 2022 to and possibly beyond Independence Day celebrations in August 2022.

- Through mutual partnerships strengthen cultural, diplomatic and trade relations between UK and Pakistan

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: The Contract awarded will be for a duration of 1.3 years with an option for an extension for up to an additional 3 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

British Council requires services of an external consultant/firm to support in measuring the results generated by each project theme under the seasons programme during the entire course of programme. The consultant/firm is required to undertake a systematic approach to measure the results of each activity area applying innovative data collection approaches as per the nature of each project theme.

As mentioned in the programme background para (page: 02) the programme is majorly comprised of soft component areas, which are quite diverse. Therefore, we expect from the vendor to provide a more relevant specific and well fit methodology for each area. It to further mention that each of the project area is implemented by a separate implementing partner. The implementing partner will be facilitating the external firm to connect with the stakeholders and audiences for data collection

We expect a hybrid model of data collection from the vendor keeping in view the diverse nature of activity types. This reiterates that the data collection for this project could be a digital largely and face to face at some points where required.

A brief overview of the activity areas is given below:

Project Area	Short Description
Pakistan Stories	Support a new generation of female Pakistani documentary filmmakers to produce short documentaries on 75 years and the Season themes.
New Perspectives Open Call	Four grants of £25,000 each for newly commissioned works between artists in PK and UK, to be showcased as part of the Season.
Karachi Biennale (KB) – VR experience	The PK/UK Season 2022 is partnering with the Karachi Biennale 2022 to support the production, design, and delivery of a) two immersive experiential exhibitions at KB – The Terrarium and Microtone and b) collaborative workshops, with the aim of engaging and galvanizing youth towards dialogue, awareness and critique of the ways in which we live, as well as our future.

Infinity Bridge	British Council has commissioned a multidisciplinary Pakistani-British artist Osman Yousefzada, in partnership with Pakistan High Commission and the Victoria Albert Museum (V&A) to produce new works as a symbolic bridge between the two countries.
Pakistan Youth Leadership Initiative (Climate Champions)	100,000 youth leaders from across Pakistan will receive training and connect with peers in the UK to champion climate by leading on innovative solutions addressing climate change issues pertinent to PK, developing social action projects in urban and rural communities.
PoliNations – UNBOXED partnership	Edinburgh: a city-centre forest garden of magical proportions where you will be welcomed by an epic array of colour and nature. Towering architectural super-trees drink rainwater and create electricity using wind power, as the forest plays host to a vibrant and spectacular free events programme situated in an oasis of thousands of plants and flowers co-planted by the city's residents. Focused on sustainability and good practices supporting environmental challenges, this project will include residencies with PK- UK artists selected to work.
Go Digital	Provide professional engagement opportunities to the cultural sectors and to young people in Pakistan and Wales, encouraging collaboration and developing lasting partnerships in the creative sectors. These grants will support 3 projects between Pakistan and Wales.
TN/Season Open Call	The project seeks to connect Pakistani art with the UK, supported by British Council's Transforming Narratives (TN) programme. The aim is to promote artistic work produced in Pakistan through small grants to the UK, supported by a discussion and film showcasing during the TN Mela and Symposium, followed by a physical exhibition in Pakistan. Koel Gallery will support the production, design, and delivery an open call centred on the theme: 'the impact of climate change on the Mangrove Ecosystem in coastal areas Pakistan, with a view of promoting sustainable coastal development through artistic engagement with and investment in fishermen communities.'
Arts South Asia (ASAP)	Design and deliver two research and one capacity building project around contemporary art in Pakistan. ASAP will leverage expertise in Pakistan and the UK to produce knowledge vis-à-vis contemporary art forgery and archiving in museums and provide capacity building opportunities to young artists and curators in Pakistan and the UK around research-based art practices. Outputs will include largescale public facing projects across Pakistan, including archival works, exhibitions, etc.
HE Link in Culture and Heritage	Pakistani universities will develop higher education linkages with UK universities on the themes of heritage, knowledge economies and cultural tourism. 8 Pakistani university will develop links with 8 UK universities. Outputs will include updated and/or newly created curricula and training for Pakistani students and faculty to develop skills and capacity in the HE sector.
Lahore Biennale Foundation	The Lahore Biennale Foundation is partnering with the British Council to develop a Virtual Museum as a perfect confluence of history, heritage and technology, with an aim to provide individuals with a virtual space to

	<p>reconnect with their cultural heritage, whilst allowing them to collaboratively create a new understanding of their cultural context.</p> <p>The programme will be delivered through collaborative programming with partners in Pakistan and the UK.</p>
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Programme Duration

The seasons programme major chunk of work will last till August 2022. However, we would require engaging the consultant/firm till March 2023 starting from the signing of agreement, to track and evaluate the trajectory towards achievement of long-term outcomes followed by the mid-term outcomes. Therefore, the evaluator is expected to run an evaluative assessment in the post implementation period i.e., 6 months over the close out of project to assess the impact results.

Scope of the assignment

As part of the systematic approach, we expect not less than:

- A light touch baseline study of the project areas under the programme
 - Season programme has distinct project areas, which are being delivered on granting implementation approach. We require the services of professional firm to conduct a broader baseline keeping in view the country outcomes as referential points.
- Development of the customised tools of data collection (quantitative and qualitative) for project areas to capture the qualitative and quantitative results
- A detailed sampling plan and data collection plan for each of project area
- List of evidence products for each of the outcome area
- Project final evaluation approach
 - We expect the evaluator to undertake a one go approach and provide the final evaluation product inclusive of an Endline results and post implementation impact assessment results.

Expected deliverables for the evaluation

1. Inception report including Results Measurement and Data collection plan embedded with tools of data collection
2. Set of evidence products for each of the outcome area
3. Set of Significant change stories
4. Project cumulative evaluation report by March 2023

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	16 th February 2022
Deadline for clarification questions (Clarification Deadline)	21 st February 2022
British Council to respond to clarification questions	23 rd February 2022
Deadline for submission of Proposals by potential suppliers (Response Deadline)	1 st March 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 moiz.khalid@britishcouncil.org.pk 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 Zia.UrRehman@britishcouncil.org.pk 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	10%
Quality and experience	10%
Methodology and Approach	40%
Commercial.	40%

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