

## **Request for Proposal (RFP)**

**For: BR92EDU82021 - Development of country overviews on the status of English in basic education in South Asia**

**Date: 7 September 2021**

### **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 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 people 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](http://www.britishcouncil.org).

### **2 Introduction and Background to the Project / Programme**

2.1 The British Council's work in English for Education Systems (EES) aims for transformational change in English language policy and practice. We believe that better teaching and learning of English increases academic and career opportunities and enables people to participate actively in a global society. Our research and innovation with UK and international partners provide evidence of current practice and approaches as well as 'what works' in English language teaching and learning. Seeking and disseminating this evidence contributes to the development of English language teaching and learning worldwide. We support language teaching and learning in a multilingual world, helping to ensure inclusive and equitable quality language education in line with UN Sustainable Development Goal 4.

In South Asia we engage directly with hundreds of thousands of teachers and indirectly with millions of learners each year within government basic education systems. We work closely with our government

partners and national, international and UK organisations and institutions who share our goal to provide all teachers and students with access to high quality English language resources and instruction.

To facilitate this, we are commissioning a set of five individual country reports to provide an overview of how English language teaching and learning is currently situated within basic education in each context. The countries of focus are Bangladesh, India, Nepal, Pakistan and Sri Lanka.

We expect to recruit two consultants for each country report, working together as experts in this topic and geographical area. We are particularly interested in recruiting early career researchers working alongside established academics in the field, who are nationals of the countries we are focusing on based either at UK or national universities. Please see section '7. Specification' for specific details on deliverables.

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 appointed supplier will be expected to deliver the goods and/or provide services at the British Council offices in South Asia while working remotely as per agreed working hours e.g., 9:00 am to 5:00 pm from Monday to Friday or mutually agreed otherwise.

3.1.3 Duration: The Contract awarded will be for a period of 5 months (1 November 2021 – 31 March 2022) for a maximum of 10 days / consultant during that time period (see section 7.3).

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 Response) 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 Response) 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](mailto:Pkmarketplace@britishcouncil.org.pk) or by post to: The British Council c/o British Deputy High Commission, Shahra-e-Iran Clifton, Karachi.

## **7 Specification**

This section spells out the scope for this assignment including the range of activities that the supplier is expected to deliver, the qualifications and expertise required of the supplier and the expected timeline for the task.

### **7.1 Assignment background, objectives and outputs**

South Asia is home to around 25.5 per cent of the global population, with 36 per cent aged under 18.

Much of the region is challenged by under-performing education systems, political and social insecurities and areas of conflict, while at the same time economies are growing rapidly. English is widely seen as the language of social mobility, educational opportunity, employability, global business and dialogue. However, levels of language proficiency vary widely and policies supporting the teaching and learning of English are mixed – as is their implementation.

As outlined above, this consultancy will contribute to our overall objective of enabling the British Council and UK sector leads to provide appropriate support to national education ministries and regional bodies in the pursuit of improvements to the teaching, learning and assessment of English in formal basic education across South Asia.

The expected output of this consultancy is a set of five individual country reports providing an overview of how English language teaching and learning is currently situated within basic education in each context. The countries of focus are Bangladesh, India, Nepal, Pakistan and Sri Lanka. The resulting reports will be

shared externally to provide up to date contextual information on the status of English language teaching and learning in South Asia. They will also be used to identify where there are potential gaps in policy or implementation, leading to discussions on how these might be addressed and possible future collaborations. We also intend to use these reports as a qualitative baseline, with plans to conduct a similar exercise reviewing the status of English in basic education after a 10-year period.

### 7.2 Key audiences and report users

The audience and users of the resulting reports will be a mixture of internal and external stakeholders and could include:

- International/regional government/development agencies (e.g. UNESCO, FCDO, EU, SAARC)
- Ministries of Education
- National research institutions and think tanks
- Regional and national digital/online platforms/providers
- National/local HE/research institutions
- Academics, practitioners, researchers
- National ELT / Teacher Associations
- Provincial/Local education authorities
- Teachers and Teacher Educators
- UK DIT
- UK ELT and EdTech sector
- UK bodies e.g. University UK, English UK, Chartered College of Teaching, IATEFL
- Potential UK HE / ELT sector partners

### 7.3 Deliverables

We anticipate that each report will be a maximum of 30 pages (including references) and that each will follow a standardised template, to be agreed with the recruited consultants. We expect to recruit two consultants for each country report, each of whom are experts in this topic and geographical area. We are particularly interested in recruiting early career researchers working alongside established academics in the field, who are nationals of the countries we are focusing on based either at UK or national universities. We therefore request that proposals are submitted from pairs of consultants who will work together to complete the report. At least one person in each pair must be from the country which they are choosing to focus on. We will also accept proposals from groups of consultants who are interested in working on more than one country report, providing there are nationals of each country they propose to focus on within the team.

The group of selected consultants (anticipated to be two per country, so therefore a total of 10 consultants) will agree together their approach to research and the structure of their reports as a preliminary activity, based on a number of guiding questions set by the British Council team.

Consultants will be expected to complete the following deliverables within the timeline outlined below:

<b>Deliverable</b>	<b>Estimated no. of days / consultant</b>	<b>Expected deadline</b>
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Prepare for and attend an initial meeting to discuss and agree aspects of methodology and a standardised structure (based on guiding questions provided by the British Council – see Annex 4)	0.5	w/b 1 November 2021
Finalise a brief work plan to be submitted within one week from the initial meeting	0.5	w/b 8 November 2021
Conduct desk research and ensure references are clearly indicated in the report	3	8 November – 19 November 2021
Write and submit the draft report	3	30 November 2021
Peer review a report produced by another country team	0.5	10 December 2021
Produce the final report, incorporating feedback received from the peer review process and the British Council team	2	20 December 2021
Review design proofs to check for content errors	0.25	February 2022
Contribute to the dissemination of the final reports	0.25	March 2022

Total number of consultancy days / consultant: 10 days

Please note that as we assume two consultants will work together on each report, in total for each report there will be 20 consultancy days.

The value of the contract for each country report will not exceed GBP 7000.

All consultants will be asked to sign a declaration stating that the resulting report contains no copyright infringements and is the original work of the consultants contracted.

#### 7.4 Consultancy management

The work of this assignment will be guided by the British Council's South Asia EES team. This team is responsible for managing the process of this research, which includes but is not limited to:

- Providing a direct point of contact for each consultancy team
- Setting up initial meetings with the group of consultants and gaining consensus on report structure and focus
- Provided a standardised template for the reports based on this consensus
- Facilitating the peer review process



- Providing feedback on submitted reports
- Editing, proofreading and design of the reports
- Developing and implementing the dissemination plan for these reports

## **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.

The mandatory requirements for this consultancy are summarised as follows:

- Supplier must confirm that they are able to complete the deliverables according to the timeline set out in Section 7 'Specification'
- Suppliers must clearly specify which country / countries they aim to focus on for this consultancy
- Submitted proposals must be from teams of at least two consultants working together. At least one of these consultants must be from the country / countries they propose to focus on
- Roles for each team member must be clearly defined in the 'approach to the consultancy' section of the 'Supplier response'

## **9 Qualification Requirements**

9.1 As part of your tender response, you must provide all information required in supplier proposal. A failure to submit all information shall entitle the British Council to reject a tender response in full.

9.2 This Call for proposals is open to organisations and institutions located in the five countries of study (Bangladesh, India, Nepal, Pakistan and Sri Lanka) or the UK. The supplier should propose a team (minimum of two consultants) which can undertake the tasks mentioned above. It is envisaged that the assignment will be undertaken by experts suitably qualified and experienced in educational research and analysis.

9.3 Consultant teams are expected to have:

- Detailed knowledge and understanding of the basic education context in the country / countries of study
- Detailed knowledge and understanding of language policy and implementation of the chosen country / countries

- Detailed knowledge and understanding of issues relating to the high-quality provision of English Language Teaching, Learning and Assessment in basic education
- Experience working with international organisations undertaking desk research in relation to language education and track record of conducting similar research projects and reports
- Excellent writing skills
- A proven ability to work constructively as part of a team in a cross-cultural context.

The British Council particularly encourages partnerships between UK and South Asian consultants / institutions in the development of these research teams.

9.4 Prospective suppliers are required to submit **RFP Responses** which contain the following 3 documents to [Education.SouthAsia@britishcouncil.org](mailto:Education.SouthAsia@britishcouncil.org) with the subject line ‘Country overviews – English in South Asia’

- Technical proposal, specifying their understanding of and approach to the brief, proposed methodology and roles of the team members (max 3 pages – using Annex 2 ‘Supplier Response’ template).
- Commercial proposal, detailing daily fee rates (using Annex 3 ‘Pricing Approach’ template).
- Full CVs of all team members in English, including details of previous relevant experience.

## 10 Key background documents

10.1 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.

## 11 Timescales

11.1 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	10 September 2021
Deadline for clarification questions ( <b>Clarification Deadline</b> )	21 September 2021
British Council to respond to clarification questions	24 September 2021
Deadline for submission of Proposals by potential suppliers ( <b>Response Deadline</b> )	<b>15 October 2021</b>
Final Decision	20 October 2021
Contract concluded with winning suppliers	26 October 2021
Contract start date	1 November 2021

## 12 Instructions for Responding

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

12.2 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.

## 13 Clarification Requests

13.1 All clarification requests should be submitted to [Education.SouthAsia@britishcouncil.org](mailto:Education.SouthAsia@britishcouncil.org) by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests and will respond if the question is appropriate and received before the Clarification Deadline.

13.2 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.

13.3 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.

13.4 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.

## 14 Evaluation Criteria

14.1 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. Tender 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 they will have their Proposal evaluated in accordance with the evaluation methodology set out below.

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

Criteria	Weighting
Social value	10%
Academic qualifications and experience / track record of team as a whole	40%
Methodology and approach	25%
Commercial	25%

14.3 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	<b>Excellent</b> – 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	<b>Good</b> – 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	<b>Adequate</b> – 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	<b>Poor</b> – 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	<b>Unacceptable</b> – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

14.4 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. 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.

14.5 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.

14.6 The Winning Proposal(s) - The winning Proposals shall be the Proposal for each country 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**

**Annex 3 – Pricing Approach**

**Annex 4 – Guiding questions for the country overview reports**