

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

**For: Learning Path for women in Science and Technology through innovation and entrepreneurship**

*Design, development and production of learning materials and content for Learning Path*

**Date:** 19 October 2020

### **1. Overview of the British Council**

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

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

1.3 The British Council employs over 10,500 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh. Further information can be viewed at [www.britishcouncil.org](http://www.britishcouncil.org).

1.4 Associação Conselho Britânico is a non-profit organization and it is a subsidiary of the British Council in Brazil, the UK's international organization for cultural relations and educational opportunities. We promote cooperation between the UK and Brazil in the areas of English language, arts, society and education. Further information can be viewed at: <https://www.britishcouncil.org.br/>

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

2.1 The Women in Science and DICE (Developing Inclusive Creative Economies) programmes are working collaboratively on a new training programme for the development of leadership and soft skills for women (scientists and entrepreneurs), to be delivered in Brazil.

Developing Inclusive and Creative Economies (DICE) is a programme that takes a holistic approach to addressing entrenched issues of economic and social exclusion. Launched in March 2018, DICE

supports a growing network of individuals, enterprises, and institutions in exploring how creativity, generosity, unconscious bias, vulnerability and human connection affect how we, as humans, can best nurture our curiosity, creativity, communities, enterprises, policies, ideas and the environments in which we live.

In recognising the complexity of our problems, and by working across borders, sectors, silos, networks, and generations, we hope that DICE can contribute to eradicating barriers to economic opportunity for all. DICE takes an 'ecosystem' approach to nurturing economic inclusion, with a focus on women, girls and gender more broadly defined, young people, disabled people and other economically and societally excluded groups.

The Women in Science programme is led by the British Council Brazil since 2018. In 2020, the programme became regional, including Mexico and Peru on its first expansion stage, and Argentina, Colombia and Chile on a later stage. The programme aims to promote a more diverse and gender-representative science. We do this by facilitating stronger links between women scientists and science institutions from Latin America and the UK; building capacities at the individual and institutional levels to influence behaviors and policies on the STEM, gender and leadership agendas; and by addressing three critical dimensions of: *inspiration*, *performance* and *recognition*, through capacity building workshops, study missions, mentoring sessions and policy dialogues. We work on the basis of a multi-stakeholder approach and aim to consolidate the UK-AMERICAS Women in Science Association by 2020

Under this new initiative, we are aiming to bring together these two programmes in order to benefit from the synergies and enhanced impact that can be gained from increased collaboration in a capacity building initiative focused on women, technology and entrepreneurship, herein called *Learning Path*. The training aims to reach **women** (anyone who identifies themselves as a woman), who are early career researchers and/or entrepreneurs from (but not exclusive) priority groups: black, indigenous, LGBTQ+ and people with disabilities.

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>).

3.1.1 The contracting authority will be the **Associação Conselho Britânico**, herein called **ACB**, which is a subsidiary of the British Council in Brazil.

3.1.2 Delivery location for goods and/or services: the British Council offices in Brazil

3.1.3 The available budget cap for the delivery of this service is up to **R\$ 250.000,00** (two hundred and fifty thousand Brazilian reais) *including taxes*.

3.1.4 Duration: From signature date until 31 March 2021.

3.1.5 Contractual terms: As set out at Annex [1] [**Guidance Note: 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>). The list of relevant policies includes (but it is not limited to): Anti-Fraud and Corruption, Child Protection Policy, Equality, Diversity and Inclusion Policy, Fair Trading, Health and Safety Policy, Environmental Policy, Records Management, and Privacy.

## 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 60 (sixty) days from the Response Deadline. A Proposal not valid for this period may be rejected by the British Council.

## **6. Payment and Invoicing**

6.1 The Associação Conselho Britânico, subsidiary of the British Council will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the Associação Conselho Britânico 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 Associação Conselho Britânico include:

- A description of the good/services supplied is included.

- The Associação Conselho Britânico Purchase Order number is included.
- It is sent electronically via email in PDF format to [heloisa.fimiani@britishcouncil.org](mailto:heloisa.fimiani@britishcouncil.org) and [fernanda.rebelato@britishcouncil.org](mailto:fernanda.rebelato@britishcouncil.org)

6.2. For the services rendered, the contractor must send the Boletão(s) accompanied by the respective fiscal note(s) (*notas fiscais*) according to the payment schedule to be defined in the contract for e-mails [heloisa.fimiani@britishcouncil.org](mailto:heloisa.fimiani@britishcouncil.org) and [fernanda.rebelato@britishcouncil.org](mailto:fernanda.rebelato@britishcouncil.org)

6.3. All taxes, fees and contributions, according to the legislation due to the effective fulfilment of the object of the present proposal, will be owed by the respective taxpayers, thus defined according to the current legislation, being due to each Party the fulfilment of its tax obligation, including any withholding tax, if this is the law.

6.4. The payment (s) of the services will be made in **30 (thirty) days** after the invoice is issued.

6.5. For contractors contracted outside the Municipality of São Paulo without registration in the City of São Paulo, there will be retention of ISS, according to current law.

6.6. When applicable, taxes such as: IR, PIS / COFINS or other taxes, taxes and applicable contributions will be withheld according to the tax legislation.

## 7. Specification

7.1 Associação Conselho Britânico (British Council Brazil) is searching for a supplier that will be responsible for designing, developing and producing the content and learning materials of the above-mentioned *Learning Path*. The supplier is encouraged to establish a partnership with a UK supplier/institution/organisation in order to co-create the methodology and tools. Note that this training is a B2B product wherein the supplier will design content and materials for the British Council. The British Council, on a later stage, will offer such courses to local Brazilian organisations and institutions. Selected institutions and organisations, in turn, will be responsible for selecting the final beneficiaries.

7.2 The supplier must clearly demonstrate:

- previous record on training and courses developed in the areas of soft skills and professional development;
- methodology;
- replicability, as the training will be applied for different audiences (e.g. scientists and entrepreneurs);
- customization and adaptability of the modules to overall, but also considering specific Brazilian realities;
- previous work/knowledge on the area of gender, minorities and/or underrepresented groups.

7.3 The *Learning path* is structured as follows:

- 7.3.1 FOUNDATION (COMPULSORY)

Module I: Self-knowledge (4 hours)

- This first foundation module is compulsory for all participants. In this module participants will engage in a self-knowledge journey where they will discover and define their main skills and abilities, such as leadership and management. Self-knowledge for leadership - generates alignment, strength and allows overcoming structural limits. The content and skills developed in this module is to be used and applied throughout the following modules of the training path

Module II: Leadership development and Mentorship skills (4 hours)

- This second foundation module is also compulsory for all participants. In this module participants will work on *leadership development* (tools and strategies for the development of social and relational intelligence) and *mentorship skills* (ability to motivate, advise, direct, train, support and design goals)

- 7.3.2 ADDITIONAL MODULES

Module III: Communication and Storytelling (4 hours)

Building strategic communication and refining storytelling to reach target audiences and meet goals

Module IV: Strategy, Partnerships and Network Building (4hours)

- Develop the ability to think strategically around partnerships, communications and networking.

Module V: Conflict and Relationship Management (4 hours)

- Better understanding of the relationships to foster and how to manage conflicts.

Module VI: Creative and Design Thinking (4 hours)

- Developing tools to establish creative processes to problem solving, including Human-centred design (Design Thinking)
- Inspiration Phase - learn directly from the people you're designing for as you immerse yourself in their lives and come to deeply understand their needs.
- Ideation Phase - make sense of what was learned, identify opportunities for design, and prototype possible solutions.
- Implementation - bring a solution to life, and eventually, to market.

Module VII: Access to markets and funding (4 hours)

- Market research and network building skills
- Identification of funding and entrepreneurial opportunities
- Marketing and communication

Module VIII: Digital Working (4hours)

- Adapting and planning for digital working. Tools aimed at the digital scenario:
- Project design, development and management
- Network building and communication
- Business and market skills



7.4 Each module must have a duration of **4 hours**;

7.5 All content and materials must be **100% digital** (delivery) and incorporate both synchronous and asynchronous activities.

7.6 All content and materials must be in Portuguese (Brazil)

7.7 Target audience (final beneficiaries): women in technology, scientist women and women entrepreneurs who work with science-based innovation and creative technology in different career levels, all over Brazil.

7.8 The Brazilian supplier is highly encouraged to establish partnerships with UK organisations and/or suppliers in order to develop methodology and/or any other component of the training.

7.9 The Proposal must contain all the items described above and must not exceed the value of **R\$ 250.000,00** (two hundred and fifty thousand Brazilian reais) *including taxes*.

7.10 ACB will be responsible for contracting the digital platform where the courses and modules will be offered

Note that this training is a B2B product wherein the British Council will offer the courses to Institutions and/or Organisations selected through an Open Call. Selected institutions and organisations, in turn, will be responsible for selecting the final beneficiaries.

**Associação Conselho Britânico**, British Council Brazil, will own the intellectual property in the materials and contents developed.

## 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
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RFP Issued to bidding suppliers	19 October 2020
Deadline for clarification questions ( <b>Clarification Deadline</b> )	30 October 2020 until 2pm Brasilia time
<b>Associação Conselho Britânico</b> to respond to clarification questions	From 19 to 30 October 2020
Deadline for submission of Proposals by potential suppliers ( <b>Response Deadline</b> )	06 November 2020 - 5pm BRT
Final Decision	10 November 2020
Contract concluded with winning supplier	30 November 2020
Contract start date	01 December 2020
Delivery of the Work Plan and methodology	10 December 2020
Content preview delivery	15 January 2021
Delivery of initial materials	29 January 2021
Review of materials by British Council team	12 February 2021
Delivery of finalised content	15 March 2021

## 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 [3] (Supplier Proposal) to this RFP. All documents required as part of your Proposal should be submitted to [heloisa.fimiani@britishcouncil.org](mailto:heloisa.fimiani@britishcouncil.org) and [fernanda.rebelato@britishcouncil.org](mailto:fernanda.rebelato@britishcouncil.org) by the Response Deadline, as set out in the Timescales section of this RFP.

11.2 The following requirements should be complied with when submitting your Proposal in response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late Proposals may be rejected by the British Council.
- Do not submit any additional supporting documentation with your Proposal except where specifically requested to do so. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the British Council).
- All attachments/supporting documentation should be provided separately to your main Proposal document, clearly labelled and cross-referenced to the Proposal as relevant.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your Proposal.
- Unless otherwise stated as part of this RFP or its Annexes, all Proposals should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.

- Where supporting evidence is requested as 'or equivalent' you must demonstrate such equivalence as part of your Proposal.
- Any deliberate alteration of a British Council requirement as part of your Proposal will invalidate your Proposal to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your Proposal to the RFP requirements and pricing will be incorporated into the Contract, as appropriate.

## 12 Clarification Requests

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

12.2 Any clarification requests should clearly reference the appropriate paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.

12.3 The British Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the British Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

12.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their Proposal or other information they may have provided. Should you not provide supplementary information or clarifications to the British Council by any deadline notified to you, your Proposal may be rejected in full and you may be disqualified from this Procurement Process.

## 13 Evaluation Criteria

13.1 You will have your Proposal evaluated as set out below:

**Stage 1:** Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 8 met will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.



**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
Knowledge of topics around gender equality on Science and Technology	20%
Methodology and Approach	30%
Track record on development of training materials and skills development	30%
Pricing Approach (commercial conditions)	20%

13.3 Scoring Model – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than Commercial using the following scoring model:

Points	Interpretation
10	<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.

<b>3</b>	<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.
<b>0</b>	<b>Unacceptable</b> – 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 [4] (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 EU procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest “Overall Price”. Other Proposals will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

13.5 Moderation and application of weightings – The evaluation panel appointed for this Procurement Process will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall Proposal score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

13.6 The Winning Proposal(s) - The winning Proposal shall be the Proposal scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information) obtained by the Authority relating to any self-certification or other requirements referred to at any time in this Procurement Process.

**List of Annexes forming part of this RFP (issued as separate documents):**

**Annex 1 – Terms and Conditions of Contract**

**Annex 2 – Qualification Questionnaire**

**Annex 3 – Supplier Proposal**

**Annex 4 – Pricing Approach**