

Request for Proposal (RFP)

For: Part-time Academic Consultant English Programmes, Korea

Start date: 1 December 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 Through the British Council's global English Programmes work we aim to support our partners worldwide provide more inclusive, quality teaching, learning and assessment of English, leading to better opportunities for young people so that they can develop their careers, confidence and networks in a multilingual world.

We do this across the globe through several activities, including

- Developing partnerships between national and state/provincial education authorities and UK expertise to design and deliver English language teaching projects, incorporating research and

insight, stakeholder engagement, teacher development, and developing curriculum resources and assessment in basic education.

- Supporting research partnerships and stakeholder engagement between the UK and local Higher Education sectors focused on English Medium Instruction in Higher Education.
- Supporting individual teachers and teacher educators of English with access to quality resources, communities and online professional development through our English Connects global programme, primarily mediated through the global TeachingEnglish platform but with some local and region-specific initiatives where appropriate.
- Supporting learners of English through provision of print and broadcast resources via government partners.
- Programmes that support local organisations, governments and ministries innovate and improve the quality of English language teaching, learning, and assessment in specific contexts, in conjunction with UK expertise.

Across projects and programmes, we aim to adopt an inclusive use of educational technology to extend reach, participation and impact, while opening opportunities for the UK sector.

2.2 The Request for Proposal (RFP) outlined below will focus solely on the British Council's English Connects global programme area and related activities and research will be connected to this.

In the interests of clarification, English Connects is:

*a technology-enabled, **open-access** programme available to **individual** teachers and teacher educators of English worldwide and delivered through our global TeachingEnglish platforms and regional, country and partner platforms.*

It provides **professional development** opportunities, resources, peer support and networking for a global community of English language teaching professionals and practitioners.

The English Connects core offer is primarily delivered through the TeachingEnglish ecosystem (Incl. [website](#) and social media), however delivery modes and offers may differ based on context and a need for localised approaches.

There are essentially five elements to the global English Connects offer

1. **Timebound learning content** – such as [TeachingEnglish Training](#) MOOCs (Massive Open Online Courses)
2. **Online networking events** – such as webinars and special events.
3. **Online resources** – such as downloadable articles, lesson plans, and publications
4. **Collaborative exchange through community membership** – such as the British Council Teacher Educator Community of Practice
5. **News** – such as the [newsletter](#) for teachers

The part-time academic Consultant's main role will be in planning, supporting and delivering localised English Connects events and campaigns that support English language teachers in the Korean context. Events will primarily be facilitated through digital platforms.

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**”). See section 7 for specific details of the role that should inform the supplier response.

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 Korea.

3.1.3 The Contract awarded will be for the duration of approximately 4 months, from 1 December to 31 March, with the possibility of renewal in the new financial year.

3.1.4 Contractual terms: As set out at Annex [1] [Agreement for the purchase of professional or consultancy services (short form)] (“**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. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. If you plan to submit a bid as a Sole Trader or Personal Service Company please contact Sharon.wang@britishcouncil.org.cn for a copy of the specific terms. 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 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 BC.Invoices@britishcouncil.org or by post to:
The British Council, Corporate Services – UK Hub Team, 1 Redman Place, Stratford, London E20 1JQ

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

The British Council wishes to procure 38 days of Academic Consultancy to support English Connects activities for English teachers in Korea between 1 December 2022 and 31 March 2023. The Consultant will have expertise and experience in planning and delivering training for English language teaching projects and experience of project implementation and monitoring and evaluation in the Korean ELT context.

There is currently no dedicated English Programmes team in Korea, so the Consultant is expected to have local ELT knowledge and be familiar with the Korean ELT sector, particularly around basic education. The Consultant will be required to both work independently and closely with the China Head of English Programmes and other relevant local and regional staff.

7.2 Deliverables

The Consultancy is initially for up to 38 days over 4 months between 1 December 2022 and 31 March 2023, with the possibility of extension into the 2023-2024 financial year.

Activity	Number of days
Review existing research (provided by the British Council) around primary and secondary Korean teachers' needs and interests	2
Review the available TeachingEnglish resources, particularly lesson plans and videos, and suggest a selection of relevant materials that might be appealing to and meet Korean teachers' needs/interests as identified in relevant research	10
Map the selected TeachingEnglish resources against local curricula and approved textbook content used in basic education (TBC) in a disseminable format that makes it easy for primary and secondary Korean teachers to access and utilise.	10
Design and present a proposal to disseminate the mapped resources, including 5 webinars aiming to reach live audiences of >5000	1
Develop the presentation slides, notes and instructions for the 5 webinars, which will be known as a 'Teachers' Takeaway Series'	5
Identify and make agreements with a national partner and/or regional partners to act as multipliers to reach as wide a network of teachers as possible (for example, English language teacher associations, regional education authorities)	2
Create tasks to accompany each webinar and webinar recordings on a locally accessible hosting platform i.e., pre- and post- event tasks	2.5
Create bilingual texts, articles, and other resources to be used for marketing purposes, to promote the selected TeachingEnglish resources and planned webinars	3
Deliver the 5 webinars by 31 March 2023	2.5
Total days	38

Flexible work mode (remote)

The successful candidate must be willing to work to flexible hours. This will likely include being available within normal working hours in Korea for events and meetings where required.

7.3 Budget

The budget for 38 days between 1 December 2022 and 31 March 2023 shall not exceed GBP 15,000 (fifteen thousand pounds sterling).

The daily rate submitted with the proposal will be all inclusive, with no additional fees payable.

7.4 Transferred deliverables

All documents and other materials produced as a result of this assignment, including but not limited to strategies, reports, application forms, report forms etc. are Transferred Deliverables and ownership of Intellectual Property Rights is to be assigned to the British Council without exception.

7.5 Reporting arrangements

The consultant will report to kathleen.zhong@britishcouncil.org.cn and will be required to provide feedback on the progression of deliverables, and receive input where required.

7.6. Materials provided

The academic consultant will be given access to internal documents and British Council colleagues across the region for more contextual background. Please refer to Annex 3 of the latest research report of 'The continuing professional development experiences and needs of English language teachers in China, Japan and Korea'.

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.

8.2 Criteria and Skills for Part-time Korea English Programmes English Connects Consultant

Essential

- Knowledge and experience of the Korean ELT sector, in particular basic education.
- A minimum of 2 years teacher training experience.
- Experience of online or digital training or event delivery.
- Experience of managing teacher education content development projects and/or advising on ELT projects, preferably within the context of Korea.
- Understanding of how to establish and apply evidence-based principles to the design of effective continuing professional development activities and events

Desirable

- Knowledge of available [TeachingEnglish](#) resources.
- Experience and track record of designing and delivering professional development programmes in national education systems at primary or secondary level, including with substantial use of educational technology, ideally within the context of Korea.
- Knowledge and experience of monitoring, evaluation and learning processes (including design)

8.3 Prospective suppliers are required to submit **RFP Responses** which contain the following 2 documents to Sharon.wang@britishcouncil.org.cn and CCing Kathleen.zhong@britishcouncil.org.cn with subject line “**Part-time Academic Consultant English Programmes, Korea**”

- You must provide all information required in supplier proposal, using annex [2]
- Full CV(s) in English, including accounts of previous relevant experience.

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	24 October 2022
Deadline for clarification questions (Clarification Deadline)	4 November 2022
British Council to respond to clarification questions	9 November 2022
Deadline for submission of Proposals by potential suppliers (Response Deadline)	14 November 2022
Final Decision	18 November 2022

Contract concluded with winning supplier	28 November 2022
Contract start date	1 December 2022

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 Sharon.wang@britishcouncil.org.cn and CCing Kathleen.zhong@britishcouncil.org.cn, 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 Sharon.wang@britishcouncil.org.cn and CCing Kathleen.zhong@britishcouncil.org.cn 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 advantageous proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
<p>Social Value</p> <p>Please outline how the project/goods or services support educational attainment relevant to the contract.</p> <p>Supplier Note: Please refer to Procurement Policy Note (PPN) 06/20 before completing this criterion (PPN 06/20 Social Value)</p>	10%
<p>Experience and Knowledge</p> <p>Please outline your:</p>	30%

<ul style="list-style-type: none"> • knowledge and experience of the Korean ELT sector, particularly basic education • teacher training experience • experience of online or digital training or event delivery • experience of managing teacher education content development projects and/or advising on ELT projects, preferably within the context of Korea. 	
<p>Methodology and Approach</p> <p>Please outline the approach you would take to:</p> <ul style="list-style-type: none"> • selecting relevant TeachingEnglish resources and mapping them against local curricula and textbook content in a way which makes it easy for primary and secondary Korean teachers to access and utilise • making agreements with a national partner and/or regional partners to act as multipliers to reach as wider network of teachers as possible (for example, English language teacher associations, regional education authorities) • creating tasks to accompany the webinar and webinar recordings on a video channel. 	30%
<p>Commercial</p> <p>Please provide your daily rate (excluding VAT)</p>	30%

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

Points	Interpretation
10	Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested.

5	Adequate – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.
3	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

13.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex [3] (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may reject the full Proposal at this point. The British Council may also reject any Proposal where the Overall Price for the goods and/or services is considered by the British Council to be abnormally low following the relevant processes set out under the procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest “Overall Price”. Other Proposals will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

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

13.6 The Winning Proposal(s) - The winning tender response shall be the tender response 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 or references relating to any Qualification Question responses) obtained by the Authority relating to any self-certification or other requirements referred to in the Qualification Questionnaire (*if used*). If any verification evidence requested from a supplier, or a relevant third party as may be referred to by the supplier in the

Qualification Questionnaire (*if used*) as a party prepared to provide such information, is not provided in accordance with any timescales specified by the British Council and/or any evidence reviewed by the British Council (whose decision shall be final) does not demonstrate compliance with any such requirement, the British Council may reject that tender response in full and disqualify the potential winning supplier from the Procurement Process at that point.

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

Annex 1 – Agreement for the purchase of professional or consultancy services (short form)

Annex 2 – Supplier Proposal

Annex 3 - The continuing professional development experiences and needs of English language teachers in China, Japan and Korea