

Request for Proposal (RFP)

For: Research on Best Practices for Creative and Cultural Districts: Case Studies from the UK and Thailand

Date: 31 August 2022

1 Overview of the British Council

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

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

1.3 We work on the ground in more than 100 countries. In 2019-20 we connected with 80 million people directly and with 791 million overall, including online and through our broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body. Further information can be viewed at www.britishcouncil.org.

2 Introduction and Background to the Project / Programme

2.1 The British Council's creative economy work in Thailand

The British Council in Thailand has been working to support the development of creative economy in Thailand since 2018 through its Creative Hubs for Good programme, following the Thai Government's 4.0 policy, which highlighted the creative economy as a key driver to get Thailand out of the middle-income trap by promoting innovation and creativity in all sectors. This policy sparked a lot of changes in Thailand especially in terms of government and private investments in innovation and creativity agendas. With the founding of the Creative Economy Agency in 2018 as a key government agency in charge of creative economy development, an emphasis has been placed on creative districts as catalysts for social and

economic changes. This period saw a rise in the number of creative hubs in Thailand working to tackle arts, social, and environmental issues as well as playing a crucial part in the development of cities and creative districts, as demonstrated in the research reports commissioned by the British Council Thailand entitled [Creative Hubs Mapping: Bangkok](#) (2018), [Creative and Cultural Districts in Thailand](#) (2019), and [Social Impacts of Creative Hubs in Thailand](#) (2022). The COVID-19 pandemic further emphasises the roles creative hubs play in driving local economy, community resilience, community cohesion as well as wellbeing. In late 2020, The British Council ran a [social innovation hackathon on Creative Placemaking](#) in a historic district of Bangkok, participated by four creative hubs from Thailand and two from the UK. The hackathon resulted in a project called [Nang Loeng Sky Tapestry](#) (2022), which is a community-based creative plastic upcycling project led by a local creative hub to solve the single plastic waste issue in the community and to generate income to the local people. The British Council has also supported local initiatives contributing to the development of creative cities and districts in various cities in Thailand, including Chiang Mai, Songkhla, Phrae, Sakon Nakhon, and Suphanburi, by working with local creative hubs and government partners.

Going forward, the British Council will be partnering with the Creative Economy Agency to promote the development of creative districts in Thailand to increase level of engagement and support towards creative districts and hubs, and promote a wider recognition of the value of the creative industries by communities, enabling high degree of influence on urban, city, local government and national policies.

2.2 Creative Districts in Thailand

The Creative Economy Agency has recognised that the development of creative cities and districts is an important mechanism for increasing economic competitiveness at city level, which will further drive the country's creative economy. As a result, the Creative Economy Agency has established the [Creative City Development](#) programme, which focuses on developing area-based creative economy, creative people, and creative industries, in order to create social, cultural, and economic impacts in those areas. To date, there are more than 30 districts across Thailand selected to be part of the Thailand Creative District Network. In these districts, the Creative Economy Agency works with local government agencies, such as municipalities and provincial administration organisations (PAOs), as well as academic institutions, corporates, and individual creative hubs and networks to develop the local creative economy for sustainable impacts and wellbeing of the local population. The collaborative network enables the sharing of knowledge between the creative districts, which drives these districts towards becoming global creative cities. The Creative Economy Agency has, in process, developed a Creative District Index and a Creative District Toolkit to support districts and cities in developing their creative economy.

Approaching the 5th year since the establishment of the Thailand Creative Districts Network, the Creative Economy Agency aims to focus on the sustainability and the management of the creative districts in order to ensure longer-term socio-cultural and economic impacts. It seeks to understand how impacts generated by creative districts can be effectively measured, and looks for the best mechanisms and models which allow the districts to continue to grow and the impacts to be sustained by the local communities.

2.3 Research on Best Practices for Creative and Cultural Districts: Case Studies from the UK and Thailand

Within the framework outlined above and building on existing work, the opportunity is for UK experts to research on creative and cultural districts in the UK and Thailand to synergise the knowledge and the experience gained from creative and cultural districts in both the UK and Thailand with an aim to establish best-practice models for sustainable communities and creative economy development, with examples from the two countries. The research findings will be utilised to develop a two-year programme for the development of creative districts in Thailand which will effect policy change at the local and national level. The key Thai partner in this research project will be the Creative Economy Agency.

The total budget of the project is **£10,000 GBP** plus VAT. This includes all expenses, report design and e-publishing.

The outputs of this research programme are as follows:

- An overview of creative and cultural districts in the UK and Thailand – their typologies, functions, operating, funding, and monitoring and evaluation models, socio-economic and cultural impacts with detailed case studies and strategic assessments of 3-4 districts in each country, with an EDI (Equality, Diversity, Inclusion) perspective
- An assessment and modelling of best practices in terms of management and public participation for sustainable creative and cultural districts, where the impacts can be best sustained by the local communities and stakeholders
- A section exploring creative and cultural districts for women and marginalised groups. The section should include an overview on how these creative and cultural districts have benefitted and are accessible by women and marginalised communities such as people with disability, LGBTQIA+, people from underprivileged backgrounds, and ethnic or religious minorities.
- A set of policy recommendations for the local governments on how to support the development of the cultural and creative industries in Thailand, which includes a guidance on future programme of activities (such as training, research, study visits, public facing events) to be carried out by the local governments
- Presentation of research findings and a networking session for UK and Thai professionals working in/for the relevant creative and cultural districts

The service is to be delivered within the given deadlines.

Activity	Date
Contract start date	17 October 2022
Submission of the 1st draft/ interim report	17 January 2023
Submission of the final draft for comments	17 February 2023
Submission of the final research report	24 February 2023

2.3 The purpose and scope of this RFP and supporting documents is to explain in further detail the requirements of the British Council and the process for submitting a proposal in response to this RFP (“**Proposal**”).

3 Proposal Conditions and Contractual Requirements

This section of the RFP sets out the British Council’s contracting requirements, general policy requirements, and the general conditions relating to this procurement process (“**Procurement Process**”).

3.1 Contracting requirements

3.1.1 Contracting authority: the British Council which includes any other companies and organisations that control or are controlled by the British Council from time to time (see: <http://www.britishcouncil.org/organisation/structure/status>).

3.1.2 Delivery location for goods and/or services: the British Council offices in **Bangkok, Thailand**.

3.1.3 Duration: 4 months (17 October 2022 – 17 February 2023) with an option for an extension for up to an additional 15 days.

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. 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 Patcharawee Tunprawat at email: patcharawee.tunprawat@britishcouncil.or.th 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 you will ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>).

3.3 General Proposal conditions (“Proposal Conditions”)

3.3.1 Application of these Proposal Conditions – In participating in this Procurement Process and/or by submitting a Proposal it will be implied that you accept and will be bound by all the provisions of this RFP and its Annexes. Accordingly, Proposals should be made on the basis of and strictly in accordance with the requirements of this RFP.

3.3.2 Third party verifications – Your Proposal is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided, and the analysis of your Proposal being undertaken by one or more third parties commissioned by the British Council for such purposes.

3.3.3 Information provided to potential suppliers – Information that is supplied as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue. No liability (save for fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.

3.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. The clarification process set out in paragraph 12 should be used for any queries in relation to this Procurement Process.

3.3.5 Amendments to the RFP – At any time prior to the Response Deadline, the British Council may amend the RFP and if appropriate, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of Proposal – Any goods and/or services offered should be on the basis of and strictly in accordance with the RFP (including, without limitation, any specification of the British Council’s requirements, these Proposal Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

3.3.7 Compliance with the terms of the Contract – The successful supplier must comply with the Contract as set out in Annex [1] without any amendment (save as described in paragraph 3.1.4).

3.3.8 Format of Proposal – Proposals must comprise the relevant documents as detailed by the British Council in Annex [2] (Supplier Proposal) completed in accordance with relevant all instructions. Any

documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.

3.3.9 Modifications to Proposals once submitted – You may modify your Proposal prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a completely new Proposal in accordance with Annex [2] (Supplier Proposal) and these Proposal Conditions.

3.3.10 Disqualification – If you breach these Proposal Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this RFP, and/or in any supporting documents, entitling the British Council to reject a Proposal apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process or fix or set the price for goods or services;
- to enter into an arrangement with any other party that such party shall refrain from submitting a Proposal;
- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
- to collude in any other way;
- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- to obtain information from any of the employees, agents or advisors of the British Council concerning this Procurement Process (other than as set out in these Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to paragraph 3.3.1 below, by participating in this Procurement Process you accept that the British Council shall have no liability to a disqualified potential supplier in these circumstances.

3.3.11 Proposal costs – You are responsible for obtaining all information necessary for preparation of your Proposal and for all costs and expenses incurred in preparation of the Proposal. Subject paragraph 3.3.15, you accept by your participation in this Procurement Process, including without limitation the submission of a Proposal, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in submitting a Proposal irrespective of whether or not your Proposal is successful.

3.3.12 Rights to cancel or vary this Procurement Process – Nothing in this Procurement Process will bind the British Council to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFP, but the British Council reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice in writing. Subject to paragraph 3.3.15, the British will have no liability for any losses, costs or expenses you incur as a result of such actions.

3.3.13 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Proposal Conditions and the requirements of this RFP.

3.3.14 Liability – Nothing in these Proposal Conditions is intended to exclude or limit the liability of the British Council in relation to fraud or in other circumstances where the British Council’s liability may not be limited under any applicable law.

4 Confidentiality and Information Governance

4.1 All information supplied to you by the British Council, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your Proposal) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a Proposal. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the British Council has given express written consent to the relevant communication.

4.3 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your Proposal, to any employee, third party agent, adviser or other third party involved in the Procurement Process in support of, and/or in collaboration with, the British Council. The British Council further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the British Council in accordance with such rights reserved by it under this paragraph.

4.4 The Freedom of Information Act 2000 (“FOIA”), EU General Data Protection Regulation (GDPR) 2015, the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).

4.5 You should be aware of the British Council’s obligations and responsibilities under the Disclosure Obligations to disclose information held by the British Council. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the British Council under the Disclosure Obligations, unless the British Council decides that one of the statutory exemptions under the FOIA or the EIR applies.

5 Proposal Validity

5.1 Your Proposal must remain open for acceptance by the British Council for a period of [sixty days] from the Response Deadline. A Proposal not valid for this period may be rejected by the British Council.

6 Payment and Invoicing

6.1 The British Council will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the British Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council Purchase Order number is included.
- It is sent electronically via email in PDF format to patcharawee.tunprawat@britishcouncil.or.th.

7 Specification

7.1 The following qualifications will be required from the Consultant:

- Have a great breadth and depth of knowledge and experiences in research and consultancy in the field of cultural and creative industries especially on working with or researching on creative and cultural districts. Previous experiences working with the British Council are desirable but not essential.
- Have proven track record of delivering high quality research on the creative economy in the UK and/or other countries. Previous experiences working with the British Council are desirable but not essential.
- Ability to work in an intercultural environment, with a demonstrable awareness of Equality, Diversity, Inclusion.
- Availability to provide regular updates via call, email and Microsoft Teams

7.2 The Consultant is expected to deliver services to the British Council as per below:

Task	Details	Date and mode of delivery
1. Research report	<ul style="list-style-type: none">• An overview of creative and cultural districts in the UK and Thailand – their typologies, functions, operating, funding, and monitoring and evaluation models, socio-economic and cultural impacts with detailed case studies and strategic	24 February 2023 by email and a download link. The report should be sent as a high-resolution PDF file for publications, and a low-resolution PDF

	<p>assessments of 3-4 districts in each country, with an EDI (Equality, Diversity, Inclusion) perspective</p> <ul style="list-style-type: none"> • An assessment and modelling of best practices in terms of management and public participation for sustainable creative and cultural districts, where the impacts can be best sustained by the local communities and stakeholders • A section exploring creative and cultural districts for women and marginalised groups. The section should include an overview on how these creative and cultural districts have benefitted and are accessible by women and marginalised communities, such as people with disability, LGBTQIA+, people from underprivileged backgrounds, and ethnic or religious minorities. • A set of policy recommendations for the local governments on how to support the development of the cultural and creative industries in Thailand, which includes a guidance on future programme of activities (such as training, research, study visits, public facing events) to be carried out by the local governments • Highlight the role, benefits and impacts of creative and cultural districts on women and other marginalised communities. 	file for e-publications.
2. Presentation of research findings	<ul style="list-style-type: none"> • A 30-min presentation of research findings to relevant Thai and UK stakeholders with a 15-min Q&A. 	17 March 2023 The Consultant will facilitate the session.
3. Networking session	<ul style="list-style-type: none"> • A networking session for relevant Thai and UK stakeholders to share their experience and to connect for further collaboration and knowledge sharing 	The session will take place online on Teams or Zoom.

A summary of the activities in chronological order is as per below:

- Meeting with the British Council and Creative Economy Agency representatives to discuss the project scope and timeframe: 17 October 2022
- Desk research and field visits in the UK and Thailand: November 2022 – January 2023
- Submission of interim report/ first draft: 17 January 2023
- Submission of the final draft for comments: 17 February 2023
- Submission of the final research report: 24 February 2023
- Presentation and networking session for Thai and UK stakeholders: 17 March 2023

7.3 Specific Outputs

7.3.1 Research report with recommendations

7.3.2 Presentation and networking session for relevant Thai and UK stakeholders

7.4 Review of Performance – The Supplier will be required to provide regular updates via email and submit report drafts as outlined in the timeframe.

7.5 Intellectual Property – The research report will be owned by the British Council.

8 Mandatory Requirements / Constraints

8.1 As part of your Proposal, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in the British Council's specification forming part of this RFP. Failure to comply with any mandatory requirements or constraints shall entitle the British Council to reject a Proposal.

9 Key background documents

9.1 Further relevant background documents / information may be provided to potential suppliers as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Please view list of Annexes at the end of this document.

10 Timescales

10.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Proposal Conditions, the intended timescales applicable to this Procurement Process are:

Activity	Date / time
RFP Issued to bidding suppliers	31 August 2022
Deadline for clarification questions (Clarification Deadline)	13 September 2022
British Council to respond to clarification questions	19 September 2022
Deadline for submission of Proposals by potential suppliers (Response Deadline)	26 September 2022 at 10:00am BST
Final Decision	w/c 10 October 2022
Contract concluded with winning supplier	w/c 10 October 2022
Contract start date	17 October 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 Genevieve Pace at email: genevieve.pace@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 patcharawee.tunprawat@britishcouncil.or.th by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests and will respond if the question is appropriate and received before the Clarification Deadline.

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

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

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

13 Evaluation Criteria

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

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



Stage 2: If a bidder succeeds in passing Stages 1 of the evaluation, then it will have its Proposal evaluated in accordance with the evaluation methodology set out below.

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

Criteria	Weighting
Social Value Please refer to the Supplier Response template – Part 1 – Social Value evaluation criteria section for further guidance	10%
Quality	[25]%
Methodology and Approach	[45]%
Commercial	[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	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.
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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 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 – Supplier Proposal

Annex 3 – Pricing Approach