

Invitation To Tender (ITT)

For: *Computer-Based (CD) and Paper-Based (PB) IELTS Venue Hire Agreement in Algiers*

Date: 20/01/2025

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 exams function in Algeria is seeking for a venue hire to conduct CD & PB IELTS Exams in Algiers, the venue should be matching to the specifications and requirement highlighted in clause (7 Specification) of this RFP.

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: to the British Council offices in **Algeria, Rue Hamdani Lahcen, Hydra, Algiers**

3.1.3 Duration: Contract will be for **24 months** with an option for an extension for up to **24 months**

3.1.4 Contractual terms: As set out at **Annex [1] Terms and Conditions** By submitting a Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. Once the Contract is awarded, there will be no changes allowed to the Contract (except in accordance with the provisions of the Contract). Any clarification questions in relation to any aspect of this Procurement Process and the associated documentation should be submitted in accordance with the process set out in paragraph 12 (*Clarification Requests*). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions, reissue Annex [1] to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

3.2 General Policy Requirements

3.2.1 By submitting a Proposal, you confirm that you will, and that you will ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>).

3.3 General Proposal conditions ("Proposal Conditions")

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

3.3.2 Third party verifications – Your Proposal is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided, and the analysis

of your Proposal being undertaken by one or more third parties commissioned by the British Council for such purposes.

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

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

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

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

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

3.3.8 Format of Proposal – Proposals must comprise the relevant documents as detailed by the British Council in Annex [2] (Supplier Proposal) completed in accordance with relevant all instructions. Any documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.

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

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

- to inappropriately influence this Procurement Process or fix or set the price for goods or services.
- to enter into an arrangement with any other party that such party shall refrain from submitting a Proposal.

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

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

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

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

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

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

4 Confidentiality and Information Governance

4.1 All information supplied to you by the British Council, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors

strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your Proposal) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

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

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

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

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

5 Proposal Validity

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

6 Payment and Invoicing

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

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

- The British Council Purchase Order number is included.
- It is sent electronically via email in PDF format to ExamsTeamAlgeria@BritishCouncil.onmicrosoft.com or by post to:
The British Council, Corporate Services –Rue Hamdani Lahcen, Hydra, Algiers, 16035, Algeria

7 Specification

The British Council is looking to hire a suitable venue for Computer-based & Paper-based IELTS in Algeria as per the below requirements.

Computer-based IELTS requirements:

- 3-4 sessions per week depending on the demand
- Rooms to accommodate 21 computers/candidates: The rooms containing the computers and the storage room must be securely locked every day for British Council use throughout the entire year.
- 2 small rooms for speaking tests
- 1 small room, locked for registration
- 1 small, locked storage room to be dedicated everyday for British council use
- Waiting area to be available in the venue
- Cleaning services / Security / Building Maintenance services to be provided by the venue
- Reliable network and back-up
- 24/h electricity and Preferable to have a backup generator
- Parking Area available for staff and test takers
- Provide small bottles of water before the test date

Paper-based IELTS requirements:

- Various examination rooms that can accommodate the below capacity. Desks and chairs to be provided by the venue owner bearing in mind that distance between the centre of desks is 1.25 meters from all directions.

Capacity
Up to 30

Up to 60
Up to 100

- b) The writing, listening and reading exams are mostly held on Saturdays and occasionally Thursdays, while speaking exam days occur before 1 or 2 days from the writing, listening and reading exam days. The exact dates and days will be confirmed by the British Council one week in advance from exams.
- c) 3 (one to one) rooms must be provided for speaking exams, including one desk and 2 chairs in each room, and clock.
- d) Provide a projector (Data show) inside the testing room for listening, reading and writing components.
- e) The chairs and examination tables provided should be in a classroom set up and prepared by the venue owner.
- f) Provide waiting room or hall with seating chairs with minimum number of 80 chairs.
- g) Provide candidates registration room, including 2 chairs and one desk.
- h) Storage area – The service provider must be able to provide lockable storage facility for equipment supplied by the British Council including display materials (either owned by BC or owned by the supplier/s) used for the test. The storage space must be indoors, securely lockable and the equipment should always be protected from risk of damage in case of floods and other hazards.
- i) Chairs and desks will need to be installed at the test venue a day before or morning of the test day before BC staff arrives, according to BC standard specifications.
- j) Water bottles without labels (transparent) for exam candidates. It's the responsibility of the service provider to ensure that the clean potable water is served to the exam candidates and venue staff throughout the test and shall be available inside the test room.
- k) Provide one clock in the test room and speaking room, and tissue paper boxes
- l) Exam venue should be accessible by disabled and there should be washroom facilities for candidates with disabilities.
- m) Exam venue should have separate male and female toilets.
- n) Toilets and test venue along with speaking rooms should be clean throughout the day at any time.
- o) Exam venue should have adequate lighting and air-conditioning
- p) Exam Venue should be backed up by generator in case of electric power failure and is noise free
- q) There should be adequate car parking space for 80 persons, for the exam candidates and venue staff and to be free of charge
- r) Exam venue should have adequate health and safety measure mentioned in the below table:

Health & Safety Venue Requirements for Computer-based and Paper-based IELTS	
Venue in a <i>safe</i> area where there is no obvious threat to personal safety	
Floors, stairs, glazing should meet awarding body standards. (Floors should be even without 'potholes' etc. – stairs should be maintained with safe handrails – glazing should be intact with no broken glass). Exam furniture in good condition	
Adequate space in which to conduct exam for planned number of candidates to meet exam board standards including space to meet key time requirements	
Electrical supply and any equipment we may use appears to be in good condition	
Emergency evacuation routes clearly indicated (signage)	
Emergency evacuation routes lead to a safe external assembly point	
Emergency evacuation routes lit to allow safe evacuation*	
Emergency evacuation routes clear of obstruction	
Emergency exit doors unlocked, easy to open and open fully	
Emergency lighting available in the event of a power failure*	
Smoke and fire detection installed**	
Alarm system for emergency warning**	
Fire extinguishers available	
Venue has emergency evacuation arrangements – where the venue does not have suitable arrangements, we should implement our own – roles and responsibilities clearly defined	
1st Aid provision***	
Access for people with disabilities	
Appropriate level of security – dependant on local conditions****	
Adequate security arrangements for storing question papers and scripts at the venue in accordance with BC and awarding body regulations.	
Safe access for staff with exam papers in order to avoid injury e.g. avoiding carrying heavy cases up	

stairs etc.
Adequate hygienic WC facilities
Venues for one-to-one exams for under 18's should be rooms which are visible from the outside, either through a glass panel in the door or by using a ground floor room with large windows. Hotel rooms should be avoided.
Venues used for exams that could include candidates under 18 years old must have a safe waiting area for use before and after exams, and during any breaks that require candidates to leave test rooms. This waiting area can be shared by adults and under 18-year-olds, but it must be supervised by venue staff whenever under 18s are present.
Where under 18s cannot be dropped off at and collected from the safe waiting area, an additional safe drop off/collection area at the entrance to the venue where there is no risk from traffic and where their arrival and collection can be supervised must be provided.
Notes
* In circumstances where emergency lighting unavailable, it could be provided by battery operated units or torches.
** In circumstance where there is no automatic smoke or fire detection and alarm, it should be provided, either by temporary installing smoke detectors or having a fire patrol and system of raising the alarm such as a prearranged signal, hooter or bell.
***1 st Aid could either be provided by the BC invigilators or the venue following prior agreement
****Venue security arrangements will vary significantly according to the geographic location

- s) Exam venue should be child safe, where under 18s cannot be dropped off at and collected from the safe waiting area, an additional safe drop off/collection area at the entrance to the venue where there is no risk from traffic and where their arrival and collection can be supervised must be provided.
- t) Exam venue should be in a safe area where there is no obvious threat to personal safety with adequate safety measures like fire extinguishers, smoke detectors, alarm systems and emergency exit arrangements in place (Emergency evacuation routes clearly indicated, clear of obstruction and leading to a safe external assembly point)
- u) The service provider will comply with all applicable legislation and codes of practice, including all legislation and statutory guidance relevant to the safeguarding and protection of children, vulnerable adults and the British Council's Child Protection Policy, as notified and amended from time to time

- v) The candidate numbers are indicative, the actual numbers might vary. Should the number of candidates at any given test centre increases, service provider must make arrangements to accommodate additional candidates at the same venue or source additional venue. This can be mutually agreed between BC and the service provider
- w) The service provider should be able to support Exams team, should the demand increase to ensure an agile business model which is scalable & cost effective. The service provider will undertake venue assessment exercise after 6 months of contract start date and provide suggestion on how to increase efficiencies (cost & operational both) across various venues within Algeria
- x) The service provider should provide the Business Continuity Plan (BCP) to BC Exams Team in Algiers and upon applying to the tender. BCP should be clear and has all the elements to ensure that British Council's business will not be affected at any time.
- y) Its preferable if the venue owner has walk through gate at the entrance of the building.

Use of materials:

Headsets, Transmitters and Receivers are to be used for British Council activities only. This applies also to all the items used at the test centre including banners, signage and computers.

The Testing Venue is responsible for:

- a) Nominating one contact person for the test venue who will act as the venue co-ordinator for the venue and will be the first point of contact for British Council staff
- b) Managing the exams venues for test dates provided.
- c) Providing a quiet and well-lit test space for each test session.
- d) Ensuring all halls and rooms and access corridors must have clear signs indicating emergency procedures and exit routes.
- e) Offering facilities/services to candidates is born by the individual candidates and not the British Council.
- f) Room set up and check in/out procedures as needed.
- g) displaying agreed promotional material provided by the British Council
- h) Using the appropriate logo provided by British Council in agreed promotional initiatives. It cannot be changed or altered or amended in any way by the Testing Venue.

- i) Ensuring that the space for testing is clean, in good order, safe, secure, and accessible and meets British Council requirements for IELTS test administration. This applies to both the rooms for the main test and for the speaking interviews.
- j) Ensuring there is space available adjacent to the test venue for carrying out candidate identity checks next to the test rooms is only accessible by British Council staff on test days.
- k) Ensuring that any equipment to be used at the venue (data projectors, computers with DVD drives and audio) is in good order and that there will be a technician available to support British Council staff on the day of the test.
- l) Ensuring that every effort is made to control noise in the immediate area of the main test or speaking interview rooms. The Council should be notified in advance of any activity likely to interfere with the exam sessions, such as maintenance or construction work or events which involve public address systems or noise from crowds.
- m) The procurement and annual review check list should be reviewed by both parties.

Procurement and Annual Review checklist	Tick
Provision of Venue(s) that is/are close to local travel facilities with disabled access to the building.	
All national and local requirements applicable to the Venue are met including those regarding insurance, fire and safety. Venues meet any relevant ISOs and/or local equivalents.	
All national and local Covid19 health and safety measures applicable to the Venue are met. (For clarity, this includes any cleaning requirements and signage but excludes candidate management.)	
All Venue compliance certification is valid and appropriately displayed or accessible including Insurance, Fire Safety and relevant Health & Safety.	
All fire exits are clearly marked and not obstructed plus fire extinguishers are in date and in sight within the Venue.	
Clear instructions are in place regarding fire evacuation processes which are visible within the Venue and designated fire marshals are trained and on site.	
Provision of fire detection equipment and alarms within the Venue(s).	
There is no existing and/or any new cause or action being instigated against the Venue which may prevent or impede access to the Venue.	

No Venue will fall into insolvency, receivership or be at risk of any financial failure during the Term.	
British Council PBT Set-Up Specifications can be met.	
All Exam Rooms have a controlled, comfortable temperature with air conditioning and/or heating systems as appropriate.	
Provision of Exam Administrator Area.	
Provision of Candidate Waiting Area.	
Provision of secure storage for Candidates' belongings.	
Clean and available, separate male and female toilets within each Venue. A disabled toilet is clean and available within each Venue.	

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 ITT. 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 ITT 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	20/01/2025

Deadline for clarification questions (Clarification Deadline)	30/01/2025
British Council to respond to clarification questions	06/02/2025
Deadline for submission of Proposals by potential suppliers (Response Deadline)	20/02/2025
Final Decision	28/02/2025
Contract concluded with winning supplier	05/03/2025
Contract start date	01/06/2025

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 *British Council's* correct URL for TAP/MyProcurement Supplier Portal:

Registration on the portal : <https://tap.tcsapps.com/tap2/#/bc-supplier-registration>

Login to the Portal: <https://tap.tcsapps.com/tap2/#/login-supplier>

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 *the British Council's* correct URL for TAP/MyProcurement Supplier Portal:

Registration on the portal : <https://tap.tcsapps.com/tap2/#/bc-supplier-registration>

Login to the Portal: <https://tap.tcsapps.com/tap2/#/login-supplier>

by the Clarification Deadline, as set out in the Timescales section of this ITT. The British Council is under no obligation to respond to clarification requests and will response if the question is appropriate and received before the Clarification Deadline.

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

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

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

13 Evaluation Criteria

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

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



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

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

Criteria	Weighting
Social Value	10%
Quality	30%
Methodology and Approach	20%
Commercial	40%

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

Points	Interpretation
10	Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested.
5	Adequate – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder's failure to provide all of the evidence requested.

3	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

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

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

13.6 The Winning Proposal(s) - 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 ITT (issued as separate documents):

Annex 1 –Supplier Qualification

Annex 2 - Terms and Conditions

Annex 3 – Supplier Proposal

Annex 4 – Pricing Approach