

Request for Proposal (RFP)

For: Research on the national accreditation framework of Morocco

Date: 29-01-2025

1 Overview of the British Council

We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.

We uniquely combine the UK's deep expertise in arts and culture, education and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people and influencers and our creative sparkle.

We work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world.

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2021–22 we reached 650 million people.

2 Introduction and Background to the Project / Programme

We British Council Morocco are seeking a UK based **company** to work with us, from February 2025 to September 2025, on supporting the Moroccan Ministry of Higher Education, Scientific Research and Innovation (MHE) to establish a National Accreditation Framework (NAF) that ensures consistency, quality, and excellence across all research entities in the country.

This research is part of the British Council's Going Global Partnerships programme of activities in Morocco. The programme aims to build strategic, mutually beneficial partnerships in tertiary education between the UK and other countries. These contribute to stronger, more inclusive and globally connected tertiary education systems. The programme supports partnerships between universities, colleges, education policy makers, civil society organisations and industry partners in the UK and around the world to enable four core outcome areas: research and knowledge, internationalisation,

strengthening systems, enhanced student outcomes and increased inclusion. By building stronger international connections focused on developing equitable partnerships, Going Global Partnerships strengthens higher education and TVET systems, enables research collaboration, internationalises institutions, enhances student outcomes and supports inclusion. Together, the programme expects to support economic and social growth, with the UK seen as a trusted partner and provider.

This project seeks to support the Moroccan government with its development of a National Accreditation Framework (NAF) in line with key with Morocco's national strategies for developing its systems of Higher Education. The UK is a global leader in research assessment, with its Research Excellence Framework (REF) widely recognised for its robust methodology and emphasis on both qualitative and quantitative indicators. This expertise serves as a benchmark for the MHE which seeks to adapt and benefit from the UK's proven model to enhance the quality and organisation of scientific research in Morocco. The MHE is particularly interested in learning from the UK's approach about how the UK:

- Designed robust quantitative and qualitative indicators that effectively measure research impact, quality, and outcomes.
- Designed an integrated IT platform to streamline data submission, evaluation, and reporting processes.
- Ensure transparency, consistency, and accountability in research evaluations.
- secure buy-in from all parties involved, including researchers, institutions, and evaluators, to foster collaboration and shared commitment to the framework's success.

Through this initiative, British Council aims to achieve a step-change in the level of cooperation between Morocco and the UK in the field of higher education and scientific research.

The acceleration plan for the transformation of the HE system developed by the ministry **PACTE ESRI 2030** emphasised the importance of establishing a national accreditation framework in its strategic orientation

- **Strategic Orientation No. 2: Scientific Excellence:** The development of NAF is aligned with the strategic orientation of promoting scientific excellence within Moroccan higher education and research institutions.
- **Strategic Pillar 3: Organisation of Scientific Research:** The development of NAF falls under the priority sector focusing on the organisation and structuring of scientific research in Morocco:
 - **Excellence in Scientific Research:** The initiative supports the strategic priority of enhancing the quality and excellence of scientific research across Moroccan research institutions.
 - **Action 3.1.1: Establishment of Accreditation and Labelling Standards for Research Structures:** The project specifically addresses the need to develop national standards for the accreditation and labelling of research structures, fostering a culture of quality and excellence.

This Framework is also referenced in national legislative texts and strategies

- **Law No. 51-17:** The framework law on education, training, and scientific research emphasises the need for establishing a quality reference framework for scientific research (Article 53).
- **New Development Model (NMD):** The NMD highlights the lack of structure within the scientific research ecosystem, which hinders the development of centres of excellence (Page 101).

The MHE has made significant progress in establishing a NAF for research structures. Key achievements include:

- **Drafting the Framework:** The Ministry has developed a preliminary version of the National Accreditation Framework, outlining draft criteria and processes for accrediting research structures.
- **Proposing Indicators:** A set of quantitative and qualitative indicators has been drafted to measure research impact, quality, and outcomes. These indicators aim to ensure alignment with international standards while remaining practical for evaluators.
- **Initial Structuring:** Over 865 research structures, including laboratories, teams, and centres, have been accredited under existing national guidelines, providing a foundation for the framework's implementation.

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”).

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: UK and Morocco

3.1.3 Duration: 7 months with an option for an extension for up to an additional 6 months

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 via <https://tap.tcsapps.com/sourcing/Supplier/Login>. 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 to the “Liability” Tender Condition below, 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 the “Liability” Tender Condition below, 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

7.1 Objective and Outputs

We are seeking a UK based supplier to support the Moroccan Ministry of Higher Education and Scientific Research to establish a National Accreditation Framework (NAF) that will serve as a benchmark for assessing and accrediting research structures, promoting international recognition, and fostering collaboration.

The objectives of this consultancy are to

- Review the Ministry's proposed NAF including in order to:
 - ✓ Ensure that criteria for the accreditation of research entities are aligned with global best practices in research accreditation and excellence.
 - ✓ Evaluate whether the proposed indicators effectively measure research impact and quality.
 - ✓ Provide recommendations to refine and align indicators with best practices for assessing outcomes and excellence in research.
- Develop an implementation plan for the NAF, outlining proposed steps for execution, monitoring, and evaluation. This will include (but is not limited to):
 - ✓ Provision of guidance on mechanisms and organisational structures to conduct evaluation of research.
 - ✓ Presentation of an overview of the UK REF Online platform and its technical characteristics
 - ✓ Raising awareness around the importance of research assessment in the Moroccan HE ecosystem through a national framework and engaging university stakeholders (through information sessions and study visits)

The key outputs expected from this consultancy are:

- Stakeholder mapping: Identify and engage with Moroccan key stakeholders, including government bodies, research institutions, universities, and international experts, and support the MHE in gathering views and perspectives from those stakeholders to ensure the framework will meet the needs of all parties.
- A report reviewing the quantitative and qualitative indicators developed by the department of scientific research (MHE) against international best practice.
- A proposed implementation plan for the NAF, including (but not limited to):
 - ✓ Recommendations on the appropriate organisational and governance structure required to effectively implement the NAF
 - ✓ Presentation of potential requirements for an online NAF platform based on the UK's REF online platform
- Support the Ministry of Higher Education (MHE) in the design and initial delivery of the "engagement campaign plan", which will focus on raising awareness about the importance of establishing NAF and securing stakeholder buy-in. The engagement campaign should include the following key elements:

1. Design of the Engagement Campaign Plan:
 - ✓ Develop a detailed campaign strategy, incorporating lessons learned from similar initiatives, to ensure full buy-in from all involved parties.
 - ✓ Include clear messaging on the importance of the NAF, the REF's relevance as a reference model, and the anticipated impact on Morocco's scientific research ecosystem.

2. Initial Activities to Launch the Campaign:
 - ✓ Deliver 3 Face to face seminars at the start of the campaign to introduce the NAF to key stakeholders, focusing on:
 - The importance of REF and its role in improving research quality and impact.
 - The NAF's implementation timeline and processes.
 - Mobilizing regional "REF Champions" to act as advocates for the framework within their institutions.
 - ✓ Provide MHE with key content and briefing materials (e.g., presentations, infographics, briefing notes) to support their engagement with stakeholders.

3. Study Visit for Moroccan University Presidents:
 - ✓ Develop the study visit plan, including logistics, key stakeholders to meet, and objectives to achieve.
 - ✓ Deliver all materials and content needed for effective engagement during the visit, highlighting REF best practices.

7.2 Criteria for the role

The appointed supplier must possess:

- Proven experience in developing research accreditation frameworks and associated tools and structures, particularly in the context of research and higher education.
- Good working understanding of the UK framework and the UK scientific and research ecosystem
- In-depth knowledge of international accreditation standards and practices.
- Strong analytical and research skills, with the ability to synthesise complex information into clear and actionable frameworks.
- Excellent facilitation and stakeholder engagement skills.
- Demonstrated experience of delivering similar projects in diverse, multicultural environments

- Fluency in English; knowledge of French or Arabic is an advantage.

7.3 Deliverables

The consultant will produce several outputs for the British Council. These include:

1. Stakeholder mapping report: a comprehensive document identifying key stakeholders, including government representatives, research institutions, and universities, with recommendations for their engagement to ensure buy-in for the NAF.
2. NAF indicators review report: a detailed evaluation of the Ministry's proposed quantitative and qualitative indicators, with specific recommendations for refinement and alignment with international best practices.
3. NAF Implementation plan: a finalized, actionable implementation plan for the National Accreditation Framework (NAF), including:
 - ✓ Steps for execution, monitoring, and evaluation.
 - ✓ Recommendations for operational structures and timelines.

4. Engagement:

4.1 Engagement Campaign Plan: a document outlining the key elements of the campaign, including timelines, lessons learned, and strategies for stakeholder engagement.

4.2 Technical programme and facilitation of UK study visit including: proposed agenda, key stakeholders to meet, facilitation of the meetings and briefing materials to guide discussions

4.3 Seminar – content and delivery including

- ✓ Presentation decks, briefing notes, and supporting materials for seminars to introduce the NAF to key stakeholders.
- ✓ Delivery of 3 seminars to key audiences, focusing on REF importance, NAF timelines, and mobilizing REF champions.

4.4 Workshop reports including: Stakeholder’s feedback, key decisions and outcomes.

5 Final report: a comprehensive report consolidating all activities, including recommendations for implementation and sustainability.

7.4 Research management and stakeholders’ engagement

The work of this assignment will be guided by the British Council Morocco team.

The British Council Morocco team is responsible for managing the supplier’s delivery of the assignment, which includes but is not limited to:

- serving as direct contact point for supplier’s project lead
- interface with Moroccan stakeholders
- approving final work plan and deliverables.
- assessing the completion of services and deliverables against the approved work plan, supported by targets and indicators prior to paying invoices submitted by the supplier
- disseminating deliverables to relevant stakeholders.

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	29.01.2025
Deadline for clarification questions (Clarification Deadline)	04.02.2025
British Council to respond to clarification questions	05.02.2025
Deadline for submission of Proposals by potential suppliers (Response Deadline)	14.02.2025
Final Decision	21.02.2025
Contract concluded with winning supplier	25.02.2025
Contract start date	25.02.2025

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 <https://tap.tcsapps.com/sourcing/Supplier/Login> 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 <https://tap.tcsapps.com/sourcing/Supplier/Login> 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	10%
Relevant Experience and Expertise	20%
Methodology and Approach	30%
Commercial	40%

IMPORTANT NOTE: Suppliers must achieve an overall of at least 37% out of 60% based on the section criteria, which include (Social value, Experience and Quality, and Methodology and Approach. Failure to achieve a score at least 37% out of 60% from the above criteria may result in disqualification from the tender evaluation process.

Suppliers who achieve a score of 37% out of 60% from the above criteria will proceed to the next step and be evaluated for commercial criteria.

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 RFP (issued as separate documents):

Annex 1 – Terms and Conditions of Contract

Annex 2 – Supplier Proposal

Annex 3 – Pricing Approach