



Request for Proposal (RFP)

For: Provision of Event management services for the Going Global Indo-Pacific 2022 conference

Date: 22 June 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 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 people 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. About the Going Global Conference

Going Global Conference is the British Council's flagship annual conference for International Higher Education. This open forum brings together leaders of tertiary education from more than 80 countries to discuss and debate issues and challenges centred on a yearly theme, with an aim to increase global partnership and networks between universities, students, practitioners and higher education leaders.

Delegates include Heads of state, Government ministers, vice-chancellors and college principals, CEOs from education organisations, policy advisors and the media. Previous conferences have been held in the UK, Malaysia, Germany, South Africa, Hong Kong, Dubai and the USA.

. The objectives of the conference are:

- Providing a unique platform for knowledge sharing.

- Connecting local, national, regional and global agendas.
- Building a global network for policy makers and practitioners working in the field of international education.
- Sharing research and analysis to support the development of evidence-led policy.
- Supporting global thought leadership.

In 2022, the conference will take an Indo-Pacific tilt, in line with the British government's focus on the region. This will be the first time the conference is taking a regional focus.

2.2. Going Global Indo-Pacific 2022 Conference in Singapore

Going Global Indo-Pacific 2022 Conference - International Education in the UK and Indo-Pacific region: How to pursue equity in an inequitable world.

Since its inception in 2004, the British Council's flagship Going Global conference has provided a strategic forum for leaders in international education to share knowledge and build a global network to shape the future of further and higher education across the world. We now intend to hold a global conference in the UK every other year (next in 2023) with regional events in between to enable us to continue conversations and activity.

This year the regional conference, with a focus on the Indo-Pacific region, will be coming to Singapore. It will take place from **28 November to 1 December 2022**. The first regional edition, Going Global Indo-Pacific 2022 will explore **International Education in the UK and Indo-Pacific region: How to pursue equity in an inequitable world**.

The conference will be held as a physical event in Singapore, with some elements available online. There will be networking opportunities built into the agenda for in-person attendees. There will also be organised visits and in-person meetings with local stakeholders in the tertiary education sector and industry.

This edition of the Going Global Indo-Pacific will:

- Discuss how we move toward an equitable and climate conscious approach to international mobility, for students, academics and researchers.
- Share thought leadership, research insights, and international partnerships models, that promote equity, creativity and innovation.
- Consider how universities and colleges can best balance their responsibilities in local communities while embracing internationalisation.

Registration for senior leaders in the tertiary education sector in the UK and the region will be open soon. Audience for this event will be senior leaders (vice chancellors from universities, CEOs from education organisations, policy makers) from across Asia as well as the UK.

Estimated audience size is 150-200 people in the venue with additional attendees joining for specific broadcast sessions online.

More information about the Going Global conference is available at this link:
<https://www.britishcouncil.org/going-global>. Programme details are in **Annex 4**.

2.3 The British Council is looking for an experienced event management consultant based in Singapore for six months to work with the education as well as marketing and communication leads in the region to provide consultation, preparation, planning, and execution of the Going Global (Singapore) event.

2.4 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 Tender 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 Singapore.

3.1.3 Duration: 6 months. - Should the conference have to be cancelled due to new COVID restrictions or any other reason, British Council will give a one month notice to the contractor.

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. 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 3.3.14 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 3.3.14, 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 3.3.14, the British will have no liability for any losses, costs or expenses you incur as a result of such actions.

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

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

4 Confidentiality and Information Governance

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

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

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

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

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

5 Proposal Validity

5.1 Your Proposal must remain open for acceptance by the British Council for a period of 60 (sixty) days from the Response Deadline. A Proposal not valid for this period may be rejected by the British Council.

6 Payment and Invoicing

6.1 The 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 Prabha.Sundram@britishcouncil.org and Leighton.Ernsberger@britishcouncil.org or by post to: British Council, 30 Napier Rd, Singapore 258509

7 Specification

7.1 The British Council requires an event management consultant based in Singapore to undertake the design and logistics of British Council's four-day Going Global (Singapore) conference (28 November to 1 December 2022). This will include organising a welcome reception on 28 November, delivering two days of conference sessions (29 to 30 November 2022) and the final day (1 December 2022) will focus on site visits and providing the space and support for 1:1 meetings.

The event lead is expected to work with British Council's stakeholders in East Asia, South Asia and the UK to ensure that stakeholder requirements are met, and with vendors in Singapore to ensure the smooth running of the event.

The work can be done at the British Council office or remotely.

7.2.1 Accountabilities, responsibilities, and main duties:

Pre-Conference

Conference design

- Venue recce and Submission of an inception report of the conference design and plans including visuals within 2 weeks of signing of the agreement.
- Preparation of the event storyboard (including welcome reception, launch, conference sessions and site visits) and development of the event flow with a detailed timeline.

Concierge service

- Provision of end-to-end concierge service for up to five (5) VIP stakeholders which includes coordinating accommodation, flight reservations, airport shuttle, domestic transportation, and meal services.
- Management of all communications with the 5 VIP stakeholders in accordance with British Council policies and processes.

Guest service

- Identification and tiering of suitable hotels for conference delegates based on distance and rates, including negotiating preferred rates for conference delegates, to be shared via the conference website and joining instructions to be sent to delegates.
- Development of joining instructions and delegate briefing documents as required.

Subcontractor management

- End-to-end coordination with management of and provision of technical advice to the conference subcontractors which would include, but may not be limited to conference sponsors, event set-up suppliers and the conference venue (Marina Bay Sands Convention Centre).
- Coordination, management and set-up of all exhibition booths (numbers to be confirmed with venue provider and the British Council) and displays at the Welcome Reception and

the conference venue (with appropriate branding) and any ad-hoc requests and technical provision.

Conference platform management

- Provision of administrator and content management services of the conference official platform (Hopin), with resources to adapt the platform's User Interface (UI) and User Experience (UX) as needed.

Creatives and printing

- Event Branding: Identifying and maximising branding opportunities in the venue and ensuring a cohesive and strong visual identity of the British Council.
- Supporting invitation design with elements like QR codes if any.
- Production of conference-themed branded merchandise (bags, notebooks, pens)
- Provision of end-to-end services for editing, conversion, printing and finalisation of various creatives by the British Council Going Global branding team, including but not limited to printed programmes, name tags, delegate bags, lanyards, backdrops and other conference collaterals.
- Arrangement of printing/production services of various creative items for the conference set up and branding.

Note: the requirements of the creative items will be discussed and confirmed prior to the signing of agreement by both parties.

Conference

Conference management

- Appointment of a key point person for all logistics of the event, working with other British Council task force members to divide up tasks, as necessary.
- Ensuring adherence to local Covid-19 related protocols.
- Coordination of suppliers, handling of client queries and troubleshooting on the event to ensure efficient and problem-free running of the conference.
- Customer journey mapping and brand experience: reviewing customer journey and route maps, creation and management of all signposting for seamless brand experience, at the Welcome Reception and conference venue.
- Guest management including entry and exit and movement through the conference rooms.
- Creating opportunities for social media promotions (like photo booths).
- Provision of sufficient manpower to manage the registration of 200 international delegates from 28 November to 30 November. This will include the packing and distribution of delegate bags, lanyards, media kits.
- Oversight of stage set-up and branding.
- Provision and establishment of sufficient manpower for all parallel and plenary sessions with an on-site event manager.

- Provision of sufficient technical manpower for all audio-visual management, broadcasting, live streaming, and recording of the conference sessions and plenaries.
- Liaison with other vendors and suppliers, including but not limited to AV, transport, F&B, printers, platform, exhibition booth, sponsors.
- Coordination and/or provision of all dismantling services of the conference set-up on 1 December, including exhibition booths.

Welcome Reception at Eden Hall

- Pre-event preparation and set-up which will include end-to-end event management services, including all technical support.
- Guest registration set-up with provision of sufficient manpower to cater to 300 guests.
- Provision of technical support services, including AV and display.
- Provision of event video and photography services throughout the reception.
- Provision of sufficient manpower to assist the catering management and coordinate dietary requirements of on-site guests.

Site visits of up to 5 HE institutions

- Registration of delegations for site visits to up to five (5) universities/polytechnics/ITE at various locations in Singapore.
- Delegates would be given the option of choosing up to two (2) institutions. There will be a cap of maximum 25-30 delegates for each institutional visit.
- Management of all logistics including transportation/shuttle services to the sites from conference venue and back.
- On-site communication, support and coordination with the contact points at the various visit locations.

Post-conference

Report and summary

- Submission of a full report providing the overall details from the full event services within 3 days after completion of the event.

Photography and videography

- Coordination of two (2) video streams and additional recording of footage, interviews, and soundbites during the Welcome Reception and the conference (28 Nov to 1 Dec), including scripting, storyboarding and producing daily video clips.
- Production of short clips, such as 'Talking heads' videos of plenary speakers.
- Provision of captioning and/or sign language for all recordings, following submission of a proposal and agreement to an overall event accessibility strategy.
- Provision of sufficient photographers to capture the plenary and parallel sessions throughout the conference.
- Recording, collation, and production of post-event videos from the conference for future marketing activities.

Note: All of these should include end-to-end coordination including obtaining written consent/permissions for recording/photo taking, and for transfer of all intellectual property rights to British Council.

7.3 Critical Skills

The British Council is looking to appoint a reputable service provider with the following qualities:

- Previous experience organising international conferences in Singapore
- Knowledge of and experience working with event suppliers in Singapore
- Previous experience working with Marina Bay Sands as a conference venue
- Strong organisational skills with attention to detail in order to deliver on time and on budget
- Ability to juggle multiple stakeholders and teams to ensure that all needs are met
- Proficiency in conference technology
- Ability to demonstrate experience working in diverse, multicultural environment
- Offering good value for money
- Capacity to deliver within the timeframes set out (see Section 10)

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.

The mandatory requirements are as follows:

- Confidentiality: the appointed supplier will be required to adhere to the British Council confidentiality clauses as specified in the section on conditions and contractual requirements in Annex 1.
- Data protection: the appointed supplier will act in accordance with the consent obtained and as data processor adhere to the Data Protection Act 1998 and any British Council instructions in regard to processing the personal data (please see Annex 1 – data protection clauses).

- Safeguarding and protecting children and vulnerable adults: the appointed supplier will comply with all legislation and statutory guidance relevant in Singapore to the safeguarding and protection of children and vulnerable adults, and with the detail and principles of the Children Act 1989 and the UN Convention on the Rights of the Child and with the British Council's Child Protection Policy.
- Intellectual property rights: for any pre-existing materials provided to the appointed supplier by the British Council and any reports, materials, and documents produced by the appointed supplier, the intellectual property rights created in the course of the services will be owned by the British Council

9 Key background documents

9.1 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	22 June 2022
Suppliers briefing session Join on your computer or mobile app Click here to join the meeting	24 June 2022 2 p.m. (Singapore)
Deadline for clarification questions (Clarification Deadline)	5 July 2022
British Council to respond to clarification questions	7 July 2022
Deadline for submission of Proposals by potential suppliers (Response Deadline)	15 July 2022
Final Decision	22 July 2022
Contract concluded with winning supplier	31 July 2022
Contract start date	1 August 2022
Delivery of final event report	5 December 2022

11 Instructions for Responding

11.1 The documents that must be submitted to form your Proposal are listed at Part [2] (Submission Checklist) of Annex [2] (Supplier Proposal) to this RFP. **All documents required as part of your Proposal should be submitted to MY_KUL1_Education@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 MY_KUL1_Education@britishcouncil.org/ by the Clarification Deadline, as set out in the Timescales section of this RFP.** The British Council is under no obligation to respond to clarification requests and will respond if the question is appropriate and received before the Clarification Deadline.

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

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

be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

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

13 Evaluation Criteria

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

Stage 1: Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 8 met will proceed to Stage

2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.

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

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

Criteria	Weighting
Social Value (Supplier Note: Please refer to Procurement Policy Note (PPN) 06/20 before completing this criterion. PPN 06/20 Social Value)	10%
Quality <ul style="list-style-type: none"> Evidence of experience and track record in organising international conferences and receptions in Singapore Knowledge of the MICE landscape in Singapore Experience working with Singapore-based event suppliers and vendors Experience managing large-scale events at Marina Bay Sands Convention Centre Demonstrated experience working in highly matrixed multi-stakeholder environments 	45%
Methodology and Approach	25%

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.

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.

Please note that value for money is a key consideration in evaluating bids.

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 - 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

Annex 4 – Conference Programme