

Request for Proposal (RFP)

**For: RFP - BA32EES12026 - Training Services for International Science Partnerships Fund (ISPF):
International Research Grant Proposal Writing Workshop for researchers from Thailand, Cambodia,
and Lao PDR**

Date: 13 January 2026

(Version 2.0) as of 23 January 2026

Change(s)	Page in original version	Page in version 2.0
Payment and Invoicing: Revised Email and Postal Address	7	7
Timeline: Specify the response deadline and time.	14	14

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, creatives and educators, and our own 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 take a long-term approach to building trust and remain at arm's length from government. We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2022–23 we reached 600 million people

2 Introduction and Background to the Project / Programme

2.1 The International Science Partnerships Fund (ISPF) is designed to enable potential and foster prosperity. It puts research and innovation at the heart of our international relationships, supporting UK researchers and innovators to work with peers around the world on the major themes of our time. It is managed by the Department for Science, Innovation and Technology. Delivered by a consortium of the UK's leading research and innovation bodies including British Academy, British Council, Met Office, National Physical Laboratory, Royal Academy of Engineering, Royal Society, UK Research and Innovation, UK Atomic Energy Authority and Universities UK International.

Programmes and calls launched under the Fund focuses on four major themes:

- Resilient Planet - Leading the green industrial revolution to protect the planet.
- Healthy People, Animals and Plants – Researching and innovating for secure and healthy populations.
- Transformative Technologies - Developing responsible technologies to secure our place in tomorrow's world.
- Tomorrow's Talent – Nurturing talent to drive inclusion, research and innovation.

2.2 Background on International Research Grant Proposal Writing Workshop

This International Research Grant Proposal Writing Workshop has been initiated by British Council Thailand and is co-designed in partnership with the Thailand Ministry of Higher Education, Science, Research, and Innovation (MHESI). The idea of this professional development programme has been initiated to respond to the needs and ambition of the Thai government in Science, Research, Innovation (SRI) personnel development.

Science, Research, and Innovation is crucial to Thailand government policy and is one of their priority areas. According to the **Thailand Higher Education, Science, Research and Innovation Policy and Strategy (2023-2027)**, two of the four strategies are to develop cutting-edge science, technology, research, and innovation to open new opportunities into the future, and to develop manpower, higher education and research institutes to drive a leapfrog and sustainable development.

According to the report conducted by Science and Technology Network (STN), the British Embassy

Thailand on '[Co-Creating Strategy for UK-Thailand Cooperation in Science, Research and Innovation \(SRI\)](#)', published in October 2023, it was found that one of the four ambitions of Thailand SRI is to address weakness in SRI manpower and aims to increase number of scientists and researchers as well as to increase the SRI outputs qualitatively and quantitatively. Sample of the expected results are the number of patents and publications in the front-tier international journal and improve the ranking in Scimago institutions ranking. Therefore, this professional development programme is designed to focus on the grant proposal writing for large scale and international funding.

In addition, from the survey with Thai International Research Collaboration applicants about professional development, more than 70% of respondents are interested in attending a grant proposal writing workshop and learn how to find and work with international partners. How to write a proposal to demonstrate compliance to ODA outcome and gender equality assessment has been found challenging for many researchers.

This professional development programme will be opened for researchers from Thailand, and the programme will be also extended to support researchers from Cambodia and Lao PDR which are within the remit of British Council in Thailand in education and research work. It is also to support the two countries in enhancing manpower in science, research, and innovation.

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: Either the training venue in Thailand or the British Council offices in Thailand's local office, the BC Foundation, a non-profit entity (registered under reference Gor Tor 3051), located at No. 254 Wittayakit Building, Chulalongkorn Soi 64, Siam Square, Phyathai Road, Kwaeng Wangmai, Khet Pathumwan, Bangkok, Thailand 10330.

3.1.3 Duration: The contract will be awarded up to 3 months with an option for 2 months based on performance.

3.1.4 Contractual terms: As set out at Annex 1 (“**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 <https://tap.tcsapps.com/tap2/#/bc-supplier-registration> 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 3.3.14 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 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 subcontractors 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

Training details

We are looking for **a team of four trainers/organization** to design, develop, and deliver a two-day international research grant proposal writing workshop in Bangkok, Thailand, for approximately 120

researchers, with up to 30 participants per group. The workshop is scheduled for **12 and 13 March 2026**. The trainers/organization are also required to speak at one of the panel discussion sessions of the preworkshop seminar to share their experience in writing an international research grant proposal and other skills necessary for the successful management of an international research project. The pre-workshop seminar is scheduled for **11 March 2026**.

Objectives, expected outputs, and outcomes:

Objectives

- To refresh and enhance skills of researchers in Thailand according to the policy in SRI personnels development of the Thai government.
- To provide professional development opportunities to researchers from Lao PDR and Cambodia and enhance opportunities for knowledge exchange and promote the regional approach in research collaborations.
- To prepare researchers for large-scale or international grant call and international partnership opportunities both from International Science Partnerships Fund (ISPF) and other international research funding.
- To enhance opportunities for researchers to be successful in securing large-scale funding or grants from UK or other international funders.
- To encourage knowledge exchange in the region

Outputs

- A two-day workshop in Bangkok on 12 and 13 March 2026 to four groups of researchers with up to 30 researchers in a group.
- The workshop contents and training methodology and materials will be designed by the trainers to meet with the objectives stated above.
- A speaking session in the pre-workshop seminar on 11 March 2026.
- It is expected 100 participants will be from Thailand and another 20 participants will be from Cambodia and Lao PDR. Participants are expected to be Leading Researchers or Established Researchers¹ who has some experience in applying for UK / international research fund.
- A report submitted by trainers one week after the workshop with overall comments on the training and recommendations for British Council, Thailand Ministry of Higher Education, Science, Research, and Innovation to plan professional development programme for researchers, identify strengths and areas of development of their researchers.

¹ For an indication of profiles for the two categories, we suggest applicants refer to the European Commission document 'Towards a European framework for research careers'

https://cdn5.euraxess.org/sites/default/files/policy_library/towards_a_european_framework_for_research_careers_final.pdf

Expected outcomes

Researchers' capabilities and skills have been improved to support the country's competitiveness in SRI regionally and globally and more development in SRI through the increasing partnerships with the UK and more accessibility to international grant and partnership opportunities.

The trainer/organization should meet the following criteria:

- Have extensive experience in research grant writing and delivering research projects, especially large-scale ones
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- Have an in-depth understanding and extensive knowledge of UK and international funders' requirements
 - Have a proven track record in designing and delivering capacity-building or training programmes on this topic, especially for international participants
 - Have experience in developing research grant proposals or working with international partners in research or education projects
 - Be based in the UK or other locations and be able to share UK expertise or best practices (e.g., through case studies) including those related to gender equality and EDI in research and innovation

Design of programme

The programme designed by the trainer should cover the following key ISPF theme:

Tomorrow's Talent – Nurturing talent to drive inclusion, research and innovation The

training programme should include (but not limited to) the following topics:

How to write a persuasive research grant proposal, aligned with funder priorities

Technical writing for a UK or International research funding i.e. budget plan, structure of the research grant proposal, languages

How to develop a joint proposal with UK / international partners, including equitable partnership principles.

Understanding the UK / international research grant compulsory requirements i.e. Official Development Assistance (ODA) eligible project, Gender equality assessment and Equality, diversity, and inclusion (EDI)

Integration of Gender and EDI, how to integrate these considerations meaningfully in research design

Understanding how gender intersects with other identities and applying Intersectionality in research/proposal design

Practical examples of writing a strong gender equality statement for UK/International funders

How to set measurable indicators

Share case studies on successful UK and international proposals, including those with strong Gender statements

How to make partnerships sustainable beyond immediate research funding

Any digital or collaborative tools for proposal development if working with teams or international partners

Stakeholder engagement strategy – how to involve relevant stakeholders into proposal development

After the training, participants are expected to develop the following skills. The participants' feedback form will be used for evaluation.

The ability to demonstrate impact and measurable indicators when writing a research grant proposal.

Knowledge and skills in understanding the funders' priorities.

A better understanding of the compulsory requirements for UK/international grants, including gender equality, ODA compliance, and EDI.

Better skills and knowledge in writing a research grant proposal for large-scale funding.

Participants are expected to cascade the knowledge gained from the training to researchers, students, and relevant staff at their universities or institutions. The training materials from this programme might be used for the cascade session but not for commercial purposes.

Participants

The programme will provide training to 100 researchers from Thailand and 20 from Cambodia and Lao PDR. The workshop participants will be divided into four groups with up to 30 participants in each group.

Participants are expected to be Leading Researchers or Established Researchers² with some experience in applying for UK/international research funding.

Participants will be recruited and selected by the ministries or related government agencies in the three countries.

Thai participants will come from universities in Clusters 1 and 2, as shown in the images below, and research institutes under MHESI. The universities are located in Bangkok and in other cities across Thailand.



The British Council and ministries or related government agencies will try to maintain gender balance among the participants.

Deliverables

These are the following deliverables expected from the 4 Trainers:

² For an indication of profiles for the two categories, we suggest applicants refer to the European Commission document 'Towards a European framework for research careers'
https://cdn5.euraxess.org/sites/default/files/policy_library/towards_a_european_framework_for_research_careers_final.pdf

- Training programme design, which shall include a detailed curriculum with session objectives, topics, methodology, and duration
- Training materials, including slide decks, handouts, templates, case studies, etc. These can form a repository of resources, with some examples of funding opportunities
- Delivery of the training itself
- Monitoring and evaluation framework
- A speaking session in the pre-workshop seminar

A pre and post training evaluation will be completed by the participants before and after the training. Trainers are expected to create these measures or use existing tools and measure the understanding that participants have gained through the training activities.

- Final report - The trainer shall submit a Final report to the British Council detailing the outcomes of each activity in reference to the agreed upon Schedule of Activities and Project timelines. The report shall contain a narrative on the project's outcome, a summary of completed tasks and a statement of funding and expenses. It should also include recommendations for future capacity building.
- PowerPoint summary – Slides to summarise the key information from the final report for easy sharing with internal and external stakeholders, include key metrics, participant feedback and recommendations.
- Post training support plan

Evaluation

- Each activity under the International Research Grant Proposal Writing Workshop shall be evaluated on (1) objectives met, (2) efficiency of expenditures, (3) the impact of the activity on the participants.

Key Performance Indicators (KPIs), project timeline and reporting systems will be established in collaboration with the trainers at the project's onset. These elements will be subject to periodic monitoring and evaluation facilitated by project management dashboards and risk management tools. Regular progress meetings will be scheduled by Country Programme Managers, involving Country Leads and the UK ISPF Senior Consultant to gather valuable input.

Pre-workshop seminar

The workshop will follow a one-day seminar for the same participants on 11 March 2026, during which speakers from Thailand and the UK share experiences in writing and working for a research grant project, finding international partners, and developing equitable and sustainable partnerships.

The one-day seminar will be hosted by the British Council and the Ministry of Higher Education, Science, Research, and Innovation to set the scene for participating researchers on the research partnership landscape and inspire participants with information on both UK and international research funding. The speakers will consist of researchers successful in securing large-scale research funding, sharing best practices and challenges in managing an international research project. The speakers will also include members of Thai and UK research funding agencies, sharing information on funding opportunities.

Trainers are required to speak at one of the panel discussion sessions of this pre-workshop seminar to share their experience in writing an international research grant proposal and other skills necessary for the successful management of an international research project.

The project will progress through two stages as follows:

Phase 1: Appointment of trainers/organization

The process of identifying and appointing a trainer/organization that will be responsible to develop, plan and deliver the International Research Grant Writing Workshop will be carried out through the Request for Proposal (RFP) exercise with the guidance of the procurement team. The proposals submitted by potential suppliers will be reviewed by an internal review panel and assessed based on the consultant's experience working in similar projects, methodology and approach to the projects, gender and Equality, Diversity & Inclusion (EDI) statements and pricing approach.

Phase 2: Designing and delivering the International Research Grant Writing Workshop

The trainer will develop the training programme and ensure that it aligns with the objectives, key themes and priorities set out by the British Council.

8 Mandatory Requirements / Constraints

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

9 Key background documents

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

10 Timescales

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

Activity	Date / time
RFP Issued to bidding suppliers	13 January 2026
Webinar and online clarification sessions for bidding suppliers	16 January 2026
(optional)	at 1000-1100 UK time – Meeting invite link: Join the meeting now Meeting ID: 378 441 094 290 20 Passcode: Pu9Sn3He
Deadline for clarification questions (Clarification Deadline)	21 January 2026
British Council to respond to clarification questions	23 January 2026
Deadline for submission of Proposals by potential suppliers (Response Deadline)	2 February 2026 23:59 (Pakistan Standard Time) 18:59 (UK Time)
Final Decision	TBC
Introductory meeting prior to contract start date	TBC
Contract start date	TBC

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 e-Tendering portal hosted at <https://tap.tcsapps.com/tap2/#/bcsupplier-registration> / moiz.khalid@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 British Council's e-Tendering portal hosted at <https://tap.tcsapps.com/tap2/#/bc-supplier-registration> / moiz.khalid@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 and Gender Equality	20%
Quality	20%
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
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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 bidder’s 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