



Request for Proposal (RFP)

For: Argentine experimental design - Creative Bootcamp.

We are seeking a UK supplier for the curation and programming of online and face to face masterclasses and mentoring sessions for the cultural and creative sector.

Date: March 2023

1 Overview of the British Council and Fundacion Bunge y Born

The **British Council** is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body

The British Council employs over 10,500 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh. Further information can be viewed at www.britishcouncil.org.

The **Bunge y Born Foundation** is a non-profit organization that promotes knowledge and innovation for the benefit of society. To this end, it designs and implements its own projects in the areas of education, health, science, culture and sustainability.

About the programme:

The Creative Bootcamp is part of the Creative Collective initiative, a British Council programme that aims to support creative and social economies in Argentina through a holistic impact strategy at 3 interconnected levels: young creators, cultural leaders, and civil service.

This programme is aimed at Argentine entrepreneurs and creatives with 5-10 years of experience in the Design sector and who work at the intersection between science, technology and sustainable development, and who are seeking to strengthen their ideas and/or business models and project management skills.

The main objectives of the programme are:

- To build interest and engagement in the sector for the development and participation in the programme.

- To position Bunge & Born Foundation accompanied by the British Council as experts in the field.
- To position the program as part of an internationalisation strategy between the United Kingdom and Argentina for the creative industries sector.
- To carry out an evaluation to establish the baseline of the sector, the needs, challenges and opportunities, and measure the development of the first year with a view to a three-year programme.
- To articulate the creative community under new models of creative economy in order to understand the possibilities and impact that may be achieved. Facilitate the relationship between experts and individuals to strengthen the notions of creative economy, including the different business and governance models.

For the 2023-2024 cycle, this programme will be carried out through a virtual format via a series of 6 masterclasses (12 hours) taught over a period of 5 months. The online programme will include a series of tailored mentorships for 20 selected projects and the opportunity to be selected as a beneficiary for one of the two available seed funds. It will also include a face-to-face event in Buenos Aires, to close the programme, which will host additional masterclasses delivered by UK and LATAM speakers.

Background on similar projects related to creative and cultural enterprises:

The Creative Bootcamp took place in Mexico in 2021-22 and was part of the systemic change programme for the creative economy called Creative Collective, which aims to develop skills and exchange knowledge between young creators, cultural leaders and public sector. The programme was aimed at young creators between the ages of 18-35, entrepreneurs whose projects were in early stages, and who seek to design and strengthen their ideas and/or business or management models for their artistic and cultural projects.

The main objectives of the programme were to enable participants to:

- Understand the context in Mexico and the United Kingdom on issues of creative and cultural entrepreneurship, creative economy and circular economy, hubs and community creation.
- Learn new design strategies (design thinking) to carry out projects and their business models.
- Meet other local experts to talk to
- Understand the legal and financial aspects that must be taken into account for the formalisation and operation of a creative company.
- Clearly present their project or businesses fundraising idea
- Recognise the value of the project and creativity as an engine of economic, cultural and social development.

The programme included:

- 10 online masterclasses open to the general public and with simultaneous translation, delivered live by British and Mexican specialists, practical exercises and reference materials, developed between January and February 2022.
- Specialised mentoring sessions for 20 selected participants
- The granting of two seed funds for two selected participants

The contents were curated and facilitated by the partners Impact Hub Mexico and the

Chilean-British studio Unit, who brought together British specialists from organizations such as: Royal College of Art, Imperial Business School, Design Council, among others.

More information about the program: <https://www.britishcouncil.org.mx/creative-bootcamp>

2 Tender Conditions and Contractual Requirements

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

2.1 Contracting requirements

2.1.1 The contracting authority is the British Council which includes any subsidiary companies and other organizations that control or are controlled by the British Council from time to time (see: <http://www.britishcouncil.org/organisation/structure/status>).

2.1.2 The appointed supplier will be expected to deliver the goods and/or provide services to the British Council offices in Argentina, **remotely from the supplier's location**.

2.1.3 The British Council's contracting and commercial approach in respect of the required goods and/or services is set out at the contract template. By submitting a tender response, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment.

2.1.4 The Contract awarded will be for a duration of **8 months (from April to November 2023)**.

2.1.5 In the event that you have any concerns or queries in relation to the Contract, you should submit a clarification request in accordance with the provisions of this RFP by the Clarification Deadline (as defined below in the Timescales section of this RFP). Following such clarification requests, the British Council may issue a clarification change to the Contract that will apply to all potential suppliers submitting a tender response.

2.1.6 The British Council is under no obligations to consider any clarifications / amendments to the Contract proposed following the Clarification Deadline, but before the Response Deadline (as defined below in the Timescales section of this RFP). Any proposed amendments received from a potential supplier as part of its tender response shall entitle the British Council to reject that tender response and to disqualify that potential supplier from this Procurement Process.

2.2 General Policy Requirements

2.2.1 By submitting a tender response in connection with this Procurement Process, potential suppliers confirm that they will, and that they shall 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>). The list of relevant policies includes (but it is not limited to): Anti-Fraud and Corruption, Child Protection Policy, Equality, Diversity and Inclusion Policy, Fair Trading, Health and Safety Policy, Environmental Policy, Records Management, and Privacy.

2.3 General tender conditions (“Tender Conditions”)

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

2.3.2 Third party verifications – Your tender response 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 tender response being undertaken by one or more third parties commissioned by the British Council for such purposes.

2.3.3 Information provided to potential suppliers – Information that is supplied to potential suppliers 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 but the British Council will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the British Council.

2.3.4 Potential suppliers to make their own enquires – You are responsible for analyzing 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. You should notify the British Council promptly of any perceived ambiguity, inconsistency or omission in this RFP and/or any in of its associated documents and/or in any information provided to you as part of this Procurement Process.

2.3.5 Amendments to the RFP – At any time prior to the Response Deadline, the British Council may amend the RFP. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Response Deadline shall, at the discretion of the British Council, be extended.

2.3.6 Compliance of tender response submission – 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 Tender Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

2.3.7 Format of tender response submission – Tender responses must comprise the relevant documents specified by the British Council completed in all areas and in the format as detailed by the British Council in Annex [1] (Supplier Response). Any documents requested by the British Council must be completed in full. It is, therefore, important that you read the RFP carefully before completing and submitting your tender response.

2.3.8 Modifications to tender response documents once submitted – You may modify your tender response prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a complete new tender response in accordance with Annex [1] (Supplier Response) and these Tender Conditions.

2.3.9 Rejection of tender responses or other documents – A tender response or any other document requested by the British Council may be rejected which:

- contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
- contains handwritten amendments which have not been initialed by the authorized signatory;
- does not reflect and confirm full and unconditional compliance with all of the documents issued by the British Council forming part of the RFP;
- contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by the British Council in any way;
- is not submitted in a manner consistent with the provisions set out in this RFP;
- is received after the Response Deadline.

2.3.10 Disqualification – If you breach these Tender 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 tender response apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process;
- to 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 tender response;
- 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; or
- 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 Tender Conditions) or from another potential supplier or another tender response,

the British Council shall be entitled to reject your tender response in full and to disqualify you from this Procurement Process. Subject to the “Liability” Tender Condition 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.

2.3.11 Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Subject to the “Liability” Tender Condition below, you accept by your participation in this procurement, including without limitation the submission of a tender response, that you will not be entitled to claim from the British Council any costs, expenses

or liabilities that you may incur in tendering for this procurement irrespective of whether or not your tender response is successful.

2.3.12 Rights to cancel or vary this Procurement Process - By issuing this RFP, entering into clarification communications with potential suppliers or by having any other form of communication with potential suppliers, the British Council is not bound in any way 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 to all potential supplier in writing. Subject to the "Liability" Tender Condition below, the British will have no liability for any losses, costs or expenses caused to you as a result of such termination, amendment or variation.

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

2.3.14 Liability – Nothing in these Tender 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.

3 Confidentiality and Information Governance

3.1 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 tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

3.2 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 tender response. 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.

3.3 This RFP and its accompanying documents shall remain the property of the British Council and must be returned on demand.

3.4 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement 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.

3.5 The Freedom of Information Act 2000 (“FOIA”), the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “Disclosure Obligations”).

3.6 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.

3.7 If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, using any template and/or further guidance provided, you must provide clear and specific details to:

- the precise elements which are considered confidential and/or commercially sensitive;
- why you consider an exemption under the FOIA or EIR would apply; and
- the estimated length of time during which the exemption will apply.

3.8 The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process you agree that the British Council should not and will not be bound by any such markings.

3.9 In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that the British Council accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the British Council, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to the British Council on the basis that it may be disclosed under the Disclosure Obligations if the British Council considers that it is required to do so and/or may be used by the British Council in accordance with the provisions provision of this RFP.

3.10 Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the British Council’s instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on the British Council’s behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

4 Tender Validity

4.1 Your tender response must remain open for acceptance by the British Council for a period of 30 days from the Response Deadline. A tender response not valid for this period may be rejected by the British Council.

5 Payment and Invoicing

5.1 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 the British Council contact.

6 Specifications

The programme “*Argentine experimental design. Creative Bootcamp*” will focus on Design and its intersection with science, technology and sustainable development.

The British Council invites proposals from UK suppliers to curate and design 6 master classes (12 hours) for an online programme designed along with the British Council and Fundación Bunge y Born teams, as well as to coordinate and deliver 3 mentoring sessions for 20 selected projects, who will have the opportunity to apply for seed funds provided by Bunge y Born Foundation in 2024.

The UK provider will work closely with the Argentine provider who will also curate and design 6 masterclasses (12 hours) within the Argentine context. The British Council will recruit the Argentine supplier during the months of February and March 2023. The masterclasses and mentoring sessions will take place between **May and September 2023**.

UK provider specification:

- Connected with professionals from the creative and cultural industries, to have insight of the needs, challenges and opportunities of entrepreneurs and creatives, as well as possible solutions and alternatives.
- Solid knowledge of the cultural and creative entrepreneurship ecosystem in the UK, mainly in cultural, creative and social impact ventures.
- Ability to communicate complex concepts accurately and meaningfully.
- Operational ability to design and curate a series of masterclasses according to the topics mentioned in this document.
- Ability to coordinate and deliver mentoring sessions to 20 specific projects on issues of creative and cultural entrepreneurship throughout the entire program.
- Ability to work as a team with the partners from the Bunge y Born Foundation and British Council.

The programme participants are:

- Argentine entrepreneurs and creatives with 5-10 years of experience in the Design sector and interested in the intersections with science, technology and sustainable development. The participant's project must be in the execution phase.
- The project must be from the creative and cultural industries.
- Participants will complete an online application explaining their project idea and/or business model.
- A minimum number of 100 participants is expected to register for the online master

classes, but only a group of 20 participants will be selected for the opportunity to compete for a seed fund and to be part of the advisory sessions given by the Argentine supplier and will have the opportunity to participate in the face-to-face meeting in Buenos Aires.

- Within the group of 20 people who are part of the advisory sessions, 2 participants will be selected to receive the seed funds. They will be selected by a local and international jury convened ad-hoc for this instance.

The UK supplier will be responsible for:

- Managing a budget of up to **£ 27,400 GBP** (VAT included) to cover all expenses related to the program.
- Designating a focal point that will carry out the production meetings with the Argentine supplier.
- Participating in working sessions with the Argentine provider to coordinate the agenda of the Masterclasses and adapt their contents according to the local context.
- Though the UK supplier is not responsible for designing overall programme structure, British Council welcomes any improvements, changes, or augmentations to the programme outline from the UK supplier.
- Designing and development of worksheets and templates for free download, to be used during or after the master classes.
- Compilation of didactic resources and/or educational materials to enrich the information on the topics covered in the programme.
- Curate and moderate 6 Masterclasses of 2 hours each, that involve 2 speakers each (12 speakers in total) on the themes and subjects previously agreed with the British Council and Bunge y Born Foundation.
- Organise and deliver 3 mentoring sessions for 20 selected participants, on issues of adaptation of their projects to the reality of the creative and cultural markets, specifically on issues of fundraising or seed funds.
- Participation in networking and exchanges with the beneficiaries during the consultancies.
- Participation in the selection panel for the beneficiaries of the seed funds and the 20 selected projects for mentoring.
- Collaborate with the British Council to select 2 speakers for the closing face to face event in Buenos Aires and coordinate the travel arrangements for those 2 speakers.
- Participate in the programme evaluation as required after the activities took place.

To ensure this, the UK supplier should have a team with at least the following roles:

- 1 general programme coordinator
- Ability to hire the speakers who will deliver the masterclasses
- Ability to hire a team of advisors for mentoring (3 sessions of 2 hours each to 20 projects)

The British Council will be responsible for recruitment and selection of the participants of the programme, as well as coordinating all communications between the UK supplier, the Argentine supplier and the workshop participants. Simultaneous English-Spanish translation during the masterclasses and the visual identity of the programme will be coordinated by the Argentine supplier with prior approval from the British Council and the Bunge y Born Foundation.

Schedule:

The following is an overview of Year 1 of the Creative Bootcamp. This outline has been designed on the basis of previous experience. It is offered as a frame of reference, and we are open to new approaches and structures based on the experience and knowledge of the British provider, keeping in mind that this programme will be delivered online free of charge and live to all people who register.

February/ March: Launch of open call for delivery partner in UK and ARG, selection and notification of partners.

April: Launch of federal open call to select Argentine entrepreneurs and creatives: Professionals with 5-10 years of experience in the Design sector and who work at the intersection with science, technology and sustainable development.

May-September (5 months): International dialogues and conferences in Creative Bootcamp format: Argentina/United Kingdom dialogue series with an expert from each country delving into relevant topics of the creative industry. Mentoring for 20 registered projects: Selected projects that meet the characteristics go on to a mentoring round to better develop the idea and be able to compete for one of the 2 available seed funding.

October: Meeting of creators in Buenos Aires + Seed funds selection (x2): Face-to-face meeting and selection of seed funds through an international jury and with 80% attendance at the dialogues.

November: Year 1 Evaluation.

The following is the outline of the 24-hour masterclasses programme plus mentorship sessions:

	Suggested topics	Day 1	Day 2	Day 3
Month 1 PRESENTATION	General concepts: creative economies, circular economy, cultural and creative companies, creative hubs, community building	Introductory session (BC, UK, and ARG Partner) UK masterclass	ARG Masterclass	
Month 1 CREATION	Creative processes, inspiring models, Design thinking	UK Masterclass	ARG Masterclass	Selection of the 20 participants for mentoring.

Month 2 PRODUCTION / MANUFACTURE	Business models, value chains, Brand planning, consumers	UK Masterclass	ARG Masterclass	Introductory session with 20 participants selected.
Month 3 DISTRIBUTION/ COMERCIALIZAT ION	Legal and financial aspects	UK Masterclass	ARG Masterclass	Individual mentoring session with each of the 20 participants that will apply to the seed funds (ARG partner - 2 - 3 hours approx)
Month 4 EXHIBITION	Digital Marketing and social media	UK Masterclass	ARG Masterclass	Individual mentoring session with each of the 20 participants that will apply to the seed funds (ARG partner - 2 - 3 hours approx)
Month 5 CONSUME/ PARTICIPATION/ VALUE	Soft skills, Fundraising	UK Masterclass	ARG Masterclass Closing session online (British Council, UK and ARG partners)	Individual mentoring session with each of the 20 participants that will apply to the seed funds (ARG partner - 2 - 3 hours approx)
Meeting in Buenos Aires		UK Masterclass	ARG Masterclass. Closing session face to face, announceme nt of seed funds winners (x2) (BC, UK and ARG Partners)	

7 Mandatory Requirements / Constraints

7.1 As part of your tender response, 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. A failure to comply with one or more mandatory requirements or constraints shall entitle the British Council to reject a tender response in full.

8 Qualification Requirements

8.1 As part of your tender response, you must confirm compliance with the qualifications requirements below. A failure to comply with one or more such qualification requirements shall entitle the British Council to reject a tender response in full.

Background and administrative requirements:

- Those interested in participating must send their presentation letter and corporate curriculum or work portfolio, also attaching three (3) letters of recommendation including: Company name, contact information, telephone and mail.

Financial Capacity and Infrastructure:

- In terms of financial capacity and infrastructure, the applicant must prove that they have the capacity to receive the funds indicated, provide the service and comply with applicable specifications and technical standards.
- In order to prove the financial capacity, the applicants must contemplate and agree in the contract the invoice payment term of 30 calendar days after the invoice date.
- The British Council will agree with the supplier a payment schedule to grant the funds to be administered. The British Council will also agree with the selected supplier the budget breakdown with the items to be covered.

Technical Capacity:

- Regarding the technical capacity to provide the general maintenance service, the applicant for the contract must prove that they have the technical knowledge, skills and previous experience.

9 Key background documents and further information

9.1 Further relevant background documents / information may be provided to potential suppliers as set out below, as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents.

10 Work conduct and privacy policies:

10.1 The British Council complies with minimum standards of conduct, confidentiality policies, conflict of interest, protection of minors, inclusion and non-discrimination before any client, partner, supplier, staff or user, for which the service provider must law and sign in accordance with the documents and annexes that are required for compliance thereof. Based on the foregoing, the personnel assigned to each service must comply with said policies and an ethical and strict professional relationship during the performance of their activities.

11 Timescales

11.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

Activity	Date / time
RFP Issued to bidding suppliers	8 March 2023
Deadline for clarification questions (Clarification Deadline)	18 March 2023
British Council to respond to clarification questions	21 March 2023
Deadline for submission of RFP responses by potential suppliers (Response Deadline)	03 April 2023 at 12:00 midday UK time.
Notification of Final Decision	11 April 2023
Contract concluded with winning supplier	11-16 April 2023
Contract start date	17 April 2023

Note: there may potentially be interviews with selected applicants on 6 April UK afternoon.

12 Instructions for Responding

- 12.1 The documents that must be submitted to form your tender response are listed at Part [2] (Submission Checklist) of Annex [1] (Supplier Response) to this RFP. All documents required as part of your tender response should be submitted to **artes@britishcouncil.org.ar** by the Response Deadline, as set out in the Timescales section of this RFP.
- 12.2 The following requirements should be complied with when submitting your response to this RFP:
- 12.2.1 Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may be rejected by the British Council.
- 12.2.2 Do not submit any additional supporting documentation with your RFP response except where specifically requested to do so as part of this RFP. 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).
- 12.2.3 All attachments/supporting documentation should be provided separately to your main tender response and clearly labelled to make it clear as to which part of your tender response it relates.
- 12.2.4 If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.
- 12.2.5 Unless otherwise stated as part of this RFP, all tender responses should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.
- 12.2.6 Where supporting evidence is requested as 'or equivalent' you must demonstrate such equivalence as part of your tender response.
- 12.2.7 Any deliberate alteration of a British Council requirement as part of your tender response will invalidate your tender response to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- 12.2.8 Responses should be concise, unambiguous, and should directly address the requirement stated.
- 12.2.9 Your tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

13 Clarification Requests

13.1 All clarification requests should be submitted to **artes@britishcouncil.org.ar** 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 received after the Clarification Deadline.

13.2 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.

13.3 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.

13.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response 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 tender response may be rejected in full and you may be disqualified from this Procurement Process.

14 Evaluation Criteria

14.1 You will have your tender response evaluated as set out below:

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

Stage 2: If a bidder succeeds in passing Stage 1 the evaluation, then it will have its detailed tender response to the British Council's requirements evaluated in accordance with the evaluation methodology set out below.

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

Criteria	Weighting
Matching of criteria particularly skills, knowledge and experience, as outlined in this RFP	30%
Quality of proposal	30%
Methodology and approach	20%

Commercial evaluation and financial capacity	20%
--	-----

14.3 Scoring Model – Tender responses will be subject to an initial review at the start of Stage 3 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses 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 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.

Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex [2] (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the British Council as part of the pricing approach. 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 tender response at this point. The British Council may also reject any tender response 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 EU procurement rules. A maximum offer score of 10 will be awarded to the tender response offering the lowest "Overall Price". Other tender responses 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.

14.4 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender 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.

14.5 The winning tender response – The winning tender response shall be the tender response 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 or references relating to any Qualification Question responses) obtained by the Authority relating to any self-certification or other requirements referred to in the Qualification Questionnaire (*if used*). If any verification evidence requested from a supplier, or a relevant third party as may be referred to by the supplier in the Qualification Questionnaire (*if used*) as a party prepared to provide such information, is not provided in accordance with any timescales specified by the British Council and/or any evidence reviewed by the British Council (whose decision shall be final) does not demonstrate compliance with any such requirement, the British Council may reject that tender response in full and disqualify the potential winning supplier from the Procurement Process at that point.