

Request for Proposal (RFP)

For: British Council Argentina

Date: 02 June 2025

1 Overview of the British Council

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

We uniquely combine the UK's deep expertise in arts and culture, education and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people, 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 In Argentina, the British Council has been building a record of collaboration with national and provincial Ministries of Education to strengthen English language teaching across the public sector. Through our English Programmes portfolio, we aim to enhance English language education systems by supporting teacher development, innovation in pedagogy, and inclusive practices. Our programmes align with two global pillars: School Systems, which supports system-wide improvement in English teaching and learning; and English Connects, which promotes equitable access to professional development, particularly in under-resourced contexts.

In 2024, the British Council piloted a low-tech continuing professional development (CPD) course for school English teachers in Argentina. The course was delivered through Telegram and included live,

trainer-led workshops. The theme of the course was “Managing Lessons”, and it was designed to improve classroom practice through accessible, mobile-friendly learning.

Building on the lessons learned from that experience, we are currently preparing to deliver a new, curriculum-aligned online course in partnership with a provincial Ministry of Education in 2025. The proposed course is intended for up to 200 in-service English teachers working in urban and rural state schools. It focuses on inclusive and effective English language teaching, possibly including the use of technology and the development of key language skills, and is aligned with other provincial programmes as well as the British Council's [Continuing Professional Development \(CPD\) Framework for Teachers](#).

This approach forms part of a broader strategy to support teacher development across multiple provinces in Argentina, with the potential to scale or adapt similar course models depending on demand and local priorities.

2.2 Programme

The British Council is in the process of designing a series of free, online professional development courses for English teachers working in public primary and secondary schools in Argentina. These courses are intended to support provincial education goals, teacher training plans, and curriculum frameworks, and are being developed in partnership with Ministries of Education at the provincial level.

The courses are expected to:

- Be delivered online via virtual classrooms or platforms or mobile messaging apps (e.g., Google Classroom, Zoom, Telegram)
- Include weekly trainer-led synchronous sessions (approx. 60 minutes) and asynchronous tasks
- Last approximately 8–10 weeks (this is to be confirmed)
- Be conducted primarily in B1-level English by qualified trainers, with the flexibility to use Spanish as needed to support understanding, particularly when participants have lower levels of English proficiency.
- Include a final task or assessment, as well as progress monitoring and participant feedback

Each course will focus on a theme co-defined with the local Ministry of Education, and will be adapted to suit the professional profile, needs, and context of teachers in that province. Themes may include:

- Using technology to enhance English lessons
- Developing inclusive classroom practices
- Teaching macro-skills (e.g. speaking, listening)
- Classroom management and lesson planning

While at least one course is planned for 2025, the same delivery model may be replicated or adapted in other provinces during the same or subsequent years, depending on interest and funding.

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**”).

Through this procurement process, the British Council aims to engage **a supplier (or suppliers)** to support the implementation of one or more provincial teacher development courses. This may include:

- Supporting the design and adaptation of course content
- Facilitating online course delivery (both synchronous and asynchronous)
- Engaging and monitoring participants
- Providing reports and analysis of outcomes

The British Council may award a **single-supplier contract** or establish a **framework agreement** with one or more suppliers, depending on the evolving needs of the programme. This RFP covers the course in 2025 and may include similar courses in other provinces in the future.

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: The appointed supplier will deliver services at the British Council offices in Argentina taking into consideration all the activities will be delivered in an online environment. No physical delivery of goods is expected.

3.1.3 Duration: The initial contract will run for 6 months, covering a planning period followed by course delivery and evaluation. There is an option for an extension of up to an additional 12 months, subject to programme needs and agreement with provincial education authorities.

3.1.4 Contractual terms: As set out at Annex [1] [(*Terms and Conditions of Contract*)] or [(*Framework Agreement*)] (“**Contract**”). By submitting a Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. If you plan to submit a bid as a Sole Trader or Personal Service Company please contact via MyProcurement portal for any of the specific terms. Once the Contract is awarded, there will be no changes allowed to the Contract (except in accordance with the provisions of the Contract). Any clarification questions in relation to any aspect of this Procurement Process and the associated documentation should be submitted in

accordance with the process set out in paragraph 12 (*Clarification Requests*). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions, reissue Annex 1 to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

3.2 General Policy Requirements

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

3.3 General Proposal conditions (“Proposal Conditions”)

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

3.3.2 Third party verifications – Your Proposal is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided, and the analysis of your Proposal being undertaken by one or more third parties commissioned by the British Council for such purposes.

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

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

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

3.3.6 Compliance of Proposal – Any goods and/or services offered should be on the basis of and strictly in accordance with the RFP (including, without limitation, any specification of the British Council's

requirements, these Proposal Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

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

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

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

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

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

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

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

costs, expenses or liabilities that you may incur in submitting a Proposal irrespective of whether or not your Proposal is successful.

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

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

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

4 Confidentiality and Information Governance

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

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

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

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

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

5 Proposal Validity

5.1 Your Proposal must remain open for acceptance by the British Council for a period of 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 romina.bettini@britishcouncil.org or by post to:
The British Council, Argentina – Carlos Pellegrini 1141 1st floor, (CP C1009ABW) C.A.B.A, Argentina.

7 Specification

The British Council seeks to commission one or more service providers with proven expertise in designing, adapting, and delivering English language Continuing Professional Development (CPD) programmes for public sector teachers in Argentina. The selected supplier will work closely with the British Council’s English Programmes team to deliver a CPD project that enhances professional practices among a specific cohort of educators. This service is part of a wider regional initiative and will focus specifically on the implementation of a training programme for teachers in Argentina, many of whom are currently delivering English lessons in rural or underserved communities. Some of the participants may be non-specialist teachers required to teach English as part of their broader teaching duties.

The programme will use remote or mobile learning approaches, and will include synchronous and asynchronous elements. It will also gather evidence of teacher development through pre- and post-intervention activities and data collection. The service will help bridge gaps in teacher preparedness and confidence by offering accessible, context-sensitive training that fits within teachers’ limited availability.

Scope of Work

The consultancy will be responsible for the following phases and activities:

Phase 1 – Project Set-Up and Baseline (July-August 2025)

- Review baseline data supplied by the British Council, including participants' English level and teaching methodology skills.
- Adapt academic content (e.g. handouts, training guides, slide decks) for local relevance, based on provided materials and contextual needs.
- Design supplementary materials if needed.
- Align content to local calendar and schedule.
- Finalise session plans and group allocations.
- Attend meetings with stakeholders and partners and incorporate their feedback.

Phase 2 – Delivery (August-November 2025)

- Deliver one synchronous 60-minute training session per group, per week, using the selected online platform or mobile app (Zoom, Telegram or other) for 8-10 weeks. (Note – sessions won't be simultaneous as you need to adapt to teachers' schedule, likely early morning, noon, or late afternoon/evening Argentina time)
- Provide and monitor two asynchronous activities per week for each group.
- Offer a minimum of 10 hours per group, per week, of active follow-up and teacher support (via chat on the virtual classroom or mobile app, voice notes, or short calls).
- Track and manage attendance, participation, task completion, grades.
- Establish communication channels and provide timely responses to participant queries.
- Monitor participant engagement and progress throughout the programme.
- Provide continuous feedback and mentorship based on participant outputs.
- Attend meetings with stakeholders and partners and incorporate their feedback.

Phase 3 – Monitoring, Evaluation, and Reporting (December 2025)

- Administer:
 - Pre-project expectation survey
 - Mid-point feedback survey
 - Final participant satisfaction and outcomes survey
- Generate:
 - Weekly group reports including attendance, progress, evaluation data, and visual evidence
 - Final report per teacher, per group, and consolidated executive summary (Spanish and English)
 - Summary data spreadsheet files (attendance, evaluation results, etc.)
- Attend meetings with stakeholders and partners and incorporate their feedback.

Key Performance Indicators (KPIs)

- 100% timely delivery of weekly synchronous sessions
- 90% teacher participation surveys and evaluations
- Minimum 80% teacher attendance across the 10-week programme
- Minimum 80% participant satisfaction based on end-of-project survey
- Quality of adapted content and materials rated satisfactory or above by project stakeholders

Payment Structure and Timelines

- Payment will be made in instalments based on the completion of key project milestones, subject to satisfactory delivery of services and submission of required deliverables:
 - 20% upon contract signature and acceptance of implementation plan
 - 30% after completion of Phase 1 and first two weeks of delivery
 - 30% after completion of delivery (end of Phase 2)
 - 20% upon acceptance of final reports and evidence (end of Phase 3)
- Payments will be made in local currency of the country where the supplier is based using the British Council's bookkeeping rates for GBP at the time of invoicing. For example, if the supplier is registered in Argentina, payments will be made in Argentinian peso using the exchange rates of the date when the invoice was submitted.

Sustainability and Inclusion

- The training content and approach should promote inclusive teaching practices and be mindful of the challenges faced by teachers in low-resource contexts.
- The supplier is encouraged to minimise the environmental impact of any travel, printing, or digital resources by using sustainable practices.

Intellectual Property

- All academic materials, session plans, reports, and documentation produced during the contract will be the intellectual property of the British Council unless otherwise agreed.

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.

Mandatory Requirements/Constraints

- The organisation/consultant should have a demonstrable track record of international expertise in ELT, including working on teaching and learning in the Latin-American context or countries with similarities around the world. Supplier – and any subcontracted teacher trainers – must show

understanding of the Latin-American public education context, preferably Argentinian state-run primary and secondary schools in rural or underserved areas.

- Supplier must have previous experience designing and delivering online CPD for teachers in Latin America, preferably Argentina. Experience managing or delivering low-tech projects such as CPD training courses or events, through WhatsApp, Telegram or other mobile app is preferred.
- Supplier must be or become acquainted with the British Council's Continuing Professional Development (CPD) Framework for teachers. Familiarity with the Teaching for Success model and training materials is desirable.
- Staff involved must be fluent in English (minimum C1) and Spanish (minimum B1) and be fully trained, suitably qualified, and appropriately experienced for the technical speciality and legal jurisdiction required by the specific instruction.
- Supplier – and any subcontracted trainers – must be available to deliver sessions from August to November 2025 (exact dates to be confirmed) and commit to the full up to 10-week implementation period.
- Supplier must have capacity to deliver this project for up to 200 teachers in groups of up to 20 participants each, and manage multiple groups simultaneously without session overlap including staff to support or cover lessons in contingency scenarios.
- Supplier must comply with the British Council's safeguarding, equality diversity and inclusion, data protection, and brand guidelines. The supplier – and subcontracted staff with direct contact with participants – must be willing to undertake mandatory training or attend briefings on these and/or other corporate policies, and provide evidence if requested, such as self-declarations, background checks or references.

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	3 rd June 2025
Deadline for clarification questions (Clarification Deadline)	19 th June 2025
British Council to respond to clarification questions	26 th June 2025
Deadline for submission of Proposals by potential suppliers (Response Deadline)	1 st July 2025
Final Decision	11 th July 2025

Contract concluded with winning supplier	15 th July 2025
Contract start date	22 nd July 2025

11 Instructions for Responding

11.1 The documents that must be submitted to form your Proposal are listed at Part [2] (Submission Checklist) of Annex [2] (Supplier Proposal) to this RFP. All documents required as part of your Proposal should be submitted to *British Council's e-Tendering portal hosted at <https://tap.tcsapps.com/tap2/#/bc-supplier-registration>* 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>* 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 responses have been 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
Knowledge and experience	[30]%
Methodology and approach	[30]%
Commercial	[40]%

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

Points	Interpretation
10	Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested.
5	Adequate – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder's failure to provide all of the evidence requested.
3	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

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

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

13.6 The Winning Proposal(s) - The winning Proposal shall be the Proposal scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information)] obtained by the Authority relating to any self-certification or other requirements referred to at any time in this Procurement Process.

List of Annexes forming part of this RFP (issued as separate documents):

Annex 1 – [Terms and Conditions of Contract]/[Framework Agreement]

Annex 2 – Supplier Proposal

Annex 3 – Pricing Approach