

Request for Proposal (RFP)

For: *Citizen-state collaboration and social cohesion in the Philippines*

Date: 4 December 2020

1 Overview of the British Council

1.1 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.

1.2 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

1.3 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.

2 Introduction and background to the work

2.1 The purpose and scope of this request for proposal (RFP) and supporting documents is to set out the requirements of the British Council for submitting a tender proposal for researching the relationship between citizens – especially youth – and state in Philippines and exploring programmes for deepening and improving this relationship.

3 Tender Conditions and Contractual Requirements

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

3.1 Contracting requirements

3.1.1 The contracting authority is the British Council which includes any subsidiary companies and other 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 The appointed supplier will be expected to deliver the goods and/or provide services at the British Council offices in the Philippines.

3.1.3 The British Council's contracting and commercial approach in respect of the required goods and/or services is set out at Annex 1 (Terms and Conditions of contract) ("**Contract**"). 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.

3.1.4 The Contract awarded will be for the duration of **2 months**.

3.1.5 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.

3.1.6 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 its tender response shall entitle the British Council to reject that tender response and to disqualify that potential supplier from this Procurement Process.

3.2 General Policy Requirements

3.2.1 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.

3.3 General tender conditions (“Tender Conditions”)

3.3.1 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.

3.3.2 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.

3.3.3 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.

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. 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.

3.3.5 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.

3.3.6 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.

3.3.7 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 2 (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.

3.3.8 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 2 (Supplier Response) and these Tender Conditions.

3.3.9 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 initialled by the authorised 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.

3.3.10 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.

3.3.11 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.

3.3.12 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.

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 Tender Conditions and the requirement of this RFP.

3.3.14 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.

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 tender response) 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 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.

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

4.4 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.

4.5 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**”).

4.6 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.

4.7 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 at Part 2 (Submission Checklist) of Annex 2 (Supplier Response), you must provide clear and specific detail as 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.

4.8 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.

4.9 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.

4.10 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.

5 Tender Validity

5.1 Your tender response must remain open for acceptance by the British Council for a period of **sixty days** from the Response Deadline. A tender response 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 British Council staff or by post to:
The British Council local office

7 Specification

This section spells out the scope for this assignment including the range of activities that the supplier is expected to deliver, the qualifications and expertise required of the supplier and the expected timeline for the task.

7.1 Assignment background

7.1.1 The British Council is seeking a supplier (consultant/s or research organisation) to design and deliver a research study to inform programming across the Philippines in general, and across Mindanao in particular.

The results of this assignment will give the British Council team a clear understanding of the multiple relationships that constitute citizenship in Philippines, the state of these relations and ideas for programming for improved relations.

7.1.2 The Philippines is not alone in South East Asia in struggling to connect individuals, social groups and communities to formal institutions and processes of democratic governance in a way that leads to greater social cohesion. However, the nation's sprawling archipelago, communications difficulties and a central control from Manila, especially in relation to Mindanao make for particularly difficult circumstances.

Young people are thought to be particularly impacted by exclusion from decision-making processes while, at the same time, playing a vital role in building social cohesion. During the worst of the COVID-19 pandemic, Philippines youth acted in much the same way as their peers in many other ASEAN countries – mobilising resources, delivering vital relief goods and services, disseminating health information and reaching out to marginalised communities. Youth networks play a vital role in mitigating such crises and, more generally, creating the conditions for progressive solutions to issues affecting communities across the archipelago, often in contexts where state interventions are absent or fall short of full effectiveness. When drawn together as part of mass movements, young people’s collective political agency has for decades been a dynamic force shaping the Philippine state.

Where local or national institutional opportunities exist and participatory rights are actively fulfilled for youth, organisations and networks, ideas for sustainable, economically durable and socially beneficial solutions for communities are more likely to flourish and meet with success. However, the extent to which young people know about such opportunities, their readiness and capacity to take part and their ability to critique and reshape them, is largely unknown.

During 2021 the British Council’s new five-year strategy will go live. This refocuses the organisation’s work around three key pillars, Education, English, Youth and Skills, and Arts and Culture. The organisation is increasingly focussed on the role of young people across the core pillars that we work on, in particular the organisation is seeking to reach 25 million worldwide people through digital means by 2025 and create 250,000 young leaders. Against this background it will be important to examine how programming in the Philippines can contribute to these ambitions.

Although the British Council has reached communities in the Philippines through its work in Active Citizens, Justice programming, social enterprise, the Arts and Education (especially higher education), there is a need to understand more around the priority of young people, their demands, and the role they can play as agents of change within their communities, in their jobs, in their studies and in their places of study, and in the activities they undertake outside of these formal settings.

7.2 Assignment scope

7.2.1 Main objective / rationale

The overall objective of the assignment is to enable the British Council to better understand the current state of cooperation and engagement between citizens in general, and young people (aged 18 to 35 in particular) and other powerful actors within the Philippines, including CSOs, government agencies, political structures, informal figures of authority (i.e. Church leaders, Imams and secular advocates/campaigners), how young people can influence these channels and how the British Council can work across its current assets and expertise (which span Education, particularly Higher Education, Arts and Culture – including work within the Philippines craft sector and through social engagement).

7.2.2 Specific objective

The specific objective of the assignment is to conduct research, comprising desk reviews and field work that:

- (1) Assess the overall ability of young people to influence decisions made about their lives, as well as investigating the influence of Philippines civil society in fostering inter-community social cohesion and intercommunal cooperation. Questions may include
 - a. What are the main issues that civic organisations work on across the Philippines in meaningfully engaging youth as agents of change in their communities? Which actors or institutions are involved?
 - b. Are there any variations between the population centres (particularly Metro Manila) and the periphery for example remote island provinces, communities in Mindanao and the BARMM, and other poorer, or more remote communities?
 - c. To what extent are Philippine civil society groups embedded in transnational advocacy networks? How do young civic actors in the Philippines engage with and learn from their peers globally?
 - d. How effective have civic organisations been in addressing social cohesion, and engaging young people in these processes? Is effectiveness improving or declining? What evidence shows this? At what social or political level are groups most successful in engaging youth and what this look like?
 - e. What role do you people themselves have, including returning graduates and young OFWs have in helping shaping narratives around peace and social cohesion within the Philippines?
 - f. What organisational forms do these groups take? How has this changed in recent years?
 - g. How diverse (gender, indigenous representation, sexual orientation) are youth advocacy networks that the British Council might engage with?
- (2) Examine the laws, policies and institutional factors, as well as prevalent norms and social structures, that enable or constrain civic action in the Philippines. Questions may include:
 - a. How has the form and purpose of civic action responded to changes in law and policy?
 - b. How can young people influence the laws and regulations that affect and impact them?
 - c. Which formal institutions or processes are central for raising community voices, especially those of young people? Is there much variation in performance across the Philippines?
 - d. What organisational difficulties are faced by marginalised groups, particularly those in outer islands?
- (3) Assess the likely needs for civic groups in light of changing conditions and issues.
 - a. What opportunities and challenges do recent institutional or political changes present for civic groups and their ability to engage young people as the changemakers of the future?
 - b. Identify widespread or notable skills, knowledge or strategic gaps affecting civic work;
 - c. Highlight recent or current interventions dedicated to overcoming these gaps. How successful have these been, and what is the view of young people themselves of these processes and attempts?
- (4) Make recommendations for possible British Council programming for civic engagement.
 - a. These may be new programmes or may build on previous projects or existing relationships the British Council has developed in the Philippines that assist young people to address intercommunal tensions and enhance social cohesion
 - b. What are the conclusions and recommendations for youth led programming on and around social cohesion within the Philippines?
 - c. Where could the British Council programming across Arts, Education and Youth and Skills work add *unique* value, particularly in reference to our global ambition to create 250,000

young leaders worldwide? Identify promising sources of funding for such programmes, and possible partners for implementation.

7.2.3 Methodologically, we are interested to hear from suppliers about how they will approach this study and analysis. We would expect to see the following elements included:

- **Extensive desk research** regarding the health and effectiveness of civil society efforts in the Philippines and challenges faced. This should draw on local and national reports as well as the conclusions of recent academic research. Sources may include local and national popular media, journals, archives, research centres, government, professional networks and civic groups as possible sources. Attention should be given to ongoing British Council initiatives in the Philippines in education, justice, civic engagement and the arts, as well as notable education and peacebuilding projects by other organisations.
- **Primary data collection.** To provide the British Council with specific recommendations and to make an original contribution to debates in Philippines and the wider region, we expect the supplier to gather and analyse new data on civic engagement. This may include:
 - Key Informant Interviews (KIIs) with
 - Leaders of community and civil society groups, including women's, youth and faith-based groups. The supplier should attend to the British Council's thematic interests in social cohesion, peace and intercultural understanding when identifying and selecting representative groups for interview.
 - Representatives from formal institutions at community and higher levels, according to the scales at which civic engagement takes place.
 - Representatives of government departments, elected officials and their offices
 - Students currently enrolled in tertiary and secondary education, and recent graduates, including alumni from British Council programming and beneficiaries of British Council outward mobility programming
 - Leaders in the education sector
 - Leaders from the arts sector.
 - Identification and analysis of relevant laws, policies and approaches by government, peace process and higher education institutions.
- **Critical analysis of data.** Analysis should identify and describe key tendencies affecting civic organisations and initiatives, and current or likely future challenges and opportunities affecting civic initiatives. This should lead to programming recommendations that will help the British Council in the design of interventions that are appropriate in content, scale and location of implementation.

7.3 Required services and deliverables

7.3.1 Required services and deliverables

The supplier will be expected to produce the following **outputs**:

Preparatory work

- A **detailed methodology**, describing analytical approach, workplan and timeframe to achieve the deliverables. This should be prepared within 2 weeks following contract signature and agreed with the British Council prior to research. It should include ethical, safeguarding and health considerations, including COVID-19, a timeframe for the research and a risk management framework.

Progress report

- This is to be submitted following completion of fieldwork and initial data analysis. This should be delivered in the first week of February 2021. The progress report will include a summary of progress to date; a summary of initial findings; identification of challenges and recommendations on changes or additions to the approach in response to progress to date.

Research report

The final research report should include the following sections:

- Rationale and purpose of research
- Research scope and questions
- Research methodology
- Data analysis and research findings
- Recommendations
- Bibliography

7.3.2 *Review and finalization of report.* The draft report and research summary presentation will be subject to a review by the British Council. This will likely result in the suggestion of revisions which will require a response by the supplier before the final report can be accepted.

7.3.3 The value of the contract shall not exceed GBP 12,000.

7.4 Qualification Requirements

7.4.1 This Call for proposals is open to national and international consultants, teams and organisations based in the Philippines. It is envisaged that the assignment will be undertaken by experts suitably qualified and experienced in social research and analysis.

7.4.2 Lead researcher(s)

Education

Postgraduate degree in a relevant social sciences or humanities discipline.

Experience

- Minimum 8 years' experience conducting research in Philippines and/or SE Asia for the lead researcher and 8 years experience within the Philippines for the national researcher;
- Demonstrable expertise in social science research in areas affected by conflict or intercommunal tensions, strong familiarity with civil society and social organising in Philippines and understanding of civic empowerment programmes;
- Strong knowledge of participatory governance in Philippines;
- Proven experience of implementing qualitative evaluation methodologies in a critical fashion

- Evidence of use of ethical considerations for conducting and adapting research with vulnerable groups on sensitive topics, as well as implementing safeguarding procedures and informed consent approaches.
- Excellent writing skills. Evidence of producing clear, concise reports in English and high quality, published research and active dissemination of research findings.

7.4.3 Research team

Any research team assembled to support this work will need to demonstrate:

- knowledge and understanding of the Philippines' civil society and civic organising
- experience working on similar research projects and reports;
- track record of working with a range of partner organisations and stakeholders;
- excellent communication skills with people of varying linguistic, educational, socio-economic and cultural backgrounds.

8 Mandatory Requirements / Constraints

8.1 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.

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. Where no such information / documents are provided, this Section of the RFP will not apply.

10 Timescales

10.1 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	Fri, Dec 04
Deadline for clarification questions. 17.00 Local time	Fri, Dec 11
British Council to respond to clarification questions	Fri, Dec 18
Deadline for submission of RFP responses by potential suppliers (Response Deadline). 17.00 Local time	Wed, Jan 06
Interview of shortlisted suppliers (at most 3)	Fri, Jan 15
Final Decision by British Council	Fri, Jan 15
Contract concluded with winning supplier	Fri, Jan 22
Contract start date	Fri, Jan 22

11 Instructions for Responding

11.1 The documents that must be submitted to form your tender response are listed at Part 2 (Submission Checklist) of Annex 2 (Supplier Response) to this RFP. All documents required as part of your tender response should be submitted to michaelrobert.juadiong@britishcouncil.org.ph 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 response to this RFP:

- 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.
- 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).
- 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.
- 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.
- Unless otherwise stated as part of this RFP or its Annexes, all tender responses 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 tender response.
- 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.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

12 Clarification Requests

12.1 All clarification requests should be addressed by email to matthewjames.sheader@mm.britishcouncil.org with michaelrobert.juadiong@britishcouncil.org.ph in copy 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.

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 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.

13 Evaluation Criteria

13.1 You will have your tender response 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 advantageous tender using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Evidence of experience and track record of conducting research in the region. <ul style="list-style-type: none"> • Track record should include evidence of similar research conducted in the relevant countries within the past five years. • Including conducting relevant researches in local languages. • Quality of written research reports in English. 	15%
Clear and effective methodology of achieving research project outcomes	30%
Key Personnel. Evidence of team's capability and capacity to undertake this research. <ul style="list-style-type: none"> • CV's should be included for key personnel who will deliver the research. 	15%
Clear identification of risks and appropriate mitigation strategies.	10 %
Commercial	30 %

13.3 **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.

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. 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.

13.5 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.

13.6 The winning tender response – **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