



## Request for Proposal (RFP)

**For:** Consultancy opportunity on TNE policy and capacity building for the Philippines – UK consultant

**Date:** 15 June 2022

### 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. Last year we reached over 80 million people directly and 791 million people overall including online, broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body. Further information can be viewed at [www.britishcouncil.org](http://www.britishcouncil.org).

### 2 Introduction and Background to the Project / Programme

2.1 The British Council in the Philippines has been working closely with the Commission on Higher Education (CHED), the government agency responsible for higher education in the Philippines, on several projects since 2016. One of these collaborations is the Joint Development of Niche Programmes through Philippine-UK Linkages (JDNP), a pilot project on transnational education (TNE). JDNP, which ran from 2016 to 2018, provided catalyst grant for Philippine universities to build capacity on TNE and develop joint and double postgraduate degrees with the UK. At the end of the project, through partnerships between 11 Philippine and nine UK universities, we introduced 17 UK-Philippine master's and PhD degrees in niche areas.

2.2 In support of the implementation of the JDNP project, CHED released a memorandum in 2016 (Annex 4) containing policies, standards and guidelines for TNE. The memorandum outlined, among others, categories of TNE, eligibility for overseas and Philippine institutions to offer TNE, and registration guidelines and procedures. The document applies to all TNE partnerships in the country, and not only those created in the JDNP project.

2.3 In 2019, the Philippines passed the Transnational Higher Education Law (Annex 5) to expand 'access to educational services through the establishment and administration of transnational higher education'. This law will accelerate TNE partnerships between foreign and local universities, and mandates CHED to establish a dedicated office for TNE and to set a comprehensive national TNE strategy. It is also envisioned to open opportunities for more TNE models such as franchising, articulation, validation, branch campus, among others. It will also grant tax incentives to institutions with TNE, including foreign universities setting up branch campuses in the Philippines, as well as expedite processing of applications and permits such as professional licensing, visa and other immigration requirements for foreign faculty and students.

2.4 The success of TNE in the country and the increasing interest among Filipino universities to pursue transnational partnerships with the UK gave rise to a multi-year collaboration between the British Council and CHED called the Access and Competitiveness through Internationalisation of Higher Education (ACT-IHE). The new project, launched in 2021, seeks to widen access to quality education and build competitiveness of Filipino higher education institutions on international higher education by strengthening their capacity to internationalise. ACT-IHE contributes to the Philippines' efforts in modernising higher education through internationalisation and TNE, and will support the implementation of the Transnational Higher Education Law. One of the outputs of the project is to create five new UK-Philippine postgraduate programmes.

2.5 Also under ACT-IHE, the British Council, in partnership with Advance HE, is co-developing a TNE toolkit for the Philippines. The toolkit, expected to be completed in October 2022, is envisioned to be used by foreign and local universities looking to understand the setting up and offering of TNE programmes in the Philippines.

2.6 CHED has the mandate to translate the TNHE law into actions. To ensure that it is fully able to carry out this mission, key offices in CHED and other relevant government agencies will need capacity strengthening interventions. Key government officials, directors and technical staff would need to possess necessary knowledge and skills on TNE policy development, management and governance. There needs to be a critical pool of inter-agency experts across different government agencies who will have persistent rededication to setting up enabling environment for transnational higher education in the Philippines.

2.7 An enabling policy environment needs to be created to effectively implement the new law and fully realise the TNE aspirations of the Philippines. In this regard, the British Council and CHED is implementing a new project, the **Leadership, Management and Policy Capacity for Transnational Higher Education**, starting in 2022. The project aims to identify and set up the governance structure of the TNE law; build the knowledge and understanding of key stakeholders from the Philippine government on various areas of TNE; and develop a national TNE strategy that will support the implementation of the TNE law.

2.8 Under this project, we are enhancing the knowledge base of policy and decisionmakers in CHED, select government bodies and other relevant stakeholders in implementing high quality TNE initiatives. We

will create a pool of inter-agency champions, identified through systems assessment and stakeholder mapping, who will work to influence policies, actions, and decisions of their respective agencies to create an enabling policy environment for TNE in the Philippines. By providing key government officials and policymakers opportunities for immersion visits, benchmarking activities, global case studies and technical inputs, this project will build understanding on the following key TNE areas, among others identified in the course of the project:

- Fundamentals of TNE and cross-border education
- Policy formulation and execution
- Management and leadership
- Quality assurance
- Monitoring, evaluation and learning of TNE

2.9 We are looking for a **team of UK consultants** (preferably from a UK university) who will lead the implementation of this project. By drawing on its expertise and experiences in TNE partnerships and policy, the UK consultants will spearhead the delivery of the project outputs, potentially working with other international and local consultants, the British Council and CHED.

2.10 The purpose and scope of this RFP and supporting documents is to explain in further detail the requirements of the British Council and the process for submitting a proposal in response to this RFP (**“Proposal”**).

### **3 Tender Conditions and Contractual Requirements**

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

#### **3.1 Contracting requirements**

3.1.1 Contracting authority: the British Council which includes any other companies and organisations that control or are controlled by the British Council from time to time (see: <http://www.britishcouncil.org/organisation/structure/status>).

3.1.2 Delivery location for goods and/or services: the consultancy services will be done both virtually and face-to-face.

3.1.3 Duration: currently at 17 months. The project is divided into two phases: phase 1 (indicatively from August to December 2022) and phase 2 (indicatively from January to December 2023). Start and end dates are subject to change depending on approval processes. A review of the consultant's performance

for project phase 1 will be conducted to determine if their engagement will be extended for phase 2. Thus, the initial contract is only for phase 1; an addendum for phase 2 will be made at a later date upon the consultant's satisfactory performance.

3.1.4 Contractual terms: As set out at Annex 1 ("**Contract**"). By submitting a Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. 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 paragraph 3.3.15, you accept by your participation in this Procurement Process, including without limitation the submission of a Proposal, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in submitting a Proposal irrespective of whether or not your Proposal is successful.

3.3.12 Rights to cancel or vary this Procurement Process – Nothing in this Procurement Process will bind the British Council to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFP, but the British Council reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice in writing. Subject to paragraph 3.3.15, 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 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 [Pierre.Pecson@britishcouncil.org.ph](mailto:Pierre.Pecson@britishcouncil.org.ph)

## 7 Specification

7.1 The British Council requires a team of consultants from the UK (preferably from a university) with extensive experience in TNE partnerships and policy to undertake this project. The project proposal containing details about activities in both phases is attached (Annex 6)

7.2 The project is divided into two parts: phase 1 (2022) and phase 2 (2023). The consultancy engagement for phase 1 is indicatively scheduled to start in August 2022 and end in December 2022. Phase 2 will run until December 2023. The final start and end dates are subject to change depending on approval processes.

7.3 The consultancy services will be delivered both virtually and face-to-face. The project will require physical travel to different countries such as the Philippines, the UK and select countries in Southeast Asia.

7.4 In addition to the British Council and CHED, the UK consultants will be working with other local and international consultants.

7.5 The following essential and desirable criteria for the role are as follows:

- Must have extensive knowledge and experience on TNE partnerships, practices and policies, including in the UK and Southeast Asia, and must be able to provide evidence of similar work and engagement conducted previously. (Essential)
- Must have extensive experience in policy review and formulation in higher education and TNE, and must be familiar with higher education policies in the Philippines or in Southeast Asia. (Essential)
- Must have experience conducting institutional-level review and assessment of policies, structures and governance mechanisms. (Essential)

Note: The team from the UK will work with a local consultant for this specific output.

- Must have experience designing and delivering training programmes (virtual and face-to-face) to a diverse range of participants. (Essential)
- Must demonstrate experience working with diverse, multicultural teams. (Essential)
- The consultant must be able to deliver the entire programme through a combination of virtual and face-to-face delivery and within the timeframe of the project. (Essential)
- Has strong partnerships with local stakeholders in Southeast Asia, preferably in Malaysia and Singapore. (Essential)



- Must be capable of designing and arranging mission visits to the UK and outside of the UK, including setting up relevant meetings with stakeholders and facilitating in-country logistical arrangements. (Essential)
- Availability to provide regular updates via call, email and Microsoft Teams. (Essential)
- Preferably has physical presence (e.g. overseas campuses or offices) in Southeast Asia for the purposes of the mission visits. (Desirable)

7.6 The team of consultants from the UK is expected to undertake the following activities. These are the planned activities and may still change depending on the results of the institutional-level assessment and other activities in the project.

Phase 1 (2022)	Phase 2 (2023)
<ul style="list-style-type: none"> <li>• TNE stakeholder mapping and governance and coordination review (institutional-level assessment)</li> <li>• Needs assessment of CHED cohort</li> <li>• Training development and delivery for CHED cohort</li> <li>• Arrangement and delivery of mission visits</li> </ul>	<ul style="list-style-type: none"> <li>• Continuation of training for CHED cohort</li> <li>• Needs assessment of other government agencies</li> <li>• Training development and delivery for other agencies</li> <li>• Policy formulation writeshops with government stakeholders</li> <li>• Presentation of the TNE strategy</li> </ul>

**Phase 1 (indicatively in August – December 2022)**

- **TNE stakeholder mapping and governance and coordination review:** Together with the local consultant, the team of consultants from the UK will conduct a TNE stakeholder mapping and review current governance structure and coordination mechanisms across CHED offices and other government agencies. The aim is to do a comprehensive review of current structures and processes with the end view of identifying bottlenecks and barriers to TNE and opportunities for adjustments or improvements (when possible). A report is expected to be produced from this review which will be presented to CHED.
- **Needs assessment of CHED cohort :** The UK consultants will administer a needs assessment among the selected participants from CHED. This exercise should capture the training needs and gaps of different offices vis-à-vis the expectations from them in implementing their respective TNE-related functions. The 30 participants (TBC) will come from CHED offices identified in the review of CHED’s governance structure. The assessment will focus on individual training needs vis-à-vis their responsibilities as dictated by their office mandate.

- **Training development and delivery for CHED cohort:** Using the results of the needs assessment, the consultant will design and deliver a training programme (either face-to-face or online) to 30 participants from CHED. The scope, content and design will be proposed by the UK consultants. The training may cover the following thematic areas as essentials:
  - i. Fundamentals of TNE and cross-border education: overview of TNE, international code on the practice of cross-border education, TNE trends, models, future developments and best practices.
  - ii. Management and leadership: equipping policymakers and government leaders with TNE-specific leadership skills and management tools in effectively governing and delivering TNE partnership projects.
- **Arrangement and delivery of mission visits:** The UK consultants will arrange mission visits to the UK, Malaysia and Singapore to expose the CHED cohort to international case studies and have an in-person immersion experiences in countries with developed or growing TNE markets. These benchmarking visits shall include meetings with and visits to universities with strong TNE partnerships and relevant government agencies (e.g. education ministries). Case studies of other countries not included in the mission visits will be included by the consultants as case studies during the training sessions. The UK consultants shall include designing and delivery of the visit programme, including arranging the meetings and logistical arrangements (i.e. accommodation and local travel). International flights will be arranged by the British Council and CHED.

## **Phase 2 (indicatively in January – December 2023)**

- **Part 2 of the CHED Training :** The 30 people from CHED will continue their training on the topics identified in the needs assessment. The training may cover the following thematic areas as essentials:
  - i. Policy formulation and execution: enhancing and developing the skills and knowledge of policymakers in policy formulation and implementation, writing of policy brief as well as the integration of gender and inclusion concerns into the policy making process. This training will also look at what constitutes enabling policies that makes for successful delivery of quality TNE.
  - ii. Quality assurance: strategies and tools used to ensure high quality, relevance and sustainability of TNE programmes.
  - iii. Monitoring, learning and evaluation of TNE: frameworks, metrics and assessment tools to evaluate the impact of TNE policies, partnerships and programmes.
- **Needs assessment of other government agencies:** Similar to the needs assessment in phase 1, the UK consultants will administer a needs assessment among the

participants from other government agencies. The government agencies from which the 30 participants (TBC) will come from will be identified through the stakeholder mapping and governance and coordination review in phase 1. The assessment will focus on individual training needs vis-à-vis their TNE responsibilities.

- **Training development and delivery for other agencies:** Using the results of the needs assessment and informed by the governance and coordination review, the consultant will design and deliver training (either face-to-face or online) to the participants from the other agencies. The training may cover the following thematic areas as essentials:
  - i. Fundamentals of TNE and cross-border education: overview of TNE, international code on the practice of cross-border education, TNE trends, models, future developments and best practices.
  - ii. Policy formulation and execution: enhancing and developing the skills and knowledge of policymakers in policy formulation and implementation, writing of policy brief as well as the integration of gender and inclusion concerns into the policy making process. This training will also look at what constitutes enabling policies that makes for successful delivery of quality TNE.
- **Policy formulation writeshops with government stakeholders:** Select participants from CHED and the other government agencies (who underwent the training) will form an inter-agency working group tasked to develop the national TNE strategy. This will be an iterative process which may be dovetailed to sessions on policy formulation and execution. This may run as a series , and may be delivered virtually and face-to-face (i.e. the UK consultants will visit the Philippines for face-to-face workshop sessions). In addition to the TNE strategy, framework and metrics to measure the outcomes and impact of TNE policies, partnerships and programmes are expected in this activity.
- **Presentation of the TNE strategy:** Towards the end of the project, the UK consultant will be requested to join the British Council and CHED in presenting the final TNE strategy for its approval.

7.7 The successful supplier will be expected to deliver the following outputs:

<b>Phase 1 (2022)</b>	<b>Phase 2 (2023)</b>
<ul style="list-style-type: none"> <li>• Training needs assessment report: CHED</li> <li>• Training programme for CHED</li> <li>• Mission visits to the UK, Malaysia and Singapore</li> <li>• 30 CHED leaders trained</li> <li>• Stakeholder mapping report</li> <li>• Report on governance and</li> </ul>	<ul style="list-style-type: none"> <li>• Training needs assessment report: other government agencies</li> <li>• Training programme for government agencies supporting TNE</li> <li>• 30 CHED leaders (part 2 of training)</li> <li>• 30 leaders from other government agencies</li> <li>• National TNE strategy which includes</li> </ul>

coordination review	framework and metrics for assessing outcomes and impact of TNE <ul style="list-style-type: none"> <li>• Final project report</li> </ul>
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7.8 Separate payments will be made for phase 1 and phase 2 of the project. The maximum fees are as follows: GBP 107,410 for phase 1 and GBP 100,000 (TBC) for phase 2. The fees for phase 1 include both the professional/consultancy fees, as well as the cost of accommodations and local travels in the mission visits. The fees will be paid in multiple tranches: at the beginning and upon completion of outputs and activities in each phase. Schedule of payment needed for the mission visits could be made in advance.

7.9 The contract will only be for phase 1 of the project. The contract duration for phase 1 will be until December 2022, but could be extended subject to approval. A review of the consultant's performance will be conducted to determine if their engagement will be extended for phase 2. Upon their satisfactory performance, a breakdown of the costs (Annex 3 - Pricing Approach) for phase 2 will be requested and an addendum will be made to extend the contract to phase 2.

## 8 Mandatory Requirements / Constraints

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

## 9 Key background documents

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

## 10 Timescales

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

Activity	Date / time (Philippine time)
RFP Issued to bidding suppliers	Friday, 24 June 2022
Deadline for clarification questions ( <b>Clarification Deadline</b> )	Wednesday, 06 July 2022 (23.59, UK time)
British Council to respond to clarification questions	Friday, 08 July 2022
Deadline for submission of Proposals by potential suppliers ( <b>Response Deadline</b> )	Sunday, 17 July 2022 (23.59, UK time)

Final Decision	Friday, 22 July 2022
Due diligence, contract concluded with winning supplier	Friday, 19 August 2022
Contract start date	Monday, 22 August 2022

## 11 Instructions for Responding

11.1 The documents that must be submitted to form your Proposal are listed at Part 2 (Submission Checklist) of Annex 2 (Supplier Proposal) to this RFP. All documents required as part of your Proposal should be submitted through the **British Council's e-Tendering portal hosted at <https://in-tendhost.co.uk/britishcouncil>** 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 through the **British Council's e-Tendering portal hosted at <https://in-tendhost.co.uk/britishcouncil>** by the Clarification Deadline, as set out in the

Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests and will respond if the question is appropriate and received before the Clarification Deadline.

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

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

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

### 13 Evaluation Criteria

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

**Stage 1:** Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. Responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 8 met will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.



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

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

Criteria	Weighting
Social value	10%
Methodology and approach	35%
Knowledge of the sector, professional experience, qualifications and competencies	35%
Pricing	20%

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

Points	Interpretation
10	<b>Excellent</b> – 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	<b>Good</b> – 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	<b>Adequate</b> – 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	<b>Poor</b> – 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	<b>Unacceptable</b> – 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 EU 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 – Framework Agreement**

**Annex 2 – Supplier Response Template**

**Annex 3 – Pricing Approach**

**Annex 4 – [CHED Memorandum Order No. 62 Series of 2016: Policies, Standards and Guidelines \(PSGs\) for Transnational Education \(TNE\) Programs](#)**

**Annex 5 – [Transnational Higher Education Act](#)**

**Annex 6 – Project Proposal**