

Request for Proposal (RFP)

For: Endline Study of “*Strengthening quality inclusive early learning and institutional capacity within the Nepal’s school education sector*” project

Date: 29th September 2026

1 Overview of the British Council

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

We uniquely combine the UK’s deep expertise in arts and culture, education and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people, creatives and educators, and our own creative sparkle.

We work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world

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

2 Introduction and Background to the Project / Programme

2.1 The British Council Nepal has partnered with UNICEF to build a programme to support the Government of Nepal’s goals for sustainable improvements in inclusive education. The programme, “Strengthening quality inclusive early learning and institutional capacity within the Nepal’s school education sector”, aims to support the Government’s School Education Sector Plan (SESP), Consolidated Equity Strategy 2014 and roadmap on inclusive education through series of interventions that will improve children’s access to effective and inclusive education through a holistic approach working across multiple levels of the system. The programme’s objectives are to strengthen foundational learning education systems for promoting quality and inclusive education and to enhance

institutional capacity within local governments to ensure quality and inclusive access to foundational learning opportunities grades 1-3.

The scope of the partnership programme includes the development of policy guidelines on languages-in-education, development of resource to support multilingual education in early grades, supporting on teacher training, professional development, and teacher support systems for the enhancement of foundational literacy and numeracy (FLN) through the integrated curriculum implementation support. The programme activities are being implemented across selected schools and LGs of Madhesh, Lumbini, Karnali and Sudurpaschim province of Nepal.

The British Council seeks to engage a consulting agency to conduct an Endline Study for the programme “Strengthening quality inclusive early learning and institutional capacity within the Nepal’s school education sector”, to assess improvements in learning outcomes among girls and boys of grade 1-3.

The programme aims to improve the learning outcomes for girls and boys through the following intermediate outcomes:

- a. Improved student learning in foundational literacy and numeracy of grade 1-3.
- b. Improved use of integrated and multilingual pedagogical approaches to enhance Foundational Literacy and Numeracy (FLN) skills among children in early grades.
- c. Improved teaching, learning and professional development practices of teachers of Grade 1-3.

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

3 Proposal Conditions and Contractual Requirements

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

3.1 Contracting requirements

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

3.1.2 Delivery location for goods and/or services: **The British Council Nepal offices in Lainchaur, Kathmandu.**

3.1.3 Duration: Three - Months contract (16 October to 28 December 2026)

3.1.4 Contractual terms: As set out at Annex 1 – Terms and conditions (“**Contract**”). By submitting a Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. If you plan to submit a bid as a Sole Trader or Personal Service Company please contact <https://tap.tcsapps.com/tap2/#/bc-supplierregistration> for a copy of the specific terms. Once the Contract is awarded, there will be no changes allowed to the Contract (except in accordance with the provisions of the Contract). Any clarification questions in relation to any aspect of this Procurement Process and the associated documentation should be submitted in accordance with the process set out in paragraph 12 (*Clarification Requests*). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions, reissue **Annex 1** to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

3.2 General Policy Requirements

3.2.1 By submitting a Proposal, you confirm that you will, and that you will ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>). 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 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. 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. 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 in to an arrangement with any other party that such party shall refrain from submitting a Proposal;
 - to enter in to any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
 - to collude in any other way;

- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- to obtain information from any of the employees, agents or advisors of the British Council concerning this Procurement Process (other than as set out in these Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to paragraph 3.3.14 below, by participating in this Procurement Process you accept that the British Council shall have no liability to a disqualified potential supplier in these circumstances.

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

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

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

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 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 KamalPrasad.Nepal@BritishCouncil.Org or by post to **The British Council Nepal, Lainchaur, Kathmandu.**

7 Specification

7.1 The detailed specification and all other relevant information for this procurement are provided in the event documentation available on the MyProcurement Portal. Please refer to 7.2.

7.2 The purpose of the endline study is to assess improvement in learning outcomes for girls and boys in grades 1-3, particularly in foundational literacy and numeracy skills, using the existing and/or revised EGRA and EGMA tools in accordance with guidance of ERO.

The objectives of the assignment are:

- To coordinate with ERO, UNICEF and the British Council to review and finalize the endline tools.
- To coordinate with ERO and provide training and/or refresher training for enumerators on the assessment tools.
- To conduct the Endline study in the target schools of 25 local government in coordination with ERO, British Council and UNICEF.
- To prepare an endline Study Report that will use both quantitative and qualitative data collection techniques to collect relevant information from the respondents.

Scope of Work

Specific tasks¹ for the assignment include:

- Arrange a multidisciplinary assessment team that comprising professionals with extensive experience in conducting evaluations and research in the education sector.
- Develop a sampling framework of areas in close consultation with the ERO, British Council and UNICEF.
- Convene inception workshop with the British Council, UNICEF, government agencies, relevant development partners to discuss the overall assessment approach, tools, methodology, field visit plan, data management & analysis plan, deliverables, and timeline.
- The Consulting Agency is expected to follow the tools designed and developed in coordination with Education Review Office (ERO) for the Early Grade Reading Assessment (EGRA) and Early Grade Mathematical Assessment (EGMA). If necessary, the consulting agency shall revise and refine the tools in coordination with ERO.

¹ The tasks may be mutually adapted during the planning stage of needs assessment based on comments from CEHRD and UNICEF.

- Develop a criterion for enumerators selection. While recruiting enumerators, priority should be made to recruit enumerators who have prior experience in conducting EGRA, EGMA or similar learning assessment tests.
- The Consulting Agency is responsible for coordination with the ERO on determining the instruments to be used for the assessment which will include (but not be limited to) interviews/semi-structured interviews and/or classroom observation tools with school level stakeholders (e.g. Head Teachers, Teachers, SMC members) and local government education section officials (e.g. Education Unit head/TPSS mechanism members of LG).
- Prepare enumerators training guidelines and materials and conduct training for enumerators (3-4 days as required) in coordination with ERO.
- Identify and document the teacher learning and professional development practices supporting FLN instruction, drawing on the experiences of Grade 1-3 teachers through LG-led initiatives, TPSS mechanisms and/or project interventions. This may include case studies, teacher narratives, survey, FGDs, KIIs, and other relevant source of evidence.
- Develop a detailed fieldwork plan, including team composition and responsibilities in close consultation with British Council and UNICEF and include it in the data collection guideline.
- Organize data collection as well as consultation meetings with all relevant stakeholders.
- Collect high-quality data as per the data collection protocol/guideline and supervise data collection, including spot-checking, daily review, quality assurance of data collection including the data quality audit and the documentation of the lesson learned, where applicable.
- Provide regular updates on data collection progress to British Council and UNICEF's endline assessment focal point on agreed frequency using a standard reporting format. Conduct daily data quality checks to verify data, cleaning, and feedback to the enumerators.
- Anonymise datasets such that no person-identifiable data are associated with individual records. Ensure data are backed-up and stored on password-protected secure computers and cloud servers. Conduct necessary data cleaning, coding and produce a working anonymized dataset.
- Analyse and interpret assessment data to measure overall achievement in literacy and numeracy against baseline and midline findings. The analysis should include EGRA and EGMA results at provincial and local government levels, disaggregated by gender and inclusion categories. The study should also assess teacher learning, professional development practices, and role of teacher practices to foundational learning outcomes. The analysis framework will be agreed upon during the inception meeting.

Methodology:

- The study should employ a mixed methods research design. The Consulting Agency should define the research design that will be implemented in the Endline Study, especially at the local government and school levels. The study should involve systematic integration of quantitative and qualitative data

collection techniques including EGRA/EGMA tests, classroom observations, record reviews and reviews of existing secondary data and relevant documentation, where possible.

- The population for this study consists of 378 schools of 19 districts and 25 local governments across 4 provinces (Lumbini, Madhesh, Karnali and Sudurpaschim). The consulting agency is expected to propose a statistically significant sample (at least 33%) for all the four provinces which will allow for generalization of the study findings.
- The study will utilize basically the primary data source while also use the secondary data for meaning making and generalizations. In addition, secondary data (Baseline/midline) will be available through the British Council and UNICEF while Government level data like National Assessment of Reading and Numeracy (NARN) will be available from ERO or DoE. These reports will facilitate comparisons of programme outcomes between baseline, midline, and endline assessments.
- The Consulting Agency will analyse the data using appropriate statistical methods and analytical tools, with clear justification for the methodology adopted.
- The Consulting Agency will also compare baseline, midline, and endline EGRA and EGMA results at provincial, and local government levels. The analysis should include comparisons between boys' and girls' performance and examine equity dimensions including language, gender, and inclusion in FLN outcomes.

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 (at Terms of Reference). 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. Terms of Reference (TOR) and a sample of Terms and Conditions of contract (Annex 1). 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	29 September 2026
Deadline for clarification questions (Clarification Deadline)	5 October 2026
British Council to respond to clarification questions	7 October 2026

Deadline for submission of Proposals by potential suppliers (Response Deadline)	11 October 2026, by 11:59 PM (Nepal Standard Time – NST)
Final Decision	15 October 2026
Contract concluded with winning supplier	16 October 2026
Contract start date	16 October 2026

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 the *British Council's e-Tendering portal hosted at <https://tap.tcsapps.com/tap2/#/bc-supplier-registration> (first time log in) or <https://tap.tcsapps.com/tap2/#/login-supplier?tenant=BritishCouncil>* by the Response Deadline, as set out in the Timescales section of this RFP.

11.2 You agree to register a valid supplier account on the [UK government Central Digital Platform \(CDP\)](#). Such registration will be completed upon request by the British Council and prior to contract award. You acknowledge and accept that failure to complete registration prior to contract award may result in withdrawal of any award decision.

11.3 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> (first time log in) or <https://tap.tcsapps.com/tap2/#/login-supplier?tenant=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 response if the question is appropriate and received before the Clarification Deadline. Or Clarification requests should be submitted to consultant@britishcouncil.org.uk by the Clarification Deadline, as set out in the Timescales section of this RFP.
- 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: The completed Qualification Questionnaire (*if used*) will then be reviewed to confirm that the potential supplier meets all of the qualification criteria set out in the questionnaire. Potential suppliers that meet the qualification criteria will proceed to Stage 3. Potential suppliers that do not meet the qualification criteria set out in the Qualification Questionnaire (*if used*) may be excluded from the Procurement Process at this point. Where a potential supplier is excluded at this point, its tender response will be rejected in full and not evaluated further and the supplier will automatically be disqualified from this Procurement Process.



Stage 3: If a bidder succeeds in passing Stages 1 and 2 of the evaluation, then it will have its detailed tender response to the British Council's requirements evaluated in accordance with the evaluation methodology set out below. Information provided as part of Qualification Questionnaire (*if used*) responses may also be verified as part of this stage.

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
Quality	20%
Methodology and approach	40%
Commercial	40%

13.3 Scoring Model – Proposals will be subject to an initial review at the start of Stage 3 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) - 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 Response

Annex 3 – Pricing Approach

Annex 4 – Terms of Reference