

## Request for Proposal (RFP)

### Title: **Secondary Travel Management Company Services for British Council Rwanda Operations**

**Date: 14 March 2019**

#### **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](http://www.britishcouncil.org).

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

2.1 The British Council requires a suitable **a secondary supplier** to offer travel agency; to assist with travels arrangements, ground transfers and accommodation for its members of staff and sponsored external stakeholders for 12 months with a possibility of renewal of 12 more months for domestic and international travels. The renewal or extension will be based on the continuity of need, satisfactory performance of the supplier and availability of funds.

The British Council intends to gain the advantages of an established and competent certified travel agent with demonstrated long running operations and license with the International Air Transport Association (IATA).

The British council therefore seeks to benefit on the following key objectives:

- i. Negotiated rates of fares, hotel bookings and ground transfers;
- ii. Efficient and professional service deliveries;

- iii. Consolidated periodic managed invoicing of for all the requests within a month;
- iv. An automated or robust system for flight request approvals and issuance;
- v. Short turnaround time for requested quotes;
- vi. Good network and close collaboration with agreed and endorsed hotels all over the world;
- vii. Visa acquisition and facilitation from various consuls and embassies

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 procurement process for submitting a tender proposal. The rationale for the services are to yield favourable cost saving and improve the cost effectiveness, efficiency and planning of the travel facilitation and management. The provider will also be expected to support analytics that can support the management in understanding the travel behaviours of the British Council and its stakeholders.

### 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 operations in Rwanda.

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 duration of **one year** with an option for an extension for up to an additional **one year** subject to the continuity of need, satisfactory performance of the supplier and availability of funds.

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 3 (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 3 (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 hand written 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 3 (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 by post to: The British Council, 20 Thompson Avenue, Ikoyi Lagos

## **7.0 Specification**

This section describes the Offline Services access and capability requirements that the Supplier shall be obligated to fulfil as part of the delivery of the Business Travel Booking and Management Services.

*In cases where a provider has existing and operational offices in different countries within our East and Horn of Africa Cluster; Ethiopia, Uganda, Rwanda, Tanzania, Tanzania and South Sudan, a provider may submit tenders for each country of interests where it has advantages, capability and infrastructure. Each country's bid must however remain independent and stand alone*

At a minimum the travel agent services must comply with the British Council travel policy (including air travel, road transport, and accommodation) and manage traveller profiles, relating to the following:

- i. A workflow communication platform to be set up according to the British Council's requirements
- ii. The travel agent must submit travel documentation electronically to the travel booker and the traveller –by means of both SMS and email or any agreeable platform
- iii. A comprehensive library of reports (transactional and behavioural based) must be submitted as per the British Council's requirements.

## **7.1 Methodology and Approach**

The travel agent will undertake the following tasks:

- i. The provision of comprehensive travel arrangements on behalf of the British Council consisting of *inter alia* air travel, accommodation, road transport at discounted rates where possible; and other related services
- ii. The provider is also expected to share the travel intelligence reports, security issues on the travel routes.
- iii. Where applicable, travel insurance might be requested to be coordinated in some instances.

## **7.2 Detailed Services Required**

The travel agent will be required to:

7.2.1 Provide the necessary travel booking services and support;

7.2.2 Negotiate favourable and discounted rates for the British Council with air travel, road transport and accommodation agents and implement them;

7.2.3 Provide a transparent and inclusive service fee structure;

7.2.4 Provide after-hours service;

7.2.5 Ensure timely notification to the British Council and to travellers of airport closing, cancellations, or delays in flights;

- 7.2.6 Update the British Council regularly on cancellation policies and fees of airline and the other relevant travel agents;
- 7.2.7 Obtain any reimbursement which may be due on account of cancelled or reissued reservations and/or tickets, unless otherwise stated;
- 7.2.8 Notify the British Council of air tickets for revalidation and/or reissue;
- 7.2.9 Ensure booking confirmations and payments as required by the airlines and other relevant travel agents are made;
- 7.2.10 Ensure prompt investigation and resolve on any complaints;
- 7.2.11 Provide detailed reporting on the services provided, discounts and benefits received, upon request from the British Council;
- 7.2.12 The travel agent shall keep abreast of and provide an information service to the British Council with regard to airport closings, carrier schedule changes, as well as all other alterations, safety conditions which may affect travel and new conditions affecting travel and to make appropriate adjustments for any change(s) in flight schedules prior to or during the traveler's official trip, if possible. When necessary, tickets and billings shall be modified or issued to reflect these changes.
- 7.2.13 The travel agent shall be given a copy of the British Council's travel policy and procedures and the travel agent will ensure that this information is complied with for all official travel.
- 7.2.14 Negotiated rates and deals and all corporate agreements must be communicated to the British Council the purpose should be to book the cheapest in-policy fare of the day. The travel agent must be aware of out-of policy bookings or any trip not booked at the lowest rate;
- 7.2.15 The travel agent must be able to create a temporary reservation with the suppliers and a requisition subject to approval based on Travel policy compliance
- 7.2.16 Travel itineraries must be generated for every approved travel request. This should reflect complete information on status of reservations on all carriers, road transport and accommodation. The travel Booker must be made aware of fare restrictions, post ticketing;
- 7.2.17 Pre – Ticket changes: the travel agent must have the ability to make multiple changes to the travel requirements prior to the approval of the travel request.
- 7.2.18 Post Ticket changes: if open tickets are unused two months prior to expiry, refunds must be applied for by the travel agent. The British Council must be provided with assistance to ensure limited loss as a result of post ticketing changes;
- 7.2.19 The travel agent must manage quality control issues and disaster recovery services for all bookings.

7.2.20 Any other roles that shall ensure the British Councils' travel business continuously achieves efficiency, value for money, savings in short, medium and long terms with a clear plan

### **7.3 Payment and the Reconciliation Process**

Innovative costing is expected from potential that should competitiveness and earn value for money for British Council sustainably. Please refer to the pricing approach document.

### **7.4 Reporting**

Real time reporting and reconciliation of travel spend must be offered. The reports will be utilized to proactively advise management and assist in the reduction of respective travel cost.

The following reports must be submitted to the British Council on a monthly basis:

- i. Declined/missed saving opportunities;
- ii. Traveller behaviour with regard to advanced bookings and last minute bookings; and
- iii. Account payments made and outstanding.

### **7.5 Communication**

- i. Travel itinerary emails must be sent to the travel booker and the traveller;
- ii. Travel itinerary sms alerts must be sent to the traveller;
- iii. The travel agent must accurately advise the travel booker of ticketing deadlines and other relevant information every time reservations are made, in order to avoid cancellation of bookings.
- iv. A designated officer will be identified to coordinate the activities of the selected supplier

### **7.6 Accommodation**

In line with the Travel policy of the British Council, the secondary supplier will put mechanisms to ensure:-

- i. That sufficient accommodation is available on their system to accommodate the British Council's officials travelling;
- ii. The voucher / confirmation must clearly indicate the all-inclusive rate (Accommodation, meals, parking, etc.); and
- iii. Any additional request/s must be approved as per the British Council travel policy allowance.

## **7.7 Other Services**

The travel agent shall indicate any special features, programs or services that would be beneficial to the British Council and its travelers. Most of these should be cost neutral to the British Council.

## **7.8. Management Reports**

The travel agent shall provide the British Council with monthly management reports (MR) consisting, at a minimum, of the following:-

- A concise quarterly narrative report of the travel agent's activities which shall be submitted to the British Council after the end of each quarter. This report should identify problems, if any, and recommend solutions. Suggestions to enhance the service should also be included; and
- A quarterly summary report (including year to date cumulative figures) of travel activity data and related services. This summary shall include all official travel activities with each airline based on value of the tickets. This report should also show a detailed analysis of the number of trips, most frequent city to city pairs, carriers used and savings achieved from the carriers lowest fare available as well as missed/declined savings due to non-acceptance of the lowest fare.

All travels that could be perceived not to be compliant with the policy, for some reason, or those that were approved but do not make economic sense will be listed with exceptional issuance reasons/need.

## **7.9. Unused Tickets/ Vouchers and Refunds**

On a monthly basis, the travel agent shall notify the British Council of unused tickets/vouchers, no show and refunds for all returned airline tickets and accommodation vouchers.

## **7.10. Service Standards**

The travel agent shall, at all times, provide a polite, responsive, effective and efficient service to meet and fulfill the British Council's requirements. All queries, telephone calls, emails and correspondence should be answered and responded to, promptly, preferably within an hour (if not less).

## **7.11. Performance Evaluation and Review**

The travel agent shall, on a quarterly basis, meet with the delegated official/s of the British Council to discuss issues of mutual concern, to review the travel agent's performance and to discuss improvements which the travel agent or the British Council should make in order to achieve a more

effective travel management service and greater savings and efficiency. The travel agent shall also discuss travel updates and other travel matters with the British Council. The travel agent must immediately make the British Council aware of major industry changes, which may have a broad impact on its travel policy or procedures.

## 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. Qualification Requirements

Not Applicable

## 10 Key background documents and further information

10.1 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.

## 12 Timescales

12.1 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	14 March 2019
Deadline for clarification questions ( <b>Clarification Deadline</b> )	20 March 2019
British Council to respond to clarification questions	22 March 2019
Deadline for submission of RFP responses by potential suppliers ( <b>Response Deadline</b> )	28 March 2019
Final Decision	TBA
Contract concluded with winning supplier	TBA
Contract start date	TBA

## 13 Instructions for Responding

13.1 The documents that must be submitted to form your tender response are listed at Part 2 (Submission Checklist) of Annex 3 (Supplier Response) to this RFP. All documents required as part of your tender

response should be submitted to <https://in-tendhost.co.uk/britishcouncil> by the Response Deadline, as set out in the Timescales section of this RFP.

13.2 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.

## 14 Clarification Requests

14.1 All clarification requests should be submitted to <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 received after the Clarification Deadline.

14.2 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.

14.3 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.

14.4 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.

## 15 Evaluation Criteria

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

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

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**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.

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**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.

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

Criteria	Weighting
Service offering & Traveller support	15%
Operational & Technical requirement	15%
Management Information Report	10%
Implementation	10%
Quality Assurance	10%
Commercial (Pricing)	40%

15.3 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	<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.

15.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex 4 (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.

15.5 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.

15.6 The winning tender response – The winning tender response shall be the tender response scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information or references relating to any Qualification Question responses) obtained by the Authority relating to any self-certification or other requirements referred to in the Qualification Questionnaire (*if used*). If any verification evidence requested from a supplier, or a relevant third party as may be referred to by the supplier in the Qualification Questionnaire (*if used*) as a party prepared to provide such information, is not provided in accordance with any timescales specified by the British Council and/or any evidence reviewed by the British Council (whose decision shall be final) does not demonstrate compliance with any such requirement, the British Council may reject that tender response in full and disqualify the potential winning supplier from the Procurement Process at that point.

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

**Annex 1 - Terms and Conditions of Contract**

**Annex 2 – Qualification Questionnaire**

**Annex 3 – Supplier Response**

**Annex 4 – Pricing Approach**