**Request for Proposal (RFP)**

**For: TNE Quality Assurance Training in Sri Lanka.**

**Date: 01/10/2024**

**1 Overview of the British Council**

1.1 The British Council champions peace and prosperity by fostering connections, understanding, and trust between the UK and countries worldwide. With a distinctive blend of the UK’s expertise in arts, culture, education, and the English language, coupled with a global presence in over 100 countries, the British Council engages with young people, influencers, and introduces creative solutions.

Directly working with individuals, the British Council empowers them to acquire skills, confidence, and connections to transform lives and contribute to a better world in partnership with the UK. They facilitate networking, explore creative ideas, support English learning, provide high-quality education, and offer internationally recognised qualifications.

Through collaborations with governments and partners in education, English language, and cultural sectors, both locally and globally, the British Council aims to make a significant impact, benefiting millions of people worldwide. Operating in over 200 countries and territories, with a physical presence in more than 100 countries, our reach extended to 600 million people in 2022–23.

Further information can be viewed at [www.britishcouncil.org](http://www.britishcouncil.org).

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

Sri Lanka's higher education system faces significant limitations, with only about 23% of qualified students securing places in state universities, leaving many to seek alternative education pathways. The private sector, consisting of 27 approved non-state institutions, enrols 50,000–60,000 students annually, yet the overall tertiary enrolment rate remains just 21%. This gap has driven increased demand for Transnational Education (TNE), with Sri Lanka hosting the second-largest number of UK TNE students globally—53,915 in 2022/23.

Despite the rapid growth of TNE, there remains a critical gap in the regulatory framework. The absence of formalised regulations for TNE institutions, quality assurance processes, and partnership management has led to inconsistencies in oversight. Proposed regulations from 2018/19 are still pending, leaving the sector to operate with limited QA structures.

In response to these challenges, this project aims to address the need for standardised QA processes through a capacity building programme on QA. Starting with awareness building, the programme will equip stakeholders with the knowledge and skills to implement consistent QA frameworks, ultimately enhancing the quality, compliance, and reputation of Sri Lanka’s TNE sector.

**Current Challenges and Opportunities in TNE:**

1. **Quality Assurance and Regulatory Gaps:** Sri Lanka’s TNE sector lacks a consistent quality assurance framework, resulting in concerns about educational standards. Strengthening these mechanisms is critical to ensure the long-term reputation and credibility of TNE programmes among all stakeholders.
2. **Partnership Management:** While established partnerships between UK and Sri Lankan institutions perform well, newer collaborations often face challenges with transparency and engagement. A stronger regulatory framework is necessary to support better oversight and ensure quality.
3. **Data Collection and Monitoring:** Insufficient data collection and monitoring hamper decision-making and improvement efforts. Developing stronger data systems would enhance strategic planning for Sri Lankan policy makers and education institutions, both local and overseas.
4. **Emerging Fields of Study:** While traditional fields like business and IT dominate, there is growing interest in emerging areas such as digital marketing, AI, and data science, presenting opportunities for TNE to align with future skills needs in Sri Lanka.
5. **Welfare and Gender Equity:** Beyond academic offerings, TNE institutions need to address student welfare and gender equity by promoting safety and supporting female students’ progression into high-paying careers.
6. **Capacity Gaps in Quality Assurance:** The rapid expansion of TNE in Sri Lanka has exposed a lack of skills and experience in implementing standardised quality assurance processes. This results in inconsistent QA practices across institutions, driven by limited investments in training and leadership development.

**Need for Capacity Enhancement:**

Following consultations with stakeholders and an in-depth needs assessment, we have identified and prioritised the focus on quality assurance (QA) and regulatory frameworks as key areas for initial development.

Addressing these challenges requires enhancing the capacity of policymakers, educators, and relevant stakeholders engaged in transnational education (TNE). This includes the implementation of standardised QA processes to ensure uniformity in quality across institutions while adhering to international standards. Targeted capacity-building initiatives will foster a more robust and transparent TNE environment in Sri Lanka, contributing to improved educational outcomes and bolstering stakeholder confidence.

**3 Proposal Conditions and Contractual Requirements**

The purpose and scope of this RFP 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**”).

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 offices in Colombo, Sri Lanka. Address: 49, Alfred House Gardens, Colombo 03.

3.1.3 Duration: The Contract awarded will be valid till 30 July 2025 with an option for an extension for up to an additional of 15 days for any changes to be incorporated and communication related activities.

3.1.4 Contractual terms: The British Council’s contracting and commercial approach in respect of the required goods and/or services is set out at Annex (“**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 ensure 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 based on 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 30 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 the British Council representative or by post to: British Council Office, 49, Alfred House Gardens, Colombo 03.

**7** **Training of Trainers (ToT) on TNE Quality Assurance**  
The British Council seeks to implement a Training of Trainers (ToT) programme aimed at strengthening the Quality Assurance (QA) framework within Sri Lanka’s Transnational Education (TNE) sector. The programme will begin with a focus on building awareness of QA processes and their significance, ensuring that participants have a foundational understanding before moving on to more advanced capacity-building activities. By equipping trainers with the knowledge and skills necessary to apply standardised QA processes, the initiative will promote compliance with regulatory standards and enhance educational outcomes. The programme also emphasizes gathering insights from participants to ensure practical relevance. Ultimately, this initiative aims to foster a sustainable culture of quality within the TNE sector, elevating the credibility and reputation of Sri Lankan institutions.

**7.1 Objectives:**

* **Enhance Knowledge:** Equip trainers with comprehensive knowledge of QA processes, frameworks, and standards.
* **Develop Skills:** Build capabilities for designing, implementing, and training others on effective QA frameworks.
* **Leadership Capacity:** Strengthen leadership skills to drive quality assurance initiatives and mentor colleagues.
* **Promote a Quality Culture:** Establish a culture of quality assurance across the TNE sector.
* **Foster Best Practices:** Create a community of practice for sharing knowledge and continuous improvement.

**7.2 Benefits:**

* **Consistency:** Standardise QA implementation across various programmes and institutions.
* **Capacity Building:** Develop trainers capable of embedding effective QA frameworks.
* **Quality Culture:** Promote an institutional culture of continuous QA improvement.
* **Compliance:** Ensure alignment with regulatory requirements.
* **Reputation:** Enhance institutional standing through better student outcomes.
* **Networking:** Build a community of trainers for collaboration and knowledge exchange.
* **Strategic Investment:** Foster long-term leadership in QA, positioning institutions for future success.
* **Global Recognition:** Global recognition of qualifications awarded by TNE providers.

**8** **Phase 1: Preparatory Work and Training Development**

**8.1 Awareness Session and Needs Assessment:**

* Review the British Council’s 2024 TNE study and identify key areas for quality improvement.
* Conduct a QA awareness session for approximately 50 participants, primarily including TNE personnel, institutional policymakers, and key stakeholders, to highlight the importance of standardised quality assurance processes. This session will inform stakeholders about the objectives of the ToT programme and the anticipated outcomes for the TNE sector.
* Conduct a detailed assessment within participating institutions to uncover knowledge gaps, capacity deficits, and specific QA needs.
* Analyse existing frameworks to develop a tailored training programme that aligns with institutional needs and regulatory expectations.

**8.2 Training Content Development:**

* Design a comprehensive training curriculum covering TNE-specific QA frameworks, standards, and processes.
* Develop training materials, interactive activities, and assessment instruments, incorporating international best practices, adult learning methodologies and QA evaluation techniques.
* Ensure that the training materials are adaptable to various institutional contexts within Sri Lanka.
* Ensure that the training design and materials developed effectively promote the adoption of QA best practices across institutions.

**9** **Phase 2: Training Delivery, Evaluation, and Follow-Up**

**9.1 Training Delivery:**

* Deliver the training through a combination of in-person and virtual sessions, targeting approximately 35 participants.
* Provide hands-on activities and case studies to help trainers apply QA principles to real-world institutional challenges.
* Ensure participants engage in both group and individual learning experiences, allowing them to practice recognised and effective QA processes.

**9.2 Follow-up and Continuous Improvement:**

* Establish a community of practice for participants to encourage ongoing collaboration, knowledge-sharing, and mentorship.

**9.3 Evaluation and Final Report:**

* Conduct pre and post evaluations of the effectiveness of the training, including participant feedback and assessments.
* The final report will include an analysis of outcomes, lessons learned, and recommendations for further professional development.

**9.4 Target Audience:**

* Faculty members and QA officers involved in academic teaching, learning, and quality assurance (QA) processes within the Transnational Education (TNE) sector.
* Administrative staff from TNE institutions, responsible for academic accreditation and institutional QA.
* Policymakers and regulators, including state sector officials, who may be involved in monitoring and advancing QA systems in TNE in the future.
* Industry experts and external assessors contributing to quality standards across the TNE sector**.**

**10** **Mandatory Requirements / Constraints**

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.

**11 Key background documents**  
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.

**12 Timescales**  
**Potential suppliers are required to submit a separate sheet detailing the timescales of activities aligned with key project milestones and the corresponding payment schedule included in the 'Pricing Approach' document along with their proposal. The payment schedule should reflect an appropriate distribution of payments tied to the completion of specific deliverables, considering any initial project-related costs at the outset of the contract.**

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 | 30 October 2024 |
| Deadline for clarification questions (Clarification Deadline) | 08 November 2024 |
| British Council to respond to clarification questions | 15 November 2023 |
| Deadline for submission of Proposals by potential suppliers (Response Deadline) | **25 November 2024 by 23:59 hours (UK time)** |
| Final Decision | 02 December 2024 |
| Contracts start date | 16 December 2024 |
| Awareness creation workshop and Inception report | 31 January 2025 |
| Completion of training design and module development for the QA capacity-building programme | 10 March 2025 |
| Capacity building workshop/s | 30 May 2025 |
| Delivery of evaluation and final reports | 30 June 2025 |

**13 Instructions for Responding**  
13.1 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 [savithri.demel@britishcouncil.org](mailto:savithri.demel@britishcouncil.org) 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 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 from 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 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.

**14 Clarification Requests**  
14.1 All clarification requests should be submitted to hameema.haniff1@britishcouncil.org as per 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.  
  
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 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.

**15 Evaluation Criteria**  
15.1 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 Stage 1 of the evaluation, then it will have its Proposal evaluated in accordance with the evaluation methodology set out below.

15.2 Responses from potential suppliers will be assessed to determine the most economically advantageous proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

| **Criteria** | **Weighting** |
| --- | --- |
| Social Value | 10% |
| Quality and methodology of the proposal | 30% |
| Track record of delivering similar projects | 10% |
| Credentials | 10% |
| Commercials (Quote submission Annex 3) | 40% |

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

| **Points** | **Interpretation** |
| --- | --- |
| 10 | Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of 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 to the bidder’s failure to provide all information at the level of detail requested. |
| 5 | Adequate – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all 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 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. |

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. 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.

15.5 **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.

15.6 **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 i - Terms and Conditions of the contract in pdf**

**Annex ii -Tender & Quote submission (Supplier Response)**

**Annex iii - Pricing Approach**