

## Request for Proposal (RFP)

**For:** Codifica+ phase 2 and Coding competition (Codefest)

### Objectives:

1. Design, implementation, management, and monitoring of continuous professional development in computational thinking and coding for teachers in public education systems (Codifica+)
2. Design, implementation, management and monitoring of coding competition (Codefest)

**Date:** 17 May 2024

## 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).

1.4 The British Council delivers its work in Brazil through its subsidiary, Associação Conselho Britânico, whose main office is based in Sao Paulo. The present request for quotation focuses on the work developed by the Cultural Engagement sector, namely, in Schools Connect (Educação Básica).

1.5 The British Council in the Americas has a physical presence in 11 countries, while also delivering remotely across the region. Its education priorities for the region are:

- Providing expertise in English, including in remote teaching. This includes providing English language teachers with professional development, English curriculum reform working with governments and teaching individuals;

- Growing the attractiveness of the UK as a study destination and partner in Higher Education, including in progression of women in STEM;

- Position the UK as an attractive partner for basic education reform in STEM, building on the success of its programme in collaboration with the Colombian Government, Coding for Kids, skilling over one million students.

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

### **2.1 Background:**

#### **2.1.1 Codifica+:**

Created in 2023, Codifica+ aims to provide continuous professional development for public school teachers of all disciplines in computational thinking and coding in line with Computational BNCC (2022) and the local context. The Basic module was implemented in partnership with a State network (phase1) in early 2024. The programme's objectives are:

1. Expand Continuous Professional Development for public school teachers in computational thinking and coding.
2. Support students in the development of skills for the future.
3. Develop teachers' abilities to identify and act upon gender and racial biases in STEM.

This project is originally an offer from British Council in Colombia in partnership with the Colombian Ministry of Information and Communication Technologies (MinTIC), and the Ministry of Education (MEN) with the goal of "Joining technical, administrative and financial efforts to develop a training project with the programming methodology for girls, children and young people with which it is sought to strengthen thinking computing and access to best practices in coding."

#### **2.1.2 Codefest:**

The British Council will host a coding competition (Codefest) in Brazil in 2024. The Codefest will comprise up to 30 schools, over 6,000 students and 500 teachers from Secondary education (Ensino Fundamental 2 e Ensino Médio), culminating in the last stage of the competition that will happen in person in São Paulo in November 2024.

This project will build on current British Council's offers in STEM education and strengthen the narrative around computational thinking and coding offer in Brazil.

### **2.2 Introduction and main objectives:**

2.2.1 Codifica+: The Schools Connect team in Brazil aims to implement the Advanced Module of Codifica+ in order to continue to reach the impact proposed in the programme's Theory of Change. The consultancy will build upon the instructional matrix already aligned with BNCC and BNCC da Computação and

contemplate content adaptation, technical advisory, capacity building implementation and continuous support to the monitoring and evaluation (M&E) team. Moreover, this phase will include the development of a mentorship course for teachers to become trainers of Codifica+ and expand the impact in the territory.

The project will adapt the capacity building module for teachers in basic education on computational-thinking skills and coding, focusing on students aged 11-17 (Ensino Fundamental 2 and Ensino Médio). Both courses are based on the British Council Colombia experience and training materials with Coding for Kids, whose content has already been translated into Portuguese and aligned with BNCC and BNCC da Computação.

### 2.2.2 Codefest:

The British Council will host a coding competition (Codefest) to take place in 2024 with 30 schools, participating initially over 6,000 students and 500 teachers from Secondary education (Ensino Fundamental 2 e Ensino Médio) from a State network in Brazil. The coding competition will build upon the experience with Codifica+ and test the acquired knowledge on computational thinking and coding.

This project aims to get students, especially girls and students of colour, and become more engaged to disseminate the knowledge to their peers, and will be structured as such:

- Phase 1: open call for students in the state enrolled in secondary level
  - o Qualifying pre-test with “unplugged” activities
- Phases 2/3: Local competitions live in schools
  - o Local selected teams solve coding challenges in their schools with a live panel
  - o Eliminary stages
- Phase 4: in-person, last stage of the competition

2.3 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 offices in São Paulo, Brazil (Associação Conselho Britânico). The services will be provided mainly online. In person-meetings will take place according to specific needs and both parties will agree on date and place beforehand.

3.1.3 Duration: 9 months with an option for an extension until the full scope of the service is delivered. An addendum will be considered only if the project and services scope changes significantly requiring a new technical proposal.

3.1.4 Contractual terms: As set out at Annex 3 (Contract Template). 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. 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 the RFP to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

## **3.2 General Policy Requirements**

3.2.1 By submitting a Proposal, you confirm that you will, and that you will ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>).

## **3.3 General Proposal conditions (“Proposal Conditions”)**

3.3.1 Application of these Proposal Conditions – In participating in this Procurement Process and/or by submitting a Proposal it will be implied that you accept and will be bound by all the provisions of this RFP and its Annexes. Accordingly, Proposals should be made on the basis of and strictly in accordance with the requirements of this RFP.

3.3.2 Third party verifications – Your Proposal is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided, and the analysis of your Proposal being undertaken by one or more third parties commissioned by the British Council for such purposes.

3.3.3 Information provided to potential suppliers – Information that is supplied as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue. No liability (save for fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.

3.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. The clarification process set out in paragraph 12 should be used for any queries in relation to this Procurement Process.

3.3.5 Amendments to the RFP – At any time prior to the Response Deadline, the British Council may amend the RFP and if appropriate, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of Proposal – Any goods and/or services offered should be on the basis of and strictly in accordance with the RFP (including, without limitation, any specification of the British Council's requirements, these Proposal Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

3.3.7 Compliance with the terms of the Contract – The successful supplier must comply with the Contract as set out in Annex 3 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 1 (Supplier Response Template) 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 1 (Supplier Response Template) 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 Council will have no liability for any losses, costs or expenses you incur as a result of such actions.

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

3.3.14 Liability – Nothing in these Proposal Conditions is intended to exclude or limit the liability of the British Council in relation to fraud or in other circumstances where the British Council's liability may not be limited under any applicable law.

## **4 Confidentiality and Information Governance**

4.1 All information supplied to you by the British Council, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your Proposal) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a Proposal. There must be

no publicity by you regarding the Procurement Process or the future award of any contract unless the British Council has given express written consent to the relevant communication.

4.3 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your Proposal, to any employee, third party agent, adviser or other third party involved in the Procurement Process in support of, and/or in collaboration with, the British Council. The British Council further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the British Council in accordance with such rights reserved by it under this paragraph.

4.4 The Freedom of Information Act 2000 (“FOIA”), EU General Data Protection Regulation (GDPR) 2015, the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).

4.5 You should be aware of the British Council’s obligations and responsibilities under the Disclosure Obligations to disclose information held by the British Council. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the British Council under the Disclosure Obligations, unless the British Council decides that one of the statutory exemptions under the FOIA or the EIR applies.

## **5 Proposal Validity**

5.1 Your Proposal must remain open for acceptance by the British Council for a period of 60 (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 Brazil (Associação Conselho Britânico) will pay correctly addressed and undisputed invoices (Nota Fiscal) 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 [amanda.alves@britishcouncil.org](mailto:amanda.alves@britishcouncil.org) with copy to [claudia.freeland@britishcouncil.org](mailto:claudia.freeland@britishcouncil.org);

For Brazil-based suppliers: you are required to submit a boleto in addition to the invoice (Nota Fiscal) so we can properly process all payments.

6.2 For suppliers contracted outside the Municipality of São Paulo without registration in the City of São Paulo, there will be retention of ISS, according to current law.

6.3 When applicable, taxes such as: IR, PIS / COFINS or other taxes and applicable contributions will be withheld according to the tax legislation.

## 7 Specification

7.1 This RFP aims to hire a supplier specialized in project design, implementation and monitoring the Advanced Module and Mentorship courses for Codifica+ and to design, implement and monitor the Codefest. Knowledge and experience in STEM education experience will be considered a plus.

7.1.1 For Codifica+ the consultancy will be spread in 09 months to design, implement and monitor the Advanced Module and design the Mentorship course. Programme design processes contemplates constant liaison with M&E team to support development of the programme's Theory of Change and evaluation tools/rubrics.

The deliverables for Codifica+ will include:

### Advanced Module:

- Instructional design and content development with a focus on gender and racial inclusion. The original course content is already in Portuguese and aligned with BNCC;
- Implementation of CPD module in one territory in Brazil for approximately 200 teachers on a hybrid mode, with synchronous and asynchronous activities. Consider 2 days of in-person training in the territory;
- Oversee teacher logistics for in-person training sessions (maximum 2);
- Programme design process contemplates constant liaison with M&E team to support adjustments to the programme's Theory of Change and development of the evaluation tools/rubrics.

### Mentorship course:

- Instructional design and content development for 40h course based on 3 themes:
  - o Computational thinking
  - o Teacher training
  - o Diversity, equality, and inclusion
- The mentorship course will not be implemented at this stage.

The supplier must be able to demonstrate:

- Previous experience in educational project management for Brazilian public sector;
- Previous experience with in-person and online facilitation of CPD programmes and teacher training;



- Available team and collaborators fluent both in Portuguese and English;
- Available team to deliver online facilitation services for two groups: a) teachers and b) teacher educators.

7.1.2 For Codefest the consultancy will spread in 06 months to design, implement and monitor the project.

The deliverables for Codefest will include:

- Project design and content development according to pre-established partner specifications and requirements
- Implementation of Codefest in one territory in Brazil with synchronous and asynchronous activities according to project structure. Consider 1 day for in-person activities in São Paulo, with 3 days of travel in total);
- Production of the delivery of in-person activities in the territory (service 1) and in São Paulo (service 2) including events management (planning, execution, terms of reference for British Council to purchase or rent equipment's and organize/manage logistics – support to contract meals and travel arrangement).

The project process also contemplates:

- Constant liaison with the external M&E team to support adjustments in the development of the evaluation tools/rubrics and data collection.
- Constant liaison with partner for design adjustments and implementation rollout
- Eventual liaison with Marketing and Communication managers from British Council and contracted agencies.
- Eventual liaison with Travel Agency contract by the British Council to purchase flights, ground transportation, hotels and book reservations for meals.
- Project reporting in English

The supplier must be able to demonstrate:

- Previous experience in educational project management for Brazilian public sector;
- Previous experience with in-person and online facilitation of coding/robotics or scientific project competitions and engagement of large audiences;
- Previous experience with projects targeted to young audiences;
- Significant experience in producing educational or cultural events with young audiences from public schools, only for service 2 (Codefest);
- Available team and collaborators fluent both in Portuguese and English.

7.1.3 Overview of Requirements:

Ideally, we expect to hire one company to handle both projects, but there is the possibility of separated companies being hired according to their budgets. We ask bidders to inform their budgets as detailed as possible and separated by project so that the analysis is fair.

The bidder can apply for only one of the projects listed in this RFP or for both. We will evaluate each project separately, depending on the format of the proposals we receive. In any case, the evaluation criteria presented in this RFP prevail for both or for each project, if evaluated separately.

Number of Suppliers Required: Up to two suppliers.

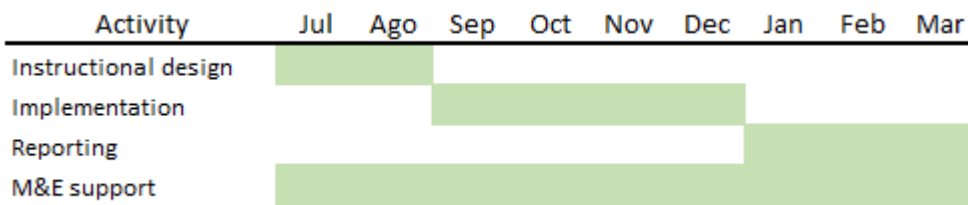
Type of Agreement: Service agreement (see Annex 3).

Bidder must have a CNPJ.

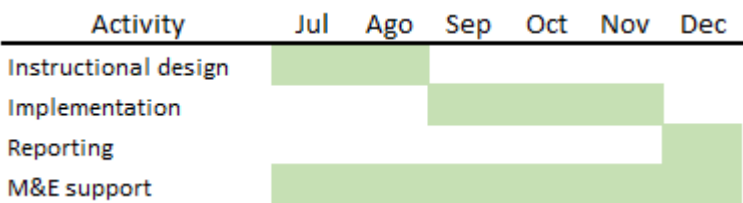
7.2 Programme schedule:

The proposed activity schedule below is subject to change:

For Codifica+:



For Codefest:



7.3 The supplier will be required to attend to remote training sessions to prepare to work for the project, including Safeguarding, Child Protection and Monitoring and Evaluation.

7.4 On the event of travel for programme purposes, the British Council will cover airfare and accommodation costs. All other expenses related to travel should be included in the proposal.

**8 Mandatory Requirements / Constraints**

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

## 9 Key background documents

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

## 10 Timescales

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

Activity	Date / time
RFP Issued to bidding suppliers	17 May 2024
Deadline for clarification questions ( <b>Clarification Deadline</b> )	22 May 2024
British Council to respond to clarification questions	24 May 2024
Deadline for submission of Proposals by potential suppliers ( <b>Response Deadline</b> )	14 June 2024
Final Decision	21 June 2024
Contract concluded with winning supplier	28 June 2024
Contract start date	01 July 2024

## 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 1 (Supplier Proposal Template) to this RFP. All documents required as part of your Proposal should be submitted to [amanda.alves@britishcouncil.org](mailto:amanda.alves@britishcouncil.org) with copy to [claudia.freeland@britishcouncil.org](mailto:claudia.freeland@britishcouncil.org) by the Response Deadline, as set out in the Timescales section of this RFP.

11.2 The following requirements should be complied with when submitting your Proposal in response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late Proposals may be rejected by the British Council.
- Do not submit any additional supporting documentation with your Proposal except where specifically requested to do so. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the British Council).
- All attachments/supporting documentation should be provided separately to your main Proposal document, clearly labelled and cross-referenced to the Proposal as relevant.

- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your Proposal.
- Unless otherwise stated as part of this RFP or its Annexes, all Proposals should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as 'or equivalent' you must demonstrate such equivalence as part of your Proposal.
- Any deliberate alteration of a British Council requirement as part of your Proposal will invalidate your Proposal to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your Proposal to the RFP requirements and pricing will be incorporated into the Contract, as appropriate.

## 12 Clarification Requests

12.1 All clarification requests should be submitted to [amanda.alves@britishcouncil.org](mailto:amanda.alves@britishcouncil.org) with copy to [claudia.freeland@britishcouncil.org](mailto:claudia.freeland@britishcouncil.org) by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests and will respond if the question is appropriate and received before the Clarification Deadline.

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

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

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

## 13 Evaluation Criteria

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

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

rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.



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

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

Criteria	Weighting
Social Value	10%
Technical quality/ relevance of experience	25%
Methodology and Approach	25%
Commercial	40%

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

Points	Interpretation
<b>10</b>	<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.
<b>7</b>	<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 bidder's failure to provide all information at the level of detail requested.

<b>5</b>	<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 the evidence requested.
<b>3</b>	<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.
<b>0</b>	<b>Unacceptable</b> – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

13.4 Commercial Evaluation – Your “Overall Price” as calculated in accordance with requirements of Annex 2 (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.

The proposals should not exceed the maximum amount of R\$ 174.150,00 (one hundred seventy-four thousand, one hundred fifty Brazilian reais) for Codifica+ and R\$ 116.100,00 (one hundred sixteen thousand, one hundred Brazilian reais) for the Codefest. **Therefore, financial proposals from suppliers above this limit will be rejected.**

13.5 Moderation and application of weightings – The evaluation panel appointed for this Procurement Process will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall Proposal score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

13.6 The Winning Proposal(s) - The winning Proposal shall be the Proposal scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information)) obtained by the

Authority relating to any self-certification or other requirements referred to at any time in this Procurement Process.

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

Annex 1 – Supplier Response Template

Annex 2 – Pricing Approach

Annex 3 – Contract Template – Brazil-based