

## **Request for Proposal (RFP)**

**For:** Consultants for British Council Non Formal Education portfolio.

**Date:** 7 February 2024

### **1 Overview of the British Council**

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

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

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

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

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2021–22 we reached 650 million people.

We have been in Cyprus since 1940. Every year, we reach out to thousands of students, educators, young people, policymakers, academics, researchers, creatives and entrepreneurs in Cyprus.

Further information can be found at [www.britishcouncil.com.cy](http://www.britishcouncil.com.cy).

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

2.1 The British Council wishes to design and develop a series of programmes to be included to the Non Formal Education portfolio and more broadly in its Education portfolio, with an utter aim to developing connections and skills for young people and future leaders. Our goals are:

- To create opportunities for young people to build their confidence and sense of purpose, develop their ability to make a positive difference in their communities, and strengthen the skills they need for employment and enterprise
- To create an enabling environment which brings together representatives of government, civil society, enterprise and institutions with young people and other underrepresented groups to build trust and work collaboratively on issues which affect their daily lives
- To support community and business partners globally, particularly young social entrepreneurs, to develop economic models that create more inclusive employment and have a positive impact on the environment and society, drawing on UK expertise
- To empower girls and women to lead, influence and benefit from positive social change, supporting them with networks to progress gender equality.

2.2. With this procurement exercise we are looking for up to **eight (8)** suppliers to prepare, deliver and report on training methodologies and activities such as trainings, conferences, discussions, hackathons, etc., in the field of our Non Formal Education portfolio and our broader Education portfolio. Activities can be face to face, virtual or hybrid and will take place in Cyprus. Where required, activities can be outside of Cyprus and/or remote for regional project purposes. Our programmes and projects rely on a thorough quality assurance framework, suppliers need to follow. Activities are expected to be delivered from April 2024 until March 2026. Each supplier's contract will have the form of a **'Framework Agreement'** that sets out the terms (particularly relating to price, quality and quantity) under which individual contracts will be made throughout the period of the agreement, The individual contracts will be agreed directly once the terms of reference of each activity are shared with the supplier.

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 supplier is expected to delivery services in any location in Cyprus, as well as online. For online services, the supplier is expected to have a good internet connection. It is also possible in some cases to have activities delivered in other EU countries or in the UK

if that is previously discussed and agreed with the supplier. In addition to the service fees, travel accommodation and subsistence costs, if needed, will be covered by the British Council within budget limits and according to British Council travel policy.

3.1.3 Duration: Two (2) years with an option for an extension for up to an additional one (1) year.

3.1.4 Contractual terms: As set out at Annex 1 (*Framework Agreement*) (“**Contract**”). By submitting a Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. Any clarification questions in relation to any aspect of this Procurement Process and the associated documentation should be submitted in accordance with the process set out in paragraph 12 (*Clarification Requests*). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions, reissue Annex 1 to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

## **3.2 General Policy Requirements**

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

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

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

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

3.3.3 Information provided to potential suppliers – Information that is supplied as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue.

No liability (save for fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.

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

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

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

3.3.7 Compliance with the terms of the Contract – The successful supplier must comply with the Contract as set out in Annex 1 without any amendment (save as described in paragraph 3.1.4).

3.3.8 Format of Proposal – Proposals must comprise the relevant documents as detailed by the British Council in Annex 2 (Supplier Proposal) completed in accordance with relevant all instructions. Any documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.

3.3.9 Modifications to Proposals once submitted – You may modify your Proposal prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a completely new Proposal in accordance with Annex 2 (Supplier Proposal) and these Proposal Conditions.

3.3.10 Disqualification – If you breach these Proposal Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this RFP, and/or in any supporting documents, entitling the British Council to reject a Proposal apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process or fix or set the price for goods or services;
- to enter into an arrangement with any other party that such party shall refrain from submitting a Proposal;
- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
- to collude in any other way;
- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or

- to obtain information from any of the employees, agents or advisors of the British Council concerning this Procurement Process (other than as set out in these Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to paragraph 3.3.1 below, by participating in this Procurement Process you accept that the British Council shall have no liability to a disqualified potential supplier in these circumstances.

3.3.11 Proposal costs – You are responsible for obtaining all information necessary for preparation of your Proposal and for all costs and expenses incurred in preparation of the Proposal. Subject paragraph 3.3.15, you accept by your participation in this Procurement Process, including without limitation the submission of a Proposal, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in submitting a Proposal irrespective of whether or not your Proposal is successful.

3.3.12 Rights to cancel or vary this Procurement Process – Nothing in this Procurement Process will bind the British Council to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFP, but the British Council reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice in writing. Subject to paragraph 3.3.15, the British will have no liability for any losses, costs or expenses you incur as a result of such actions.

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

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

## **4 Confidentiality and Information Governance**

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

4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a Proposal. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the British Council has given express written consent to the relevant communication.

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

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

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

## **5 Proposal Validity**

5.1 Your Proposal must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A Proposal not valid for this period may be rejected by the British Council.

## **6 Payment and Invoicing**

6.1 The British Council will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the British Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council Purchase Order number is included.

## **7 Specification**

The British Council designed and developed a series of programmes on skills for young people and young leaders. These activities will be focused on enhancing their leadership skills, fostering digital skills and creative thinking for young people 15-35 years as well as stakeholders and enablers working with them (teachers, policy makers, entrepreneurs, youth trainers, etc)

The successful suppliers are expected to have close co-operation with project manager(s) and the external evaluator(s) of the respective non formal education, youth and skills projects. It is expected that they prepare, deliver and evaluate the activities and methodology based on the projects' objectives and deliverables and in line with British Council's direction. Successful suppliers will be invited to deliver a range of activities either face to face, virtually or in a hybrid format, for young people, children, educators, policy makers, members of local communities, entrepreneurs, youth organisations and NGOs, from April 2024 to March 2026.

Activities will be based in Cyprus, and if a project requires it, in other EU countries or the UK. Suppliers will be receiving the Terms of Reference (objectives, deliverables, date(s), fee, number and background of participants etc) for each activity before agreeing and signing the individual agreements.

Priority will be given to selecting suppliers based in Cyprus, but suppliers outside of Cyprus who fulfil the mandatory requirements are welcome to apply.

### **7.1 Services:**

The requested work from the suppliers can be one or more of the following:

- Training course / workshop (face to face, virtual or hybrid).
- Facilitation of discussion/conference/hackathon (face to face, virtual or hybrid).
- Focus groups (face to face, virtual or hybrid).
- Mentoring to teams/individuals (face to face, virtual or hybrid)
- Reporting.

### **7.2 Mandatory Qualifications and Experience required:**

- Qualifications (from formal or non formal education providers) in one or more subjects: Education, Pedagogy, Social Sciences, Youth policy, Social Policy, training and non-formal Education for children, youth and adults.
- At least three years' experience in delivering trainings to children and/or adults, in running or facilitating youth projects, providing mentoring, implementing activities from education toolkits, design of formal and/or non-formal education programmes. Demonstrated experience in areas such as: youth, social cohesion, gender equality, climate action/environment, intercultural learning, social economy projects.

- Very good knowledge of English (CEFR B2-C2). Very good written and verbal communication skills and report writing skills in English.
- Very good knowledge of Greek (CEFR B2-C2). Very good written and verbal communication skills in Greek.
- Excellent information analysis skills as well as the ability to produce clear reports.

### **7.3 Desirable qualifications and location:**

- Demonstrated experience in delivering virtual/hybrid events.
- Supplier to be based in Cyprus

### **7.4 Maximum level of fees**

The maximum hourly fee is the gross (inclusive of VAT) amount in euros (€) per type of activity (face to face, virtual or hybrid).

- Training course / workshop: €38 per hour.
- Facilitation of discussion/conference/hackathon: €38 per hour.
- Mentoring to teams/individuals: €38 per hour.
- Focus groups: €25 per hour.
- Reporting: €15 per hour

## **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.

Please attach the following documentation:

- Mandatory: Your CV. Please include your English and Greek language level and educational qualifications. If you have not worked with the British Council in the past and/or if you have enriched your CV with more qualifications, please attach a copy of the relevant qualification/s. Copies of qualifications are required for new potential suppliers.



- **Mandatory:** A motivation letter demonstrating your professional experience of the past three years in delivering activities to adults and/or children, running or facilitating youth projects, implementing activities from education toolkits, design of formal and/or non-formal education programmes, providing mentoring support to individuals or teams. Experience in activities/projects tackling at least one of the following thematic areas: youth, social cohesion, gender equality, climate action/environment, intercultural learning, social economy. If not already included it in your CV and/or motivation letter, please send a document listing activities/projects you worked on.
- **Mandatory:** A report from a previous work.

**With your proposal, please also confirm your tax status i.e. whether you charge VAT or other taxes.** This will define the amount of gross fees per project and it is essential for budgeting reasons.

## 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:

<b>Activity</b>	<b>Date / time</b> <b>Deadline time 23:00 EST</b>
RFP Issued to bidding suppliers	7 February 2024
Deadline for clarification questions ( <b>Clarification Deadline</b> )	7 March 2024
British Council to respond to clarification questions	8 March 2024
Deadline for submission of Proposals by potential suppliers ( <b>Response Deadline</b> )	New extension deadline 15 March 2024
Final Decision	27 March 2024
Contract concluded with winning supplier	10 April 2024
Contract start date	15 April 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 2 (Supplier Proposal) to this RFP. All documents required as part of your Proposal should be submitted to [Marilena.Kyriakou@cy.britishcouncil.org](mailto:Marilena.Kyriakou@cy.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 [Marilena.Kyriakou@cy.britishcouncil.org](mailto:Marilena.Kyriakou@cy.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 advantages proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
<p><b>SV01 Social Value</b></p> <p>Outline how the services can influence beneficiaries to support, strong, inclusive and integrated communities. See Annex 2 Supplier Proposal.</p>	10%
<p><b>QE Quality and Experience</b></p> <p>See Annex 2 Supplier Proposal.</p> <p><u>QE01 Mandatory:</u> Qualifications (from formal or non formal education providers) in one or more subjects such as: Education, Pedagogy, Social Sciences, Youth policy, Social Policy, Training and Non-formal Education for children, youth and adults 10%</p> <p><u>QE02 Mandatory:</u> Knowledge of English and Greek (CEFR B2-C2) 5%</p>	65%

<p><u>QE03 Mandatory:</u> Relevant experience from the past three years in delivering trainings to children and/or adults, in running or facilitating youth projects, implementing activities from education toolkits, design of formal and/or non-formal education programmes, providing mentoring support to individuals or teams. Experience in activities/projects tackling at least one of the following thematic areas: youth, social cohesion, gender equality, climate action/environment, intercultural learning, social economy. 40%</p> <p><u>QE04 Mandatory:</u> Excellent information analysis skills as well as the ability to produce clear reports. 5%</p> <p><u>QE06 Desirable:</u> Demonstrated experience in delivering virtual/hybrid events. 5%</p>	
<p><b>LO Location</b></p> <p><u>LO01 Desirable:</u> Supplier to be based in Cyprus. See Annex 2 Supplier Response.</p>	5%
<p>CO01 Commercial pricing offer</p> <p>Please complete Annex 3 Pricing Approach for the fees in euros, including all related taxes.</p>	20%

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

Points	Interpretation
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<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 bidders 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 of 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 3 (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may reject the full Proposal at this point. The British Council may also reject any Proposal where the Overall Price for the goods and/or services is considered by the British Council to be abnormally low following the relevant processes set out under the procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest “Overall Price”. Other Proposals will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

13.5 Moderation and application of weightings – The evaluation panel appointed for this Procurement Process will meet to agree and moderate scores for each award criteria. Final scores in terms of a

percentage of the overall Proposal score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

13.6 The Winning Proposal(s) - A Framework Agreement will be awarded to **a maximum of eight (8) potential suppliers**, whose Proposals achieve the highest percentage scores 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 Standard Terms of Framework Agreement**

**Annex 2 – Supplier Proposal**

**Annex 3 – Pricing Approach**