

The British Council in Albania is looking for an **Agency specialized in provision of Event Management Services, to organise and implement the full logistical coverage of arrangements of the Coding Challenges Day** (organised as daily Boot Camps) for all public schools involved in the Alternative Pathways programme for the Output 1.

1. There will be need to organise at least **2 Coding Challenge in each of 8** (eight) municipalities of the North Albania, (Diber, Kukes, Mat, Bulqize, Klos, Has, Tropoje, Malesi e Madhe), and will be needed to organised 2 Regional Coding Challenges as grand finale for each level category of education.

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

3 Proposal Conditions and Contractual Requirements

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

3.1 Contracting requirements

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

3.1.2 Delivery location for goods and/or services: **the British Council offices in ALBANIA, RR. Sami Frasheri, Pall. TeknoProjekt, Entrance 2, Ap.3, Tirana, Albania**

3.1.3 Duration: The contract will be valid for **max up to 7 months**, starting from **September 2024**.

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 [2] . The successful supplier might be requested to adjust further the proposal and the budget, according to the British Council needs and priorities, prior to contract signature.

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. Equality, diversity and inclusion (EDI) - As gender equality is one of the core areas of the British Council's Equality, diversity and inclusion (EDI) framework we are committed to mainstreaming it through all our programmes in line with the International Development Gender Equality Act 2014. Thus, it is expected from our suppliers to ensure their approach, methodology and activities include equal participation of different groups as well as do not harm approach to any of the targeted groups.

3.3.11. British Council MEL standards – your proposal must envisage planning and budgeting of MEL activities. All MEL activities will be developed with British Council regional MEL manager to ensure compliance to British Council MEL standards.

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 **thirty 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 Budget Limit for this service is up to **35,000 GBP (thirty five thousand British Pound) including** VAT, fees and taxes.

6.2 The British Council will pay correctly addressed and undisputed invoices (and respective documentation) 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.

The payment of the contract will be disbursed in instalments, according to the calendar of activities that will be agreed.

Payments will be made using British Council BKR rate, that is fixed on monthly level.

7 Specification

The British Council Albania would like to **request a proposal for supporting the Alternative Pathways project, Output 1** to organise and deliver the Coding Challenges and other related activities for successful implementation of the project during the period September 2024 – March 2025.

Including services such as identify suitable venues or organised the Coding Challenge Event (including schools premises, public spaces in negotiation with local Municipalities; Activity such as book accommodation for guests if will required; Arrange and secure guest speakers and or moderator/animators for the Coding Challenge day, and reimburse their expertise fee at rates provided by the British Council; Arrange and secure the necessary equipment's for proper organization of given event and ensure availability of adequate equipment, including audio-visual infrastructure, table, chairs, stands as requested; Arrange for adequate catering/refreshment on the spot of the event in agreement with the British Council; Reimburse participants travel expenses at rates provided by the British Council, (prepare receipts, obtain participant's signatures and make payments, collect relevant supporting documents such as bus tickets, toll receipts, fuel receipts etc.); Provide any other services that may be relevant for the organization of various events.

8 (eight) Coding Challenges will be organised within the students of the Lower Secondary Schools in eight municipalities of the North Albania: Diber, Kukes, Mat, Bulqize, Klos, Has, Tropoje, Malesi e Madhe (at least one coding challenge per municipality).

1 (one) Regional Coding Challenge will be organised for the students of the Lower Secondary Schools.

8 (eight) Coding Challenges will be organised within the Upper Secondary Schools in eight municipalities of the North Albania: Diber, Kukes, Mat, Bulqize, Klos, Has, Tropoje, Malesi e Madhe at least one coding challenge per municipality).

1 (one) Regional Coding Challenge will be organised for the students of the Upper Secondary Schools.

British Council is requesting a proposal to cover the following activities:

The Service Provider will be responsible for a wide array of tasks to ensure the successful planning, delivery, and conclusion of the Coding Challenge Activities in 8 (eight) municipalities in North of Albania: Diber, Kukes, Mat, Bulqize, Klos, Has, Tropoje, Malesi e Madhe.

Coding Challenge Event Conceptualization and Planning:

- Defining and agreeing with British Council as per the Programme/Project purpose and objectives, in developing a theme and concept for the event/s, including a detailed event plan and timeline.
- Venue Selection in Coordination with British Council and responsible for booking the appropriate venue (including the site visits, venue logistics assessment such as (layout, capacity, accessibility). Coordinating on-site event logistics equipment's and other

arrangements needed for the activity (chairs, table, stands, signage, etc.), technical and Audio-Visual provision or any lighting, sound, and multimedia equipment needed. Also ensuring technical support staff for any on-site issues.

- Logistical support in Arranging adequate catering/refreshment on the spot of the event in agreement with the British Council. Catering is to be provided by catering company, whereas the Agency is expected to purchase basic items for refreshment, such as coffee, milk, sugar, water, juices. Reimburse participants travel expenses at rates to be provided by the British Council (prepare receipts, obtain participant's signatures and make payments, collect relevant supporting documents such as bus tickets, toll receipts, etc.) Participants are to be reimbursed at the end of event/s.
- Event Marketing and Promotion, distributing promotional materials (flyers, emails, social media posts).
- In Coordination with British Council securing guest speakers, performers, moderators, and presenters if will be necessary to invite.
- In collaboration of British Council develop a risk management plan, ensuring compliance with health and British Council safety regulations. Also providing security personnel for any emergency procedures.
- On-Site Event Management, the Service Provider will be overseeing event/s setup and execution, managing staff and volunteer coordination, addressing any issues or emergencies that arise during the event. Also, a Post-Event breakdown and cleanup practice will be developed.
- Evaluation and Reporting of the event in compiling an event report and financial summary.
- Providing attendee assistance and information during the event.
- Provide any other services that may be relevant for the organization of various events.

Gender equality, and inclusion of diverse group must be considered and reflected in all components and activities of your 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.

Potential suppliers must fulfil the following **eligibility criteria** :

- To be registered as a legal entity, and to operate in the territory of Albania;
- At least 3 years of experience with similar projects/ services in the events organise, logistical support, event management, wider audience event entertainment, any other experience with the young audience age 13-18 years old.
- Proven experience in conducting at least two projects of a similar size and scope
- Good knowledge and understanding of the socio-economic and cultural context and situation of the North Albania.
- Experience in working in the north Albania with diverse communities and institutions is preferred.
- Partnership with other relevant professional organisations/companies, as well as with local actors (grass root organisations, informal groups, activists, youth councils, local media/journalists, etc) is encouraged.

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	20th of August, 2024
Deadline for clarification questions	26 th of August
British Council to respond to clarification questions	27 th of August
Deadline for submission of Proposals by potential suppliers	7th of September, 2024
Final Decision	11 th of September
Contract concluded with winning supplier	12 th of September
Contract start date	13th of September 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 emarilda.leti@britishcouncil.org by **September 7th, 2024**, 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.
- PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation
- 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. Further adjustments to the original proposal and budget might be requested from the successful supplier, according to the British Council and the Project needs and priorities, prior to contract signature.

12 Clarification Requests

12.1 All clarification requests should be submitted via email emarilda.leti@britishcouncil.org or in person at the British Council Adress: RR. Sami Frasheri, Pall. TeknoProjekt, Entrance 2, Ap.3, Tirana, Albania, by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests and will response if the question is appropriate and received before the Clarification Deadline.

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
1. Quality	
1.1 Relevant experience	15%
1.2. Organisational capacity	15%
Methodology and Approach	
2.1. Response to ID MA01	20%
Commercial	50%

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
10	Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested.
5	Adequate – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.
3	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

13.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex [3] (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may reject the full Proposal at this point.

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 Contract Agreement will be awarded to the potential supplier whose 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. Further adjustments to the original proposal and budget might be requested from the successful supplier, according to the British Council and the Project needs and priorities, prior to contract signature.