

**British Council Egypt Supplier Selection:**

**1. Introduction:**

- 1.1. The supplier selection process will be conducted to ensure that suppliers are evaluated fairly.
- 1.2. Do not submit any additional documentation with your response except where specifically requested.
- 1.3. Late responses may not be considered. The decision to accept late responses is entirely at the discretion of the British Council.

**2. Requested documents :**

- 2.1. Company profile
- 2.2. Copy of commercial registration
- 2.3. ISO certificate (preferred)
- 2.4. Recommendation letters from customers (at least one)
- 2.5. Bank details
- 2.6. Letter of acceptance of the British Council payment and invoicing rules.

**3. Payment and Invoicing**

- 3.1. The Council will pay correctly addressed and undisputed invoices after 30 days from the date of the invoice.
- 3.2. The Council will have a requirement for invoices to be produced in a computerized format in English language.
- 3.3. The essential information on an invoice for the Council is:
  - A description of the services supplied.
  - The Council reference number/Purchase Order number.
  - The costs including TAX (if applicable) and any other charges

**4. Selection Process:**

- 4.1. Screening for all envelopes delivered to BC to confirm that all required document are provided.  
Any envelope doesn't include all the requested documents will be rejected.
- 4.2. There will be committee to select 5 suppliers only for each category.
- 4.3. Different committee for each category according to type of business
- 4.4. Letter of acceptance will be sent to the selected suppliers only to notify them that they have been added to British Council Approved Vendor list.

## 5. Evaluation Criteria

Supplier responses will be assessed using the following criteria and weightings. A score will be given for each part of the information submitted that is to be assessed. The qualitative aspects of your response will be evaluated entirely on your response submitted.

Criteria	Weighting
Knowledge and experience	25%
Technical Capability	25%
Similar customers	15%
Recommendation letters from customers	25%
ISO certificate	10%

The responses under each sub category will be scored based on the following matrix:

Points	Interpretation
10	Excellent -A comprehensive and strong answer indicating the provider is fully capable and experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided.
7	Good -There are slight concerns that the organisation will not be able to achieve all the outcomes required and response lacked details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and few relevant examples provided.
5	Adequate - There are concerns that the organisation will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.
3	Poor Response/Limited Evidence - There are serious indications that the organisation will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail.

0	Unacceptable - The answer is non-compliant and/or no relevant information has been received to demonstrate the organisation can achieve the required outcomes. No response or a response that is entirely irrelevant.
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All scores will be added together to provide an overall total score for each sub category/section which will then be calculated against the criteria weightings. Once all the criteria weightings have been calculated, they will all be added together to provide an overall total score.

## 6. Contracts

- 6.1. After 3 months from the supplier selection British Council will communicate with each category of supplier to invite them for a mini tender exercise.
- 6.2. British council will conduct supplier performance questionnaire for these three months and include the result.
- 6.3. Committee will be responsible to fill the weighting table below based on the supplier performance questionnaire and price offer.
- 6.4. British Council has the right to include or change terms and condition for this part and will communicate to all vendors on time.

EVALUATION CRITERIA FOR SELECTION OF TENDERS	
CRITERION	PERCENTAGE WEIGHTINGS
1) Cost	25%
2) Technical Capability	25%
3) Service Delivery	15%
4) Quality	20%
5) Risk	10%
6) Communication	5%

## 7. British Council Policies

All relevant policies that suppliers are expected to adhere to can be found on the British Council website – [http://www.britishcouncil.org/new/about-us/jobs/folder\\_jobs/register-as-a-consultant/policies-for-consultants-and-associates/](http://www.britishcouncil.org/new/about-us/jobs/folder_jobs/register-as-a-consultant/policies-for-consultants-and-associates/) the list of policies includes (but it is not limited to):

- Child Protection Policy
- Code of Conduct
- Equal Opportunities Policy
- Health and Safety Policy
- Global Privacy Policy
- Environmental Policy
- Pro-forma invoice and expenses claim
- Personal Information Charter
- Social Media Code and Guidelines (if applicable)
- Data Protection Policy relating to audio-visual consent (DP3 form – if applicable)