

**ANNEX 1**

**Response to SIEM Opportunity**

**For the supply of**

**Study Tour Programme**

**for Filipino University Students**

**To**

**The British Council’s**

**Client**

**Company name:**

**Main Contact name:**

**Main Contact’s email address/es:**

**Main Contact’s telephone number:**

Please submit completed responses to **pierre.pecson@britishcouncil.org.ph**by the deadline of **27 January 2017, 23.59 UK time**

1. **Mandatory Section (Pass/Fail)**

**Discretionary Rejection -** The British Council is entitled to exclude you from consideration if any of the following apply. If you cannot answer ‘no’ to every question it is possible that your response may not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken. The information provided will be taken into account by the British Council in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

The British Council is also entitled to exclude you in the event you are guilty of serious misrepresentation in providing any information referred to within [regulation 23, 24, 25, 26 or 27 of the Public Contracts Regulations 2006](http://www.legislation.gov.uk/uksi/2006/5/pdfs/uksi_20060005_en.pdf)

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| **Is any of the following true of your organisation?** | **Answer *(Delete as applicable)*** |
| 1. being an individual is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state; or
 | YES/NO |
| b) being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or | YES/NO |
| (c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company’s winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof or is the subject of similar procedures under the law of any other state? | YES/NO |
| **Has your organisation:** |  |
| a) Been convicted of a criminal offence relating to the conduct of your business or profession? | YES/NO |
| b) Committed an act of grave misconduct in the course of your business or profession? | YES/NO |
| c) Failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established? | YES/NO |
| d) Failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established?  | YES/NO |

1. **Institution Profile:**

*(Please provide a brief summary about your institution and useful web links that the evaluators can visit)*

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1. **Other Criteria:**

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| **Scoring Methodology**: The following methodology for evaluating responses will be applied to Sections 2 & 3 and weighted by the appropriate Selection Criteria %:15 points - A comprehensive and strong answer indicating the supplier 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.12 points - There are slight concerns that the supplier 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.10 points - There are concerns that the supplier 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.5 points - There are serious indications that the supplier will not be able to achieve the outcomes required and has not provided appropriate experience to deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail.0 points - The answer is non-compliant and/or no relevant information has been received to demonstrate the supplier can achieve the required outcomes. No response or a response that is entirely irrelevant.**Cost/Price Scoring Methodology**: The lowest all inclusive cost excl. VAT will be awarded the maximum % available and all other responses will be evaluated pro rata. |

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| **Section 2: Experience and capacity in organising study tours for university student groups, including students under 18 years of age***(You may include web links to support your answers)*a) Describe any previous related engagements. You may include links to websites that shows prior experience.b) Do you have the necessary Child Protection Policies in place to ensure the safety and welfare of your participants? Please provide us a copy or a web link to your institution’s policy.c.) What are your proposed accommodation arrangements? |

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| **Response:**a)b)c) |

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| **Section 3: Programme Draft**a) What are your proposed dates?b) Please specify below or submit in a separate sheet your programme draft or typical timetable for the two-week study tour. Please indicate the subject area you are proposing for (Communication and Visual Design, Psychology, Child Development and Education, Business Administration and Entrepreneurship, Leisure and Tourism Management, and Environment Planning and Management). |

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| **Response:**a)b) |

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| **Section 4: Costing/Price** It is essential that BC enter into arrangements where costing is clearly defined and transparent against an efficient and effective approach. To satisfy this objective you are requested to use the template below to outline the costs to deliver the outputs as describe in the SIEM Opportunity. You are required to provide the breakdown of costs and discounts if any.All costs must be provided in Pound Sterling (GBP) and must be the net amount. |
| **Response:**1) For a group of 10 students and one (1) chaperone

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| Programme fee |  |
| Additional costs/waived Fees (if any) |  |
| British Council discount (if any) |  |
| **TOTAL FEE:** |  |

2) For a group of 20 students and two (2) chaperones

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| Programme fee |  |
| Additional costs/waived Fees (if any) |  |
| British Council discount (if any) |  |
| **TOTAL FEE:** |  |

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1. **Self-declaration of Accompanying Adults**

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| This directive has been prepared to ensure the safe and meaningful participation of children in this event. Throughout this document ‘child’ or ‘children’ refers to anyone under the age of 18 years old, irrespective of the age of majority in the country where a child is, or their home country’. This is harmonious with the United Nations Convention on the Rights of the Child (UNCRC) 1989 age definition of child. Minimum standards that help and protect children will be applied in this programme. They are based on the UNCRC, 1989 protective articles (19, 34 & 36) which outline children’s rights to protection from harmful influences, abuse and exploitations.All the adults involved in the programme are expected to work in the spirit of the UNCRC and in turn, protect and promote the rights of all children throughout the duration of this event.**Self-Declaration Statement** I, the undersigned, being the authorised representative of our institution, declare that all our staff and partners who will be involved in the delivery of this programme have never been convicted of any offence involving any type of harm to a child or children, nor have we have ever been warned or cautioned in relation to such a matter.I also declare that there are no civil or criminal proceedings of any nature pending against any of us at the date of this declaration relating to any allegation concerning any type of harm to a child or children.I understand that if we withhold any relevant information, or present false or inaccurate information, we may render ourselves liable to disqualification from the programme.In accordance with the British Council’s Privacy Policy, the UK’s Data Protection Act (1998) and any other relevant privacy law which applies in the country of employment, this declaration is confidential and is extended solely in order to accredit our suitability to work with children at the British Council; this declaration may not be used totally or partially for any other purpose save that for which it is expressly made.

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| **Company Name:** |  |
| **Country**  |  |
| **Name (printed)** |  |
| **Signature**  |  |
| **Date** |  |

*It**is advisable that the institution requires an enhanced DBS (Disclosure Barring Service) clearance or equivalent in Scotland (Disclosure Scotland) or Northern Ireland (Access NI) from all its staff and partners from within the past 3 years.* |