

**Annex 2 Supplier Response**

**For the supply of Lead Researcher from the United Kingdom (UK) for conducting ‘Strengthening UK-Turkey partnerships in higher education – A baseline research’**

**Supplier name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(To be used on the Contract)**

**Supplier address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(To be used on the Contract)**

**Company Reg: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(If Applicable)**

**Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**

1. Provide Supplier Name and Contact details above.
2. Complete Part 1 (Supplier Response) ensuring all answers are inserted in the space below each section of the British Council requirement / question. Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.
3. Complete Part 2 (Submission Checklist) to acknowledge and ensure your submission includes all the mandatory requirements and documentation. The checklist must also be signed by an authorised representative.
4. Submit all mandatory documentation to Funda Demir Yalcintas [funda.demir@britishcouncil.org.tr](mailto:funda.demir@britishcouncil.org.tr)by the Response Deadline, as set out in the Timescales section of the RFP/ITT document.

**Part 1 – Supplier Response**

1.1 Responses will be scored according to the methodology as set out in Evaluation Criteria section of the tender document.

1.2 Each requirement within this document is preceded by an instruction to the bidder specifying its relevance as follows:

**Mandatory Response (MR):** Requirements labelled ‘**MR**’ specify information that must be provided in the bidder’s response in order that the British Council can evaluate the bidder’s proposal. Failure to respond to any MR requirement will result in lower marks being awarded to the bidder;

**Desirable (D):** Responses will be awarded marks for each desirable requirement that they satisfy;

1.3 If the requirement is partially met, any additional detail provided will enable the British Council to make a fuller assessment on the capability to meet the requirement.

1.4 Please indicate if there is an additional cost implication in meeting a requirement, what this might be and if it has been included in the response to Annex 3 (Pricing Approach).

|  |  |  |  |
| --- | --- | --- | --- |
| **Quality - [40%]** | | | |
| **ID** | % | **Cat.** | **Requirement** |
| **Q01** | **[40]** | **[MR]** | Please provide details on the following:  **Essential:**   1. PhD in a relevant subject area: internationalisation in higher education or similar 2. Evidence of research track record in establishing high quality higher education international partnerships with the UK and other countries, or models of institution-to-institution partnerships. 3. Strong understanding and knowledge of potential opportunities and current barriers in establishing institutional higher education partnerships between the UK and Turkey and other relevant countries. 4. Track record of working successfully with other researchers and other teams remotely.   **Desirable**   1. Experience in successfully working with other researchers in Turkey and the UK. 2. Connections with Turkish academics in the UK and in Turkey.   CVs must be included with your submission, but please note that these will not be scored due to the subjective nature of this information. |
| **Supplier Response:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Methodology and Approach - [40%]** | | | |
| **ID** | % | **Cat.** | **Requirement** |
| **EB01** | **[40%]** | **[MR]** | Please provide details on the following:   1. Clear research proposal outlining how the research will conducted to identify:  * priority areas for UK-TR HE institutional partnerships * priority types for partnerships * current barriers * gatekeepers and ways to improve conditions fundamental to establishing TNE partnerships. * successful partnership models/cases between UK-TR HEIs. * best ways of promoting partnerships with the UK HEIs  1. Clear research implementation plan outlining:  * roles and responsibilities of UK and Turkish researchers. * timeline of activities (interviews, surveys, and others). * an analysis of findings.  1. Clear monitoring and evaluation plan including:  * clear plan outlining the research activities will be monitored to ensure timely completion of the research and quality analysis of findings * monitoring and evaluation tools |
| **Supplier Response:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Commercial - [20%]** | | | |
| **ID** | % | **Cat.** | **Requirement** |
| **Comm 01** | **[20%]** | **MR** | Please submit your Pricing Approach with the cost items including detailed breakdown for:   1. Total fee for work described under 7.2 2. Additional costs (if any) |
| **Supplier Response:** |

**Part 2 – Submission Checklist**

Insert Yes (Y) or No (N) in each box in the table below to indicate that your submission includes all of the mandatory requirements for this tender.

**Important Note:** Failure to provide all mandatory documentation may result in your submission being rejected.

|  |  |
| --- | --- |
| **Submission Checklist** | |
| **Document** | **Y / N** |
| 1. Completed tender response in Annex [2] (Supplier Response) and in accordance with the requirements of the RFP/ITT |  |
| 2. Completed pricing proposal in Annex [2] (Supplier Response) |  |
| 3. This checklist signed by an authorised representative |  |
| 4. Appendix A to this checklist in relation to information considered by you to be confidential / commercially sensitive |  |

I confirm on behalf of the supplier submitting the documents set out in the above checklist that to the best of our knowledge and belief, having applied all reasonable diligence and care in the preparation of our responses, that the information contained within our responses is accurate and truthful.

|  |  |
| --- | --- |
| **Supplier:** |  |
| **Date:** |  |
| **Name (print):** |  |
| **Position:** |  |
| **Signature:** |  |
| **Title:** |  |

**Appendix A to Submission Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Table of Information Designated by the supplier as Confidential and / or Commercially Sensitive** | | | |
| ***This table only needs to be completed if any information inserted as part of your tender response and in any accompanying documents is deemed by you to be confidential and/or commercially sensitive. Please note that the Confidentiality and Information Governance provisions of the RFP/ITT apply to any information designated as confidential and/or commercially sensitive.*** | | | |
| No | Section of tender response which the supplier wishes to designate as confidential and / or commercially sensitive | Reasons as to why supplier considers this information confidential and/or commercially sensitive and why it should be exempt from disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 or other relevant laws | Length of time during which supplier thinks that such exemption should apply |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |