

**Annex 3 Supplier Response**

**For the supply of Research on How are vocational institutions innovating, evolving and changing as result of Covid-19**

**Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

**Instructions**

1. Provide Company 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 authorized representative.
4. Submit all mandatory documentation to rossi.vogler@britishcouncil.org by **6th November 2020, 17:00 (GMT)**, as set out in the Timescales section of the 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 labeled ‘**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;

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 4(Pricing Approach).

**Please complete all mandatory response sections below**

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| **Section 1: Methodology and Approach**  Clarity of research design appropriate to the content and audiences. | | |
| **ID** | **Cat.** | **Requirement** |
| **1.1** | **MR** | Please explain your proposed methodology and approach |
| **Supplier Response:** |

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| --- | --- | --- |
| **Section 2: Understanding of British Council’s objectives for this work** | | |
| **ID** | **Cat.** | **Requirement** |
| **2.1** | **MR** | Please explain **three** key priorities you will keep in mind throughout the delivery of the work that you consider crucial to meeting the objectives. |
| **Supplier Response:** |

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| **Section 3: Strong writing skills and a track record of producing high quality research in international context in the field of education and skills** | | |
| **ID** | **Cat.** | **Requirement** |
| **3.1** | **MR** | Please indicate two or three examples of your work or reports that most closely fit this specification of work that we can view to assess your written style and approach.  Please indicate the relevant experience of the team members |
| **Supplier Response:** |

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| **Section 4: Timescale and work plan** | | |
| **ID** | **Cat.** | **Requirement** |
| **4.1** | **MR** | Please provide a breakdown of the work plan and clearly indicate which team members will contribute to each action |
| **Supplier Response:** |

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| **Section 5: Costing and value for money** | | |
| **ID** | **Cat.** | **Requirement** |
| **5.1** | **MR** | It is essential that BC enter into arrangements where costing is clearly defined and transparent against an efficient and effective approach.  Please provide a summary of the cost  •           All costs must be provided in sterling for the UK.  •           You are requested to provide your day rate/s and indicate how many days for each team member (these will not be scored but will be incorporated into the Contract on award). |
| **Supplier Response:** |

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| **Section 6: N/A** | | |
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**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.

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| **Submission Checklist** |
| **Document** | **Y / N** |
| 1. Completed all associated documentation requested as part of RFP |  |
| 2. A tender response in accordance with the requirements of the RFP and as set out in Annex 3 (Supplier Response) to the RFP |  |
| 3. A pricing proposal completed in accordance with the requirements of the RFP and as set out in Annex [4] (Pricing Approach) to the RFP |  |
| 4. This checklist signed by an authorised representative |  |
| 5. 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.

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

**Appendix A to Submission Checklist**

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| **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 |
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