



Annex 2 Supplier Response

For the supply of services as Academic Manager leading on a research on teaching and learning of mathematics in primary schools in Romania

Company/ individual name:

(To be used on the Contract)

Company /individual address:

(To be used on the Contract)

Company Reg:

(If Applicable)

Contact name:

Contact email address:

Contact Telephone number:

Instructions

1. Provide Company Name (it can be either a company or an individual) 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 Alina Constantinescu (alina.constantinescu@britishcouncil.ro) by the Response Deadline, as set out in the Timescales section of the RFP 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 (M): Responses that do not meet any mandatory requirement may not be considered;

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

Optional (O): Responses will be awarded marks for each optional requirement that they satisfy, but are considered to be of lesser importance than desirable requirements met;

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;

Information (I): Requirements labelled 'I' provides information to the bidder and therefore need not be responded to.

Requirements with relevance **M**, **D** or **O** should be answered with a **Yes / No / Partial** response.

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 Pricing Approach.

1.5 Not used

Quality – 50%			
ID	%	Cat.	Requirement
Q01	50%		In no more than 1500 words, please outline your experience and expertise in the area relevant for the current role.
			Supplier Response:

Methodology and Approach - 40%			
ID	%	Cat.	Requirement
MA01	[40%]		In no more than 700 words, please outline your ideas of designing this particular research on the teaching and learning of mathematics in primary schools, including methods, tools you would consider using.
			Please include your views as well on the research outline/tools/methods suggested by us in the Request for proposal and share with us adjustments, changes you would like to propose.
			Supplier Response:

Commercial – [10%]			
ID	%	Cat.	Requirement
Annex 3	10%	MR	Please complete Annex 3 (Pricing Approach).

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	
2. Completed pricing proposal in Annex 3 (Pricing Approach)	
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:	