

**Annex 2 Supplier Response**

**For the supply of British Council English Programmes “Consultancy – Needs Analysis to inform Development of English Teacher Training Model options for Continuous Professional Development (CPD) of in-service English language teachers in primary and secondary schools in Indonesia”**

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

**Company address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**(If Applicable)**

**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 authorised representative.
4. Submit all mandatory documentation to [englishprogrammes.id@britishcouncil.or.id](mailto:englishprogrammes.id@britishcouncil.or.id) copying English Programmes Indonesia team [rizki.hassan@britishcouncil.org](mailto:rizki.hassan@britishcouncil.org) and [dian.pulumahuny@britishcouncil.or.id](mailto:dian.pulumahuny@britishcouncil.or.id)

**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 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.

1.3 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).

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| **Social Value – 10%** | | | |
| **ID** | % | **Requirement** |
| **SV01** | **%** | Please describe your professional or organisational approaches in addressing the importance of equality (gender and opportunity), social diversity, and environmental responsibility within your organisation, or that have been demonstrated through work you have been responsible for.  Supplier Note: Please refer to Procurement Policy Note (PPN) 06/20 before completing this criterion. [PPN 06/20 Social Value](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921437/PPN-06_20-Taking-Account-of-Social-Value-in-the-Award-of-Central-Government-Contracts.pdf)  **Supplier Response:**  (Maximum word count 500 Words) |

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| **Expertise and Experience – 35%** | | |
| **ID** | % | **Requirement** | |
| **QU01** | **35%** | Demonstrate your experience and knowledge of conducting research about Indonesian primary and secondary teachers in Indonesia. Preferably with the issue of teachers’ pedagogical skills, teacher’s development programme, teacher’s demographic data. In addition, please mention the challenges and opportunities for further development (for example, geographical difficulties, internet connections, etc).  Please submit the CV of the team members who will be assigned to this consultancy as annexes to this Supplier Response.  **Supplier Response:**  (Maximum word count 2000 words) | |

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| **Methodology and Approach – 35%** | | | |
| **ID** | **35%** | **Requirement** |
| **MA01** | **35%** | Outline your proposed research methodology to gather the requisite information required in the section 7 specifications (e.g. teachers’ pedagogical skills, teachers’ development programme, teacher’s demographic data) and the rationale underpinning your approach.  In outlining your methodology, please make reference to   * Methodology and tools to be used: online/offline,survey, classroom observations, FGD with stakeholders, interview,etc * Research scope: which cities or provinces to be targeted, why the numbers are assumed to be representative, etc. * Target stakeholders: Local Government, MGMP, PGRI, etc.   N.B. If your bid is successful, you will be required to develop an inception report (end of March 2024) confirming and detailing your methodology and approach to this research consultancy.  **Supplier Response:**  (Maximum word count 2000 words) |

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| **Commercial – 20%** | | |
| **ID** | % | **Requirement** |
| **CO01** | **20%** | 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.

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| **Submission Checklist** | |
| **Document** | **Y / N** |
| 1. Confirm acceptance of the Annex 1 (Terms and Conditions), including any changes made via clarifications during the tender process. |  |
| 2. Completed tender response in Annex 2 (Supplier Response) and in accordance with the requirements of the RFP/ITT |  |
| 3. Completed pricing proposal in Annex 3 (Pricing Approach) |  |
| 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 |  |
| 6. Team members’ CVs |  |

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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