

Annex 2 Supplier Response

For the supply of international consultant to the British Council

Consultant or 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 Sudarshan.subedi@britishcouncil.org by the Response Deadline.

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.

Social Value – 10%		
ID	%	Requirement
SV01	10%	<p>Please detail any one or more of the following:</p> <ol style="list-style-type: none"> 1. How have you helped local communities to manage and recover from the impact of COVID-19? 2. How have you created effective stewardship of the environment? 3. How are you improving health and wellbeing amongst yourself and your colleagues? 4. How have you supported to create opportunities for entrepreneurship and help new, small organisations to grow, supporting economic growth and business creation? 5. How have you contributed to equal opportunity: reducing the disability employment gap and/or tackling workforce inequality? <p>Supplier Note: Please refer to Procurement Policy Note (PPN) 06/20 before completing this criterion. PPN 06/20 Social Value</p> <p>(Maximum word count 250 Words)</p> <p>Supplier Response:</p>

Background and technical proposal – 60%		
ID	%	Requirement
BTP 01	25%	<p>Could you provide an example of a successful projects in the field of education or teacher education in which you took the lead? Please share concrete evidence of its success and explain why you consider it to be successful. (Max 500 words)</p> <p><i>Please include your expertise and knowledge in teacher education, education policy, or related areas and familiarity with the education system and teacher education context in Nepal / South Asian or other lower-middle income/low-income contexts.</i></p> <p>Supplier Response:</p>
BTP 02	15%	<p>Could you share your experience of working with task force including government officials. (Max 500 words)</p> <p><i>Please include your experience of interacting with senior government officials while working remotely. Describe the strategies and techniques you have used for effective communication while leading similar tasks in the field of teacher education, and how successful this was.</i></p> <p>Supplier Response:</p>
BTP 03	20%	<p>Could you outline your approach to completing the assignment as described in Annex 3.</p> <p><i>Please refer to the deliverables of Annex 3 and add a detailed approach and provisional activity</i></p>

		<p><i>schedule for this assignment.</i></p> <p>Supplier Response:</p>
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Commercial – 30%		
ID	%	Requirement
CO01	30%	Please specify your daily rate for a maximum of 25 days.

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. Confirm acceptance of the Annex 1 (Terms and Conditions), including any changes made via clarifications during the tender process.	
2. Updated CV is attached in the supplier response email	
3. Completed tender response in Annex 2 (Supplier Response) and in accordance with the requirements of the RFP/ITT	
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.

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