

**Annex 2 Supplier Proposal**

**For the supply of Responsible UK-China Science and Research Engagement Gap Analysis to the British Council**

**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 chen.zhao@britishcouncil.org.cn by the Response Deadline, as set out in the Timescales section of the RFP/ITT document. If procurement is conducted via the *British Council’s e-Tendering portal hosted at* [*https://in-tendhost.co.uk/britishcouncil*](https://in-tendhost.co.uk/britishcouncil)*,* All communication to be conducted via the correspondence tab within the project

**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** | **10%** | 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) Your response should address one of the Themes and Outcomes in Annex A of this documents.Potential theme and questions which may be relevant to this RFP are listed below. Please note this is not an exhaustive list of questions, you may address themes and outcomes in Annex A of [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).**COVID-19 recovery, Tackling economic inequality, Equal opportunity*** Describe how does the project/goods or services support organisations and businesses to manage and recover from the impacts of COVID-19, including where new ways of working are needed to deliver services?
* Outline how the project/goods or services support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications?
* Please explain how your organisation is compliance with local employment law, including compliance with minimum wages payments.

(Maximum word count 750 Words)**Supplier Response:** |

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| **Quality – 25%** |
| **ID** | % | **Requirement** |
| **QU01** | **10%** | Please describe your knowledge, expertise and experience in undertaking research insight work in international science & research, and higher education areas. Please highlight in your answer how the nature, scope of work, and expected outputs of previous projects relate to the project proposed by the British Council.(Maximum word count 750 Words)**Supplier Response:** |
| **QU02** | **15%** | Please describe your experience and expertise relevant to the proposed project. Some essential and preferred technical areas of expertise include:* Knowledge of the nature of the international research collaboration.
* Knowledge of safe engagement, trusted research, due diligence, and other heated debates driven by the geopolitical landscape over the international research collaboration. Expertise on UK-China bilateral relations in science and technology areas and/or education collaboration is preferred.
* Knowledge of the eco-system of UK higher education. Connection with the UK and/or China higher education sectors and stakeholders is preferred.
* Experience of designing and undertaking benchmarking analysis from primary and secondary sources.
* Experience of designing and undertaking participatory research (i.e., focus group interview, consultation, questionnaire, etc.) with higher education stakeholders.
* Experience of providing guidance, action plans and/or recommendations to higher education/science and technology sectors.

(Maximum word count 750 Words)**Supplier Response:** |

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| **Methodology and Approach - 35%** |
| **ID** | % | **Requirement** |
| **MA01** | **35%** | Please describe your methodology and/or approach that you propose to undertake activities as per the specification in Section 7 of the RFP. In your response, please:* Describe your analysing framework.
* Give a proposal on how you will approach the project to ensure the successful completion within the suggested timeframe (three months).
* Provide a work plan including key steps and milestones in each phase.
* Address issues, concerns and risks and mitigation measures.

(Maximum word count 1500 Words)**Supplier Response:** |

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| **Commercial – 30%** |
| **ID** | % | **Requirement** |
| **CO01** | **30%** | Please complete Annex 3 (Pricing Approach) and state the total cost below:**Supplier Response:**Total Cost (excluding VAT): GBP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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 |  |
| 6. Completed pricing proposal in Annex 3 (Pricing Approach) |  |
| 7. This checklist signed by an authorised representative |  |
| 8. 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 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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