

**Annex 2 Supplier Response**

**For the supply of** **Consultancy services for the design and delivery of an international symposium in India**

**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 [ISPFLB4@britishcouncil.org](mailto:ISPFLB4@britishcouncil.org) and cc to [india.procurement@britishcouncil.org](mailto:india.procurement@britishcouncil.org) by the Response Deadline, as set out in the Timescales section of the RFP document. 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** | % | **Requirements and Questions** |
| **SV01** | **10%** | a) How does your organisation prioritise and promote equality, diversityand inclusion (EDI) within your workforce and client engagements? Please provide specific examples of initiatives or programs you have implemented.  b) Can you please describe any partnerships or collaborations your organisation has undertaken to support social, environmental, or community-based causes related to your operations?  (Maximum word count 750 Words)  **Supplier Response:** |

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| **Qualifications/Experience – [40%]** | | |
| **ID** | | % | **Requirement and Questions** | |
| **QU01** | | **[40%]** | 1. Please provide an overview of your organisation's track record in successfully delivering conference planning, management, and post-conference report writing services? Please highlight any notable achievements, client testimonials, or case studies that demonstrate your expertise in this area. 2. Can you please detail your approach to planning and executing this international academic symposium? How will you ensure effective coordination and communication with participants from various countries, institutions and disciplines, including pre-engagement activities? 3. Please provide an outline of your approach for designing and implementing a Monitoring, Evaluation, and Learning (MEL) framework of this event. 4. Please provide brief profiles of proposed team members who will be directly involved in the planning and management of the conference and report writing. Outline their role for the symposium, highlighting their expertise, previous engagements, and any industry recognition they have received.   **Supplier Response:** | |

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| **Understanding of the Conference Theme - [10%]** | | |
| **ID** | % | **Requirement** | |
| **MA01** | **[10%]** | a) How would you interpret and incorporate the theme of a "resilient planet" into the design and execution of the conference? Share your approach to addressing environmental sustainability and resilience issues throughout the event.  b) The conference aims to promote research collaboration between India, Japan, and the UK. How would your team facilitate cross-cultural exchange and knowledge transfer among participants from these diverse regions?  **Supplier Response:** | |

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| **Commercial Value– [40%]** | | |
| **ID** | % | **Requirement** |
| **CO01** | **[40%]** | Please complete Annex [3] (Pricing Approach)  The budget should include all associated costs such as international travel, and accommodation only where the case facilitator and report writer are travelling from outside India or domestic travel and accommodation in case travelling from outside Delhi. |

**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 Terms and Conditions Annex [1], 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 |  |
| 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 |  |

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 RFPapply 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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