**Annex 2 - Supplier Response**



**For the supply of:**

**An editor for IMMLE Conference Academic Proceedings**

**Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Note, applications are welcome from individual consultants]

**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 [benjaporn.phomahad@britishcouncil.or.th](mailto:benjaporn.phomahad@britishcouncil.or.th) 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.

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| **Knowledge and Experience (40%)** | |
| **Q.** | **Please detail how you meet the following criteria:** |
| **a)** | Track record and experience **(40%)**   * Demonstrated experience in editing academic publications or conference proceedings preferably in the field of language and development * Clear evidence of work required logistic ability including the delivering to tatgets on time and within budget. * Clear evidence of ability of working with a range of partner organisations and individuals ranging from the academic, NGO, government sectors and including practitioners. * Previous experience of working with individuals from a range of language backgrounds, especially on multilingual education. |
| **Supplier Response:**  Please forward your CV as an attachment to your response |

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| **Methodology and Approach (30%)** | |
| **Q.** | **Please detail how you meet the following criteria:** |
| **a)** | Approach to the task **(30%)**   * Academic understanding of issues relating to language, education, multilingual education, mobility, inclusion and development * Demonstrable experience in editing published collections of academic papers * Ability to work effectively in challenging circumstances with a range of partners with possibly competing priorities and objectives * Excellent communication skills and a high level of intercultural competence enabling communication and joint working with people from a variety of linguistic, educational, socio-economic and cultural backgrounds |
| **Supplier Response:**  Please submit your approach to the consultancy in **no more than 500 words** as a separate attachment. |

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| **Costing/Price (30%)** | | |
| **Requirement** | | |
| It is essential that the British Council enter into arrangements where costing is clearly defined and transparent against an efficient and effective approach. To satisfy this objective, you are requested to use the template below to set out your daily consultancy rate  Please note consultancy fees will be subject to 15% withholding tax for non-resident professional in Singapore. All costs must be provided in GB pound sterling. |
| **Supplier Response:**   |  |  | | --- | --- | | **Daily Consultancy rate:** |  | |

**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. A tender response in accordance with the requirements of the RFP and as set out in Annex 1 (Supplier Response) to the RFP |  |
| 1. Daily consultancy rate to be included in Part 1 of the Supplier Response as set out in Annex 1 to the RFP. |  |
| 1. Your CV or CVs for consultants from your company who will undertake the consultancy, demonstrating how you meet the **knowledge and experience** criteria |  |
| 1. A statement of methodology and approach, setting out how your approach to the consultancy will meet the criteria set out in **methodology and approach** / approach to the task above and not exceeding 500 words. |  |
| 1. This checklist signed by an authorised representative |  |
| 1. 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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