**For the supply of Monitoring and Evaluation services to the British Council**

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

**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 [jennifer.cosgrave@britishcouncil.org](mailto:jennifer.cosgrave@britishcouncil.org)by the Response Deadline, as set out in the Timescales section of the RFP/ITT document.

**Part 1 – Supplier Response**

* 1. Responses will be scored according to the methodology as set out in Evaluation Criteria section of the tender document.
  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.
  3. Please indicate if there is an additional cost implication in meeting a requirement.

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| **Methodology and approach** | |
| **Category** | **Requirement** |
| **Mandatory Response** | Please provide a brief description of the methodology you propose to use, including if and how you propose to cover the elements of:   1. The methodology you will implement in order to achieve the overall aims of the project successfully 2. The approach you intend to take in carrying out this evaluation 3. The activities to be set up in each stage of the process, including a detailed calendar of when these should occur   *\*We recommend that you submit an additional, separate proposal if you feel that the supplier response format is insufficiently detailed. However, you must submit the supplier response form.* |
| **Supplier Response:**  Click here to enter text. |

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| **Previous experience, references and curriculum** | |
| **Category** | **Requirement** |
| **Mandatory Response** | 1. Please list at least four (4) examples of M&E projects. Please include a description of any outputs of these projects. 2. Please provide the details of any relevant consultancy or projects that have involved any engagement with Mexican Institutions. 3. Please provide details of any other relevant projects recently undertaken that used similar methodology, and the outputs and effects of these projects. 4. Please list the relevant qualifications and other experience of your team members 5. Please set out and/or provide any relevant information of your knowledge of the Mexican Educational System. 6. Please provide three (3) contact numbers/e-mail of commercial references\* 7. Please submit a company curriculum with general information of experience in the field.\* |
| **Supplier Response:**  [\*You could annex the information/documentation requested above] |

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| **Work in English environment** | |
| **Category** | **Requirement** |
| **Mandatory Response** | * Provide the minimal preparation in English by staff deployed in the contracted services |
| **Supplier Response:**  Click here to enter text. |

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| **Costing and value for money** | |
| **Category** | **Requirement** |
| **Mandatory Response** | * Please provide a detailed breakdown of all costs associated to the project that you foresee. Please ensure that the cost breakdown is along the lines of the identified aspects of the project, in addition to any further breakdown that you deem relevant. |
| **Supplier Response:**  Click here to enter text. |

**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. Completed Annex 2 (Qualification Questionnaire) and all associated documentation requested as part of that document | Y/N |
| 1. A tender response in accordance with the requirements of the RFP/ITT and as set out in Annex 3 (Supplier Response) to the RFP/ITT | Y/N |
| 1. A pricing proposal completed in accordance with the requirements of the RFP/ITT and as set out in Annex 4 (Pricing Approach) to the RFP/ITT | Y/N |
| 1. This checklist signed by an authorised representative | Y/N |
| 1. Appendix A to this checklist in relation to information considered by you to be confidential / commercially sensitive | Y/N |

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:** | Click here to enter text. |
| **Date:** | Click here to enter text. |
| **Name (print):** | Click here to enter text. |
| **Position:** | Click here to enter text. |
| **Signature:** | Click here to enter text. |
| **Title:** | Click here to enter text. |

**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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