

## Annex 2 Supplier Response

### For the supply of Our Shared Cultural Heritage Evaluation Reports to the British Council

**Company name:**

(To be used on the Contract)

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**Company address:**

(To be used on the Contract)

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**Company Reg:**

(If Applicable)

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**Contact name:**

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**Contact email address:**

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**Contact Telephone number:**

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### 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 **juliet.dean@britishcouncil.org** 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.

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).

1.4 All documents and all correspondence relating to this Procurement Process must be written in English with exception to any examples of previous work or websites which may be in another language

### Social Value – 10%

**Supplier Note: Please refer to Procurement Policy Note (PPN) 06/20 before completing this criterion.** [PPN 06/20 Social Value](#)

ID	%	Requirement
SV01	5%	<p><b>Please detail how you will minimise impacts on the environment through the delivery of this tender.</b> Your response should relate to the Fighting Climate Change theme in the Procurement Policy Note.</p> <p>(Word count between 200-300 words)</p> <p><b>Supplier Response:</b></p>
SV02	5%	<p><b>Please detail any ways in which your practice benefits young people (especially those under 25 years old).</b> For example, providing traineeships or employment, sharing resources, partnering with education programmes, working on youth focused projects in the past, delivering outputs for youth audiences.</p> <p>Your response should relate to at least one the following themes of the Social Value Procurement Policy Note: Tackling Economic Inequality, Covid-19 Recovery and Equal Opportunity.</p> <p>(Word count between 200-300 words)</p> <p><b>Supplier Response:</b></p>

<b>Quality – 35%</b>		
<b>ID</b>	<b>%</b>	<b>Requirement</b>
<b>QU01</b>	<b>35%</b>	<p><b>Please detail your previous experience delivering similar briefs.</b></p> <p>Please include your portfolio and/or examples of previous publications, reports or other relevant outputs you have produced. Please include any experience of working with heritage partners in South Asia and or with the youth sector. These can be as links and/or attachments to your response.</p> <p>(Word count maximum 750 words)</p> <p><b>Supplier Response:</b></p>

<b>Methodology and Approach - 35%</b>		
<p>Please note – <b>all questions in this section will be judged together for a total score</b> on Methodology and Approach. They have been sectioned into separate questions to provide a template and ensure consistent submissions from all bidders.</p> <p>(Approx word count - 750 words)</p>		
<b>ID</b>	<b>%</b>	<b>Requirement</b>
<b>MA01</b>	<b>35%</b>	<p>Detail how you will approach and manage the contract working remotely across different countries and with multiple partners and stakeholders (e.g. project management, method of working and members of the team).</p> <p><b>Supplier Response:</b></p>
		<p>Please input your anticipated timeframe for delivery breaking the project down in to different stages.</p> <p><b>Supplier Response:</b></p>

**Commercial – 20%**

ID	%	Requirement
CO01	20%	Please complete Annex 3 (Pricing Approach)

## 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. <i>Please note the Terms and Conditions are indicative at this stage and will be finalised in discussion with the successful supplier.</i>	
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.

<b>Supplier:</b>	
<b>Date:</b>	
<b>Name (print):</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Title:</b>	

## 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