

**Annex 3 Supplier Response form**

*Event Management services for Nepal National Education Conference for TA 9215: Supporting Policies and Implementation in the School Sector Nepal's School Sector Development Plan - TA Facility*

**Name of organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**

1. Provide 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.
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.
4. Submit all mandatory documentation by the Response Deadline, as set out in the Timescales section of the RFP document.

**Part 1 – Supplier Response**

Responses will be scored according to the methodology as set out in Evaluation Criteria section of the RFP document.

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| **Organisational Profile and experience of the team member (30%)**   * Please explain briefly how your organisation meets the basic requirement of the RFP referring working experience in the past, which should be supported by reference letters/work certificates from previous clients (if possible). Please include a brief organisation profile in your response |
| Response: |

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| **Concept, Methodology, Approaches and Implementation plan (30%)**  Please submit a proposal:   * Please explain how you will assign resources to manage the work as per Annex 4: Goods and services to schedule and ensure quality service is delivered? (Approach, methodology and expertise). You should include a provisional workplan/timeline (highlighting task division and flow of work between team members if appropriate), showing number of days allocated to each action.   You must include CV of proposed key personnel demonstrating his/her experience in undertaking same or similar service in Nepal or similar context. |
| Response: |

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| **Question – 3 (Value Areas - I): (10%)**  Please explain your expertise, commitment in following areas **(Enclose any policies you have around these areas):**  Child Protection  Environment Friendliness  Equality Diversity and Inclusion  Information governance (Data management) |
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| **Question – 4 (References):**  Please provide a list of 3 contracts and subcontracts your company has held over the past five years for the same or similar work. Please provide following information for each contract/subcontract:   1. Customer’s name, address, email and contact telephone; 2. Contract number and type, project name; 3. Date and duration of the contract, place(s) of performance 4. Contract Value |
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**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 RFP.

|  |  |
| --- | --- |
| **Submission Checklist** | |
| **Document** | **Y / N** |
| Signed CV of the Key Personnel |  |
| Completed RFP response in Annex 3 (Supplier Response) in accordance with the requirements of the RFP |  |
| Completed Pricing Approach (Annex 4) |  |
| Copy of organisation registration certificates |  |
| VAT Registration Certificate |  |
| Latest Tax Clearance Certificate |  |
| List of organizations where the Service Provider has provided similar services, and three recommendation letters from clients. |  |
| This checklist signed |  |

I confirm submitting the documents set out in the above checklist that to the best of my knowledge and belief, having applied all reasonable diligence and care in the preparation of my responses, that the information contained within our responses is accurate and truthful.

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| **Supplier:** |  |
| **Date:** |  |
| **Name (print):** |  |
| **Signature:** |  |
| **Title:** |  |