

**Annex 2 Supplier Response**

**For the supply of freelance teacher trainers in Nepal**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(To be used on the Contract)**

**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 [**consultant@britishcouncil.org.np**](mailto:consultant@britishcouncil.org.np) 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.

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| **Social Value – 10%** | | | |
| **ID** | % | **Requirement** |
| **SV01** | **10%** | Please detail **any one or more** of the following:   1. How have you helped local communities to manage and recover from the impact of COVID-19? 2. How have you created effective stewardship of the environment? 3. How are you improving health and wellbeing amongst yourself and your colleagues? 4. How have you supported to create opportunities for entrepreneurship and help new, small organisations to grow, supporting economic growth and business creation?   Supplier Note: Please refer to Procurement Policy Note (PPN) 06/20 before completing this criterion. [PPN 06/20 Social Value](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921437/PPN-06_20-Taking-Account-of-Social-Value-in-the-Award-of-Central-Government-Contracts.pdf)  (Maximum word count 750 Words)  **Supplier Response:** |

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| **Experience – 50%** | | | |
| **ID** | | % | **Requirement** |
| **EX01** | | **25%** | Please give us an example of a successful training or course you delivered to teachers or adults. Give some practical evidence of why you think it was successful. (Max 500 words)  **Supplier Response:** |
| **EX02** | | **25%** | Please provide a list of your educational and professional credentials and supporting evidence. *Please refer to essential qualification requirements in the ToR.*  (Please share accessible link to the scanned copies of your credentials)  **Supplier Response:**  **Link to supporting evidence:** |

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| **Professional service (20%)** | | | |
| **ID** | | % | **Requirement** |
| **PS01** | | **20%** | Please outline how you would add value to the work we do at the English Programmes team and provide high-quality professional services. (max 200 words).  **Supplier Response:** |

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| **Equality, Diversity and Inclusion (EDI) (20%)** | | | |
| **ID** | | % | **Requirement** |
| **CO01** | | **20%** | Equality, Diversity, and Inclusion (EDI) is at the heart of our work at the British Council. You can find more about our commitment to EDI in our website here. <https://www.britishcouncil.org.np/about/equal-opportunity-diversity>  Please elaborate how you mainstream EDI in your professional conduct.  **Supplier Response:** |

**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 Annex 1 (Terms and Conditions), 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. This checklist signed by an authorised representative |  |
| 4. 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/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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