

**Supplier Response – Part 1 of RFP**

**For The services of International Examination Specialist to develop a detailed Terms of Reference and guidance on Bidding and selection process for the 'establishment of item bank and capacity development for standardized test at National Examination Board'**

**for**

**TA 9215: Supporting Policies and Implementation in the School Sector**

**Nepal's School Sector Development Plan - TA Facility**

**Consultants name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Contact Telephone number:**

**Country of Residence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 by an authorized representative.
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 tender document.

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| Question – 1:  Please explain your overall approach to delivering the services and share a tentative work plan. |
| Supplier Response: |

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| Question – 2:  Please briefly share you experience in assessment and testing along with international work experience on testing and item banking. |
| Supplier Response:  Note: Please enclose your most recent CV (Maximum 5 pages) |

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| Question – 3:  Please explain your overall approach to delivering the services and share a tentative work plan. |
| Supplier Response: |

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| --- | --- |
| **Submission Checklist** | |
| **Document** | **Y / N** |
| Technical ability to perform the services (Relating to Question 1 & 2 of this form)-CVs of key personnel |  |
| Completed response in this form |  |
| Completed pricing proposal (Pricing Approach) |  |
| This checklist signed by an authorised representative |  |

**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.

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:** |  |