

**Supplier Response – Part 1 of RFQ**

**For: The supply of Design, Printing and Distribution services for School Reopening Framework and distribution of Local Curriculum Orientation Manual**

**This TA is funded by EU and ADB and being implemented by 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.
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:   1. Please provide evidence of your knowledge and experience on the following: 2. design and desktop publishing and working with software such as Page Maker, Photo Shop, Corel Draw, Illustrator, In Design 3. Graphic design, Illustration and visualization |
| Supplier Response: |

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| Question – 2:  Please explain your approach to distribute the printed copies of the School Reopening Framework to the Local Governments? Please also share a tentative workplan. |
| Supplier Response: |

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| Question – 3 (Value Areas - I):  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) |
| Supplier Response: |

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| Question – 5 (References):  Please provide a list of 3 high value contracts and subcontracts your company has held over the past two 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; 3. Date and duration of the contract, place(s) of performance |
| 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.

|  |  |
| --- | --- |
| **Submission Checklist** | |
| **Document** | **Y / N** |
| General Information of **your** company |  |
| Company Registration Document (Renewal certificate) |  |
| Tax Clearance Certificate (Recent FY) |  |
| Completed response in this form |  |
| Completed pricing proposal (Pricing Approach) |  |
| Name and details of references (Relating to question 4 of this form) |  |
| This checklist signed by an authorised representative |  |

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:** |  |