

**Supplier Response – Part of RFQ**

**For data collection for the “Usability of CEHRD Learning Portal” for**

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

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

**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:  Please provide your experience and evidence of research experience in the field of online accessibility/inclusion |
| Supplier Response: |

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| Question – 2:  Please provide a sample search and analysis strategy as described under “Comprehensive search, mapping and analysis of key global standards and recommendations for eLearning accessibility” in the ToR. This response should be a maximum of 500 words. |
| Supplier Response: |

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| Question – 3:  Please explain how you will assign resources to manage the work 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. |
| Supplier Response:  Note: Please enclose CV of personnel(s) proposed to deliver services (Maximum 3 pages) |

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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 – 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; 3. Date and duration of the contract, place(s) of performance 4. Contract Value |
| 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 |  |
| Technical ability to perform the services (Relating to Question 1, 2 & 3 of this form)-CVs of key personnel |  |
| Company Registration Document (Renewal certificate) |  |
| Tax Clearance Certificate (Recent FY) |  |
| Completed response in this form |  |
| A report (e.g. completed for another consultancy) on any related topic, demonstrating writing style. |  |
| 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:** |  |