

Annex 2 Supplier Response

For the supply of Event Management services for Women of the World Festival in Janakpur, Nepal to 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.

Question – 1 (Creativity, locally accessible, environmentally friendly design delivery)

If you are not based in Province 2, please highlight measures you will take to make the transfer of equipment, experts and other delivery needs cost effective.

Supplier Response:

Question – 2 (Contract Management & Quality Process)

Please provide evidence of your experience in providing similar services as per our requirement in the Annex 4 – Goods and service specification

Supplier Response:

Question – 3 (Engagement of relevant professionals)

- a) How will you ensure that women professionals and those from Province 2 will be engaged? What services will you be sourcing strictly from Province 2?

Supplier Response:

Question – 4 (Creative, Locally Accessible and Environmentally Friendly design/delivery)

- a) Please explain how you will be procuring goods and services that address the WOW guidelines (Pack separately enclosed with RFP documents)?
- b) Please share any experiences of organizing events based on local/ethnic culture-based design.
- c) Please share how you may have prioritized alternative and environmentally friendly media in past work

Supplier Response:

Question – 5 (Contract Management and Quality Process)

Please share how roles and responsibilities will be divided amongst your team. Who will be the line of contact and what dedicated staff support will be placed for delivery? Kindly add any quality assurance measure you may take for this assignment

Supplier Response:

Question – 6 (Value areas)

Please explain your internal systems and processes for below value areas of the British Council and provide a copy of policy or certificates, if available

- a) Child Protection
- b) Equality, Diversity and Inclusion
- c) Environment friendliness – Carbon neutrality (unless already covered by above answers)
- d) Data protection and confidentiality

Supplier Response:

Question – 7 (References)

Please provide a list of 2 high value contracts and subcontracts your company has held over the past two years for the same or similar work, except British Council. Please provide following information for each contract and subcontract:

- a) Customer's name, address, email and contact telephone;
- b) 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	
Technical ability to perform the services	
Company Registration Document (Renewal certificate)	
Tax clearance of 2074/75	
Completed tender response in Annex 2 (Supplier Response) and in accordance with the requirements of the RFP	
Completed pricing proposal in Annex 3 (Pricing Approach)	
Name of references	
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.

Supplier:	
Date:	
Name (print):	
Position:	
Signature:	
Title:	