

**Annex 2 Supplier Response**

**For Women of the World Nepal Lumbini Festival Management**

**Supplier name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Contact Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**

1. Provide Supplier 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 (British Council Value Areas – 10% wieghtage)**  British Council expects its vendors to abide by its social values. Please answer the following questions:   * Please describe how your work contributes to the wellbeing of people and society. Highlight any work during the current pandemic. * Please share contributions you make as an institution to support a greener future. * Please describe how you manage people’s privacy in your professional work. Specify how you will record, release, and delete personal information to protect people’s privacy and avoid data breaches. * Please describe your working team and how it is diverse. Additionally, how will you prioritise diversity and inclusivity in your delivery? * If you are working with vulnerable communities, please share how you make sure they are protected from abuse and exploitation within the scope of your work. |
| Supplier Response: |
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| **Question – 2 (Cultural and Social values—WOW in Lumbini and Nepal, 10% weightage)**   * WOW Nepal is about gender, how will you keep a gender priority across your services for the British Council? You can also refer to previous work in gender to support your answer. * Please also detail how you intend to integrate local cultural expressions into the festival production design. |
| Supplier Response: |
| **Question – 3 (Relevant Experience, Networks – 25% weightage)**  **Word limit: 500 words**   * Please highlight from your institutional portfolio experience and current positioning as well as expertise in festival management. Make sure to highlight engagement activities with stakeholders of arts and culture, beneficiaries, and the public – share any relevant evidence of impact or long-term outcomes from your work. If you are part of any professional networks relevant to this assignment, please also overview these connections. * This assignment requires the consultant to work with multiple stakeholders of the event and identify third-party vendors to produce the built environment and brand required by the festival format. Please detail how you will manage stakeholders and cover your approach to collaborations and partnerships. |
| Supplier Response: |

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| **Question – 4 (Contract Management and Quality – 25% weightage)**  **Word limit: 500 words**  Please details how will track and maintain tasks and other deliverables. Outline your approach to documenting progress and communication thereof.  Please share how you will maintain consistency in terms of the demanding delivery timeline.  Additionally, please provide a list of 2 high value contracts and subcontracts you have held over the past five years for the same or similar work, except British Council. Please provide following information for each contract and subcontract:   1. Customer’s name, address, email and contact telephone; 2. 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.

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| **Submission Checklist** | |
| **Document** | **Y / N** |
| Portfolio (documentation of previous events managed by the bidder – up to 15 images with max 2000 words text) |  |
| Statement on Purpose covering technical ability to perform the services (max 500 words) |  |
| Company Registration and Tax Clearance certificates up to 2077 BS. |  |
| 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.

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| **Name (print)** |  |
| **Date:** |  |
| **Signature:** |  |