

**Annex 2: Supplier Response**

**For the supply of consultancy for research and reporting on Nepal’s heritage protection sector(s)**

**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 (Relevant Experience, Expertise, Networks – 20% weightage)**  **Word limit: 300 words**  Please highlight experience and/or expertise in events management services for international organisations. If you are part of any professional networks relevant to this assignment, please also overview these connections.  Please list 2 major events management services you delivered in the past two to five years.  Please provide details including:   1. Customer’s name, address, email and contact telephone. 2. Date and duration of the contract, place(s) of performance |
| Supplier Response: |

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| **Question – 2 (Contract Management and Quality – 20% weightage)**  **Word limit: 300 words**  The assignment is to deliver a daylong event for a mix audience made up of various stakeholders of education work in Nepal including key British Council partners. The event is a key platform to extend British Council leadership with decision makers in the sector.  How will you:   * Assure accountability of deliverables which are closely connect to the experiences of the attending professionals and leaders * Identify and manage risks which might impact quality of delivery * Supervise documentation and streaming ensuring high-production values across the semi-virtual approach * Draft plans to cover all logistical and production details as well as relay progress to British Council team and coordinate effectively |
| Supplier Response: |

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| **Question – 3 (Social values – 10 % weightage)**  **Max 300 words**  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 and those benefitting vulnerable communities. * Please describe how you maintain people’s privacy in your professional work. Specify how you record, release, and delete personal information to avoid any breaches or issues? * Please provide details of how you are helping the creative sectors (including heritage sectors) be more inclusive? * What measures if any have you taken in the past to make sure minors under the ages of 18 and adults at risk vulnerable to abuse/exploitation are protected from harm? * Please detail how you monitor your impact on the environment and reduce these through preventive and offsetting measures. |
| 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 the mandatory requirements for this tender.

|  |  |
| --- | --- |
| **Submission Checklist** | |
| **Document** | **Y / N** |
| Sample of previous report or other narrative outputs (max 3 examples) |  |
| Statement on Purpose covering technical ability to perform the services |  |
| Detailed budget for charges provided in Annex 3: Pricing Approach |  |
| e-PAN, PAN or VAT registration documents |  |
| 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 (part of this Supplier Response 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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| **Name (print)** |  |
| **Date:** |  |
| **Signature:** |  |