**Annex 2 Supplier Response**

**For the supply of Video Production services to British Council’s World Voice Project.**

**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 (Experience and Expertise)  Do you or your organization have relevant experiences producing educational (or instructional) videos for a similar organization? Any work in the education/development sector around producing visual resources with strategic messages are relevant here. |
| Supplier Response: |
| Question – 2 (Contract Management& Quality Process)  You will be shared personal information of training participants, as well as the facilitators and relevant professionals engaged in the delivery of the project. Please share how you or your institution will be protecting this personal information in your care? |
| Supplier Response: |

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| Question – 3 (Contract Management and Quality Process)  Please share:   1. How will you be allocating human resources to make sure that the project deliverables are managed properly and in time? 2. What process you take on to ensure that the output is as specified in this RFP or later in the preparations phase? |
| Supplier Response: |

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| Question – 4 (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  d) Data protection and confidentiality |
| Supplier Response: |

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| Question – 5 (References)  Please provide a list of 2 high value contracts/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:   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.

|  |  |
| --- | --- |
| **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:** |  |