



Annex 2 Supplier Response

For the supply of specialist services for Equality, Diversity and Inclusion under India UK Together 2022 programme to the British Council

Company name: _____
(To be used on the Contract)

Company address: _____
(To be used on the Contract)

Company Reg: _____
(If Applicable)

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. Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.
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 authorised representative.
4. Submit all mandatory documentation to Khyati.ved@britishcouncil.org and cc to india.procurement@britishcouncil.org by the Response Deadline, as set out in the Timescales section of the RFP/ITT document. All communication to be conducted via e-mail only.

Part 1 – Supplier Response

1.1 Responses will be scored according to the methodology as set out in Evaluation Criteria section of the tender document.

1.2 Please provide examples of your work as evidence to demonstrate your eligibility for the criteria set out in the Evaluation Criteria section of the tender document.

1.3 Please indicate if there is an additional cost implication in meeting a requirement, what this might be and if it has been included in the response to Annex 4 (Pricing Approach).

Social Value – 10%		
ID	%	Requirement
SV01	10%	<p>Applicant to details of their plan to create social value in the delivery of this contract for the following criteria:</p> <ul style="list-style-type: none"> • Activities that demonstrate effective stewardship of the environment in the delivery of this contract • Creating equal opportunity by addressing workforce inequality and/or reducing the disability employment gap in the delivery of this contract <p>Supplier Note: Please refer to Procurement Policy Note (PPN) 06/20 before completing this criterion. PPN 06/20 Social Value</p> <p>(Maximum word count 750 Words)</p> <p>Supplier Response:</p>

Quality – [15%]		
ID	%	Requirement
QU01	15%	<p>Demonstrable organisational track of having delivered upto three similar events in the recent past</p> <p>(Maximum word count 750 Words)</p> <p>Supplier Response:</p>

Methodology and Approach - [40%]		
ID	%	Requirement
MA01	15%	<p>Demonstrable ability and plan of providing advisory support as well as delivery capacity</p> <p>Supplier Response:</p>

MA02	15%	Competencies of the project team who will be involved in this assignment and their roles Supplier Response:
MA03	10%	Demonstrable knowledge and experience of the India context (Maximum word count 750 Words) Supplier Response:

Commercial – [35%]		
ID	%	Requirement
CO01	35%	Please complete Annex 4(Pricing Approach) including estimates for professional fees, travel (if any), procuring licenses and penetration testing of any digital platforms, software etc.

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.

Important Note: Failure to provide all mandatory documentation may result in your submission being rejected.

Submission Checklist	
Document	Y / N
1. Confirm acceptance of the Annex 1(Terms and Conditions), including any changes made via clarifications during the tender process.	
2. Completed tender response in Annex 2 (Supplier Response) and in accordance with the requirements of the RFP/ITT	
3. Completed pricing proposal in Annex 3 (Pricing Approach)	
4. This checklist signed by an authorised representative	
5. Appendix A to this checklist in relation to information considered by you to be confidential / commercially sensitive	

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:	

Appendix A to Submission Checklist

Table of Information Designated by the supplier as Confidential and / or Commercially Sensitive

This table only needs to be completed if any information inserted as part of your tender response and in any accompanying documents is deemed by you to be confidential and/or commercially sensitive. Please note that the Confidentiality and Information Governance provisions of the RFP/ITT apply to any information designated as confidential and/or commercially sensitive.

No	Section of tender response which the supplier wishes to designate as confidential and / or commercially sensitive	Reasons as to why supplier considers this information confidential and/or commercially sensitive and why it should be exempt from disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 or other relevant laws	Length of time during which supplier thinks that such exemption should apply