

**Annex 2 Supplier Response**

**Supply of services for data collection and analysis for research on Communities of Practice (CoP) for teacher professional development in Tamil Nadu and Maharashtra**

**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 [TeachEnglish.India@britishcouncil.org](mailto:TeachEnglish.India@britishcouncil.org) and cc to india.procurement@britishcouncil.org with a copy with a copy to by the Response Deadline, as set out in the Timescales section of the RFP/ITT document. All communication to be conducted via email only else resulting in disqualification.

**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 If the requirement is partially met, any additional detail provided will enable the British Council to make a fuller assessment on the capability to meet the requirement.

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 3 (Pricing Approach)

1.4 Please indicate clearly your track, work experience, and evidence of technical expertise including CVs wherever applicable. Please indicate if additional entities will collaborate on this project. If yes, please give details about their work experience, track, and evidence of technical expertise including CVs wherever relevant.

1.5 The mandatory requirements for this consultancy are summarised as follows:

* Supplier must confirm that they are able to complete the deliverables according to the timeline set out in Section 7 ‘Specification’
* Roles for each team member must be clearly defined in the ‘approach to the consultancy’ section of the ‘Supplier response’

**Essential:**

* at least 5 years of experience in conducting surveys for impact evaluation of education interventions
* capability to conduct the surveys in local languages in Maharashtra and Tamil Nadu.
* experience in collecting qualitative and quantitative data including classroom observations and CoP meeting observations
* experience of providing preliminary analysis of the data that is collected
* experience in conducting the outlined stakeholder engagement/data collection activities with school teachers and officials in the school education ecosystem.

**Desirable:**

* Experience of working in the Indian government school education sector

|  |  |  |
| --- | --- | --- |
| **Social Value – 10%** | | |
| **ID** | % | **Requirement** |
| **SV01** | **10%** | Please detail one or more of the following:  How have you or your organisation helped local communities to manage and recover from the impact of COVID-19?  How have you or your organisation has created effective stewardship of the environment?  How are you or your organisation improving health and wellbeing amongst staff?  Supplier Note: Please refer to Procurement Policy Note (PPN) 06/20 before completing this criterion. [PPN 06/20 Social Value](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921437/PPN-06_20-Taking-Account-of-Social-Value-in-the-Award-of-Central-Government-Contracts.pdf)  (Maximum word count 750 Words)  **Supplier Response:** |

|  |  |  |
| --- | --- | --- |
| **Quality – 30%** | | |
| **ID** | % | **Requirement** |
| **QU01** | **15%** | Please briefly describe the professional background and academic qualifications/expertise of team members. (max 500 words)  **Supplier Response:** |
| **QU02** | **15%** | Please describe relevant experience and track record of team members, referring to similar work done. Please provide links and/or additional documents. (max 500 words)  **Supplier Response:** |

|  |  |  |
| --- | --- | --- |
| **Methodology and Approach – 20%** | | |
| **ID** | % | **Requirement** |
| **MA01** | **20%** | Please outline the approach you will take to completing this consultancy, including describing your understanding of the scope of this consultancy, roles of your team, and a clear time-bound implementation plan. Please also confirm here that you are able to complete the activity within the time frame outlined in section 7.5 of the main RFP document. (max 1000 words)  **Supplier Response:** |

|  |  |  |
| --- | --- | --- |
| **Commercial – 40 %** | | |
| **ID** | % | **Requirement** | |
| **CO01** | **40%** | Please complete Annex 3 (Pricing Approach) | |

**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 |  |
| 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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |