

**Annex 1 Supplier Response**

**For the supply of ELT influencer in Argentina**

**Company / consultant name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(To be used on the Contract)**

**Company / consultant address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(To be used on the Contract)**

**Company Reg: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(If Applicable)**

**Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Contact telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**

1. Provide Company / consultant 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 [Victoria.Maineri@britishcouncil.org](mailto:Victoria.Maineri@britishcouncil.org) by the Response Deadline, as set out in the Timescales section of the Terms of References.

**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 your response.

|  |  |  |
| --- | --- | --- |
| **Social Value – 10%** | | |
| **ID** | % | **Requirement** |
| **SV01** | **10%** | Please provide evidence of your activities and outcomes around the following:  Wellbeing - Improving community integration  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 500 words)  **Supplier Response:** |
| **Experience and knowledge – 40%** | | |
| **ID** | % | **Requirement** |
| **EX01** | **15%** | Please provide details of your experience and knowledge of coordinating communities of practice through social media channels. Please detail any experience involving education and/or English language teaching, if you have it.  (Maximum word count 1,000 words)  **Supplier Response:** |
| **EX02** | **25%** | Please provide details of any qualifications you have in social media, how you apply these and provide examples of previous highlights and successes. If you have any English language teaching qualifications, please include these.  (Maximum word count 1,000 words)  **Supplier Response:** |
| **Methodology and approach – 30%** | | |
| **ID** | % | **Requirement** |
| **MA01** | **30%** | Please share your proposed approach to creating social media content, moderation and providing insights within a dispersed online global team, clearly addressing the requirements of this Request for Proposals.  (Maximum word count 1,000 words)  **Supplier Response:** |
| **Commercial – 20%** | | |
| **ID** | % | **Requirement** |
| **CO01** | **20%** | Please state your monthly rate in GBP (pounds sterling), considering the tasks and maximum budget described in the Terms of Reference:  **Supplier Response**  Total rate, including VAT = GBP …………. |

**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. Completed tender response in Annex 1 (Supplier Response) and in accordance with the requirements of the RFP/ITT |  |
| 2. This checklist signed by an authorised representative |  |
| 3. 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 |
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