

**Annex 1 Supplier Response**

**For the supply of consultancy service to the British Council Argentina for the evaluation of the British Council’s involvement in the programme “Ceibal en Inglés”**

**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. Please refer and review in detail Annex 5 - Terms of Reference – before answering completing this document
3. 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.
   1. Questions must be answered in English
4. 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.
5. Submit all mandatory documentation to [victoria.maineri@britishcouncil.org](mailto:victoria.maineri@britishcouncil.org)

**Part 1 – Supplier Response**

* 1. Responses will be scored according to the scoring methodology as set out in below
* ***0 - Unacceptable The response is non-compliant with the requirements set out in the tender document and/or no response has been provided.***
* ***3 - Poor The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.***
* ***5 - Adequate Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.***
* ***7 - Good Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested.***
* ***10 - Excellent Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.***

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).

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| **Social Value – 10%** | | |
| **ID** | % | **Requirement** |
| **SV01** | **10%** | **Please describe your organisation’s approach to equal opportunity, diversity and inclusion and provide evidence from at least one consultancy project you have undertaken of how you implement your approach in your work.**  (Maximum word count 750 Words)  **Supplier Response:** |

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| **Quality – 40%**  **The ‘Max score’ column indicates the maximum score for each question or category and therefore a weighting. Each question will be scored in accordance with the scoring rationale detailed in the ITT document, and then weighted in accordance with the ‘score’ column.** | | |
| **ID** | Max Score | **Requirement** |
| **QU01** | **30** | **Please provide a brief overview of the history of your organisation, and your expertise with direct reference to the requirements in the terms of reference (ANNEX 5).**  **Following this, please use the following bullet points as section headings in your extended response. Please provide evidence for each section.**   * 5+ years of experience in designing, leading and managing field and desk-based studies and data analysis. * Strong experience in a range of analytical methods, including innovative qualitative approaches and undertaking case studies. * Experience (and understanding of challenges) in undertaking research and evaluations in ELT (English Language Teaching) programmes. * Experience in data collation, analysis and synthesis, and gathering learning. * Experience of conducting studies in development contexts working with local teams, specifically in international development programmes governed by bilateral or multilateral partnerships * Demonstrated experience in the production of high quality and timely reports. * Interpersonal and communication skills. * Languages:   + CEFR C1+ oral and written English;   + CEFR C1+ Spanish reading and speaking proficiency * It is desirable that the supplier is familiar with the Ceibal en Inglés programme andwith remote teaching. |
| **Supplier Response – 2000 word limit** |

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| **QU02** | **10** | **Describe the composition of the team of professionals who will undertake the work for the British Council, giving us details of the lead for this particular contract, including a summary of their experience and qualifications. You may include copies of degree certificates as evidence** |
| **Supplier Response – 1000 word limit** |

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| **Methodology and Approach - 20% of total value.**  **The ‘Max score’ column indicates the maximum score for each question or category and therefore a weighting. Each question will be scored in accordance with the scoring rationale detailed in the ITT document, and then weighted in accordance with the ‘score’ column.** | | | |
| **ID** | **Max Score** | **Cat.** | **Requirement** |
| **MA1** | **20** |  | Please describe the methodology which you will use to undertake and manage this project, taking into account the outputs detailed below, and the ‘task’ as detailed in the **terms of reference (ANNEX 5) section 1.4**   * Proposed plan/ approach for the evaluation * Inception and final reports which include a range of information from secondary sources, desk research and primary sources * Executive Summary with key excerpts from evaluation * Mid-term and final presentation |
| **Supplier Response:**  **Max 1500 words** |

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| **Commercial – 30%** | | |
| **ID** | % | **Requirement** |
| **CO01** | **30%** | Please complete Annex 3 Pricing Approach with your total price including VAT for this project.  The maximum budget available for this study is £45,000 including VAT or other taxes applicable so it is important that supplier considers its legal status when budgeting for this evaluation.  In this box, please complete the following:  Consultants must present their pricing proposal establishing the following in terms of clear costs. Please use the numbered items below as headings.   1. **Details of the activity or activities** 2. **The staffing structure (i.e. senior researcher, junior researcher which will be applied to the project)** 3. **The number of days per staff per activity** 4. **The cost per staff day for each of the staff levels detailed in 2.** 5. **The total cost** 6. **Taxes (if applicable) and therefore the total cost including taxes.** |

**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.

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| **Submission Checklist** | |
| **Document** | **Y / N** |
| 1. Confirm acceptance of the Annex 4 (Terms and Conditions), including any changes made via clarifications during the tender process. |  |
| 2. Completed Annex 2 (Selection Questionnaire) and all associated documentation requested as part of that document |  |
| 3. Have insurance as per the requirements set out |  |
| 4. Completed tender response in Annex 1 (Supplier Response) and in accordance with the requirements of the RFP |  |
| 5. Completed pricing proposal in Annex 3 (Pricing Approach) |  |
| 6. This checklist signed by an authorised representative |  |
| 7. 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.

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| **Supplier:** |  |
| **Date:** |  |
| **Name (print):** |  |
| **Position:** |  |
| **Signature:** |  |
| **Title:** |  |

**Appendix A to Submission Checklist**

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| **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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