

**Annex 1 Supplier Response**

**For the supply of consultancy service to the British Council Argentina for the research on the provision of Continuous Professional Development through mobile messenger apps to English teachers**

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

**Company address:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Company Registration number:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(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 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. 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.

**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 bidder's 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 approach to equal opportunity, diversity and inclusion and provide evidence from at least one consultancy project you have undertaken of how you implement said approach in your work.**  |
| **Supplier Response – 500 word limit** |

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| **Quality – 30%****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 RFP document, and then weighted in accordance with the ‘score’ column.** |
| **ID** | Max Score | **Requirement** |
| **QU01** | **30** | **Please provide a brief overview of your background and 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 in Continuous Professional Development 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.
* Excellent interpersonal, communication and presentation skills.
* Languages: bilingual in English and Spanish.
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| **Supplier Response – 2000 word limit** |

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| **Methodology – 20%****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 RFP document, and then weighted in accordance with the ‘score’ column.** |
| **ID** | **Max Score** | **Requirement** |
| **MA1** | **20** | Please describe the methodology which you will use to undertake and manage this project, taking into account the ‘task’ as detailed in the **terms of reference (ANNEX 5) section 3.** |
| **Supplier Response:****Max 1500 words** |

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| **Commercial – 40%** |
| **ID** | % | **Requirement** |
| **CO01** | **30%** | Please complete Annex 3 Pricing Approach with your total price including VAT or other taxes (if applicable) for this project. In this box, provide the detail of the following, using the number items below as headings:1. **Details of the activity or activities**
2. **The staffing structure**
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.**
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**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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