

Annex [2] Supplier Response

Title: Low Tech CPD Argentina

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. Review Annex A and add any parts of the information submitted which is classed as Confidential or sensitive information.
5. Submit all mandatory documentation to <https://tap.tcsapps.com/tap2/#/login-supplier> by the Response Deadline, as set out in the Timescales section of the RFP document. All communication to be conducted via the correspondence tab within the project

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 a requirement can only be partially met, please ensure a clarification with additional detail is sent via <https://tap.tcsapps.com/tap2/#/login-supplier> which can be answered and therefore on submission a fully met requirements can be submitted.

1.3 Please indicate all costs are included in the response to Annex [3] (Pricing Approach).

1.4 By submitting this response, you confirm that you meet the mandatory requirements / constraints as set out in the British Council's specification forming part of this RFP, section 8.

Knowledge and Experience – [30%]		
ID	%	Requirement
KE01	[10%]	01.A Please describe your organisation's relevant experience delivering Continuing Professional Development (CPD) programmes for public sector English teachers, particularly in rural, underserved, or low-technology environments in Latin America or comparable contexts. Describe your familiarity with the Argentine public education system, especially in relation to primary/secondary English teaching and state-run schools. Describe your familiarity with the British Council's CPD Framework, CPD courses, activities and resources. Supplier Response:
	[10%]	01.B Provide examples of previous online or mobile-based learning projects you have managed or delivered, and any challenges you overcame. Supplier Response:
KE02	[10%]	02 List the qualifications, experience, and roles of the key personnel (e.g. project coordinator, course trainers, etc.) who will be involved in the delivery of this project. CVs may be included in an annex. Supplier Response:

Methodology and Approach - [30%]		
ID	%	Requirement
MA01	[15%]	01.A Describe your proposed approach to adapt and deliver the course content, including: <ul style="list-style-type: none"> Your plan for localisation (provincial relevance, participant needs) Your plan for managing up to 200 participants across multiple groups How you will ensure flexibility, accessibility, and quality Supplier Response:

	[5%]	01.B Outline how you will implement the project across the three phases (set-up and baseline, delivery, reporting), ensuring full delivery between July and December 2025. Supplier Response:
MA02	[4%]	02.A Explain your communication strategy with participants, including how you will provide regular support, feedback, and mentoring via the selected platform (Zoom, Telegram, etc.) and with the project team. Supplier Response:
	[4%]	02.B Describe your monitoring and evaluation strategy, including: <ul style="list-style-type: none"> • How you will assess progress • Your approach to collecting, analysing, and reporting on outcomes • How you will incorporate feedback to improve delivery Supplier Response:
	[2%]	02.C Describe your approach to safeguarding, inclusion and sustainability in training delivery. How will you ensure the course is delivered safely and inclusive of teachers with limited access to technology, lower proficiency in English, or different learning needs? 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 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