

## **Annex [2] Supplier Response**

### **For the supply of “Academic consultant: Remote Teaching of English” to the British Council**

**Company name:**

(To be used on the Contract)

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**Company address:**

(To be used on the Contract)

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**Company Reg:**

(If Applicable)

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**Contact name:**

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**Contact email address:**

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**Contact Telephone number:**

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### **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 [milagros.mendezprato@britishcouncil.org](mailto:milagros.mendezprato@britishcouncil.org) by the Response Deadline, as set out in the Timescales section of the RFP/ITT document.

## 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 Each requirement within this document is preceded by an instruction to the bidder specifying its relevance as follows:

**Mandatory (M):** Responses that do not meet any mandatory requirement may not be considered;

**Desirable (D):** Responses will be awarded marks for each desirable requirement that they satisfy;

**Optional (O):** Responses will be awarded marks for each optional requirement that they satisfy, but are considered to be of lesser importance than desirable requirements met;

**Mandatory Response (MR):** Requirements labelled '**MR**' specify information that must be provided in the bidder's response in order that the British Council can evaluate the bidder's proposal. Failure to respond to any MR requirement will result in lower marks being awarded to the bidder;

**Information (I):** Requirements labelled '**I**' provides information to the bidder and therefore need not be responded to.

Requirements with relevance **M**, **D** or **O** should be answered with a **Yes / No / Partial** response.

1.3 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.

Social Value – [10%]			
ID	%	Cat.	Requirement
Q01	[10%]	[MR]	<p>How your organisation has helped local communities to manage and recover from the impact of COVID-19? Focus on your work on online learning. Local communities need not necessarily be local to your business, but to the solutions you have provided.</p> <p>Supplier Note: Please refer to Procurement Policy Note (PPN) 06/20 before completing this criterion. <a href="#">PPN 06/20 Social Value</a></p> <p>(Maximum word count 750 Words)</p> <p><b>Supplier Response:</b></p>

### Knowledge of the sector, professional experience, qualifications and competencies. - [40%]

ID	%	Cat.	Requirement
Q01	[40%]	[MR]	<p>Knowledge of the sector, professional experience, qualifications and competencies. Please also consider timelines for the project.</p> <p>(Maximum word count 750 Words)</p>
			<b>Supplier Response:</b>

### Methodology and Approach – [30%]

ID	%	Cat.	Requirement
MA01	[20%]	[MR]	<p>The potential impact and relevance of the work you would undertake and its potential impact to ELT professionals in the region</p> <p>(Maximum word count 750 Words)</p>
			<b>Supplier Response:</b>
Q02	[10%]	[MR]	<p>The originality of the contribution to its field within ELT.</p> <p>(Maximum word count 500 Words)</p>
			<b>Supplier Response:</b>

### Value for money – [20%]

ID	%	Cat.	Requirement
Q02	[20%]	MR	<p>Please include total rate in GBP for the timescales the project will imply (including VAT if payable).</p> <p>(Maximum word count 300 Words)</p>

## 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 [2] (Supplier Response) and in accordance with the requirements of the RFP/ITT	
2. Completed pricing proposal in Annex [2] (Pricing Approach)	
3. Read and agree with terms set out in Annex 1	
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.

<b>Supplier:</b>	
<b>Date:</b>	
<b>Name (print):</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Title:</b>	

## 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