

**Annex 2 Supplier Response**

**Title: RFP - EW95EDU82025 - Event Management Company for Education Symposium**

**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 [moiz.khalid@britishcouncil.org](mailto:moiz.khalid@britishcouncil.org) / <https://tap.tcsapps.com/tap2/#/bc-supplier-registration> by the Response Deadline, as set out in the Timescales section of the RFP 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 If a requirement can only be partially met, please ensure a clarification with additional detail is sent via [moiz.khalid@britishcouncil.org](mailto:moiz.khalid@britishcouncil.org) / <https://tap.tcsapps.com/tap2/#/bc-supplier-registration> 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).

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| **Quality – 30%** | | | |
| **ID** | | % | **Requirement** |
| **QU01** | | **15%** | Please share the profile of your organisation with introduction to the team (CV’s), relevant track record and experience in event management. *You may submit a separate attachment for company profile.*  (Maximum word count 500 Words)  **Supplier Response:** |
| **QU02** | | **15%** | Please list down your clientele where you have delivered a similar piece of work. Mention the nature of event, number of people present at the event, and the nature of services provided by your company. (Please share videos/photos of the event if possible)  (Maximum word count 750 Words)  **Supplier Response:** |

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| **Methodology and Approach - 30%** | | | |
| **ID** | | % | **Requirement** |
| **MA01** | | **15%** | Given the detailed specifications in RFP document, please share a detailed response on how you plan to provide complete services in the given timeline to ensure best quality. Please share in detail how you will meet all the requirements in the given timeline and outline any value-additions or innovative ideas. Please also share an example of executing a similar event with a short deadline ensuring best quality.  (Maximum word count 1000 Words)  **Supplier Response:** |
| **MA02** | | **15%** | Please provide a proposed event layout plan (in 2D or 3D format) along with conceptual images/renderings to illustrate the seating arrangements, stage setup, branding, and overall flow of the event space. The layout should demonstrate how the proposed design will accommodate 300 guests comfortably, ensure smooth movement, and align with the event objectives  (Maximum word count: 1000 words; images/3D layouts will be attached separately)  **Supplier Response:** |

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| **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.

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| **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.

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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 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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