**Annex 2 Supplier Response**

**Title: RFP - RN96EDU42025 - Giveaways Plus Branded Stationery - HEM Series of Events**

**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 / <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 to moiz.khalid@britishoucnil.org / <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).

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| **Quality and Sampling – 30%** |
| **ID** | % | **Requirement** |
| **QS01** | **20%** | Do you have the same item as per our required quality and detailed specifications?**Supplier Response:****Yes** – please confirm here:If **No**, please fill in the table below with complete information of the alternate item(s):

|  |  |  |
| --- | --- | --- |
| Item Name | Detailed Specification  | Picture of the product |
|  |  |  |
|  |
|  |

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| **QS02** | **5%** | Will you be able to submit samples of all items as per given timelines at a location in Islamabad?**Supplier Response:** |
| **QS03** | **5%** | Will you be able to submit samples of all items as per the mentioned specification timelines?**Supplier Response:****Yes** – please confirm here:If **No**, please fill in the table below with complete information of the alternate item(s):

|  |  |  |
| --- | --- | --- |
| Item Name | Detailed Specification  | Picture of the product |
|  |  |  |
|  |
|  |

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| **Delivery and Timelines - 20%** |
| **ID** | % | **Requirement** |
| **DT01** | **10%** | Will you be able to deliver all the items as per required quantities and best of quality at three cities as per the timelines?There are multiple cities where delivery shall be requested in accordance the with number of items mentioned under Giveaways and Stationery. For making the delivery of items mentioned, it is required to follow the schedule below – Detailed Delivery Schedule will be shared with the finalised vendor. Dates are subjected to slight changes (Years 2025, Jan, Feb, Mar 2026):* Karachi – Starting in June, dates will also be in July, Aug, Sep, Dec and Feb
* Islamabad – Starting in June, dates will also be in July, Aug, Sep, Nov, Dec and Feb
* Lahore – Starting in June, dates will also be in Aug, Sep, Oct, Dec and Feb
* Faisalabad – Starting in July, dates will also be in Oct, Nov

**Supplier Response:****Yes** – please confirm here:If **No**, please let us know by when you will be able to deliver the required quantities |
| **DT02** | **10%** | Will you be able to pack all the items separately as per our requirement? You will have to ensure that all items are properly packed so that none of the items have scratches or damaged in possible way.For making the delivery of items mentioned, it is required to follow the schedule below – Detailed Delivery Schedule will be shared with the finalised vendor. Dates are subjected to slight changes (Years 2025, Jan, Feb, Mar 2026):* Karachi – Starting in June, dates will also be in July, Aug, Sep, Dec and Feb
* Islamabad – Starting in June, dates will also be in July, Aug, Sep, Nov, Dec and Feb
* Lahore – Starting in June, dates will also be in Aug, Sep, Oct, Dec and Feb
* Faisalabad – Starting in July, dates will also be in Oct, Nov

**Supplier Response:** |

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| **Commercial – 50%** |
| **ID** | % | **Requirement** |
| **CO01** | **50%** | 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.

|  |  |
| --- | --- |
| **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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