

**Annex 2 Supplier Response**

**Title: RFP - ER40TVET62025 - Provision of Master Trainers / Resource Persons in Digital and High-Tech Sector (Technical Domains, TVET and General Areas)**

**Submitting Proposal for Lot Number ……………… Lot Name ……………….**

**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/#/bc-supplier-registration> 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 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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| **Profile, Clientele & Relevant Experience – 15%** |
| **ID** | % | **Requirement** |
| **PCRE01** | **15%** | Can you provide your organizational profile and list of clienteles. Also, please share relevant working experience of providing similar services in other organisations resulting in international certifications. Kindly provide any form of evidence i.e. training delivery reports, acknowledgement by the client, etc. (Maximum word count 500 Words)**Supplier Response:** |

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| **Methodology and Approach – 35%** |
| **ID** | % | **Requirement** |
| **MA01** | **20%** | Can you please share the CVs/Professional profiles along with required International Certifications of the Resource Persons (19 Trainers for Technical Domains and 17 Trainers for TVET / General Topics / Areas) as per mentioned criteria in the RFP document. **Supplier Response:**Please attach profiles and required certifications.

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| --- | --- | --- | --- |
| S. No. | Domain (Technical Domains) | Profile name of proposed Resource Person | Profile & International Certificate Attached |
| 1 | Resource Person Technical Domain 1 (Full stack development (web and mobile) + Software Testing) |  | Y/N |
| 2 | Resource Person Technical Domain 2 (Cloud Computing) |  | Y/N |
| 3 | Resource Person Technical Domain 3 (ERP Management) |  | Y/N |
| 4 | Resource Person Technical Domain 4 (Cyber Security) |  | Y/N |
| 5 | Resource Person Technical Domain 5 (Game Development) |  | Y/N |
| 6 | Resource Person Technical Domain 6 (Blockchain Development) |  | Y/N |
| 7 | Resource Person Technical Domain 7 (Artificial Intelligence, Robotics and IoT) |  | Y/N |
| 8 | Resource Person Technical Domain 8 (Modern Data Engineering and Financial Data Analytics) |  | Y/N |
| 9 | Resource Person Technical Domain 9 (Digital Marketing) |  | Y/N |
| 10 | Resource Person Technical Domain 10 (Video and Graphic Design) |  | Y/N |
| 11 | Resource Person Technical Domain 11 (eCommerce) |  | Y/N |
| 12 | Resource Person Technical Domain 12 (Cross-Cutting IT Applications in Agro-Business) |  | Y/N |
| 13 | Resource Person Technical Domain 13 (Cross-Cutting IT Applications in Water Sector) |  | Y/N |
| 14 | Resource Person Technical Domain 14 (Cross-Cutting IT Applications in Energy Sector) |  | Y/N |

**And / Or**

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Domain (TVET / General Topics / Areas) | Profile name of proposed Resource Person | Profile & International Certificate Attached |
| 1 | Resource Person (TVET / General) 11. NVQF Standards + CBT Principles \*
2. Use of Digital Tools in Training \*
3. Evidence Collection and Reporting – students tests\*
4. NVQF Registry
5. Gender Inclusive Training
 |  | Y/N |
| 2 | Resource Person (TVET / General) 21. Competency-Based Training Management Strategies
2. Learning Management Systems (LMS) Operations and Usage
3. On-the-Job Training (OJT) Practices and Coordination
4. Apprenticeship Models and Incubation Programs
5. Gender Inclusive Training
 |  | Y/N |
| 3 | Resource Person (TVET / General) 31. Leadership and People Management Skills
2. Strategic Decision-Making and Change Management
3. Time Management
4. Feedback and Conflict Management
 |  | Y/N |
| 4 | Resource Person (TVET / General) 41. National Vocational Qualifications Framework (NVQF) Standards
2. Competency-Based Training (CBT) Principles
3. Assessment Design and Methodologies
4. Use of Digital Tools in Assessment
5. Evidence Collection & Reporting Techniques
6. Quality of Assessment
7. LMS & NVQF Registry
8. Pre and post Training Tests
9. Remittal Techniques for improvements of students
10. Gender Inclusive Training
 |  | Y/N |

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| **MA02** | **10%** | Please submit detailed methodology and implementation to meet program delivery aligned with international standards. The Supplier is expected to have backup resources at required delivery locations as per mentioned tentative project delivery timelines. (Maximum word count 750 Words)**Supplier Response:** |
| **MA03** | **5%** | How will you ensure the training is inclusive and accessible to participants with varying levels of experience, learning styles, or special needs? |

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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.

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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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