

**Annex 2 Supplier Response**

**Title: RFP - FT55EES82025 - Baseline and Needs Assessment for EaSTE II**

**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.

**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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| **Quality – 20%** |
| **ID** | % | **Requirement** |
| **QU01** | **10%** | What measures have you or your company taken in previous baseline or needs assessment projects to ensure gender equality across the work, uphold ethical standards, and protect stakeholders and beneficiary data?(Maximum word count 750 Words)**Supplier Response:** |
| **QU02** | **10%** | Provide details of the key team members proposed for this assignment, including their roles, qualifications, and experience relating to the assignment. (Maximum word count 750 Words)**Supplier Response:** |

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| **Methodology and Approach – 40%** |
| **ID** | % | **Requirement** |
| **MA01** | **10%** | What is your overall approach and methodology for conducting baseline or needs assessments? Ensure your response against each of the category is well thought and rationalised.Your answer should comprise not less than:* Overall approach and design of the study - how would you frame the study in a way that it responds to both baseline and needs assessment parameters.
* Describe how the proposed approach would leverage integration of the findings into design.

(Maximum word count 750 Words)**Supplier Response:** |
| **MA02** | **15%** | Please mention the detailed methodology including: * Sampling strategy; for each of the beneficiary subset
* Detailed data collection strategy; methods and strategy
* Data analysis strategy and components; including how and which digital tools would be used to leverage the analysis and when
* The quality assurance mechanism of the entire process including, data quality assessment, spot checking at field level and at central level. We would prefer the supplier to provide a visual flow and a supporting narrative to it

(Maximum word count 750 Words)**Supplier Response:** |
| **MA03** | **10%** | Project workplan - The supplier is expected to draw a detailed workplan including the key activities to be undertaken. This workplan should be based on the approach of your work. Though the workplan will be preened further in the inception stage.Workplan should comprise of not less than key M&E activities, timelines, responsibility, and key outputs. (Maximum word count 750 Words)**Supplier Response:** |
| **MA04** | **5%** | Challenges and mitigation measure - Describe possible challenges that you could face during this assignment and their proposed solutions. (Maximum word count 750 Words)**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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