

**Annex 2 Supplier Response**

**Title: RFP - DP96EDU82025 – A Baseline and Need Assessment Study on Stem Education in Pakistan**

**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 authorized 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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| **Experience and Performance – 30%** | | | |
| **ID** | | % | **Requirement** |
| **EP01** | | **10%** | Please provide up to two examples of similar assignments successfully completed by your team/institution in the past five years, detailing the objectives, scope, geographic coverage, key outcomes, and any measurable results or impacts achieved. (Maximum word count 750 Words)  **Supplier Response:** |
| **EP02** | | **10%** | Share and provide a summary of your team’s qualifications (CV’s) and roles, explaining why this team is well-suited for STEM baseline work. Highlight the relevant skills, technical knowledge, and sector expertise that make your team/institution particularly suitable for this assignment. (Maximum word count 750 Words)  **Supplier Response:** |
| **EP03** | | **10%** | Kindly submit up to two reports from past studies that closely relate to this assignment, highlighting your methodology, outcomes, the standards maintained, and any demonstrated impact or value delivered. (Maximum word count 750 Words)  **Supplier Response:** |

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| **Methodology and Approach - 30%** | | | |
| **ID** | | % | **Requirement** |
| **MA01** | | **5%** | 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** | | **10%** | Briefly describe your proposed approach to this assignment, including key steps, methods, and tools, and outline measures to ensure inclusivity, representativeness, and reliability of the findings.  Please mention the following:   * *Sampling strategy; for each of the beneficiary subset* * *Detailed data collection strategy; methods and strategy* * *Data analysis strategy and components; including how and which tools would be used to leverage the analysis and when* * *The quality assurance mechanism of the entire process including data quality assessment. We would prefer the supplier to provide a visual flow and a supporting narrative to it* * *Possible challenges and proposed solutions.*   (Maximum word count 1000 Words)  **Supplier Response:** |
| **MA03** | | **10%** | 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 activities, timelines, responsibility, and key outputs.  (Maximum word count 750 Words)  **Supplier Response:** |
| **MA04** | | **5%** | Explain why your proposed methodology is the most effective and efficient for successfully completing this assignment, and describe any planned partnerships with relevant institutions, think tanks, or organisations, including how such collaboration would enhance the credibility, utilisation, and sustainability of the baseline findings. (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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