

## Annex 2 Supplier Response

### For the supply of RFP for Evaluation Services for the WoW Pakistan 2022 (YH77ARTS12022) to the British Council

**Company name:**

(To be used on the Contract)

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**Company address:**

(To be used on the Contract)

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**Company Reg:**

(If Applicable)

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**Contact name:**

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**Contact email address:**

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**Contact Telephone number:**

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### 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. Submit all mandatory documentation to [mohammad.gasim@britishcouncil.com.pk](mailto:mohammad.gasim@britishcouncil.com.pk) by the Response Deadline, as set out in the Timescales section of the RFP/ITT 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 the requirement is partially met, any additional detail provided will enable the British Council to make a fuller assessment on the capability to meet the requirement.

1.3 Please indicate if there is an additional cost implication in meeting a requirement, what this might be and if it has been included in the response to Annex 3 (Pricing Approach).

### Social Value – 10%

ID	%	Requirement
SV01	10%	<p>This is in reference to British Council social value perspective, please elaborate your previous role where you demonstrated collaboration with beneficiaries and communities in the codesign and delivery of the contract to support strong integrated communities</p> <p>(Maximum word count 750 Words)</p> <p><b>Supplier Response:</b></p>

### Quality and experience – 20%

ID	%	Requirement
QE01	20%	<p>Please mention your relevant previous experience of handling similar projects. (details of last 5-7 relevant projects would be preferable)</p> <p>(Maximum word count 750 Words)</p> <p><b>Supplier Response:</b></p>

**Methodology and Approach - 30%**

ID	%	Requirement
MA01	10%	Mention in detail the methodology you will employ to undertake the project. This would include the methodology for baseline, methodology for data collection. While drafting the response to this question please refer to the scope of the assignment as mentioned in RFP, to ensure all points are addressed. (Maximum word count 750 Words) <b>Supplier Response:</b>
MA02	10%	What quality assurance approach you would employ to ensure that processes, data and results gathered will be robust. (Maximum word count 750 Words) <b>Supplier Response:</b>
MA03	10%	What are the anticipated risks do you foresee and how you will work to mitigate those during the course of work to ensure all the relevant deliverables are met timely. (Maximum word count 750 Words) <b>Supplier Response:</b>

**Commercial – 40%**

ID	%	Requirement
CO01	40%	Please complete Annex 3 (Pricing Approach) as a separate document

## 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.

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/ITT	
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.

<b>Supplier:</b>	
<b>Date:</b>	
<b>Name (print):</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Title:</b>	

## Appendix A to Submission Checklist

### 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/ITT 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