

Annex 2 Supplier Response

For Repair & Maintenance of Exam Electronic Equipment to the British Council

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. Submit all mandatory documentation to 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>Please detail one or more of the following:</p> <ul style="list-style-type: none"> - How your organisation has helped local communities to manage and recover from the impact of COVID-19? - How the contract will enable new businesses, new jobs and new skills to be created or will Increase supply chain resilience and capacity? - How your organisation has created effective stewardship of the environment? - How your organisation has helped reduce the disability employment gap or is tackling workforce inequality? - How your organisation is improving health and wellbeing amongst staff and being involved in community integration projects? <p>Supplier Note: Please refer to Procurement Policy Note (PPN) 06/20 before completing this criterion. PPN 06/20 Social Value</p> <p>Supplier Response:</p>

Profile & Relevant Experience – 10%		
ID	%	Requirement
PRE1	3%	<p>Please submit your company profile</p> <p>Supplier Response:</p>
PRE02	4%	<p>Please submit your experience illustrating your expertise in dealing with infrared headphones</p> <p>Supplier Response:</p>
PRE03	3%	<p>Please submit your list of clientele</p> <p>Supplier Response:</p>

Quality Service - 15%

ID	%	Requirement
QS01	15%	<p>Please provide an estimated time to fix each of the below items. Also let us know in what time will you be able to provide the analysis of the issue?</p> <p>Items Headphones Router Booster Stands/ Router Stands Router Adapters Shredder Script Scanner Speakers Sony Handy Cam DSLR Cameras</p> <p>Supplier Response: (Number of Days)</p>

Capacity to Deliver - 15%

ID	%	Requirement
CTD 01	15%	<p>Please provide us the number of technicians you have in your team and in which city/cities do you have your offices/workshops located?</p> <p>Give us examples from your experience of electronic items that you have repaired? For whom? And how long did it take your organization to complete the given task?</p> <p>Supplier Response:</p>

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.

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 Annex 2 (Supplier Response) and all associated documentation requested as part of that document	
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

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