

**Annex 3 Supplier Response**

**For the supply of Rent a Car Services 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 <https://in-tendhost.co.uk/britishcouncil> by the Response Deadline, as set out in the Timescales section of the RFP/ITT document. If procurement is conducted via the British Council’s e-Tendering portal hosted at <https://intendhost.co.uk/britishcouncil>, 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 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 4 (Pricing Approach).

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| **Social Value – 10%** | | |
| **ID** | % | **Requirement** |
| **SV01** | **10%** | Please demonstrate how you will manage complete scope of work with quality assurance (KPIs) and deliver services in accordance with hygiene, COVID19 SOPs (as per the local authorities and British Council as and when invoked or/and applicable), health & safety, Environment sustainability standards (green travel / know your carbon footprints and offset plan if/where applicable), tackling economic inequality and wellbeing of your staff/drivers?  (Maximum word count 750 Words)  **Supplier Response:** |

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| **Profile, Capacity and Background – 20%** | | |
| **ID** | % | **Requirement** |
| **PCB01** | **5%** | Please demonstrate why your organisation is best option for this project? What is your offer and how would you ensure to meet agreed deliverables that you think your competitor might not have that capacity?  (Maximum word count 750 Words)  **Supplier Response:** |
| **PCB02** | **15%** | **Please tick the box where applicable**   1. Business profile: Experience in the car rental service business   24x7 vehicle availability  **Yes**  **No**  Please provide the elaborated details of services being provided by you along with the supporting documents as annexures.   1. **Fleet size**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **S. No** | **Car Type** | **Petrol/Diesel/CNG** | **Hybrid** | **EV** | | 1 | Buses AC Luxury 45 Seater |  |  |  | | 2 | 1500 to 1800 CC 4 + 1 Seater Cars |  |  |  | | 3 | 4WD 6+1-Seater Soft skin SUV |  |  |  | | 4 | 4WD 6+1-Seater B6 certified Armoured SUV |  |  |  |   \*\* add on based on no of vehicle type in fleet (you are free to add more columns)   1. **Age & Number of Vehicles:**      |  |  |  | | --- | --- | --- | | **S. No** | **Age** | **No of vehicles** | | 1 | Less than 2 years |  | | 2 | Less than 4 years |  | | 3 | More than 4 years |  | | Total number of Vehicles (1+2+3) | |  |  1. Please enclose a video/ 5-10pics. of your fleet including **clips of your garage**, the complete external & internal view of your vehicles.      1. List of drivers (with validity of license)  |  |  | | --- | --- | | **Name of Drive** | **License Valid till (date)** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |   **Kindly submit additional supporting documents where required along with this Annex 3 - Supplier Response.** |

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| **Methodology and Approach – 30%** | | |
| **ID** | % | **Requirement** |
| **MA01** | **10%** | Please demonstrate and share your approach/plan ensuring capacity and capability to manage the scope of work ensure KPIs are met on regular basis?  (Maximum word count 700)  **Supplier Response:** |
| **MA02** | **5%** | Please demonstrate what mechanism/software/process to ensure performance all the time?  (Maximum word count 700)  **Supplier Response:** |
| **MA03** | **5%** | Is there any real-time tool would you offer us to monitor our fleet 24/7? Feel free to share more details if that could add value to your proposal.  (Maximum word count 700)  **Supplier Response:** |
| **MA04** | **10%** | Please demonstrate your approach to manage and reporting to the organization of any crisis. For example (i) a major accident in a remote area; (ii) compromise on H&S standard; (iii) security and law and order situation  (Maximum word count 700)  **Supplier Response:** |

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| **Commercial – 40%** | | |
| **ID** | % | **Requirement** |
| **CO01** | **40%** | Please complete Annex 4 (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.

[**Guidance Note:** Amend the document list in the table below as required for the tender. If some of the annexes require online completion where the British Council’s e-tendering portal is being used, this checklist should be amended to reflect each questionnaire required for submission]

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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 Annex 2 (Selection Questionnaire) and all associated documentation requested as part of that document |  |
| 3. Completed tender response in Annex 3 (Supplier Response) and in accordance with the requirements of the RFP/ITT |  |
| 4. Completed pricing proposal in Annex 4 (Pricing Approach) |  |
| 5. This checklist signed by an authorised representative |  |
| 6. 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/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 |
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