

**Annex 3 Supplier Response**

**For the Question Paper Distribution Services & Confidential Material Rooms**

**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*](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://in-tendhost.co.uk/britishcouncil*](https://in-tendhost.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).

|  |
| --- |
| **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 COVID19 SOPs (as per the local authorities and British Council as and when invoked or/and applicable), Environment sustainability standards (green travel / know your carbon footprints and offset plan if/where applicable), tackling economic inequality? Supplier Note: Please refer to Procurement Policy Note (PPN) 06/20 before completing this criterion. [PPN 06/20 Social Value](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921437/PPN-06_20-Taking-Account-of-Social-Value-in-the-Award-of-Central-Government-Contracts.pdf)(Maximum word count 750 Words)**Supplier Response:** |

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| --- |
| **Company Profile & Experience- 15%** |
| **ID** | % | **Requirement** |
| **CPE01** | **15%** | How many countries do you operate in? How much work force do you have working in Pakistan? How much is the size of your vehicle fleet? How long your organization has been operating in Pakistan and other countries? What is your experience in the field of logistics, please tell us names of your top 10 clients? (Maximum word count 750 Words)**Supplier Response:** |

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| **Quality – 15%** |
| **ID** | % | **Requirement** |
| **QU01** | **10%** | The exam business is very crucial, and our customer satisfaction is key instrument in maintaining our business. Please inform us that how will you be able to meet our deadlines for delivering question papers within the country and outside the country? How will you be able to provide us the required specs for our Confidential material rooms mentioned in the scope of work? How will you be able to provide us firm good quality suitcases as mentioned in our scope of work?(Maximum word count 750 Words)**Supplier Response:** |
| **QU02** | **5%** | Do you have a dedicated team in each major city (Karachi, Lahore and Islamabad) and account manager to respond proactively to the British Council’s requests and needs? Please specify the resource count and their designations. This may include short notice requests and contingency measure for example managing deliveries during protests etc.(Maximum word count 750 Words)**Supplier Response:**Suggested format Regular Staff:

|  |  |  |  |
| --- | --- | --- | --- |
| S. No | City Name | Staff Designation | Resource Count |
| 1 |  |  | XX |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |

Contingency Staff:

|  |  |  |  |
| --- | --- | --- | --- |
| S. No | City Name | Staff Designation | Resource Count |
| 1 |  |  | XX |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |

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| **Commercial – 60%** |
| **ID** | % | **Requirement** |
| **CO01** | **60%** | 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.

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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.

|  |  |
| --- | --- |
| **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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