

**Annex 3 Supplier Response**

**Title: ITT - YU93TVET52025 - IT Equipment for Centre of Excellence 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 authorised 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.pk](mailto:moiz.khalid@britishcouncil.org.pk) / <https://tap.tcsapps.com/tap2/#/bc-supplier-registration> by the Response Deadline, as set out in the Timescales section of the ITT document. 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 a requirement can only be partially met, please ensure a clarification with additional detail is sent via [moiz.khalid@britishcouncil.org.pk](mailto:moiz.khalid@britishcouncil.org.pk) / <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 4 (Pricing Approach).

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| **Social Value – 10%** | | | |
| **ID** | % | **Requirement** | |
| **SV01** | **10%** | Please describe the initiatives, innovations, and organisational commitments that demonstrate your understanding of and contribution to combating climate change in the context of IT hardware supply and services.  (Maximum word count 750 Words)  **Supplier Response:** | |

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| **Relevant Experience and Clientele – 15%** | | |
| **ID** | % | **Requirement** |
| **REC01** | **15%** | Please share minimum three-year relevant experience in the market for similar size projects and share list of 5 clients from Pakistan. Referral letters or orders by clients should be shared as evidence. Please share the authorization certificates (if applicable) for these brands as well.  (Maximum word count 750 Words)  **Supplier Response:** |

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| **Scope of Work and Delivery Timelines – 35%** | | |
| **ID** | % | **Requirement** |
| **SWT01** | **10%** | Are you able to provide all the items/services mentioned in the ITT document?  In case of any alternative items, please share the price of the suggested item in the Annex 4- pricing approach along with specifications.  Would you be able to provide samples on alternatives, if required?  (Maximum word count 750 Words)  **Supplier Response:** |
| **SWT02** | **5%** | We required equipment with 3 YR warranty. Please confirm that you are able to provide all required items with 3 YR warranty and share the cost in the annex 4 – pricing approach.  In case of any alternative to standard 3 YR warranty, please mention here.  (Maximum word count 750 Words)  **Supplier Response:** |
| **SWT03** | **20%** | What is your delivery notice? These items we would be requiring as per specified delivery dates after the order placement, will you be able to deliver them as per our delivery timelines?  In case of any alternative timelines, please share the timelines here:  (Maximum word count 750 Words)  **Supplier Response:** |

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| **Commercial – 40%** | | |
| **ID** | % | **Requirement** |
| **CO01** | **40%** | Please complete Annex 4 (Pricing Approach)  Proposed Payment Schedule:   |  |  | | --- | --- | | Advance (Downpayment) | 50% | | Delivery of Good | 25% | | Post Installation & Inspection of site | 25% | |

**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 (Procurement Specific Questionnaire) and all associated documentation requested as part of that document |  |
| 3. Completed Ratio Analysis spreadsheet (see section 3 of Annex 2 and ITT document) |  |
| 4. Audited Financial Accounts (the most recent two years) (see section 3 of Annex 2 and ITT document) |  |
| 5. Completed tender response in Annex 3 (Supplier Response) and in accordance with the requirements of the ITT. |  |
| 6. Completed pricing proposal in Annex 4 (Pricing Approach) |  |
| 7. This checklist signed by an authorised representative |  |
| 8. 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 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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