

**Annex [2] Supplier Response**

**For consultancy services to update an existing MOOC to train Mentors of Women in STEM and to accompany HEIs in the implementation of their mentoring programme, producing a Handbook for institutions to manage mentoring of women in STEM.**

**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 britishcouncilperu@britishcouncil.org and Victoria.Copete@britishcouncil.org indicating in the subject line “*Women in Science programme in Peru – Mentoring Consultancy”* 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 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).

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| **Social Value – 10%** |
| **ID** | % | **Requirement** |
| **SV01** | **10%** | 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)* Outline how the project/goods or services support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications?
* Describe how the project/goods or services supports in-work progression to help people, including those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the contract?
* Clarify how the project/goods or services can demonstrate action to increase the representation of disabled people in the STI sector?

(Maximum word count 750 Words)**Supplier Response:** |

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| **Professional experience, qualifications and competencies of the team (30%)** |
| **ID** | **Requirement** |
| **PE01** | * [Please document your experience as relevant to the advertised opportunity, paying attention to the following: **Track record | Technical skills | International Experience.**
* Please attach as separate documents the CVs of the suppliers’ proposed team identified for this opportunity (These are for information purposes only and will not be scored).
* If you plan to work with a local partner, please also describe their knowledge, track record, technical skills and experience.
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| **Supplier Response:** (no more than 1000 words) |

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| **Methodology and Approach (40%)** |
| **ID** | **Requirement** |
| **MA01** | Methodology and Approach that demonstrates that the consultant understands the request and the type of organisation the British Council is.Please outline the methodology that you propose to apply for each of the below activities, that align to those stated in the Specification at the RFP, and details of any sub-contracted services. 1. Please provide a summary of the proposed adjustments on the evaluation of [existing MOOC](https://capacitate.concytec.gob.pe/) to ensure is self-managed by each user.
2. Methodology to be used to accompany HEIs in the implementation of their mentoring programme (asynchronous)
3. Remote delivery and follow up tasks
4. Reporting
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| **Supplier Response:** (no more than 1500 words)a) b) c)d) |

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| **Value for Money (20%)** |
| **ID** | **Requirement** |
| **VM01** | Pricing per activities plus maximizing the available budget including senior staffing available.a) Please complete Annex [3] (Pricing Approach)b) Please provide a detailed breakdown of how you will ensure the quality of the service and how you will measure the success of the activities. |
| **Supplier Response:** (no more than 1500 words) |

**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. Completed tender response in Annex [2] (Supplier Response) and in accordance with the requirements of the RFP/ITT |  |
| 2. Completed pricing proposal in Annex [3] (Pricing Approach) |  |
| 3. This checklist signed by an authorised representative |  |
| 4. 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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