**Annex 2. Supplier Response**



Response to Request for Proposal

For the supply of “Social Enterprise Landscape Survey” to the British Council

**Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 (Checklist) to acknowledge and ensure your submission includes all the mandatory requirements and documentation. Note: Failure to provide your acknowledgement and documentation may result in your submission being rejected.
4. Submit all mandatory documentation to social.enterprise@britishcouncil.org by **1700 GMT Monday 6th January 2019.**

**Part 1 – Supplier Response**

**Scoring Methodology**

The following methodology for evaluating responses will be applied and weighted for all selection criteria below:

**10 points (Excellent)** - A comprehensive and strong answer indicating the provider is fully capable and experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided.

**7 points (Good)** - There are slight concerns that the organisation will not be able to achieve all the outcomes required and response lacked details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and few relevant examples provided.

**5 points (Adequate)** - There are concerns that the organisation will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.

**3 points (Poor Response/Limited Evidence)** - There are serious indications that the organisation will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail.

**0 points (Unacceptable)** - The answer is non-compliant and/or no relevant information has been received to demonstrate the organisation can achieve the required outcomes. No response or a response that is entirely irrelevant.

|  |
| --- |
| **Section 1: Knowledge and Experience****Selection Criteria Weighting: 30%**Please outline your knowledge and experience of the social enterprise sector in the target country |
| **Supplier Response to Section 1:** |

|  |
| --- |
| **Section 2: Methodology and Approach** **Selection Criteria Weighting: 25%**Please outline how you would address the assignment, including how you would collect, analyse and present the data. |
| **Supplier Response to Section 2:** |

|  |
| --- |
| **Section 3: Timing and staffing****Selection Criteria Weighting: 25%**Please describe your timeline for the assignment and how you intend to resource it. Highlight specific expertise and experience of the team that brings value to this assignment (please do not share entire CV’s, they may be shared as an Annex). |
| **Supplier Response to Section 3:** |

|  |
| --- |
| **Section 4: Cost****Selection Criteria Weighting: 20%**The total cost for this assignment should be clearly stated including all expenses and taxes. Please use the following table to submit your financial quotes. Submissions in any other format or with missing costs may be disqualified. No other costs would be considered post evaluations. |
| **Supplier Response to Section 4:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Maximum number of days per output | Daily Rate | Total |
| (Country Name) |  |  |
| Methodology standardisation |  |  |  |  |  |
| Consultation workshop and stakeholder meetings |  |  |  |  |  |
| Survey tool creation and data presentation |  |  |  |  |  |
| Engagement on data collection, outreach etc |  |  |  |  |  |
| Engagement on report drafting and report review |  |  |  |  |  |
| Copy editing, design and info graphics |  |  |  |  |  |
| Logistics |  |  |  |  |  |

 |

**Part 2 – Submission Checklist**

Select Yes (Y) or No (N) to acknowledge and indicate that your submission includes all of the mandatory requirements for this tender.

**Important Note:** Failure to provide your acknowledgement and documentation may result in your submission being rejected

1. Annex 2 – Supplier Response (including Financial Quote in the given format) Y / N
2. Compliance with British Council Terms and Conditions (Annex 1) Y / N