

**Annex [2] Supplier Response**

For the supply **of consultancy for UK-Brunei Higher Education Teaching and Learning Partnership Project** 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 the UK-Brunei Teaching and Learning Partnership team at [UK-BruneiPartnership@britishcouncil.org](mailto:UK-BruneiPartnership@britishcouncil.org) by the Response Deadline, as set out in the Timescales section of the RFP 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 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 [3] (Pricing Approach).

1.4 For all Mandatory requirements, refer to Section 8 (Mandatory Requirements / Constraints) of the Request for Consultant for UK-Brunei Higher Education Teaching and Learning Partnership Project.

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| --- | --- | --- |
| **Social Value – 10%** | | |
| **ID** | % | **Requirement** |
| **SV01** | **10%** | COVID-19 recovery - Describe how does the project/goods or services support organisations and businesses to manage and recover from the impacts of COVID-19, including where new ways of working are needed to deliver services?  Create new businesses, new jobs and new skills - 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?  Increase supply chain resilience and capacity - Outline how the project/goods influence staff, suppliers, customers and communities through the delivery of the contract to support resilience and capacity in the supply chain.  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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| **Quality – 25%** | | |
| **ID** | % | **Requirement** |
| **QU01** | **25%** | Please document your knowledge and experience as relevant to the advertised opportunity.  Attention should be given to the following:   * Have a minimum of 7-10 years of experience on higher education internationalisation and academic partnership, with prior experiences in conducting trainings and workshops * Have proven track record of conducting similar studies in East Asian/ASEAN and other countries * Have prior experiences in working in Higher Education sector with experience in international higher education policy analysis, and/or developing strategic support offered to universities and governments internationally * Have experience working with Ministries and universities * Awareness in nature of partnerships with UK universities and the UK’s strength and weaknesses * Availability to provide regular updates via call, email and Microsoft Teams   Please also address how the project will be managed between the consultants  **Supplier Response:** |

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| **Methodology and Approach – 45%** | | |
| **ID** | % | **Requirement** |
| **MA01** | **35%** | Please provide an overview of how the need analysis will be delivered including details and rationale for how the analysis will be conducted and how the data will be analysed.  Attention should be given to how to meet the following objectives:   * Conducting landscape and needs analysis on Brunei higher education teaching and learning focusing on internationalisation and academic partnership * Developing workshop programme, content and materials that will support the objectives of the project. * Delivering virtual workshop for UK and Brunei universities covering areas identified in the landscape and needs analysis that would help support Brunei universities in strengthening their internationalisation strategy and academic partnership on specific subjects aligning to SDG * Facilitating the establishment of UK-Brunei Universities Higher Education Partnership on the areas identified through planning and review resulted in strategic plans for academic partnerships and engagement with UK universities   **Supplier Response:** |
| **MA02** | **10%** | Monitoring and Evaluation: Please describe your monitoring and evaluation frameworks, tools and indicators for the assignment and how you intend to resource them. The M&E tool should capture the success of the project activities.  **Supplier Response:** |

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| **Commercial – 20%** | | |
| **ID** | % | **Requirement** |
| **CO01** | **20%** | Please complete Annex [3] (Pricing Approach)  **Costs**   * Please provide a detailed breakdown of the costs involved in the delivery of the activity(s). * Please note that value for money is one of the considerations in the selection of all opportunities. * Please also indicate whether your organisation is required to pay VAT in the UK. * No other costs would be considered post evaluations. |

**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 tender response in Annex [2] (Supplier Response) and in accordance with the requirements of the RFP/ITT |  |
| 3. Completed pricing proposal in Annex [3] (Pricing Approach) |  |
| 4. This checklist signed by an authorised representative |  |
| 5. 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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