

**Annex [3] Supplier Response**

**For the supply of Creative Producer / Team: The Missing Pillar Talks Global – Culture and Sustainable Development** **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: Questions may not be altered as these must be consistent. In the event any questions are altered this may invalidate your response.
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 [InTend](https://in-tendhost.co.uk/britishcouncil/aspx/Home) 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 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 budget attached as part of this Supplier Response form.

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| **Quality and track record – 40%** | | |
| **ID** | % | **Requirement** |
| **SV01** | **40%** | 1. What experience do you or the team have of curating similar events/discussions and what experience do you have of highlighting the role of arts and culture to sustainable development internationally? Please provide some recent examples. 2. b) Please demonstrate evidence of the strength of your work and reputation in high quality project management and production.   **Supplier Response:** |

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| --- | --- | --- |
| **Methodology and approach – 40%** | | |
| **ID** | % | **Requirement** |
| **QU01** | **40%** | 1. What methodology and approach would you take in the delivery of the outputs? Please tailor your response to the brief in the Request for Proposals and outline the Creative Team. 2. How will you work with British Council staff to ensure an efficient process?   **Supplier Response:** |

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| **Commercial – 20%** | | |
| **ID** | % | **Requirement** |
| **MA01** | **10%**    **10%** | **Please complete and attach a suggested budget along with this completed form to include the following**  - Project team  - Suggested facilitator fees  - Suggested speaker fees  - Marketing and comms costs - Tech support - Online platform  - Accessibility (including sign language interpretation and live captioning)  **Commercial evaluation** A maximum offer score of 10 will be awarded to the tender response offering the lowest “Overall Price”. Other tender responses will be awarded a mark by application of the following formula:  (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score. |

**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 3 (Supplier Response) and in accordance with the requirements of the RFP/ITT including attaching a budget as part of MA01 within this document. |  |
| 3. This checklist signed by an authorised representative |  |
| 4. Appendix A (see below) 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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