

**Annex [2] Supplier Response**

**For the supply of “Sustainable Cultural Management Programme for festival practitioners”**

**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 nancy.sanchez@britishcouncil.org 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 Each requirement within this document is preceded by an instruction to the bidder specifying its relevance as follows:

**Mandatory (M):** Responses that do not meet any mandatory requirement may not be considered;

**Desirable (D):** Responses will be awarded marks for each desirable requirement that they satisfy;

**Optional (O):** Responses will be awarded marks for each optional requirement that they satisfy, but are considered to be of lesser importance than desirable requirements met;

**Mandatory Response (MR):** Requirements labelled ‘**MR**’ specify information that must be provided in the bidder’s response in order that the British Council can evaluate the bidder’s proposal. Failure to respond to any MR requirement will result in lower marks being awarded to the bidder;

**Information (I):** Requirements labelled ‘**I**’ provides information to the bidder and therefore need not be responded to.

Requirements with relevance **M**, **D** or **O** should be answered with a **Yes / No / Partial** response.

1.3 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.

1.4 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).

To respond the RFP “The Creative Leadership Programme: The Digital Fellowship” suppliers are encouraged to provide the following:

|  |  |  |
| --- | --- | --- |
| **ID** | **Cat.** | **Requirement** |
| Q01 | MR | CV or Portfolio of supplier. (PDF) |
| Q02 | D | Letter of motivation directed to Brian Young, Country Director, British Council Mexico (PDF) |
| Q03 | MR | Project proposal (no more than 6 pages) which address the following areas:* Approach and activity plan (based on the 20-hour programme plan provided), including:
	+ Key themes/topics and areas of focus
	+ Production framework
	+ Approach to facilitation and digital engagement
	+ Approach to the training activities and guidance sessions
	+ Suggested activities
	+ Any suggested amends to the 20-hour programme plan
* Budget breakdown, demonstrating a value for money approach, outlining
	+ All fees (including VAT)
	+ Costs of all services needed for facilitation and implementation e.g. digital licences costs, materials.
	+ Any other related costs
* Monitoring and evaluation approach
* Risk considerations

 Applications should include concrete examples of relevant experience and knowledge as well as:* Evidence of relevant work and experience.
* Qualifications / experience of the lead team members who will be involved in this project.
* Contact details of referees that can attest to the quality of your work and experience.

File to be submitted in PDF maximum size 10MB. Links to websites and files in Drive may be embedded. British Council is not responsible for broken links and will not ask for passwords or permission to access documents. |
| Q04 | O | Proof of experience working with remote groups using digital platforms for teaching and activities. If there is evidence of Spanish knowledge/fluency, please add it here. |
| Q05 | MR | Commercial. Please complete Annex 3 (Pricing Approach) (Submit original excel file with budget breakdown as requested above) |

**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** |
| CV or Portfolio of supplier. (PDF) |  |
| Letter of motivation directed to Brian Young, Country Director Mexico (PDF) |  |
| Presentation of project proposal meeting the requirements stated above. |  |
| Proof of experience working with remote groups using digital platforms for teaching and activities. Spanish knowledge if applicable.  |  |
| Commercial. Please complete Annex 3 (Pricing Approach) |  |
| This checklist signed by an authorised representative |  |
| 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.

|  |  |
| --- | --- |
| **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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