

**Annex 2 Supplier Response**

**For the supply of Cross Arts Gender Analysis (Global Programme 2025) 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 *British Council’s e-Tendering portal hosted at <https://in-tendhost.co.uk/britishcouncil>* by the Response Deadline, as set out in the Timescales section of the RFP document. If procurement is conducted via the *British Council’s e-Tendering portal hosted at <https://in-tendhost.co.uk/britishcouncil,> a*ll 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 on request 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).

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| **Social Value – 10%** | | |
| **ID** | | % | **Requirement** |
| **SV01** | | **10%** | The British Council focusses on the following thematic areas of social value:   * Fighting climate change * **Equal opportunity** (including gender equality) * Wellbeing (including community integration)   Please include a description of what steps you/your organisation are taking to promote **equal opportunity**, with particular emphasis on gender equality. (Mention of social value initiatives/innovations on the other themes is also welcomed, if relevant.)  Prompt questions  What innovations/Initiatives within your company are used to promote and support responsible business under the thematic area of equal opportunity, with particular emphasis on gender equality? To what extent will you be able to demonstrate these in the delivery of the contract?  Please indicate how you monitor these innovations/initiatives alongside the benefits/monetary values associated as part of those innovations/initiatives.  (Maximum word count 750 words)  **Supplier Response:** |

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| **Quality – 20%** | | |
| **ID** | % | **Requirement** |
| **QU01** | **10%** | Reputation and track record of the supplier in the field of Gender Studies / Gender Analysis  Please provide a detailed overview of the project team and your experience of researching gender inequalities with reference to international cultural and arts programmes.  Include copies of all team members CVs as attachments (in addition to the word count), together with a summary of relevant, recent publications, conferences, consultancies, etc.  Please also include 1-2 copies of relevant research reports you have produced which show an ability to write in a way that is engaging, succinct and accessible.  (Maximum word count 750 words)  **Supplier Response:** |
| **QU02** | **10%** | Ability of the project team to research and gather detailed, accurate data in Bangladesh, China, Kenya, Mexico, Nepal, Pakistan, Poland, the Philippines, Turkey, and Zimbabwe  Outline your approach to gathering information across the ten arts sectors that have been selected for investigation. Include relevant research expertise, personal/professional background of researchers, languages spoken, etc. If specialist consultants or translators/interpreters are needed, indicate details here and include the costs in your budget. (This aspect of the work will be caried out in collaboration with British Council advisors in each country, but the supplier should proactively lead on the process and use their own expertise and methodologies to secure results.)  (Maximum word count 1,000 words)  **Supplier Response:** |

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| **Methodology and Approach - 30%** | | |
| **ID** | % | **Requirement** | |
| **MA01** | **20%** | Please provide a clear review methodology and plan (to be further refined during inception stage) which shows how you would deliver the specification including:   * Proposed timeline (during February to September 2025 – refer to the Indicative Milestones section of the Terms of Reference for guidance); * Your research method(s) / approach (e.g., qualitative analysis, comparative analysis, stakeholder consultation); * Key data sources to be consulted (e.g., policy documents, stakeholder interviews, surveys, case studies); * Possible challenges and solutions, including your approach to embedding best practice equality, diversity and inclusion approaches within data collection processes; * Your approach to risk management; * Your approach to working at speed across a complex, multi-geography, multi-stakeholder partnership.   (Maximum word count 750 words)  **Supplier Response:** | |
| **MA02** | **10%** | Indicate any thematic hypotheses that you expect to discover through the research phase at this stage, highlighting how the research questions will be addressed.  (Maximum word count 500 words)  **Supplier Response:** | |

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| **Commercial – 40%** | | |
| **ID** | % | **Requirement** | |
| **CO01** | **40%** | Please complete Annex 3 (Pricing Approach). | |

**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. Confirm you have included 1-2 examples of previous research reports with your  submission. |  |
| 3. Confirm you have included copies of the CVs for all members of your proposed  research team for this commission. |  |
| 4. Completed tender response in Annex 2 (Supplier Response) and in accordance with the requirements of the RFP |  |
| 5. Completed pricing proposal in Annex 3 (Pricing Approach) |  |
| 6. This checklist signed by an authorised representative |  |
| 7. 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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