

**Annex 2 Supplier Response**

**For the Purchase of Research Services for Film and Extended Reality Sector**

**Submitting Proposal for Lot Number ……………… Lot Name ……………….**

**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 <https://tap.tcsapps.com/sourcing/Supplier/Login> by the Response Deadline, as set out in the Timescales section of the RFP/ITT 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).

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| **Social Value – 10%** | | |
| **ID** | % | **Requirement** |
| **SV01** | **5%** | Please provide your teams/organisation’s policy on equality, diversity and inclusion (EDI) with respect to (i) gender inclusion, and (ii) disability inclusion and accessibility. What innovations/Initiatives within your company are used to promote and support responsible business? To what extent will you be able to demonstrate these in the delivery of the contract?  (Maximum word count 750 words)  **Supplier Response:** |
| **SV02** | **5%** | Please provide your teams/organisation’s strategy for climate-sustainability.  Please attach evidence of your team/organisation’s processes to ensure climate-sustainability and the capacity building initiatives for team members and work processes. Please describe with specific, demonstrable examples, actions taken and the outcomes achieved.  Please outline how you propose to ensure that all aspects of the research and administration of this initiative will be conducted in a climate-sustainable manner.  (Maximum word count 750 words)  **Supplier Response:** |

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| **Relevant Experience and Quality – 20%** | | |
| **ID** | % | **Requirement** |
| **REQU01** | **10%** | Experience and credentials - Provide CVs for all members of the proposed research team, that note their relevant experience, publications, credentials, professional affiliations and subject-matter and area expertise. If a research agency, or organisation is included in the proposal, please also provide a profile of the organisation.  (Maximum word count 1000 words)  **Notes: Details needs to be shared for both LOTs if you are applying for LOT 3**  **Supplier Response:** |
| **REQU02** | **10%** | Contextual knowledge and networks - With reference to the relevant experience, publications, professional affiliations and subject matter and area expertise, the research team will please provide evidence of knowledge and understanding of the country contexts of Bangladesh and the U.K. with respect to the creative development, financing, production, distribution, presentation and consumption of film.  (Maximum word count 1000 words)  **Notes: Details needs to be shared for both LOTs if you are applying for LOT 3**  **Supplier Response:** |

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| **Methodology and Approach - 30%** | | |
| **ID** | % | **Requirement** |
| **MA01** | **20%** | Data and analysis - The proposal demonstrates a strong track-record of conducting rigorous and creative research in creative technology, and of conducting stakeholder engagement activities as part of the research lifecycle to support research development, testing of assumptions, data collection and dissemination. The proposal also provides efficient and rigorous protocols for data collection and analysis using both qualitative and quantitative methods and a clear activity plan of how the research team will deliver the required research outcomes and will fulfil the aims of this research initiative.  (Maximum word count 1000 words)  **Notes: Details needs to be shared for both LOTs if you are applying for LOT 3**  **Supplier Response:** |
| **MA02** | **10%** | Ethics and risk - Please provide your teams/organisation’s codes of conduct with respect to safeguarding, ethical behaviour, ethical practices and risk management.  (Maximum word count 1000 words)  **Notes: Details needs to be shared for both LOTs if you are applying for LOT 3**  **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. 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.

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