

**Annex 2 Supplier Response**

**For the supply of to the British Council:** Arts, Peacebuilding, Conflict and Fragile Contexts Research: An examination of diverse examples and approaches of how arts and culture have addressed fragility, peace and stability in different contexts.

**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*](https://in-tendhost.co.uk/britishcouncil)by the Response Deadline, as set out in the Timescales section of the RFP/ITT document. If procurement is conducted via the *British Council’s e-Tendering portal hosted at* [*https://in-tendhost.co.uk/britishcouncil*](https://in-tendhost.co.uk/britishcouncil)*,* 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** | **10%** | How will you ensure by working on this project any issues of inequality in your team are avoided?  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: 500  **Supplier Response:** |

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| **Quality – 20%** | | | |
| **ID** | | % | **Requirement** |
| **QU01** | | **15%** | Please provide a detailed overview of the project team and your experience of researching international cultural and arts programmes particularly research into A summary of the team’s experience in researching arts, peacebuilding and conflict, emphasizing previous work that aligns with the project’s focus.  In addition, please include copies of all team members CV’s in addition to the word count.  Please also include a copy of a previous relevant research report you have produced which shows an ability to write in a way that is engaging, succinct and accessible.  Maximum word count: 2500  **Supplier Response** |
| **QU02** | | **5%** | Highlight any specific research methodological strengths and innovative approaches used in similar projects.  Maximum word count: 1,000 words  **Supplier Response:** |

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| **Methodology and Approach - 30%** | | | |
| **ID** | | % | **Requirement** |
| **MA01** | | **30%** | 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, * Your method / approach, * Quality Assurance approach to research (e.g., qualitative analysis, comparative analysis, stakeholder consultation). * Possible challenges and solutions, * Any possible challenges and solutions including your approach to embedding best practice equality, diversity and inclusion approaches within the data collection approach. * Approach to risk management and * Your approach to working at speed across a complex partnership. * Key data sources (e.g., policy documents, stakeholder interviews, surveys, case studies). * Expected outcomes, highlighting how each question will be addressed effectively.   Maximum word count: 5000  **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 one copy of a previous research report with your submission. |  |
| 3. Confirm you have included copies of the CV’s 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/ITT |  |
| 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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