

**Annex [3] Supplier Response**

**For the supply of Methodology Development concerning:**

**Learning Path for Women in Science and Technology through innovation and entrepreneurship**

**Company or institution name:**

**Contact name of researcher:**

**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 effie.vourakis@britishcouncil.org.br and raissa.daher@britishcouncil.org

**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;

Requirements with relevance **M** or **D** 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 [4] (Pricing Approach).

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| **Knowledge of topics around Gender equality on Science and Technology 20%** |
| **ID** | **Cat.** | **Requirement** |
| **MA01** | **MR** | Please outline your knowledge of topics around Gender equality, Science and Technology, Innovation and Entrepreneurship |
| **Supplier Response:** |

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| **Methodology and Approach 30%** |
| **ID** | **Cat.** | **Requirement** |
| **MA01** | **MR** | Please describe your proposed plan to* design, develop and produce the content and learning materials of the Learning Path
* establish a partnership with a UK supplier/institution/organisation in order to co-create the methodology
* ensure replicability and customization. Course must be general to the point that they can be replicated throughout Brazil (and to some degree to Latin America) but also take into account the specificities of the places/regions they will be delivered

Please outline a project plan, including an estimated timeline showing clearly how time will be costed and deliverables achieved. |
| **Supplier Response:** |

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| **Track record and Capability of the individuals proposed to undertake this project 30%** |
| **ID** | **Cat.** | **Requirement** |
| **Annex [2]** | **[MR]** | As *track record on development of training materials and skills development* in the RFPPlease outline your experience of conducting or designing capacity building methodologies in relevant sectors – with particular emphasis on any reports you have produced in English. Please supply a summary of similar projects undertaken over the last ten years and highlight any training projects conducted in with the British Council, and/or training projects related to the subject with other partners.Please provide description of the expertise of the team who would be appointed to work on the project and how you intend to resource the assignment. Highlight the specific expertise and experience of the individual or team that brings value to this assignment (please do not share entire CVs – these may be shared as an annex). |
| **Supplier Response:** |

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| **Pricing approach 20%** |
| **ID** | **Cat.** | **Requirement** |
| **Annex [4]** | **[MR]** | Please complete Annex [4] (Pricing Approach). The total cost for this assignment should be clearly stated including all expenses and taxes. No other costs will be considered post evaluations. |
| **Supplier Response:** |

**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** |
| A tender response in accordance with the requirements of the ITT and as set out in Annex [3] (Supplier Response) to the ITT |  |
| This checklist signed by an authorised representative of the company. |  |
| A pricing proposal completed in accordance with the requirements of the RFP/ITT and as set out in Annex [4] (Pricing Approach) to the RFP/ITT. |  |
| Appendix A to this checklist in relation to information considered by you to be confidential / commercially sensitive |  |
| Completion of Annex 2 Qualification Questionnaire (QQ) in accordance with the requirements of the RFP/ITT. |  |

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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