

**Annex 1 Supplier Response**

**For the supply of Printing Services to the British Council**

**Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 [slprocurement@britishcouncil.org.sl](mailto:slprocurement@britishcouncil.org.sl) 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 2 (Pricing Approach).

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| **Quality** | | |
| **ID** | **Cat.** | **Requirement** |
| **Q01** | **[MR]** | What resources does the Tenderer propose to put in place to deliver a high quality service for the British Council – staff, equipment, quality control procedure? |
| **Supplier Response:** |
| **Q02** | **[O]** | Set out the way in which you will provide a secure service, adhering to British Council’s strong requirements for Information Security. The key points to be addressed within this answer are:   Insurance cover   Protection of information in storage/at rest   Process for incident management/notifying us if incident affects us |
| **Supplier Response:** |

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| --- | --- | --- |
| **Methodology and Approach** | | |
| **ID** | **Cat.** | **Requirement** |
| **MA01** | **[MR]** | Please explain your record for on-time delivery of work, providing evidence of performance |
| **Supplier Response:** |
| **MA02** | **[MR]** | Please detail your organisation’s environmental policy, including both certification and approach to greener printing |
| **Supplier Response:** |
| **MA03** | **[MR]** | What level of account management will the Tenderer provide for the British Council? |
| **Supplier Response:** |

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| --- | --- | --- |
| **Commercial** | | |
| **ID** | **Cat.** | **Requirement** |
| **Annex [X]** | **[I]** | Please provide details of how the printing solution provides value for money |
| **Supplier Response:**  N/A |

**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.

|  |  |
| --- | --- |
| **Submission Checklist** | |
| **Document** | **Y / N** |
| 1 Completed tender response in Annex 1 (Supplier Response) and in accordance with the requirements of the RFP/ITT |  |
| 2. Completed pricing proposal in Annex 2 (Pricing Approach) |  |
| 3. This checklist signed by an authorised representative |  |
| 4. 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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