

**Annex 2 Supplier Response**

**For the RFP –AA35EXAMS12024 - Purchase of Suitcases**

**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 [moiz.khalid@britishcouncil.org](mailto:moiz.khalid@britishcouncil.org) 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 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%** | What is your policy on health & safety and corporate social responsibility?  (Maximum word count 750 Words)  **Supplier Response:** |

|  |  |  |
| --- | --- | --- |
| **Relevant Experience and Clientele – 10%** | | |
| **ID** | % | **Requirement** |
| **QU01** | **10%** | Please share your profile with relevant experience.  Also provide list of clientele.  (Maximum word count 750 Words)  **Supplier Response:** |

|  |  |  |
| --- | --- | --- |
| **Delivery Timelines and Quality - 30%** | | |
| **ID** | % | **Requirement** |
| **SCD01** | **10%** | Are all the items mentioned in the RFP documents as per given specifications available with you. In case of any alternative items (with similar specifications) please share the same in the Annex 3- pricing approach along with specifications.  (Maximum word count 750 Words)  **Supplier Response:** |
| **SCD02** | **10%** | Would you be able to meet the delivery timelines mentioned in the RFP document.  Yes, please confirm your acceptance to our delivery timelines:  If No, please suggest alternate delivery timelines:  (Maximum word count 750 Words)  **Supplier Response:** |
| **SCD03** | **5%** | Please confirm if the suitcases will have standard 1-year warranty?  Yes, please confirm your acceptance to this:  If No, please suggest alternate warranty time:  (Maximum word count 750 Words)  **Supplier Response:** |
| **SCD04** | **5%** | Do you have in-house repair and maintenance facility? Do you have parts available for repair and maintenance of the suitcases? If so, what are the timelines for it?  If Yes, please provide details here.  If No, please also propose alternate options for repair and maintenance of the suitcase along with tentative timelines.  (Maximum word count 750 Words)  **Supplier Response:** |

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| **Commercial – 50%** | | |
| **ID** | % | **Requirement** |
| **CO01** | **50%** | 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.

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