

**Annex [2] Supplier Response**

**For the supply of ‘Facilitation Service for MYEN Annual Workshop’ to the British Council**

**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 [Khaingkhaing.nwe@britishcouncil.org](mailto:Khaingkhaing.nwe@britishcouncil.org) cc: to [popothaung.win@britishcouncil.org](mailto:popothaung.win@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 Call for Proposal 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%** | Outline how the project/goods or services creates employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors?  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 750 Words)  **Supplier Response:** |

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| --- | --- | --- | --- |
| **Quality – [30%]** | | | |
| **ID** | | % | **Requirement** |
| **QU01** | | **[15%]** | The supplier should have prior experience in facilitating workshops for CSOs or similar organisations. This ensures supplier understands the specific needs and dynamics of such workshops.  **Supplier Response:** |
| **QU02** | | **[15%]** | Key Personnel. Evidence of team’s capability and capacity to undertake this service.  CVs should be included for key personnel who will deliver this service.  **Supplier Response:** |

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| **Methodology and Approach - [40%]** | | | |
| **ID** | | % | **Requirement** |
| **MA01** | | **[20%]** | * Select and tailor a suitable methodology and format for the three-day workshop. The methodology and format should be appropriate for the participants and for the issues to be discussed and incorporate some exercise or team building work that help here. * Design a structure and devise activities which allow all Myanmar Youth Empowerment Network representatives to share opinions, ideas and feelings openly and confidently. This will include verifying that all participants understand and adhere to ‘Chatham House’ rules during the workshop.   **Supplier Response:** |
| **MA02** | | **[20%]** | * Develop an action plan to address gender and other equality issues including racism at both the organizational and MYEN levels.   **Supplier Response:** |

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| **Commercial – [20%]** | | | |
| **ID** | | % | **Requirement** |
| **CO01** | | **[20%]** | 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. |  |
| 5. Completed tender response in Annex [2] (Supplier Response) and in accordance with the requirements of the RFP/ITT |  |
| 6. Completed pricing proposal in Annex [3] (Pricing Approach) |  |
| 7. This checklist signed by an authorised representative |  |

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:** |  |