



ANNEX 1

Response to Invitation to Quote

For the supply of

Local Consultancy for the Mapping of Philippine Higher Education Institutions' Transnational Education Engagement

To

The British Council

Company name: British Council Philippines

Contact name: Lotus Postrado

Contact email address: lotus.postrado@britishcouncil.org.ph

Contact telephone number: +63 (2) 555 3031

Please submit completed responses to lotus.postrado@britishcouncil.org.ph by the deadline of **1 February 2016, 1700 hours (Philippine Time)**

Please note: The response text boxes will automatically adjust to text input.

Mandatory Section 1 (Pass/Fail)

Discretionary Rejection - The British Council is entitled to exclude you from consideration if any of the following apply. If you cannot answer 'no' to every question it is possible that your response may not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken. The information provided will be taken into account by the British Council in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

The British Council is also entitled to exclude you in the event you are guilty of serious misrepresentation in providing any information referred to within [regulation 23, 24, 25, 26 or 27 of the Public Contracts Regulations 2006](#)

Is any of the following true of your organisation?	Answer (Delete as applicable)
(a) being an individual is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state; or	YES/NO
b) being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or	YES/NO
(c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	YES/NO

Has your organisation?	
a) Been convicted of a criminal offence relating to the conduct of your business or profession?	YES/NO
b) Committed an act of grave misconduct in the course of your business or profession?	YES/NO
c) Failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established?	YES/NO
d) Failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in	YES/NO

which you are established?	
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Scoring Methodology: The following methodology for evaluating responses will be applied to Sections [insert relevant section numbers] and weighted by the appropriate Selection Criteria %:

15 points - A comprehensive and strong answer indicating the supplier is fully capable and experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided.

12 points - There are slight concerns that the supplier will not be able to achieve all the outcomes required and response lacked details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and few relevant examples provided.

10 points - There are concerns that the supplier will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.

5 points - There are serious indications that the supplier will not be able to achieve the outcomes required and has not provided appropriate experience to deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail.

0 points - The answer is non-compliant and/or no relevant information has been received to demonstrate the supplier can achieve the required outcomes. No response or a response that is entirely irrelevant.

Cost/Price Scoring Methodology: The lowest all inclusive cost excl. VAT will be awarded the maximum % available and all other responses will be evaluated pro rata.

Section 2: Expertise in data analysis and road map design

- a) Describe any previous related work /research or consultancy engagement
- b) Please indicate experience in internationalisation of education and TNE

Response:

- a)
- b)

Section 3: Knowledge of Philippines/East Asia TNE and education sector

- a) Please indicate your knowledge and experience on Philippine higher education sector
- b) Please indicate knowledge of Philippine transnational education sector;
- c) Please indicate your knowledge and experience in the East Asia Region or Philippines TNE, if any

Response:

- a)
- b)
- c)

Section 4: Costing/Price

It is essential that BC enter into arrangements where costing is clearly defined and transparent against an efficient and effective approach.

To satisfy this objective you are requested to use the template below to outline the proposed approach to be used to deliver each of the outputs (as described in the scope of work & outputs section of the Invitation to Quote document) in terms of cost. You are required to provide the breakdown of costs.

- All costs must be provided in sterling for the UK and be exclusive of VAT.
- You are requested to provide your day rate/s (these will not be scored but will be incorporated into the Contract on award).

Response:

Total Cost:	
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Populate table below for breakdown of costing

Output/Activity	No of days (if applicable)	Cost (breakdown)
Submission of an Inception Report which includes a detailed work plan in carrying out/delivering the project deliverables		
Conduct initial desk review on TNE in the Philippines (using as reference among others,		

results of the Scoping Research on Internationalisation of Higher Education in the Philippines);		
Data gathering/Interviews with relevant stakeholders		
Report writing		
Presentation of initial output to British Council		
Finalization and submission of the final report		