



Annex 2 Supplier Response

For: Research on Philippine Design Economy Mapping and National Design Policy Formulation

Company name: _____
Contact name: _____
Contact email address: _____
Contact Telephone number: _____

Instructions

1. Provide Company Name and Contact details above.
- 2. Only use ANNEXES 2-3 for your response. Do not send us additional documents.**
3. 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.
4. 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.
5. Submit all mandatory documentation to Michael JUADIONG, MichaelRobert.Juadiong@britishcouncil.org.ph by the Response Deadline, as set out in the Timescales section of this RFP.

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 [3] (Pricing Approach).

Section 1: Quality – Knowledge and Experiences		
Selection Criteria Weighting: 40%		
ID	Cat.	Requirement
Q01	MR	Capability to perform the task based on evidence / references Please provide evidence/references of relevant work on previous research and mapping studies on the design or related sector. Also provide evidence of where this research has directly informed policy and investment decisions. Include here a copy of your CV.
		Supplier Response:
Q02	MR	Scope of expertise and skills of additional staff

		Please provide an outline of the expertise that can be provided by you/your company and provide a list and key skills of any additional consultants who would support this work and what their roles would be. Please include reference to research skills, international experience, presentation and advocacy skills.
		Supplier Response:

Section 2: Methodology and Approach

Selection Criteria Weighting: 40%

ID	Cat.	Requirement
Q01	MR	Please outline how you would address the assignment, including how you would collect, analyse and present the data.
		Referring to the Timescales indicated in the RFP Section 11, describe your research timeline and how you intend to resource it.
		Supplier Response:
Q02	D	Please outline how you see working with a researcher based in another country and time zone, and if you have had any experience working with a researcher/organisation from another location/culture in the past.
		Supplier Response:

Section 3: Commercial

Selection Criteria Weighting: 20%

ID	Cat.	Requirement
Annex [3]	MR	<p>The total cost for the proposal should be clearly stated including all expenses and VAT. Please refer to RFP Section 7 for the Research output, Scope and Budget.</p> <p>To satisfy this objective you are requested to use Annex 3 (Pricing Approach) and outline the proposed approach to be used to deliver each of the outputs in terms of cost. You are required to provide the breakdown of costs. All costs must be provided in GBP or PHP (depending on location of lead applicant). VAT should be included as a separate line item. Kindly include information on counterpart funding, if available.</p>

	No other costs would be considered post evaluation, unless there is a change in project scope after the project has been awarded, in which case the winning supplier's contract will be amended.
	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.

Submission Checklist	
Document	Y / N
1. Completed Annex [X] (Qualification Questionnaire) and all associated documentation requested as part of that document [Not Required]	n/a
2. Completed Ratio Analysis spreadsheet [Qualification Questionnaire - Not Required]	n/a
3. Audited Financial Accounts (the most recent two years) [Qualification Questionnaire - Not Required]	n/a
4. Completed tender response in Annex 2 (Supplier Response) and in accordance with the requirements of the RFP/ITT	
5. Completed pricing proposal in Annex 3 (Pricing Approach)	
6. This checklist signed by an authorised representative	
7. 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

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