

**Annex 2 Supplier Response**

**Design freelancers for British Council in Europe**

**For the supply of Design works services 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 and chose the area you want to focus on by checking the boxes above. Participation to the selection for more than one of the focus areas is permitted.
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 Emilia.dadacz@britishcouncil.plby 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%** | Please, chose to respond any of the four below, giving examples of activities or previous work that you have delivered for NGO’s (even the British Council) etc. to:* Create new businesses, new jobs and new skills
* Reduce the disability employment gap
* Improve community integration
* Effective stewardship of the environment

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)**Supplier Response here** (Maximum word count 400 Words):  |

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| --- |
| **Experience and Credentials – 50%** |
| **ID** | % | **Requirement** |
| **EC01** | **5%** | **What makes you different Supplier Response next to each item** (Maximum word count 400 Words for this section EC01):* Your unique differentiator as a creative designer?
* Strengths - both capabilities as well as services offered:
 |
| **EC02** | **5%** | **Experience** **Supplier Response (Next to each item).** CV, please paste the image below the requirement.* Provide a small paragraph to include as a minimum: Years of experience, and the brands you have worked with
 |
| **EC03** | **5%** | **Language capabilities** We work in an English environment. The minimum level required is B2.**Supplier Response here**: Please paste the certificate's image below the requirement*.* |
| **EC04** | **35%** | **Design work portfolio** **Supplier Response here** (Maximum word count 750 Words) Include a link if needed. |

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| **Commercial – 40%** |
| **ID** | % | **Requirement** |
| **CO01** | **40%** | 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.

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| **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 response in Annex 2 (Supplier Response) and in accordance with the requirements of the RFP |  |
| 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.

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| **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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