

**Annex 2 - Supplier Response**

**For the Provision of Professional Services in the Development and Delivery of Workshops and Expert Support on Improving Air Quality under the UK–BiH Fellowship Programme**

**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 [hena.atlic@britishcouncil.org](mailto:hena.atlic@britishcouncil.org) by the Response Deadline, as set out in the Timescales section of the RFP 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.

|  |  |  |
| --- | --- | --- |
| **Social Value – [10%]** | | |
| **ID** | % | **Requirement** |
| **SV01** | **10%** | **What innovations or initiatives does your organisation implement to promote inclusivity and equal opportunity among diverse groups, particularly in the fields of environmental sustainability, air quality, and public health?**  **Please provide examples of how you have supported underrepresented or disadvantaged groups within your workforce, supply chain, or community.**  **Additionally, describe how these initiatives will contribute to the delivery of this contract — for example, by ensuring that the needs of diverse participants are recognised, that engagement is tailored and accessible, and that outcomes are actionable and relevant across different sectors of society.**  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:** |

|  |  |  |
| --- | --- | --- |
| **Technical expertise across relevant thematic areas and demonstrated capacity to translate complex knowledge into practical, actionable learning for diverse participants – [30%]** | | |
| **ID** | % | **Requirement** |
| **QU01** | **30%** | Can you please provide examples of programmes your organisation has designed and delivered in the areas of air quality monitoring, sustainable energy and heating solutions, and sustainable mobility and transport?  In your response, highlight how your organisation has demonstrated technical expertise across these thematic areas and your ability to translate complex knowledge into practical, actionable learning for diverse participants.  **Supplier Response:** |

|  |  |  |
| --- | --- | --- |
| **Experience in designing and delivering programmes and workshops for diverse audiences on air quality and related topics - [20%]** | | |
| **ID** | % | **Requirement** |
| **MA01** | **20%** | Can you please provide examples of programmes and workshops your organisation has designed and delivered for diverse audiences on the topics of air quality, sustainable energy/heating, or sustainable mobility?  In your response, highlight how you ensured that the content was accessible, relevant, and engaging for participants from different sectors, and how you facilitated interactive and impactful learning experiences.  **Supplier Response:** |

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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.

|  |  |
| --- | --- |
| **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. |  |
| 3. 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 |  |
| 8. 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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