

## **Annex ii Supplier Response**

**For Computer Based Testing Venues for British Council Sri Lanka - IELTS**

**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 *British Council's* by the Response Deadline, as set out in the Timescales section of the 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 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.

Social Value – 10%		
%	Cat.	Requirement
10%	MR	Please explain what social values you are currently delivering and monitoring.  <b>Supplier Response: (Max 700 words)</b>

Vendor Reputation and existing partnership – 10%					
ID	%	Cat.	Requirement		
Q01	5%	MR	Business experience and client list - Credentials (Brief experience in relevant field and name of the major clients with contact details).		
			<b>Supplier Response:</b> Supplier Response: (Max 1000 words)		
Q03	5%	MR	Please explain how your organization monitors and measures the health, safety, and security of your venue. Provide detailed information about the venue's facilities, including the PA system, fire safety equipment, projector and screen, lighting system, and air conditioning system. Additionally, please complete the table below accordingly.		
			Venue Address	Venue floor located at	Lift (Yes/No)
					Emergency Exit (Yes/No)
					24X7 Generator backup (Yes/No)

			<b>Supplier Response:</b> Supplier Response:				

Technical – 30%			
Q002	15%	MR	<p>Does your organisation meet up with the following requirements mentioned in the below documents:</p> <p>IOC test Delivery standards</p> <p>RSS Tech requirements</p>

Commercial – 50%			
ID	%	Cat.	Requirement
Commercial	50%	MR	Please complete <b>Annex 3 (Pricing Approach)</b>

### 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 tender response in Annex 2 (Supplier Response) and in accordance with the requirements of the TT	
2. This checklist signed by an authorised representative	
3. Completed <b>Annex iii (Pricing Approach)</b> and in accordance with the requirements of the ITT	
4. Completed Annex-iv (Selection Questionnaire)	
5. Completed Selection Questionnaire Ratio Analysis v1	

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.

<b>Supplier:</b>	
<b>Date:</b>	
<b>Name (print):</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Title:</b>	

## 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