

## Annex [2] Supplier Response

### For Consultancy services for the Curriculum Mapping of Core Skills in Jamaica

Company name: \_\_\_\_\_

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 [kadeon.richards@britishcouncil.org](mailto:kadeon.richards@britishcouncil.org) 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. Aptitude of the supplier relating to all items mentioned under the subject 'requirement' should be addressed in the supplier's response. 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.

<b>Knowledge and Experience – Selection Criteria Weighting 25%</b>
<b>Requirement</b>
<ul style="list-style-type: none"> <li>• Please list at least four examples of research projects undertaken in the field of international and/or basic education in the field of evaluation services for self-evaluation and impact. Please include a description of any outputs of these projects, including publications.</li> <li>• Please provide the details of any consultancy or research projects that have involved any engagement with the Jamaican education system.</li> <li>• Please provide details of any other projects recently undertaken that used similar methodology, and the outputs and effects of these projects.</li> <li>• Please list the relevant qualifications and other experience of your team members</li> <li>• Please set out and/or provide additional proof of technical and professional ability that demonstrates the agency to have the relevant core competencies to undertake a contract of the nature described in the ITT.</li> </ul>
<b>Supplier Response:</b>

<b>Methodology and Approach – Selection Criteria Weighting 35%</b>
<b>Requirement</b>
<ol style="list-style-type: none"> <li>1) Please provide a brief description of the methodology you propose to use, including if and how you propose to cover the elements of:</li> <li>2) The gathering and analysis of the evidence of the use or non-use of Core Skills in the curriculum and the impact these skills are currently having or could have on the current teaching and learning process.</li> <li>3) Developments of a framework that will identify teaching units aligned with teaching strategies and guidance for teachers to use core skills in the subject units currently taught under the curriculum.</li> <li>4) A report of the outcomes and conclusions about what proved to be effective and what not.</li> <li>5) A final report with the findings of the project and suggestions for the steps to come</li> <li>6) Please ensure that any links between the different stages of research are clear.</li> <li>7) We recommend that you submit an additional, separate research proposal if you feel that the supplier response format is insufficiently detailed. However, you must submit the supplier response form.</li> </ol>
<b>Supplier Response:</b>

<b>Quality of Timetable and Staffing – Selection Criteria Weighting 15%</b>
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Requirement
<ul style="list-style-type: none"> <li>• What timetable do you foresee for the consultancy project? When will different aspects of the project and what type of preliminary results do you foresee you will be to share when?</li> <li>• What will the responsibilities of your different staff members be? How do these responsibilities relate to tasks they have previously performed?</li> </ul>
<b>Supplier Response:</b>

Costing and Value for Money – Selection Criteria Weighting 25%			
<table border="1"> <thead> <tr> <th style="background-color: #cccccc;">Requirement</th> </tr> </thead> <tbody> <tr> <td>           Please provide a detailed breakdown of all costs associated to the project that you foresee. Please ensure that the cost breakdown is along the lines of the identified aspects of the research, in addition to any further breakdown that you deem relevant. The budget should include specified unit costs and number of units, as detailed as possible and avoiding any lump sums. <b>The daily rate should not exceed £500</b> <ul style="list-style-type: none"> <li>•</li> </ul> </td> </tr> <tr> <td><b>Supplier Response:</b></td> </tr> </tbody> </table>	Requirement	Please provide a detailed breakdown of all costs associated to the project that you foresee. Please ensure that the cost breakdown is along the lines of the identified aspects of the research, in addition to any further breakdown that you deem relevant. The budget should include specified unit costs and number of units, as detailed as possible and avoiding any lump sums. <b>The daily rate should not exceed £500</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>Supplier Response:</b>
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<b>Supplier Response:</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 Annex [1] (Qualification Questionnaire) and all associated documentation requested as part of that document	
2. A tender response in accordance with the requirements of the ITT and as set out in Annex [2] (Supplier Response) to the ITT	
3. This checklist signed by an authorised representative	
4. 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.

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

**Appendix A to Submission Checklist**

<b>Table of Information Designated by the supplier as Confidential and / or Commercially Sensitive</b>
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*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