

**Annex 3 Supplier Response form**

**For Enumerators (Data Collectors) for Study on Private Sector Investment on TVET sector of Nepal**

**Name of organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**

1. Provide 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.
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.
4. Submit all mandatory documentation by the Response Deadline, as set out in the Timescales section of the RFP document.

**Part 1 – Supplier Response**

Responses will be scored according to the methodology as set out in Evaluation Criteria section of the RFP document.

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| **Organisational Profile and experience of the team member:**   1. *Please explain briefly how your organisation meets the basic requirement of the RFP referring working experience in the past, which should be supported by reference letters from previous clients (if possible). Please include a brief organisation profile in your answer* 2. *Please explain briefly how the proposed team members meet the basic qualification and requirements. You must include CVs of the Enumerators of the proposed Team, demonstrating how they meet the minimum requirements for the role.* |
| Response: |

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| **Methodologies and approaches**   1. *Please explain in detail how you will assure the quality of the input of the proposed enumerators on the methodology and approaches* 2. *Please explain your system and process (if any) on Child Protection, Equality Diversity and Inclusion (EDI), Data Governance and Environment Protection. How will you taken care and ensure applying of those concepts under this assignment?* |
| 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 RFP.

|  |  |
| --- | --- |
| **Submission Checklist** | |
| **Document** | **Y / N** |
| CVs of the proposed enumerators (x6) |  |
| Completed RFP response in Annex 3 (Supplier Response) in accordance with the requirements of the RFP |  |
| Completed Pricing Approach (Annex 4) |  |
| Copy of Registration Documents |  |
| Company Renewal Document |  |
| VAT Registration Certificate |  |
| Latest Tax Clearance Certificate |  |
| List of organizations where the Service Provider has provided similar services, and reference letters from clients (if any). |  |
| This checklist signed |  |

I confirm submitting the documents set out in the above checklist that to the best of my knowledge and belief, having applied all reasonable diligence and care in the preparation of my responses, that the information contained within our responses is accurate and truthful.

|  |  |
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| **Supplier:** |  |
| **Date:** |  |
| **Name (print):** |  |
| **Signature:** |  |
| **Title:** |  |