



Annex 3 Supplier Response form

For Due Diligence Assessment (DDA) for the EU funded Dakchyata – TVET Practical Partnership project

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.

Qualifications and experiences of Audit Firm and Proposed Team:

(You must include the signed (original) and dated (latest) CVs of the Auditors of the proposed Team 1 and Team 2).

Response:

Assessment methodologies, approaches and work plan

Response:

Finalisation and reporting process :

(Please include the draft/Sample Due Diligence assessment report template).

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
Signed (original) and dated (latest) CVs of the Auditors of the proposed Team 1 and Team 2).	
Completed RFP response in Annex 3 (Supplier Response) and in accordance with the requirements of the RFP	
Copy of Registration Documents (Latest Company Renewal)	
VAT Registration Certificate	
Latest Tax Clearance Certificate	
List of organizations where the Service Provider has provided services of DDA (Due Diligence Assessment), reference letters from clients	
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.

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