

**Annex 3 Supplier Response form**

*Creation of a LONGITUDINAL DOCUMENTARY FILM to promote employer engagement in Technical and Vocational Education and Training (TVET) in 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.

|  |
| --- |
| **Organisational Profile and experience of the team member (30%)**   * 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/work certificates from previous clients (if possible). Please include a brief organisation profile in your response (10%) * Please explain briefly how the main film maker meets the required qualification and experiences. You must include signed CV of proposed film maker demonstrating his/her experience on documentary film production. (10%) * Three sample videos (*Provide youtube or other links\*)* of similar capacity, preferably of a similar size and scope - made for International Organisations in the social and development sector (10%) |
| Response: |

|  |
| --- |
| **Concept, Methodology, Approaches and Implementation plan (40%)**  Please submit a proposal:   * Brief film synopsis (Not more than one A-4 size page) – an outline of initial idea for longitudinal film and objectives - bullet points of what your proposed film will achieve and how the message of the film is expected to connect with the target audience (10%) * Workplan considering field visits, review and approval processes at different stages (10%) * Methodology and Approach: describe vision and creative approach to the film. Demonstrate strong knowledge and understanding of recent audio-visual technologies to ensure the quality of content production (10%) * Approach towards our Value Areas Clarity of approach for ensuring Equality, Diversity and Inclusion, Child Protection, Data Governance and Environmental Protection are taken into consideration during the project execution process (10%) |
| 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 CV of the filmmaker |  |
| Completed RFP response in Annex 3 (Supplier Response) in accordance with the requirements of the RFP |  |
| Completed Pricing Approach (Annex 4) |  |
| Copy of organisation registration certificates |  |
| VAT Registration Certificate |  |
| Latest Tax Clearance Certificate |  |
| List of organizations where the Service Provider has provided similar services, and three recommendation letters from clients. |  |
| Three sample videos *(youtube or other links)*) |  |
| 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:** |  |