



**ANNEX A - Supplier Response**

**For: British Council Schools – Training Delivery Supplier for Core Skills Professional Development Packages**

**Company / Trainer name:**

**Contact name:**

**Contact email address:**

**Contact telephone number:**

Please submit completed responses to **Fareez.Bridgens@britishcouncil.org.za** no later than 18:00 on Sunday 16<sup>th</sup> of August 2015.

*Please note: The response text boxes will automatically adjust to text input.*

## Section 1: Mandatory Rejection - Important Notice:

In some circumstances the British Council is required by law to exclude you from participating further in this procurement. If you cannot answer 'no' to every question in this section it is very unlikely that your response will be accepted, and you should contact us for advice before completing this form.

Please state 'Yes' or 'No' to each question.

<b>Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</b>	<b>Answer (Delete as applicable)</b>
a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA;	YES/NO
(b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; where the offence relates to active corruption;	YES/NO
(c) the offence of bribery, where the offence relates to active corruption;	YES/NO
(ca) bribery within the meaning of section 1 or 6 of the Bribery Act 2010;	YES/NO
d) fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of:	YES/NO
(i) the offence of cheating the Revenue;	YES/NO
(ii) the offence of conspiracy to defraud;	YES/NO
(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;	YES/NO
(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;	YES/NO
(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;	YES/NO
(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (northern Ireland) 1969;	YES/NO
(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or	YES/NO
(ix) making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;	YES/NO
(e) money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002;	YES/NO
(ea) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or	YES/NO
(eb) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or	YES/NO
(f) any other offence within the meaning of Article 45(1) of Directive	YES/NO

**Discretionary Rejection:**

The British Council is entitled to exclude you from consideration if any of the following apply. If you cannot answer 'no' to every question it is possible that your response may not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the British Council in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

The British Council is also entitled to exclude you in the event you are guilty of serious misrepresentation in providing any information referred to within [regulation 23, 24, 25, 26 or 27 of the Public Contracts Regulations 2006](#) or you fail to provide any such information requested by us.

<b>Is any of the following true of your organisation?</b>	<b>Answer (Delete as applicable)</b>
(a) being an individual is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state; or	YES/NO
b) being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or	YES/NO
(c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	YES/NO

<b>Has your organisation?</b>	
a) Been convicted of a criminal offence relating to the conduct of your business or profession?	YES/NO
b) Committed an act of grave misconduct in the course of your business or profession?	YES/NO
c) Failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established?	YES/NO

d) Failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established?	YES/NO
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### Insurance Requirements

Professional Indemnity Insurance cover held £1 million (Pounds Sterling) for each and every claim with the number of claims unlimited.	
In case of organisations/companies: Employer liability cover must be minimum £1 million (Pounds Sterling)	
NB: If you do not currently hold insurance to the levels identified in above please confirm that you are willing to obtain these levels if a contract is awarded.	

### Scoring Methodology for Responses

**Scoring Methodology:** The following methodology for evaluating responses will be applied to the Sections below and weighted by the appropriate Selection Criteria %:

10 points - **Excellent** - A comprehensive and strong answer indicating the provider is fully capable and experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided.

7 points - **Good** - There are slight concerns that the organisation will not be able to achieve all the outcomes required and response lacked details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and few relevant examples provided.

5 points - **Adequate** - There are concerns that the organisation will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.

3 points - **Poor Response/Limited Evidence** - There are serious indications that the organisation will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail.

0 points - **Unacceptable** - The answer is non-compliant and/or no relevant information has been received to demonstrate the organisation can achieve the required outcomes. No response or a response that is entirely irrelevant.

**Cost / Price Scoring Methodology:** The lowest all inclusive cost excl. VAT will be awarded a score of 10 and all other responses will be evaluated pro rata.

## **Section 2: Training Experience**

Please describe your track record of successfully delivering professional development training to teachers (Lot 1) or school leaders (Lot 2) in South Africa (max 1000 words).

**Selection Criteria Weighting: 20%**

**Response:**

## **Section 3: Education System Experience**

Please describe your Experience and expertise in the school education system in South Africa and Core Skills (evidence should cover at least 2 of the core skills) (Max 1000 words)

**Selection Criteria Weighting: 20%**

**Response:**

## **Section 4: International Experience**

Please outline your experience of working successfully in an international context, with evidence of cultural sensitivity (max 1000 words).

**Selection Criteria Weighting: 15%**

**Response:**

**Section 5: British Council**

Please outline your knowledge and understanding of British Council (max 500 words).

**Selection Criteria Weighting: 5%**

**Response:**

**Section 6: Quality Management**

Please outline how you would add value and provide a high quality professional service (max 500 words).

**Selection Criteria Weighting: 10%**

**Response:**

**Section 7: Costing / Price**

Please use the template below to outline the your costs to deliver these services along with your daily training rate. All costs must be provided in £GBP (currency)

**Selection Criteria Weighting: 30%**

**Response:**

<b>Output/Activity</b>	<b>Number of days (if applicable)</b>	<b>Cost (breakdown)</b>
Any other expenses (please list)		

**Overall Cost**