

## Annex 3 - Supplier Response

**Title: ITT - PF81EXAMS112025 - National Commercial Exam Venues 2026**

**Company name:**

(To be used on the Contract)

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**Company address:**

(To be used on the Contract)

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**Company Reg:**

(If Applicable)

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**Contact name:**

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**Contact email address:**

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**Contact Telephone number:**

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### 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. Review Annex A and add any parts of the information submitted which is classed as Confidential or sensitive information.
5. Submit all mandatory documentation to [khurram.shakeel@britishcouncil.org](mailto:khurram.shakeel@britishcouncil.org) and [Asraful.Islam@britishcouncil.org](mailto:Asraful.Islam@britishcouncil.org) by the Response Deadline, as set out in the Timescales section of the ITT document. All communication to be conducted via the correspondence tab within the project

## 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.

1.2 Please indicate all costs are included in the response to Annex 4 (Pricing Approach).

### Social Value – 10%

ID	%	Requirement
SV01	10%	<p>Please demonstrate where you/your organization has created employment opportunities particularly for those who face barriers to employment and/or who are located in deprived areas.</p> <p><b>OR</b></p> <p>Please demonstrate actions taken to support the health and wellbeing, including physical and mental health, in your workforce.</p> <p>(Maximum word count 750 Words)</p> <p><b>Supplier Response:</b></p>

### Venue Requirements – 20%

ID	%	Requirement
VR01	10%	<p>Provide details of previous experience delivering high-stakes or international examinations, preferably for education or assessment bodies.</p> <p>To assess the exam delivery viability please share your complete address of the exam venue.</p> <p>Your response should clearly specify if you are unable to provide any of the required services.</p> <p><b>Supplier Response:</b></p>
VR02	10%	<p>Please confirm how your venue meets British Council examination requirements, including room capacity, seating layout and spacing, lighting, ventilation, noise control, accessibility, and availability of secure rooms for exam materials. Supporting layouts or photographs should be provided.</p> <p>Your response should clearly specify if you are unable to provide any of the required services.</p> <p><b>Supplier Response:</b></p>

### Security Clearance – 20%

ID	%	Requirement
SC01	10%	<p>Explain how the venue ensures isolation from external noise and disturbances, including parallel events within or near the premises. Please confirm if you will allow British Council team to visit your venue for Health, Safety and Security assessment.</p> <p>Your response should clearly specify if you are unable to provide any of the required services.</p> <p><b>Supplier Response:</b></p>
SC02	10%	<p>Provide evidence of health and safety compliance, including fire safety certification, evacuation plans, and maximum occupancy limits.</p> <p>Your response should clearly specify if you are unable to provide any of the required services.</p> <p><b>Supplier Response:</b></p>

### Commercial – 50%

ID	%	Requirement
CO01	40%	Please complete Annex 3 (Pricing Approach)

## 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. Confirm acceptance of the Annex 1 (Terms and Conditions), including any changes made via clarifications during the tender process.	
2. Completed Annex 5 (Procurement Specific Questionnaire) and all associated documentation requested as part of that document	
3. Completed Ratio Analysis spreadsheet (see <b>Part 3A</b> of Annex 5)	
4. Completed tender response in Annex 3 (Supplier Response) and in accordance with the requirements of the ITT	
5. Completed pricing proposal in Annex 4 (Pricing Approach)	
6. This checklist signed by an authorised representative	
7. 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 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