

**Annex 2 Supplier Response**

A UK Forum Theatre Expert to enhance the capacity *of a local Vietnamese independent theatre-for-development group and selected provincial theatre troupes* in order for themto develop and deliver forum theatre performances on fighting human trafficking in the project target areas.

**Supplier name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**Instructions**

1. Provide Name and Contact details above.
2. Complete 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. Submit all mandatory documentation to Carole.McFadden@britishcouncil.org by the Response Deadline, as set out in the Timescales section of the RFP document.

**Supplier Response**

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

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| **Criteria** | **Weighting**  | **Max points** |
| 1. Track record in planning and delivery of forum theatre projects
 | 25% | 10 x 0.25 |
| 1. Extensive experience in designing and delivery of training courses in forum theatres that promote in promoting development messages
 | 25% | 10 x 0.25 |
| 1. Please provide 2 examples of projects delivered internationally which address working with vulnerable adults and community settings
 | 15% | 10 x 0.15 |
| 1. Qualifications/certificates and/or training, courses, workshops, residencies etc. relevant to the theme of this assignment
 | 15% | 10 x 0.15 |
| 1. Competitive professional fee
 | 20% | 10 x 0.20 |
| **Total**  | **100%** | **10 x 1** |

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| **Track in planning and delivery of forum theatre projects – 25%** |
| **ID** | **Cat.** | **Requirement** |
| **?** | **VN** | **Please provide an expression of interest (maximum 2 pages) and a CV outlining experiences relating to forum theatre project/ activities (maximum 4 pages).** |
| **Supplier Response:** |

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| **Extensive experience in designing and delivery of training courses in forum theatres that promote in promoting development messages – 25%** |
| **ID** | **Cat.** | **Requirement** |
| **?** | **VN** | **Please provide your experience relating to forum theatre project by attaching your CV (maximum 4 pages).** |
| **Supplier Response:** |

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| **Please provide 2 examples of projects delivered internationally which address working with vulnerable adults and community settings – 15%** |
| **ID** | **Cat.** | **Requirement** |
| **?** | **VN** | **Please provide 2 concrete examples indicating relevant qualifications and experiences** |
| **Supplier Response:** |

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| **Qualifications/certificates and/or training, courses, workshops, residencies etc. relevant to the theme of this assignment – 15%** |
| **ID** | **Cat.** | **Requirement** |
| **?** | **VN** | **Please provide your CV (maximum 4 pages).** |
| **Supplier Response:** |

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| **Competitive professional fee – 20%** |
| **ID** | **Cat.** | **Requirement** |
|  | **VN** | **Please provide your proposed day rate** |

I confirm, 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.

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