

Contract notice

Directive 2014/24/EU - Public Sector Directive

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

European Social Survey ERIC

ESS ERIC HQ, c/o City University London, Northampton Square

London

EC1V 0HB

UK

Contact person: Dr Lorna Ryan

Telephone: +44 2070408387

E-mail: tenders.esseric@city.ac.uk

NUTS: UKI4

Internet address(es)

Main address: www.europeansocialsurvey.org

Address of the buyer profile: https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA36629

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge at:

<https://www.europeansocialsurvey.org/about/procurement.html>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be sent electronically to:

<https://www.europeansocialsurvey.org/about/procurement.html>

I.4) Type of the contracting authority

Other: European Research Infrastructure Consortium

I.5) Main activity

Other: Social attitude research

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

European Social Survey (ESS) Round 10 Fieldwork in Slovakia

Reference number: 20/002

II.1.2) Main CPV code

79311000

II.1.3) Type of contract

Services

II.1.4) Short description

ESS Round 10 fieldwork in Slovakia in accordance with the Specifications for Round 10 issued by the ESS ERIC Director. The key tasks of the Survey Agency are preparing, conducting and monitoring of fieldwork, processing data and preparing deliverables. These tasks include, but are not limited to the following:

- Completing approximately 2,000 hour-long CAPI interviews, using a random sample of dwellings provided by the National Coordinator Team (NCT).
- Visiting and coding final outcomes for a list of 3,801 issued sample units (dwellings) based on the agreed sample design (see Sample Design Summary available as part of tender documentation).
- Adhering to the rules regarding the form and number of contact attempts as stated in the “Round 10 Survey Specification for ESS ERIC Member, Observer and Guest Countries”.
- Implementing a response maximization plan to deliver the highest possible response rate (target response rate 55%).
- Adhering to the national COVID-19 pandemic regulations and guidelines (attached as part of tender documentation).
- Adhering to the General Data Protection Regulation (GDPR) and national laws. A Data Processing Agreement will be agreed between ESS ERIC (Controller) and the appointed Agency (Processor)
- Discussing the fieldwork procedures, progress and outcomes with the NCT (National Coordinating Team) in every phase.
- Monitoring fieldwork progress closely to allow the NCT to provide at least weekly information to the CST (Core Scientific Team) on fieldwork progress.
- Organising face-to-face (or online using video-conferencing as a back-up option due to COVID-19) interviewer briefings jointly with the NCT.
- Completing an electronic contact form for every visit to sample units. This will include random selection of one eligible adult for interview from each issued dwelling.
- Conducting face-to-face interviews with CAPI (via Central Survey Tool Suite) in the Slovak and Hungarian language.
- Continually reporting on the fieldwork progress on a case-level basis. Input into interim data checks after a third of fieldwork is complete according to the specification provided by the CST and follow-up on any issues identified by these checks.
- Providing data for other required documents, e.g. fieldwork questionnaire, national technical summary, etc.
- Post-coding the open questions on education and occupation.

II.1.5) Estimated total value

Value excluding VAT: 150 000.00 EUR

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS code:

SK

Main site or place of performance:

Nationally representative survey

II.2.4) Description of the procurement

The fieldwork organisation has to follow the Round 10 Survey Specification for ESS ERIC Member, Observer and Guest Countries as amended from time to time, which will also be part of the contract. The key tasks are preparing, conducting and monitoring of fieldwork, processing data and preparing deliverables. These tasks include:

- Completing approximately 2,000 hour-long CAPI interviews, using a random sample of dwellings provided by the NCT.
- Visiting and coding final outcomes for a list of 3,801 issued sample units (dwellings) based on the agreed sample design (see Sample Design Summary for details of the sample design).
- Adhering to the rules regarding the form and number of contact attempts as stated in the “Round 10 Survey Specification for ESS ERIC Member, Observer and Guest Countries”.
- Implementing a response maximization plan to deliver the highest possible response rate (target response rate 55%).
- Adhering to the national COVID-19 pandemic regulations and guidelines. ESS ERIC COVID-19 guidelines.
- Adhering to the General Data Protection Regulation (GDPR) and national laws. A Data Processing Agreement will be agreed between ESS ERIC (Controller) and the appointed Agency (Processor)
- Discussing the fieldwork procedures, progress and outcomes with the NCT (National Coordinating Team) in every phase.
- Monitoring fieldwork progress closely to allow the NCT to provide at least weekly information to the CST (Core Scientific Team) on fieldwork progress.
- Organizing face-to-face (or online using video-conferencing as a back-up option due to COVID-19) interviewer briefings jointly with the NCT.
- Completing an electronic contact form for every visit to sample units. This will include random selection of one eligible adult for interview from each issued dwelling.
- Conducting face-to-face interviews with CAPI (via Central Survey Tool Suite) in the Slovak and Hungarian language.
- Continually reporting on the fieldwork progress on a case-level basis. Input into interim data checks after a third of fieldwork is complete according to the specification provided by the CST and follow-up on any issues identified by these checks.
- Providing data for other required documents, e.g. fieldwork questionnaire, national technical summary, etc.
- Post-coding the open questions on education and occupation.

The Survey Agency to be appointed must have the following expertise and resources available:

- Minimum of 80 interviewers fluent in the Slovak and/or Hungarian language (maximum workload of 48 sample units per interviewer, excluding reissues) throughout Slovakia. Sampling design is set in Sampling design summary and approved by ESS ERIC Sampling design team. List of 3801 selected particular dwellings (gross sample size) will be provided by NCT.
- Interviewers experienced in face-to-face interviewing. Video interviews (as a back-up option) can be conducted in cases where a face-to-face interview has been refused. This has been introduced due to concerns over the willingness of some groups to take part in a face-to-face survey in light of the COVID-19 pandemic.
- Technical equipment for CAPI (TAPI) – Sufficient numbers of tablets.
- The ability to conduct all the required interviews during the period of 1 February 2021 to 15 August 2021.
- Installing the Central Survey Tool Suite (Main Questionnaire, Contact Form etc.) on mobile devices for interviewers to use it in the fieldwork for respondent selection, recording contact attempts, describing neighbourhood and for conducting the ESS interview.
- Pre-test of 50 cases prior to fieldwork, including video-interviewing.
- Preparing, printing and delivering the Advance letters (3801) and enclosing an unconditional incentive to the value of EUR 5 with each.
- Printing the multiple sets of Showcards for the interviewers (see ESS ERIC COVID-19 guidelines).

Technical Requirements - the technical requirements of interviewer laptops and Android tablets are set out in the tender documentation.

II.2.5) Award criteria

Criteria below:

Quality criterion: Project Management / Weighting: 20

Quality criterion: Project methodology / Weighting: 30

Cost criterion: Cost / Weighting: 50

II.2.6) Estimated value

Value excluding VAT: 150 000.00 EUR

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start: 16/12/2020

End: 01/10/2021

This contract is subject to renewal: No

II.2.9) Information about the limits on the number of candidates to be invited

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III: Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

Adherence to International Statistical Institute Declaration on Ethics.

Compliance with GDPR and relevant national laws and regulations.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV: Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date: 30/11/2020

Local time: 12:00

IV.2.4) Languages in which tenders or requests to participate may be submitted

EN

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 01/02/2021

IV.2.7) Conditions for opening of tenders

Date: 30/11/2020

Local time: 14:00

Place:

ESS ERIC HQ, City University of London

Information about authorised persons and opening procedure:

Dr Lorna Ryan, Research Manager, ESS ERIC HQ, c/o City, University of London

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

(MT Ref:220901)

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

Cabinet Office

London

UK

Telephone: +44 3450103503

E-mail: publicprocurementreview@cabinetoffice.gov.uk

Internet address(es)

URL: <https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>

VI.5) Date of dispatch of this notice

27/10/2020