

# Contract notice

Directive 2014/24/EU - Public Sector Directive

Directive 2014/24/EU

## Section I: Contracting Change entity

### 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: Lorna Ryan

Telephone: +44 2070408387

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

NUTS: UKI4

Internet address(es)

Main address: [www.europeansocialsurvey.org](http://www.europeansocialsurvey.org)

Address of the buyer profile: [https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA36629](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:

[www.europeansocialsurvey.org/about/procurement.html](http://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 surveys

## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

ESS Round 10 Omnibus Survey

Reference number: 18/002

### **II.1.2) Main CPV code**

79315000

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

The European Social Survey ('ESS') is a large-scale cross-national survey conducted in around 25 European countries every two years. In order to devise optimal, functionally equivalent and methodologically sound questions, omnibus surveys will be used to test draft questions. The key aim of carrying out these tests is to provide empirical evidence about question performance. We require questions to be tested in Great Britain and two other EU/EEA countries. Potential contractors who bid to carry out this work MUST have the capacity to conduct face-to-face omnibus surveys in Great Britain and at least two of the European countries from a list.

The final selection of countries will be made in consultation with the appointed agency.

### **II.1.5) Estimated total value**

Value excluding VAT: 90 000.00 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:

UKI4

Main site or place of performance:

UK and selected EU/EEA countries

### **II.2.4) Description of the procurement**

We require 50 questions to be tested in Great Britain and two other EU/EEA countries. Potential contractors who bid to carry out this work MUST have the capacity to conduct face-to-face omnibus surveys in Great Britain and at least two of the European countries. Proposals should specify in which countries agencies have face-to-face omnibus surveys in which the questions may be tested.

ESS participating countries where testing may take place: Austria; Bulgaria; Czechia; Estonia; France; Germany; Hungary; Italy; Lithuania; Latvia; The Netherlands; Poland; Portugal; Slovakia; Slovenia.

The final selection of countries will be made in consultation with the appointed agency.

Sample: Quota sampling methods are expected to be used for omnibus testing possibly mixed with random selection of sample points and addresses. The quotas used should broadly reflect the general population living in each country. Ideally the omnibus sample would cover adults aged 18+. The ESS ERIC team require samples of either 500 or 1000 per country and you are invited to submit your pricing based on those two models.

Mode: All interviewing must be face-to-face as in the main stage ESS. The omnibus testing should ideally be conducted by CAPI methods. This will allow split sample tests of different question formulations to be carried out, the order of some questionnaire items to be rotated, and timing data to be recorded. If agencies can only offer PAPI methods in specific countries this should be stated and may still be considered. Some CASI questions may need to be included.

Test items: We envisage that 50 items will be tested in each country based on the testing requirements identified during the questionnaire development process. (The decision on whether items are tested in a single omnibus or two omnibus surveys will be agreed between the contractor and ESS ERIC HQ team.)

### Questionnaire and Translation

All questions to be fielded will be made available to the successful survey agency in the main language spoken in that country by the ESS ERIC team (including in Great Britain in British English). The translations generated will use ESS translation procedures. The questions must be administered using the formulations provided by the ESS ERIC team. Potential contractors should therefore ensure that translation

costs are not included in their price schedule. The final choice of countries used will depend on the availability of ESS national teams to undertake the translation.

#### Interviewer Feedback Form

We would like to receive interviewer feedback on the questions fielded to help us understand more about how they were understood by respondents. The ESS ERIC will provide an interviewer questionnaire. This questionnaire will ask for feedback on up to 10 of the ESS items fielded and we anticipate it to take no longer than 20 minutes to complete

#### Timetable

In order to adhere to the ESS pre-testing timetable, we would like to have the flexibility to test items on omnibus surveys throughout the period of the contract. Contractors are asked to specify their omnibus schedules for the whole of 2019. Contractors are also asked to indicate the 'turn-around' time from receipt of questions to data delivery and specify how far in advance of fieldwork the test questions need to be provided. Items may be tested in a single survey or, if not, within two surveys that are at least three months apart. The number of items tested in each survey will be subject to agreement.

#### Outputs

The following outputs will be required:

1. A short technical report outlining testing procedures / methodology used;
2. Topline tables of data;
3. A fully anonymised respondent dataset in SPSS format according to a specification provided by the ESS ERIC team;
4. A short summary report of key findings from interviewer questionnaire (in English) plus an excel file giving verbatim responses of interviewers (in original language).

#### **II.2.5) Award criteria**

Criteria below:

Quality criterion: Experience of the proposed applicants / Weighting: 40%

Quality criterion: Ability to meet the specification / Weighting: 40%

Price / Weighting: 20%

#### **II.2.6) Estimated value**

Value excluding VAT: 90 000.00 EUR

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

Start: 11/02/2019

End: 31/12/2019

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.1.3) 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: 21/01/2019

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**

Duration in months: 2 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date: 21/01/2019

Local time: 14:00

Place:

Offices of the ESS ERIC HQ,

c/o City, University of London, Northampton Square, London EC1V 0HB

Information about authorised persons and opening procedure:

Tenders will be downloaded from email correspondence and printed by the ESS ERIC Research Manager on 14/01/2018.

## **Section VI: Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published:

Undertaken in advance of each survey round of the European Social Survey; the next procurement for omnibus survey services as part of pre-testing activities is likely in early 2020 for ESS Round 11.

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

### **VI.3) Additional information**

Only those tenders submitted by email will be accepted.

Email: [tenders.esseric@city.ac.uk](mailto:tenders.esseric@city.ac.uk)

This email address is displayed on the Procurement page of the ESS website [www.europeansocialsurvey.org/about/procurement.html](http://www.europeansocialsurvey.org/about/procurement.html)

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at [https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=214169](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=214169).

(MT Ref:214169)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

European Social Survey ERIC

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E-mail: [tenders.esseric@city.ac.uk](mailto:tenders.esseric@city.ac.uk)

Internet address(es)

URL: [www.europeasocialsurvey.org](http://www.europeasocialsurvey.org)

### **VI.5) Date of dispatch of this notice**

14/12/2018