

**United Kingdom-London: Survey services**  
**OJ S 212/2020 30/10/2020**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

---

**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: European Social Survey ERIC

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

Town: London

NUTS code: UKI4 Inner London - East

Postal code: EC1V 0HB

Country: United Kingdom

Contact person: Dr Lorna Ryan

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

Telephone: +44 2070408387

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

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.europeansocialsurvey.org/about/procurement.html>

**I.4. Type of the contracting authority**

Other type: European Research Infrastructure Consortium

**I.5. Main activity**

Other activity: 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 Survey services

**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 maximisation 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 Slovensko

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 maximisation 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;
- 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.

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 3 801 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 (3 801) 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 - Name: Project management / Weighting: 20

Quality criterion - Name: Project methodology / Weighting: 30

Cost criterion - Name: 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.2.10. 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

#### **II.2.14. Additional information**

### **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.1.3. Information about a framework agreement or a dynamic purchasing system**

##### **IV.1.8. Information about the 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.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

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

English

##### **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**

Official name: Public Procurement Review Service

Postal address: Cabinet Office

Town: London

Country: United Kingdom

E-mail: [publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone: +44 3450103503

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

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

27/10/2020