

COMPETITIVE BIDDING PROCEDURE  
Contract N° 9153/2023/6-1

Purchase of services for designing and conducting research on the current state of perception and attitude towards the Public Broadcasting Company of Ukraine among the selected groups of stakeholders.

**ANSWERS TO QUESTIONS**  
**(Last update: 7 February 2024, 12:30 CET)**

---

➤ **What should the technical proposal lengths be, and is there any specific template?**

**Answer:** There is no specific template. The technical proposal does not have limitations in terms of length.

➤ **What is the expected timeline of deliverables and research in general? Should we consider the dates in the Act of Engagement?**

**Answer:** As stipulated in the Tender File and indicated in the Act of Engagement, all deliverables and services are expected to be provided by 23 June 2024. The bidding offer may include an alternative timetable, which will be assessed against the award criteria. The implementation of the contractual arrangements under the Project shall be accomplished by the end of the Project's lifespan, which is 31 December 2024. Hence, it is the maximum implementation of any activities under the Project. When the offers are assessed against the award criteria, a higher score will be given to proposals that fully meet the indicated timeframe or are closer to it.

➤ **What is the budget of the contract? (in the Act of Engagement the indicated sum in the table is “Up to EUR 23 000 without VAT”; in the ToR, the indicated sum is “€55,000 tax exclusive”)**

**Answer:** The threshold for the financial offers indicated in the Act of Engagement is up to EUR 23 000 without VAT. The mentioned paragraph of the Tender File which refers to “€55,000 tax exclusive” stipulates the general provisions of the Council of Europe procurement rules applied to the Call for Tender. For more information about the procurement rules of the Organisation, please consult the [Rule 1395 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe](#).

➤ **Is EUR 23 000 without VAT the ceiling for the overall project? If yes, would you be open to options with fewer than 50 interviews?**

**Answer:** As explained above, EUR 23 000 without VAT is the maximum threshold for the financial offer under this Call for Tender. Any deviations to the Terms of Reference outlined in the Tender package should be outlined by the Tenderers in the technical proposal and will be assessed against the award criteria.

➤ **On page 3, of the Tender File 9153\_2023\_6\_1, there is mention of the Pro Forma invoice, “Tenderers subject to VAT shall also send, for each lot, a quote (Pro Forma invoice) on their letterhead including...” Is this a table offered in section A of the Act of Engagement on page 3? Please confirm. If not, please share the template.**

**Answer:** If the costs of the services contain VAT, the VAT amount shall be indicated in Section A of the Act of Engagement. However, the Tenderer should also present a separate Pro Forma invoice, as per guidance provided in the Tender File. The Council of Europe does not have any specific requirement for the Pro Forma invoice. It is important to ensure that the document is addressed to the Council of Europe, dated and signed by the authorised representative of the Tenderer.

➤ **Would you, please, elaborate on your thinking as to who are the respondents for the study? Do we need to recruit only elected Members of the Parliament (MPs) from the legislative branch, or should we plan to target the parliamentary committees’ staff who are experts on issues? The same goes for the executive branch. What criteria should we have in place for participants’ recruitment?**

**Answer:** The Tenderer should indicate its general methodological approach and any limitations that the Tenderer envisages regarding the execution of the contract within the financial offer proposed. The final list of interviewees will be developed and approved in consultation with the main stakeholder and the representatives of the Council of Europe Secretariat during the contract implementation stage (see Deliverable 1).

➤ **As per research industry standards, we include incentives for respondents as part of the project budget. Do you have any alternative suggestions on the issue? Please let us know.**

**Answer:** Please note that most of the respondents to be covered under the research are Ukrainian public officials and/or civil servants. Hence, the proposed methodology should be in line with the professional and ethical standards that are in place for these target groups.

➤ **We assume no regional representation is needed for the study (no need to interview representatives of the executive or legislative bodies in Sumy, Lviv, etc). Please confirm.**

**Answer:** There are no geographical limits. Please note that the Council of Europe's activities in the co-operation field are underpinned by its human rights approach and gender mainstreaming guidelines. For more information, please consult:

[Council of Europe Human Rights Approach: Practical Guide for Co-operation Projects](#), Council of Europe, December 2020

[Council of Europe tools and sources of statistical data on gender mainstreaming \(webpage\)](#)

The approach suggested by the Tenderer should be outlined in the technical proposal. The final methodology will be elaborated under Deliverable 1. (Please also see the above replies). Please also consult Article 4.4 “Other expenses” of the Act of Engagement.