

## COMPETITIVE BIDDING PROCEDURE

Contract N° 9153/2023/6

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: 3 October 2023, 11:00 CET)

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- **Will you please confirm the deadline for submission – Sept 29 or October 6<sup>th</sup>?**

**Answer:** As stipulated in the Tender File, the deadline for the submission of bids is 6 October 2023, 23:59 CET.

- **We are talking about a survey with the help of in-depth interviews of 50 experts. The question is (1) what kind of experts are they, is there a list of them so that we can assess the possibility of their involving into survey and (2) who should recruit them - the Provider on his own, will the contacts be provided by the Client, or will the Client be able to recruit all of them on their own?**

**Answer:** The interviewees shall be selected among representatives and/or employees of the legislative and executive bodies of Ukraine. The PBCU will provide the selected provider with the suggested list of institutions and/or public officials. The provider will define the final list of interviewees to ensure sufficient sampling and the final quality of the research. When feasible, both the PBCU and the Council of Europe Office in Ukraine stand ready to assist the provider in putting in touch the provider with relevant institutions and/or public officials.

- **It is also said that in order to confirm the qualification, the Provider must provide 2 examples of analytical reports. Tell us, please, can we sign with you an NDA for ensure this?**

**Answer:** The priority should be given to the samples that are public. If it is not feasible, the bidder may propose the signature of the NDA.

- **Is the client planning to share the list of stakeholders (partial or full) at the beginning of the project?**

**Answer:** The suggested list of stakeholders will be provided by the PBCU at the inception meeting. For more information, please also see replies to the above questions.

- **In case the client is not planning to share the list of stakeholders, would you please clarify the variety of subject matters expertise needed for the stakeholders?**

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**a. Should the firm plan on recruiting representatives of a variety of stakeholders (social, economic, housing, military authorities, etc.) or only stakeholders from the media orbit (national and regional)?**

**Answer:** See also above. Please consider that the stakeholders are limited by national legislative and executive authorities.

➤ **What are the regional coverage preferences for selecting the stakeholders? Is there a requirement for covering all oblasts of Ukraine? Or would the client open to larger regional representations such as Southwest, Northeast, etc. (similar to how sampling for representative surveys is done for Ukraine)?**

**Answer:** There is no requirement to cover all oblasts (regions). To ensure the quality of the research, the proposed methodology may contain the suggested percentage of regional representatives and the proposed regions that would allow sufficient sampling. Please note that, as stipulated in the Tender File, the quality of the technical proposal constitutes 30% of the award criteria.

➤ **From our experience, 15 days is not enough to conduct the study with 50 representatives of executive and legislative branches, especially in the context of the ongoing war and responsibilities that the target audience is handling. We suggest planning 25 days for the fielding and shortening the period for recruiting and analysis. Please confirm this assumption is okay.**

**Answer:** The bidder may suggest alternative deadlines for the delivery of the services. The ability of the tenderer to deliver the services within the established deadlines will be assessed as a part of the quality criteria.

➤ **What is the format of the final deliverable – Word or PowerPoint or both?**

**Answer:** The final research should be presented in Word or other word processing formats. If the tenderer suggests additional formats, this may be indicated in the proposed methodological formats and may be assessed against the quality criteria.

➤ **Is there a price ceiling for the project?**

**Answer:** The tender procedure does not establish the threshold for the price of services. As stipulated in the Tender File (A. Tender procedure rules), under the competitive bidding procedure, which is applied in this call, in accordance with Rule 1395 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe, the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €6,000 for intellectual services) and €55,000 tax exclusive.

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Please note that the aim of the procurement is to make the most efficient use of the Organisation's budget and to obtain the best value for money. Therefore, the current call for tender aims at ensuring that the potential bidders provide competitive pricing based on the current market prices for similar services.