



Date: 7 August 2020

Clarification Note nr. 1

Reference: RFP/SEC/06/2020

Public Survey on Perception of Police and Police Reform in Armenia

The Organization for Security and Co-operation in Europe has received a request for clarification from potential bidders. In accordance with Article 19 of the RFP Documents the OSCE would like to provide the following clarification:

Question 1: Can two companies enter as a consortium, with an Armenian company leading the consortium?

Answer 1: The OSCE prefers a sub-contracting procedure, where a contract/Purchase Order will be awarded to one, primary vendor, which will have direct contact with the OSCE for all actions relating to the provision of requested services; communication, feedback, reporting, etc. Payment will be made to the primary vendor, as per contract and agreed milestones. The primary contractor will be responsible vis-à-vis the OSCE for the performance of its sub-contractor(s).

Question 2: Is there a Statement of Consortium or Sub-contracting Form to complete?

Answer 2: Yes, attached Annex H. The primary contractor has to disclose full data of any/all subcontractors and complete the form. The completed form has to be included to the proposal.

Question 3: Is there an indication of budget and/ or preference for sample size for the survey?

Answer 3: OSCEs policy is one of non-disclosure of such information. Please provide your best prices in your offer.

As for sample, see Answer 4.

Question 4: The ToR does not define neither sample size nor maximum acceptable margin of error for the total sample and presumed strata. Could you, please provide guidance on the mentioned question highlighting the level on which the survey should be representative? For example, if it is acceptable to have representative sample for 3 main strata (i.e. capital city, other urban areas, rural areas) for 5% -margin of error for each of the mentioned strata, total sample size will constitute 1200 interviews (400

per each of the mentioned stratum). If you require representative data for each of administrative regions of Armenia, the sample may constitute over 4000 interviews.

Answer 4: The example provided above is acceptable, i.e. to have representative sample for three (3) main strata (i.e. capital city, other urban areas, rural areas) for 5% -margin of error for each of the mentioned strata, total sample size will constitute 1200 interviews (400 per each of the mentioned stratum).

Question 5: Should cost estimations be submitted for both face-to-face and telephone interviews, i.e. 2 separate options of cost estimations? Even though there are no restrictions to conduct face-to-face interviews as of now, our agency strongly recommends avoiding face-to-face communication. We believe that this may expose both interviewers and respondents to risk of being infected with Covid19. Instead, we recommend relying on telephone interviews (with specialized CATI system).

Answer 5: Yes, the OSCE accepts that bidders provide with two cost estimates, even if under current circumstances, the telephone interviews will most likely be the preferred solution.

Question 6: In the section 3, “methodology” part of the ToR it is mentioned that the Bidders are asked to conduct a nationwide survey. Then, in the section 5 (“deliverables”) it is mentioned that the Bidder is expected to submit transcriptions of discussions. Could you, please, tell if qualitative (focus groups discussions) part is also envisaged within this research? If yes, in what language you expect to receive transcriptions? Please note that the translation of transcriptions will imply significant amount of work and finances.

Answer 6: In Section 5, it is only stipulated that the selected bidder shall share all transcripts of discussion/records with the donor. Only the reports with research results needs to be translated. There is no requirement to have the transcripts translated. It is not necessary to conduct focus groups discussions.

Question 6: In the section 9 of the RfP (Financial proposal) it is mentioned that all the prices should be expressed exclusive of VAT. At the same time, the bullet 4 indicates that prices should show both Net and Gross value. The bullets seem to be contradictory. Could you, please clarify what is meant here?

Answer 6: Prices should show both Net and Gross Value.
The vendor has to confirm if a Net Value, Tax-Free invoice can be issued, on the basis of European Union tax certificate - (Directive 2006/112/EC Article 151 and Directive 2008/118/EC Article 13).

Note: FTP access for tender submission will be issued to potential vendors, based on confirmation of the ‘Acknowledgement Letter’

Submission deadline 20 August 2020 at 12:00HRS (CET).