**Annex 1: Offer form**

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(place, date)

**IDENTIFICATION OF THE TENDERER:**

The official name of the tenderer in full:

Official legal form:

Country of registration:

Statutory registration number:

VAT registration number:

Website:

Person(s) designated to sign the contract (name in full and function)

Contact Person:

**OFFER FORM**

1. In response to the request for tenders dated 10.01.2025 for the supply of survey services, specifically the CAWI Survey on Environment and Climate Protection using the Discrete Choice Experiment (DCE) Method in Poland, Romania, Croatia, and Bulgaria, I/We hereby offer to provide the complete range of services as detailed in the Tender Documents and associated Appendices. I/We are committed to delivering these services to the full satisfaction of the Contracting Authority at the prices outlined below and are prepared to enter into a contract accordingly.

**I offer to deliver in accordance with the requirements of the description of the Subject of the Order for the total Net price/VAT included price:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject of the contract** | **Total net price in EUR** | **VAT %** | **Total price including VAT in EUR** | **The price of the pilot study included in the total price (net price in EUR)** |
| Part 1: Poland: 5000 surveys; |   |   |   |   |
| Part 2: Romania: 2500 surveys |   |   |   |   |
| Part 3: Bulgaria: 1000 surveys |   |   |   |   |
| Part 4: Croatia: 750 surveys |   |   |   |   |
| TOTAL: ULTIMATE COST FOR EVALUATION PURPOSES |  |   |   |   |

The price of the offer includes all costs of performing the service within the scope specified in the Request for tenders for the execution of the project entitled " *Fostering Ambitious and Effective NECPs in Central and Eastern Europe* ", including rewards for respondents.

1. **Tenderer’s statements:**
* I am aware of and accept the conditions for the performance of the contract as specified in the request for tenders, and I do not raise any objections or comments in this respect;
* I declare that there are no personal and capital relations between the Tenderer and the Contracting Authority / the Tenderer is not personally or capital related to the Contracting Authority.
* I am authorised to pursue a specific activity or perform a specific action if the law requires me to do so;
* I have the necessary knowledge and experience to perform the contract properly;
* I have the appropriate technical and personal potential to perform the contract, i.e. resources that enable me to perform the contract properly;
* I am in an economic and financial position to perform the contract by the specified deadline;
* I fulfil all the conditions for participation in the open procurement procedure (as per Article 57.1; 57.6 of Directive 2014/24/EU)
* I will provide the necessary documents proving that all requirements have been met for the purposes of inspection and at the request of the Contracting Authority;
* the submission of this offer does not constitute an act of unfair competition within the meaning of the provisions on combating unfair competition;
* I undertake to perform the subject matter of the contract reliably and on time, in accordance with the project requirements;
* I will carry out the study and deliver its results in compliance with all necessary security and personal data protection procedures including, but not limited to, those contained in the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons in relation to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (Official Journal of the EU L 119 of 04.05.2016), and I will guarantee the archiving of all information enabling the control of the fulfilment of the aforementioned requirement with regard to the study participants for a period of 5 years after the implementation of the study;
* the tender submitted complies with the technical requirements set out in the description of the subject of the contract;
* I consider myself bound by this tender for a minimum period of 6 months from the deadline for submission of tenders;
* I confirm that I have complied with my duty of information, in respect of all persons whose personal data is included in this offer, as set out in *Article 21 of GDPR*
* Will not, if awarded this contract, source any goods or services in countries subject to official international trading sanctions.
1. **Tenderer’s Experience and Capabilities for Contract Execution**
* **Brief description of the tenderer**

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* **Over 2 years, the Tenderer has completed at least 5** **surveys using the CAWI method, including:**
* Each of these surveys was carried out with a sample size of no less than 1000 respondents;
* At least one of these studies was carried out using randomisation, which involves randomly assigning respondents to different groups and displaying different information to them.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Client/** **Assignment title** *(Please provide the names of the clients for whom the Tenderer has provided services and the titles of a*ssignments*)* | **Study title, project period, sample size, study topics, description of randomisation technique***(in order to confirm that the condition concerning the Tenderer’s experience is fulfilled, please indicate the way in which the service was provided to the client, e.g. references, handover report, etc., together with the date of issue of the document referred to)* | **Use of randomisation technique to randomly assign respondents to different groups and display different information to them** *(please indicate „Yes” / „No”)* |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

* **I have at my disposal human resources with the necessary knowledge and experience to properly perform the contract.**

|  |  |  |
| --- | --- | --- |
| **Condition relating to the knowledge and experience of staff resources** | **Person(s) meeting the condition of knowledge and experience** | **List of completed projects, scope of work carried out** |
| At least one person\* has at least 5-year experience in quantitative multi-country research, incl. studies carried out using randomisation |  |  |

\*Please ensure that the CV of the person listed in the table is attached to this form

* **I am capable of conducting a national survey on a representative sample of the population in Bulgaria, Croatia, Poland, and Romania, ensuring appropriate sample size and geographical distribution. I have my own panel of respondents in all four countries, according to the following specifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Panel size (number of active panellists) for each country** | **Scope of information collected on panellists** | **Ways of verifying information about panellists** | **Ways of updating panellist information** |
|  |  |  |  |

* **I have the capability to exclude non-responses**

|  |  |
| --- | --- |
| **The scope of respondent quality control and data integrity management** | **Please indicate the quality assurance measures:**  |
| Avoiding multiple participation of the same respondents |  |
| Avoiding participation of respondents from non-target countries |  |
| Avoiding participation of insincere and bad-quality respondents |  |
| Script quality control |  |
| Ensuring good data quality |  |
| Other |  |

* **I am capable of collecting the following para data:** (Please indicate the specific data and information collected).

|  |  |
| --- | --- |
| **Paradata description** | **Scope of information collected about panel participants** |
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|  |  |
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|  |  |
|  |  |

* **The tenderer holds a** **valid ISO certificate or another certification** confirming strict fieldwork quality standards and professional codes of conduct as set out, for example, by the ESOMAR International Code of Marketing and Social Research Practice, the World Association for Public Opinion Research (WAPOR) and AIMRO (the Association of Irish Market Research Organisations).

**NO/YES I have attached the copy of this certificate do the Offer FORM**

1. **Description of the implementation with reference to the parameters specified in the request for proposals**

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1. **I submit my offer on .................. pages numbered**
2. **Appendices:**

|  |  |  |  |
| --- | --- | --- | --- |
| SIGNATURE | *(Insert)* | Date | *(Insert)* |
| Name | *(Insert)* | Position | *(Insert)* |