Warszawa, 23.10.2020 r.

**REQUEST FOR A PROPOSAL**

**Announcement about the initiation of proceedings in the open procedure for the implementation of the research service in the EIT FOOD project - *How the corona crisis affects consumer behaviour and consumer demand for food products and services***

**WPs/197/2020/AK**

**1. ZAMAWIAJĄCY**

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| **Wydział Psychologii Uniwersytetu Warszawskiego** (Faculty of Psychology, University of Warsaw)  **ul. Stawki 5/7, 00-183 Warszawa/** Warsaw | |
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**2. SCOPE OF ORDER**

Organising a qualitative online research in Germany, on how the corona crisis affects the consumer demand for food products and services and providing the UW with results in the form of transcription of interviews. The order includes:

* recruiting respondents (according to the criteria provided by UW, see also below: details of the study)
* incentives for respondents
* preparing of transcription in language in which the interviews were conducted (German)
* preparing of German transcriptions’ translation in English (MS Word)

All materials need to be delivered in English for UW acceptance. The final German materials to be provided also.

Details of the study:

* 2 groups of online focus group interviews (FGI)
* Each lasting 1,5-2 hours
* Respondents:
  + 6 respondents in each group
  + adults (living in Germany) responsible for grocery shopping in their households
  + women and men (at least 1/3 of man in each FGI grup)
  + age 30-55
  + education secondary +
  + All respondents with access to the internet through the computer (no telephone) able to participate in online research through the internet platform (Google Meets)
* 1 FGI with consumers whose income has decreased during pandemic COVID19
* 1 FGI with consumers whose income has not changed during pandemic COVID19

**3. TIMING:**

The fieldwork should take place between 27th November - 4th December 2020

The deadline for delivering transcripts in German and translations of transcripts in English: 12th of December 2020.

**4. CONDITIONS FOR PARTICIPATION IN THE PROCEEDINGS**

The contract can be applied for by all those who:

* have an economic and financial situation allowing them to execute the contract.
* will present a complete and signed offer within the specified deadline.
* have human potential capable of executing the order.
* have an economic and financial situation allowing for the execution of the order.
* will declare the possibility of preparing transcripts in Germany.
* will declare the possibility of preparing translations of transcripts into English.
* minimum 5 years of experience in preparing qualitative research in German.
* One Contractor may submit one proposal. Due to the nature of the contract, the inquiry is addressed to Contractors conducting business activity within the scope of providing services entitling to perform the task
* Contractors who have submitted statements or documents containing untruths within the framework of this procedure shall be excluded from the procedure.
* Should any doubts arise as to the contents of this Request for Proposal, the Contractors may ask for clarification of these doubts, which the Contracting Authority is obliged to answer if the request was received immediately.

The evaluation of meeting the conditions for participation in the procedure shall be based on the statements submitted by the Contractor together with the proposal form.

The method of assessment of the conditions required from the Contractors shall comply with the formula complies / does not comply

The price given in EURO will be converted into PLN from the Foreign Currency Exchange Rate Table on the website of the National Bank of Poland on the day the proceedings are completed..

**5. HOW TO PREPARE THE OFFER:**

No variants are allowed.

The offer should be valid for at least 30 days

The offer should consider of (attachment number 1):

1. Price (netto and brutto) in EURO
2. The confirmation about possibility to provide the transcriptions in German
3. The confirmation about possibility to provide the English translation of transcriptions

Proposals should be sent in the form of a scan of the signed offer form to the address

[zamowienia@psych.uw.edu.pl](mailto:zamowienia@psych.uw.edu.pl);

**The deadline for delivery of the offer is: 02. November 2020r., 2 pm**

**6. CHOSING THE OFFER**

Only those offers which contain all the elements listed in the point 4 will be evaluated

When selecting offers, the Contracting Authority will be guided by the criteria:

Evaluation criteria:

|  |  |  |
| --- | --- | --- |
|  | Criteria | Weight |
| A | Gross order price (including all elements of the service) | 70 |
| B | Minimum 5 years of experience in preparing qualitative research in Germany | 30 |
|  | Total | 100 |

1. **Price (BRUTTO)**

70 points are assigned to this criterion. The number of points for individual Contractors for the criterion will be awarded according to the following rule:

The offer with the lowest price will receive 70 points.

Other offers - number of points calculated according to the formula:

lowest price

Ci = ------------------------------- x 70 points

price of the proposal

and - number of the offer under examination

Ci - number of points for the "PRICE" criterion (examined proposal)

proposal price - gross price from the proposal.

The contracting authority reserves the right to cancel or negotiate the price contained in the offer, submitted by the bidder, and has the right to call the bidder to supplement and provide additional explanations regarding the content of the offer.

1. **More than 5 years of experience in preparing qualitative research in Germany.**

This criterion is assigned a max. 30 points. The number of points for the criterion will be awarded to individual Contractors according to the following rule:

5 years of experience 0 p.

6 years of 10 p.

7 years of experience 20 p.

8 years of experience 30 p.

If the Contractor provides information about the experience in incomplete years, the Contracting Authority shall round up the years of experience to a full year (e.g. declared experience of 5.5 years shall be rounded up, etc.).

Points awarded in particular criteria of a given offer will be added to each other.

The committee will select the Contractor with the highest number of points.

Contractors will be informed about the result concerning the selection of the most advantageous offer by e-mail within 7 days from the date of the end of the submission of offers.

1. **ADDITIONAL INFORMATION:**

* In order to carry out the project an agreement will be signed with the selected Contractor..
* The Contracting Authority reserves the right to negotiate detailed conditions of agreement execution
* The Contracting Authority reserves the right not to select any Contractor.
* The purchaser reserves the right to cancel an request for proposal without giving any reason..

Attachement nr 1. Proposal form

Place……………………… date…………………

**Proposal form**

**To prepare of the research service in the EIT FOOD project - *How the corona crisis affects consumer behaviour and consumer demand for food products and services***

**WPs/197/2020/AK**

Contractor: …………………………………………….

Phone. ………………….……..., e-mail ……………………………..

Adress : …………………………….

Nr NIP, nr REGON: (if applied) …………………………

|  |  |  |  |
| --- | --- | --- | --- |
| CRITERIA |  |  |  |
| PRICE (IN EURO) | \_ \_ \_\_ \_ \_  */NETTO/* | \_ \_ \_\_ \_ \_  */ VAT (if applied/* | \_ \_ \_\_ \_ \_  */BRUTTO /* |
| MORE THAN 5 YEARS OF EXPERIENCE IN PREPARING THE QUALITATIVE RESEARCH IN Germany | …………… years | | |

1. information about the person in charge of the supervision: ……………………………………………………………………………..

I declare, that:

* I have read the query and accept its contents in full,
* I can prepare transcripts in German.
* I have the opportunity to prepare transcripts in English.
* shall be deemed to be bound by the offer for the period indicated in the offer
* I have appropriate human resources and technical facilities, which enable me to provide the service, which is the subject of this Inquiry,
* I have an economic and financial situation allowing me to carry out the order.
* I declare that I have no capital or personal relations with the Contracting Authority\*

\* The capital or personal relations referred to above shall be understood as mutual relations between the Contracting Authority or persons authorized to contract obligations on behalf of the Contracting Authority or persons performing on behalf of the Contracting Authority activities related to the preparation and conduct of the procedure for selecting a contractor, and the contractor, in particular

a) acting as a member of the supervisory or management or proxy,

b) married, or straight affinity, second-degree consanguinity or second-degree affinity in the collateral line or in adoption, custody or guardianship.

……………………………… ….…………………………..

Place and date Contractor's signature