

**EUI/2009/Survey**  
Tender for a Survey of EU citizens  
at the time of the European Parliament Elections 2009

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**EUI/2009/Survey**  
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**DOCUMENT I - Open Invitation to Tender**

Dear Sir/Madam,

We are pleased to invite you to participate in this Open Invitation to Tender for a survey of EU citizens (aged 18 years and over) to be conducted in each of the 27 European Union Member States immediately following elections to the European Parliament in June 2009. A minimum return rate of 1000 realized interviews in each country is requested. Any tender must undertake to achieve complete coverage of this universe.

The European University Institute (EUI), a doctoral and postdoctoral research institute in the social sciences, is an International organization, located in Florence, Italy. The Institute was set up by the Convention 19/4/1972, which was ratified by the then Member States of the European Communities. Activities started in September 1976 (OJ C 029, 9/02/1976, pp. 1-10).

The survey is an integral part of the scientific collaborative project PIREDEU - *Providing an Infrastructure for Research on Electoral Democracy in the European Union*. PIREDEU is co-funded by the European Union under the Seventh Framework Programme and co-ordinated from the European University Institute (EUI), Florence, Italy. PIREDEU has its origins in the European Election Studies (EES) which has been organizing studies of EU voters following European Parliament elections since 1979. A cornerstone of this project is to collect data on voters, elites and parties in the context of the elections to the European Parliament in 27 member states in June 2009.

The EUI Budget and Financial Affairs Service, which is the authorising officer, in cooperation with the Robert Schuman Centre for Advanced Studies is looking for a service provider who can meet the expectations and needs of the PIREDEU Project with respect to the highest possible survey quality (given the available money) to be subsequently used for academic purposes.

This Invitation to Tender is in accordance with the procedures and internal rules of the EUI. These are the Decision of 5/2003 of the High Council (Financial Rules of the EUI) and the Decisions 9/2009 and 36/2004 of the Principal (Regulation of the procedures to be followed for the award of contracts). These documents are available upon request. Conditions for participation are listed in section 3 below.

## **1. Publication of the documents**

The Invitation to Tender and all associated documents are published on the website of the European University Institute: <http://www.eui.eu/About/PositionsAvailable.shtml#SurveyTender>

The Invitation to Tender includes the following documents:

- Document I: Open Invitation to Tender
- Document II: Technical and Economic Specifications
- Document III: Tender Information and Documentation
  1. Information about the Tenderer
  2. Forms to be Used for Submitting Proposals
    - a. Technical Proposal
    - b. Economic Proposal
  3. Declaration Concerning Exclusion Criteria (Annex I)
  4. Declaration Concerning the Clause on Disputes and Arbitration (Annex II)

## **2. Duration of the contract**

The service contract will be concluded for 6 months, or until the submission of the final deliverables and their validation.

## **3. Conditions for Participation**

### **a. Eligibility**

Participation in this tendering procedure is open on equal terms to all natural and legal persons.

### **b. Protocol on the privileges and immunities of the EUI**

The EUI is exempt from customs duties, indirect taxes and sales taxes under Article 5 of the Protocol on the Privileges and Immunities of the European University Institute. The successful tenderer will be given the necessary instructions by the authorizing officer.

### **c. Subcontracting**

Subcontracting is permitted, provided that the identity of the subcontractor and the services to be provided by the subcontractor is mentioned in the tender submitted and is subject to the Client's approval of the subcontractor. The Service Provider assumes responsibility for the work delivered by its subcontractor(s) and shall be fully accountable towards the Client in relation to the performance of the service contract.

### **d. Information about the Tenderer**

All tenders must be submitted by a clearly identified tenderer.

Tenderers must complete the forms as listed in Document III. These forms must be signed by the tenderer or duly authorised representative. They must be accompanied by all the supporting evidence described in the relevant forms.

Tenderers must give proof of at least three years of relevant provided services.

#### **e. Exclusion criteria**

- i. Tenderers must complete and sign the form in Annex I - “Declaration Concerning Exclusion Criteria” and thereby certify that they are not in one of the situations listed in the form.
- ii. Contracts may not be awarded to tenderers who, during the procurement procedure:
  - a. are subject to a conflict of interest;
  - b. are guilty of misrepresentation in supplying the information required by the authorising officer as a condition of participation in the tender procedure or fail to supply this information.

#### **f. Selection criteria**

Tenderers must provide evidence of economic, financial, technical and professional capacity. Tenderers who do not provide the documentation specified, or who are judged, on the basis of the documentation provided, not to have fulfilled the criteria specified below, will be excluded.

##### **i. Economic and financial capacity**

Tenderers must provide evidence of the economic and financial capacity by presenting one or more of the following three documents:

- Appropriate statements from banks or evidence of professional risk indemnity insurance
- The balance sheets or extracts from balance sheets for at least the last two financial years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established.
- A statement of overall turnover for the services covered by the contract during the previous three financial years.

##### **ii. Technical and professional capacities**

The tenderer must comply with the criteria as described in Document II Specifications for technical and economic proposals, B Technical specifications.

### **4. Submission of the tender**

Tenders must be drawn up in English. Each tender must be submitted in one original and two copies.

Tenderers may submit offers:

- a) by overnight courier not later than 6 April 2009 in which case the evidence of the date of despatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

**European University Institute**  
**Protocol office**  
**Invitation to Tender EUI/2009/Survey**  
**Via dei Roccettini 9**  
**50014 San Domenico di Fiesole (FI)**  
**Italy**



b) by hand delivery by the Tenderer in person or by an agent, no later than 17h00 (Central European Time) on 6 April 2009, against a dated and signed receipt, to:

**European University Institute  
Protocol office  
Invitation to Tender EUI/2009/Survey  
Via dei Roccettini 9  
50014 San Domenico di Fiesole (FI)  
Italy**

The EUI is open Monday to Friday from 8.30 to 17.00. It is closed on Saturdays and Sundays.

Tenderers are requested to inform the EUI by email to: [SurveyTender@eui.eu](mailto:SurveyTender@eui.eu) when their offer has been dispatched, indicating the tracking number of the courier. The EUI will acknowledge reception of the email.

Tenders shall be submitted in two envelopes. The envelopes must be sealed. If a self-adhesive envelope is used, they must be sealed with adhesive tape and the sender must sign across that tape.

The envelope for the Technical Proposal must be marked **“Envelope A - Technical Proposal”** and must contain the original plus two copies of

1. the Technical Proposal (Doc III.2.a)
2. the signed Tenderer Information Form and the Annexes I and II (Docs III.1, III.3, and III.4)
3. evidence of the economic and financial capacity of the tenderer (see above, 3.f.i.)

The envelope containing the Economic Proposal must be marked **“Envelope B - Economic Proposal”** and must contain the original plus two copies of the Economic Proposal (Doc. III.2.b).

Envelopes A and B must be placed together and sealed in another envelope marked: **“Open Invitation to Tender EUI/2009/Survey – EUI Budget and Financial Affairs Service – Not to be opened by the mail service”**. This envelope must be placed in a larger envelope and delivered to the European University Institute at the address above.

## **5. Instructions on Tenders**

The Tenderer must provide in the bid all the completed and signed forms which are part of Document III-Tender Information and Documentation.

Tenders must be:

1. Drawn up on the Forms included in Document III – Tender Information and Documentation, using headed notepaper (or alternatively stamping each page) and signed/initialled on each page;
2. Perfectly legible in English so that there can be no doubt as to the words or figures;
3. Signed by the Tenderer or by his/her duly authorised representative.

Submission of a tender implies acceptance by the Tenderer of all the terms and conditions contained in the tender documents listed under point 1 of this Invitation.

## 6. Period of validity of Tenders

Tenderers must keep their bids open, in respect of all the conditions therein, for a period of 3 months after the deadline for the submission of bids.

This Invitation to Tender is in no way binding on the EUI. The EUI's contractual obligation commences only upon signature of the contract with the successful Tenderer.

Up to the point of signature, the authorising officer may either abandon the tender or cancel the award procedure, without the Tenderers being entitled to claim any compensation. The Tenderers will be informed in such case.

## 7. Contact between the authorising officer and the Tenderers

Contacts between the authorizing officer and Tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

*Before* the final date for submission of tenders:

- At the request of the Tenderer, the authorising officer may provide additional information solely for the purpose of clarifying the nature of the contract.
- Any request for additional information must be made in writing only to the e-mail address [SurveyTender@eui.eu](mailto:SurveyTender@eui.eu).
- Requests for additional information/ clarification received less than five days before the closing date for submission of tenders will not be processed.
- The authorising officer may, on his/her own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tender.
- Any additional information, replies to questions, including those referred to above, will be published on the EUI website.
- Those intending to prepare a tender in response to this Invitation to Tender are invited to notify their intention by email ([SurveyTender@eui.eu](mailto:SurveyTender@eui.eu)). In case any additional information or replies to questions become available, the EUI will send out an email alert to those having notified their intention to tender.

*After* the opening of tenders:

- If clarification is required or if obvious clerical errors in the tender need to be corrected, the authorising officer may contact the Tenderer provided the terms of the tender are not modified as a result.
- Tenderers will be informed of the outcome of the award procedure, which is expected to be known by 24 April 2009.

## 8. Data protection

Offers will be treated confidentially according to EUI policy<sup>1</sup>. For the purposes of safeguarding the financial interests of the EUI, personal data may be transferred to internal audit services.

Yours faithfully,



Marco Del Panta Ridolfi  
Secretary General

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<sup>1</sup> <http://www.eui.eu/About/DataProtection/>

## EUI/2009/Survey

Tender for a Survey of EU citizens  
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### DOCUMENT II

## Technical and Economic Proposal Specifications



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## A. INTRODUCTION

### A.1. Background Information

The Call for Tender concerns the implementation of a survey of EU citizens (aged 18 years and over) to be conducted in each of the 27 European Union Member States immediately following elections to the European Parliament in June 2009.

The survey forms an integral part of the scientific collaborative project PIREDEU - *Providing an Infrastructure for Research on Electoral Democracy in the European Union*. PIREDEU is co-funded by the European Union under the Seventh Framework Programme and co-ordinated from the European University Institute (EUI), Florence, Italy. The co-funding of the European Union will also contribute to the funding of the survey.

PIREDEU has its origins in the European Election Studies (EES) which has been organizing studies of EU voters following European Parliament elections since 1979.

The PIREDEU design study will assess the feasibility of an upgrade to the European Election Studies that will provide an infrastructure for research into citizenship, political participation, and electoral democracy in the European Union. The scientific and technical feasibility of this infrastructure will be investigated by means of a pilot study conducted in the context of the 2009 elections to the European Parliament. If the pilot study is successful the EES will be in a position to request funds to create a comprehensive empirical database that would endow the social science community with the most essential information required for a recurrent audit of the most important aspects of the electoral process in the European Union.

At the same time as providing evidence for a feasibility assessment, the pilot study will provide the basis for a fully-fledged study of the European Parliament elections of 2009, comprising a voters study, a candidate study, a media study, a manifestos study, and a contextual data study.

The questionnaire to be fielded by the survey has been developed in consultation with the wider research community, through an open procedure, that has allowed the PIREDEU Design Study to take the research needs and preferences of the user community into account. An Open Internet Forum has been the cornerstone of this consultation procedure.

PIREDEU involves more than 20 researchers from some 14 institutions in western and eastern Europe and a large community of affiliated experts from all EU member states.

Further information about the PIREDEU Design study can be found at the project website: [www.piredeu.eu](http://www.piredeu.eu).

The questionnaire includes a module on questions about 1. political knowledge and 2. attribution of responsibility and evaluation. This module is financed by the Economic Social and Research Council (ESRC) of the United Kingdom (funding for the project “[Perceptions of Power: Voter Attribution of Responsibility within the European Union](#)”).

## A.2. Terminology

### A.2.1. General terminology

- i. The general terms used in these specifications are defined in section E of this document.

### A.2.2. The Questionnaire for the Survey

- i. The questionnaire takes approximately 35 minutes in telephone mode (slightly less in face-to-face mode) and focuses on the following topics:
  - a. electoral behaviour including questions on party choices, voting behaviour, and propensity to support particular parties.
  - b. general political attitudes and behaviour based on questions regarding interest in politics, campaign, most important problems, attitudes regarding EU, left-right self placement, placement of parties
  - c. background characteristics including gender, age, education, religion, media consumption.
- ii. The questionnaire has been carefully pre-tested in English, Dutch, German and Danish by the Client.
- iii. Translated questionnaires for each official EU language (except Irish) will be provided by the Client by the end of April 2009. An Irish language version of the questionnaire will not be fielded. Additional translations provided by the Client are in Letze and Russian (see translation protocol on [www.piredeu.eu](http://www.piredeu.eu)).
- iv. The English-language version of the questionnaire [version date: 26 February 2009] is annex F.2 to this invitation to tender. As this questionnaire may be further improved until the call deadline, tenderers are advised to consult the website of the European University Institute (<http://www.eui.eu/About/PositionsAvailable.shtml#SurveyTender>) for updates of annex F.2. Tenderers must specify the version date of the questionnaire on which their tender is based.

### A.2.3. Response rates

#### 1. Response rates have to be estimated and reported following the definitions and categories below

a. Contact – someone who answers the phone or opens the door.

#### b. Interviews – realized, complete, partial, or break-off

Realized interviews include complete and partial interviews, provided that not more than 20% of realized interviews in any country are partial interviews. The following determine whether a case is a complete interview, partial interview, or break-off:

1. Complete: missing information for less than 25% of applicable questions (where “missing” means refused to answer, don’t know, no answer recorded, or question inadvertently not asked). Questions properly coded “not applicable” do not count as missing.
2. Partial: missing information for 25-45% of applicable questions.
3. Break off: missing information on more than 45% of applicable questions. Any partial interviews in excess of 20% in any individual country also count as break-off.

Break-off interviews do not count as realised but must be included in the delivered data as though they had been realized (i.e. including sampling and interviewer data, etc.).

### c. Non-response (Eligible, No Interview))

Eligible cases for which no interview is obtained consist of three types of non-response:

4. contact or respondent refuses (see A.2.3.1.d) or breaks-off (see A.2.3.1.b.3);
5. non-contacts (specify reason, e.g. hangs up the phone, unable to enter building/reach housing unit; no one at residence; respondent away/unavailable) and
6. others (specify, e.g. dead; physically or mentally unable/incompetent, household or respondent level language barrier, respondent moved abroad or to an unknown address)

### d. Refusal/break-off

Refusals and break-offs consist of cases in which some contact has been made in the household or on the telephone and a responsible person has declined to do the interview or an initiated interview has resulted in a break-off (see A.2.3.1.b.3 above on what constitutes a break-off).

### e. Unknown Eligibility, Non-Interview

Cases of unknown eligibility and no interview include situations in which it is not known if an eligible residential household exists at the sampled unit and situations in which such a household exists, but it is unknown whether an eligible respondent resides there.

### f. Ineligible

Not eligible cases include:

1. out-of-sample contact or housing unit;
2. not a housing unit;
3. vacant housing unit;
4. housing unit or contact with no eligible respondent

## **2. Definitions of cooperation, refusal, contact and response rates**

### a. Response rate 1

The number of realized interviews (see A.2.3.1.b) divided by (the number of individuals or households or addresses selected MINUS ineligible).

### b. Response rate 2

The number of realized interviews divided by (Complete interviews + Partial Interviews + Refusals + Break-offs + Non-response + Unknown eligibility) – i.e. the divisor is the sum of A.2.3.1.b-e above.

### c. Cooperation Rates

The proportion of all cases interviewed (not including break-offs – see A.2.3.1.b.3) out of all eligible contacts made.

### d. Refusal Rates

The proportion of all cases in which a contact or the respondent refused to be interviewed, or broke-off an interview, out of all potentially eligible cases.

### e. Contact rates

The proportion of all cases in which some responsible contact or housing unit member was reached. The rates here are household-level rates when the sample is based on households; individual-level rates when the sample is based on individuals.

### **A.3. Price**

The funding available for the realization of this survey is 1,100,000.00 EUR (VAT not applicable) including all costs up to the delivery of the final cleaned dataset with all required documentation.

It should be pointed out that the EUI is exempt from customs duties, indirect taxes and sales taxes under Article 5 of the Protocol on the Privileges and Immunities of the European University Institute.

Tenderers must include a budget breakdown, see below C.1.

Cost incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

### **A.4. Terms of Payment**

Payments shall be made in Euro.

The terms of payment are as follows:

- i. 50% pre-financing following signature of the Contract [and within 30 days of the receipt by the EUI of a duly constituted financial guarantee covering the pre-financing as indicated below]
- ii. 20% pre-financing on delivery of pre-cleaned version of the data accompanied by sufficient documentation to be usable (see below, B.2.6)
- iii. Payment of the balance of 30% after delivery of clean datasets and full technical reports (see below, B.2.6) and subsequent acceptance by the Client.

### **A.5. Financial Guarantee**

By the time of signing the contract, the Client will request a pre-financing guarantee from the Service Provider. This guarantee must be supplied by a bank or financial institution to serve as irrevocable collateral security. It must be denominated in EURO and will have the effect of making the bank or financial institution the first-call guarantor of the contractor's obligations. The guarantee will be released as and when the pre-financing is deducted from the payment of the balance to the contractor.

The exact terms and the amount of the guarantee will be negotiated with the successful tenderer before signature of the contract.

### **A.6. Service Contract**

The EUI will conclude a service contract with the successful tenderer. The tender specifications and the service provider's tender will form an integral part of the contract.

### **A.7. Exclusion, selection and award criteria**

#### **A.7.1. Exclusion criteria**

"Exclusion criteria" are general criteria related to legal and financial requirements stated in the tender documentation. Exclusion criteria are eliminatory (see Doc. III – Annex 1).

### **A.7.2. Selection criteria**

“Selection criteria” relate to the acceptance of the minimum requirements by tenderer as stated in the specifications in this document. Selection criteria are eliminatory.

### **A.7.3. Award criteria**

“Award criteria” take into account both the technical and economic proposals submitted.

The contract will be awarded to the tenderer submitting the bid that offers the best value for money.

Award criteria are specified in section D. A summary is given in section D.3.

The award criteria will be the basis for the choice of the service provider and the awarding of a contract.

## **A.8. The assessment process**

### **A.8.1. Exclusion and Selection**

Proposals will be assessed first according to the Exclusion and then according to the Selection criteria. Proposals that do not meet these criteria will be eliminated.

### **A.8.2. Score**

Maximum score is 100, composed in the following way:

- i. Technical proposal: Maximum Score of 80
- ii. Economic proposal: Maximum Score of 20

See section D (award criteria) for details.

## **B. TECHNICAL SPECIFICATIONS**

### **B.1. Required services: Selection Criteria for the Survey**

*The tender should describe in detail how your company will comply with the following requirements, taking into account the more elaborated descriptions in sections B.2:*

- i. A survey of EU citizens (aged 18 years and over) is to be conducted in each of the 27 European Union Member States immediately following elections to the European Parliament in June 2009.
- ii. Return Rate: A minimum return rate of 1000 realized interviews in each country is required.
- iii. Sample: The sample should be a random sample from the population of EU citizens in each country (see also B.2.1).
- iv. Interview Modes: A telephone sample of respondents to be interviewed is expected to be employed in most countries and face-to-face (FTF) interviews where telephone interviews are impracticable or would not result in an adequate response rate. The tenderer may specify multiple modes in order to improve response rates and reduce costs.
- v. Fieldwork: The fieldwork must start as soon as possible after the election date (varying from country to country between 4 and 7 June 2009) and should be completed within one month if possible. A detailed fieldwork plan must be established.
- vi. Quality of the tendering company: The tenderer must have a track-record of successfully completed (international) surveys for academic (social sciences) purposes and must nominate a Project Director with relevant experience.
- vii. Deliverables: preliminary information and report; cleaned and labelled version of the dataset and full technical reporting preferably within two months after fieldwork ends.

### **B.2. Description of the required service**

#### **B.2.1. Sampling**

Information on the sampling provided in the tender will be an important criterion for the selection of the successful tender. The Client places great importance on the response rate (realised interviews as a percentage of the sample) but sample quality should not be compromised in order to improve response.

The sample should be a random sample from the population of EU citizens of voting age in each country. The tenderer should specify in detail how sampling will be conducted, including –where relevant– specification of multi-stage and clustering elements.

The adequacy of proposed sampling procedures will be judged in terms of:

- i. Coverage: extent of coverage of the residential population, citizens of the EU, aged 18 and over. Any deviation from full coverage, be they of geographical nature or otherwise, need to be specified and quantified in terms of the size of the population segments involved. .
- ii. Minimum *realized* sample size for each country of 1000 respondents (see section A.2.3).
- iii. Methodology: Use of strict random methods at all stages.
- iv. Variation in sample size across countries is expected as a consequence of attempting to achieve a truly random sample, so the average sample size will be greater than 1000. The expected average sample size must be specified in the tender.



- v. Where a sample frame of individuals is not available, a sample frame of households or of addresses may be used. In these cases, procedures for selecting a household from a multi-household address (where appropriate), and an individual within a household have to be specified and agreed in advance with the Client. The client does not rule out the use of random digit dialing (RDD) as a means of obtaining a random sample, but if RDD is employed the details must be agreed in advance with the Client. The relative selection probabilities of every sample member must be known and recorded, as should any remaining systematic non-coverage problems. The tender must provide, for each country, a description of the sampling frame and of the units it comprises (including, except in the case of random digit dialing, information on units that might be used either to stratify the sample or to vary probabilities of selection for certain subgroups and estimates of any likely under-coverage, duplication and ineligibles).
- vi. Detailed information for each country must be provided in the tender about the sample design and sampling procedures, i.e. how the units at each stage will be selected to result in a random sample of individuals, the expected inclusion probabilities of units at each stage of selection, and all information on clustering, stratification and selection. The calculations on which the predicted sample size has been based need to be detailed.
- vii. Meticulous recording must be provided of all details regarding each contact, the questions asked and answers received, and the decision made on the basis of those answers regarding the next step to be taken in the sampling process.
- viii. If appropriate, complex sample design weights should be calculated and added to the datasets.
- ix. The service provider must guarantee access for the Client and its duly designated representatives to all relevant in-house documents regarding the sampling process.

### **B.2.2. Interview Modes**

The interview modes should be chosen in order to achieve the required 1000 realized interviews, to increase response rates and, if necessary, to free resources for improving survey quality.

- i. The tender must include detailed information on the interview mode(s) to be employed in each country as well as on efforts to enhance the response rate (see below, fieldwork procedures).
- ii. The client expects a sample of names or households to be interviewed by telephone in most countries and by face-to-face (FTF) interviews where this is impracticable (because telephone numbers are unobtainable, or for other reasons) or would not result in an adequate response rate (but see under iii below). Mixed mode procedures may be employed to enhance response rates (telephone augmented by FTF in some countries, FTF augmented by telephone interviewing or mail-back questionnaires in others).
- iii. The Client does not anticipate mail or internet surveys as a primary mode, but is open to tenders that incorporate such components in order to reduce costs or increase response rates. The questionnaire is designed to be usable in telephone, FTF or mailback modes. The Client has seen no evidence that internet interviewing improves response rates for random samples beyond what would be obtained with mailback, but is open to argumentation on this point.
- iv. If the tenderer anticipates difficulty with question wording as a result of employing different modes, this should be specified in the tender. Wording of the questionnaire must not be changed in any respect without prior consent of the Client.

### B.2.3. Fieldwork Procedures

- i. The tender must include a fieldwork plan with information on the following.

#### Fieldwork Period

- ii. The expected fieldwork period for each country must be specified in the tender. The fieldwork period must start as soon as possible after the election date (varying from country to country between 4 and 7 June 2009) and should preferably be completed within one month. The client is open to argumentation that a longer time period is needed to improve sample quality and maximize sample size without risking degrading accuracy of respondent recall; but the period should not exceed 6 weeks and should, as far as possible, be the same in all countries.
- iii. The expected fieldwork duration, taking into account the required minimum 1000 completed interviews for each country, must take account of (and the tender must specify) the number of interviewers being committed to the survey (without competing commitments for other surveys). As many interviewers as possible should be assigned for the full period of fieldwork and the tender must provide detailed information regarding numbers to be assigned in each relevant period of time in each country.

#### Fieldwork Preparation

- iv. Plans for the training of interviewers and the briefing plan for interviewers must be specified in the tender. Interviewers must be carefully equipped through training with effective responses to deal with concerns that reluctant respondents might express.
- v. Plans for sampled respondents/addresses to be sent an advance letter in order to make contact or (in the case of Random Digit Dialling) the form of introduction should be specified. Such letters and introductions may be drafted in conjunction with local collaborators of the Client (providing, for example a local university letterhead) or in conjunction with any of the consortium members listed in [www.piredeu.eu](http://www.piredeu.eu) (such as the University of Oxford, UK), whose name may alternatively be used in the introductory pitch of an attempted telephone interview.
- vi. Expected non-contacts as a percentage of all sampled units must be specified in the tender.
- vii. The detailed fieldwork plan must be set up in such a way that progress can be evaluated on a weekly basis (see below, xiii).

#### Fieldwork Execution

- viii. Allowance must be made and specified for repeated attempts (e.g., making follow-up calls to those who do not respond initially, callbacks at different times and days, sending reminders) to thoroughly work the selected sample in not-at home and related situations. For face-to-face interviewing least 4 calls on different days and at different times should be made to locate potential respondents. For telephone interviewing at least 15 calls should be made before recording a failure to contact. The planned maximum for each mode (distinguishing RDD as a separate mode from telephone contacting of known individuals or households), and the manner in which calls will be distributed across hours of the day and days of the week, must be stated in the tender. Achieving these rates will be a requirement of the contract.
- ix. Special efforts (i.e. reworking refusals with an experienced interviewer) must be detailed for persuading reluctant persons to respond.
- x. Response rate enhancement.  
Given the priority of response rate enhancement, suggestions of a range of techniques to tackle this issue are requested. Such techniques may include advance letters, toll-free telephone numbers for potential respondents to contact, extra training of interviewers in response-maximization techniques and doorstep interactions, implementing refusal avoidance and

- conversion techniques, re-issuing of ‘soft’ refusals and ‘indecisive’ non-contacts, and others.
- xi. The nature of quality control checks must be specified in the tender.
- xii. Workloads for interviewers must be specified and reasonably limited.

In summary, the fieldwork for this study involves the following procedures:

1. Dispatching an advance letter to each sampled address (*if part of response maximizing procedures*)
2. Interviewers either:
  - i. making contact by phone with all issued addresses for which there is a phone number; or
  - ii. (*where phone numbers are not available*) making contact with all issued sample addresses face-to-face; or
  - iii. (*where this has been approved by the Client as an acceptable means of achieving a random sample*) making contact by random digit dialling and ascertaining that the person replying (contact) either meets the sample criteria or can provide information leading to contact with someone meeting the sample criteria.
3. Interviewers recording specified outcome information for every contact attempt (*even if no contact is made*)
4. Selecting one adult (aged 18 or over) for interview per household (*no substitution*).
5. Introducing the study, explaining the procedures for interviewing (including the estimated length of the interview), and offering a choice of modes if applicable.
6. Re-contacting soft refusers and offering them an alternative mode (first telephone, then face-to-face, perhaps mailback *if agreed with the Client*).
7. Conducting the interview with the target respondent.
8. Attempting to get break-off interviews completed by mailback or other means.

### **Access and Progress reporting**

- xiii. The Service Provider must report to the Client, by telephone or email on a weekly basis during the fieldwork execution, on the actual progress compared to projected progress.
- xiv. Access must be provided to the Client and its duly authorized representatives to interviewer training, up-to-date reports on the fieldwork process, interview verification, and back-quality control checks. Sufficient information must be provided to the Client (e.g. place and time of training sessions) to permit such access.

### **Fieldwork Documentation**

- xv. Data on the interviewers (age, gender, native language, ethnicity, experience, etc.) must be recorded and provided to the Client. Such data may be contained in a separate fully documented dataset, as long as this dataset contains an interviewer id which is also coded as part of the data for each respondent.
- xvi. Full documentation must be provided on complete, partial or break-off interviews as well as on cases of non-eligibility and no interview due to unknown eligibility. Information on date of sampling, date of first interview attempt, date of interview as well as the number of re-contacts, date, number and mode of reminders, incentives offered, etc. must be recorded as part of the data for each respondent, with codes clearly documented in an annex to the codebook for the data.
- xvii. Interviewers must keep a complete record of the outcome of every contact attempt made and this information should be collected and provided to the Client. For each contact attempt, the following data items must be provided:
  - a. Serial number of the sample household or attempted contact
  - b. Date of call or visit (DD/MM/YY)

- c. Time of call or visit (HH/MM)
  - d. Sequential number of contact attempt
  - e. Mode of contact
  - f. Modes offered at this contact.
  - g. Contact outcome code (see Annex F.1)
  - h. Interviewer identification number
  - i. Number of persons aged 18+ in household (if respondent selection made on this occasion)
- xviii. All information related to contacting respondents must be regarded as the property of the Client and must be saved for a minimum of 6 years in case of need to re-contact respondents in a post-hoc panel study. In some countries this will require a consent question to be included in the questionnaire and such a question will be provided where required.

#### **Data anonymisation**

- xix. Data protection regulations in all participating countries have to be adhered to. Each country survey report will have to confirm that the data have been anonymised in accordance with national or EU regulations on protection of individuals with regard to the processing of personal data. Special provisions have to be made in order to allow re-interviewing in the event that this survey becomes the first wave of a panel. Costs of retaining such information for 6 years must be specified.

#### **Professional Standards**

- xx. Full compliance with ESOMAR standards is required  
(<http://www.esomar.org/index.php/codes-guidelines.html>)

### **B.2.4. Quality**

- i. **Experience.** The tender must describe for how many years the tenderer has provided these kinds of services. A minimum of three years in business is required. It must
  - a. Provide details of business dealings, relevant to this contract in the last three years, e.g. implementation of surveys for academic (social-science) purposes.
  - b. Provide information regarding the stability of your client list during that time.
  - c. Provide any evidence of client satisfaction with the services delivered.
  - d. Provide any names and contact details of clients that we may contact for information regarding your performance.
  - e. Provide evidence of any experience of dealing with international organisations.
- ii. **Policy.** It must provide details of:
  - a. Any written policy on quality and standards.
  - b. Any external assessment or certification of quality.
  - c. Tenderer's approach to assuring quality in meeting this Agreement.
- iii. **Association.** If applicable, tender should provide information on the Service Provider's membership of a trade association or similar.
- iv. **Staff.** If relevant, tender must provide details of the standards set for personnel management of staff responsible for the execution of this Agreement. In particular, it must specify standards set for competence, training and development, and particular strengths, amongst the staff dealing with services described in this Agreement.
- v. **Subcontracting.** If certain services are subcontracted by the service provider, the identity of the subcontractor and the services to be provided by the subcontractor must be mentioned. Subcontracting is subject to the approval of the Client.

### **B.2.5. Contacts at management level and resolution of disputes**

- i. The Director of the Robert Schuman Centre for Advanced Studies (RSCAS) is ultimately responsible for the performance of this agreement. The day-to-day management will be handled by authorised staff members, in particular the Chair of the Steering Committee and the Project Manager of the PIREDEU Design Study.
- ii. The Service Provider must provide the name and contact details of a permanent staff member (Project Director) responsible for the execution of the agreement and the name and contact details of a contact person in each country. The tender should include a CV of the designated Project Director. Separate contact names (where appropriate) should be given for overall contract management and for day-to-day business. Any change to the nominated contacts must be communicated in advance.
- iii. The language of communication shall be English.
- iv. Except as specified elsewhere, or as agreed, the Service Provider must reply to email, telephone, fax, or letter from the Client within five working days (two working days during fieldwork).
- v. The tender document must specify what post-delivery services will be offered for help in clarifying and resolving any sampling, data and/or documentation problems that might arise, and for how long such post-delivery services will be provided
- vi. The tender document must describe any proposals to ensure a good and creative working relationship with the Client.

### **B.2.6. Deliverables and Timetable**

At the minimum, the following deliverables must be provided:

- i. Final information on sampling [B.2.1]
- ii. Report on training of interviewers [B.2.3]
- iii. Progress reports during and after completion of fieldwork
- iv. SPSS data files containing cleaned responses to all questions by each respondent and all information required to weight each respondent in terms of sampling probability [B.2.3], along with design weights, and details of interviewer(s) and contact process [B.2.3 xv and xvi]. To be considered “clean” the data must at a minimum be free of (a) non-documented codes, and (b) ‘routing’ or ‘branching’ inconsistencies. Any additional operations customary for cleaning survey data should be specified in the tender document and performed on the data. Labelling must include variable and value labels in a format to be specified in the tender document.
- v. Technical reports for each country must be provided and should state in detail
  - a. The sampling procedures [B.2.1/B.2.3]
  - b. The fieldwork procedures [B.2.3]
  - c. Detailed disposition codes (including response rates, cooperation rate, refusal rate, contact rate) [B.2.3]
  - d. The use and estimated effectiveness of the response enhancement techniques agreed upon [B.2.3]
- vi. Detailed textual reports on contacting details, in addition to disposition codes [B.2

Deliverables must be provided according to the following timetable:

- i. Final information on sampling: 15 May 2009
- ii. Report on training of interviewers: 15 May 2009
- iii. Fieldwork progress: on a weekly basis, see above, [B.2.3 xiii]

- iv. A progress report by 1 September 2009, providing initial figures for response rates in each country (Response rates 1 and 2 defined above, A.2.3.2.)
- v. Pre-cleaned version of the data as soon as available
- vi. Cleaned and labelled (see B.2.6.iv) version of the dataset preferably within two months after fieldwork ends. The tender proposal must clearly specify the date by which the cleaned and labelled version of the dataset can be delivered to the Client.
- vii. Full technical reports as specified above (see B.2.6.v-vi) must be provided by a date to be specified in the tender proposal.

### **B.3. Optional added value services**

- i. The tender may include additional proposals and optional added-value services not covered by the specifications above. In particular, this may relate to means of identifying and perhaps correcting any mode effects, to any additional efforts to increase response rates or improve the quality of the sample or of post-stratification weighting; or to cost reduction efforts intended to facilitate any or all of these objectives.
- ii. NOTE: If added-value services are offered, any costs such services would incur must be indicated. Such costs must be provided for each service separately and be presented in a separate chapter within the economic proposal (see section C.1.4). For each such service, the extent of the trade-off with other desired objectives (especially sampling and response rate) must be specified – the client must be told how much sample quality or response rate could be improved if the additional service were not provided.
- iii. Each service offered will be assessed separately but within the general evaluation of the technical proposal. Such services are not compulsory.



## **C. ECONOMIC SPECIFICATION**

The amount available for the realization of this survey is 1,100,000.00 EUR including all costs up to the delivery of the final cleaned dataset with all required documentation and reports.

Note that the total costs of the required services (C.1) and of the added-value services (C.2) should not exceed this sum.

The price shall be indicated in Euro, excluding VAT, using – if applicable – the conversion rates published in the C series of the Official Journal of the European Union on the day when the invitation to tender is sent out.

### **C.1. Required services economic proposal**

The tender must state the total costs for the required services and provide a meaningful breakdown (a limited number of main categories) of these costs so that the proposal can be judged for accuracy.

If the economic offer is substantially below 1.1 MEUR or the breakdown of costs does not permit the Client to judge its feasibility, the Client reserves the right to request additional information in order to evaluate the budget breakdown in question. Tenderers are reminded that any economic savings should rather be used to improve sampling and response rate quality than to reduce the cost of the tender (see instructions in section B).

### **C.2. Added-value services economic proposal**

If relevant please provide prices for each of the added-value services offered, as described in section B.3. A price should be specified for each of these services and it should be clearly stated what alternative enhancements would have been possible for this price in terms of the quality of the sample and the level of the response rate. It is unlikely that the client would choose any other service in preference to these two priorities, but the client is open to argumentation on this score.

The sum of the costs of the required services and of the added-value services mentioned in this section should not exceed the sum mentioned above (C.)

## **D. AWARD CRITERIA**

### **D.1. Technical proposal award criteria**

#### **D.1.1. Score for technical proposal**

Maximum score: 80/100

#### **D.1.2. Required and added value services award criteria**

The technical aspects of each tender will be evaluated on the basis of the technical proposal, using the following criteria in a first step:

- i. Sampling: quality of the sample (design, methodology, sample frames) [B.2.1]
- ii. Fieldwork: in particular taking into account expected fieldwork duration, proposed interview modes, fieldwork preparation, response rate enhancement strategies [B.2.2 - B.2.3]
- iii. Quality aspects: in particular taking into account the experience of the Service Provider and – if applicable – the consortium/network, and the profile of the Project Director designated by the Service Provider [B.2.4-B.2.5]
- iv. Proposed submission date for the end products (final data sets and reports) [B.2.6]
- v. Optional added value services [B.3] (But see section C.2 above).

#### **D.1.3. Overall coherence of the technical proposal**

The second step of the evaluation of the technical aspects of each tender will assess the overall coherence of the technical proposal. This will take into account the proposed combination of various required services where trade-off relations exist, for example fieldwork period vs. projected response rate, submission date for end products vs. proposed quality control checks, etc.



## D.2. Economic proposal award criteria

Score for economic proposal

Maximum score: 20/100

The contract shall be awarded to the tenderer whose offer represents the best value for money, taking into account the criteria listed in D.1.

The economic proposal will be scored according to the following formula:

$$\text{Score} = 20 / \frac{\text{Price}}{\text{MinPrice}}$$

Where:

20 = The maximum score assignable for the economic proposal

Price = The price offered by the individual tenderer.

MinPrice = Lowest price offered by any tenderer.

## D.3. Summary of award criteria

The contract will be awarded to the tenderer whose offer gets the highest score [0-100] in the following formula:

**Bid score = Technical proposal [0-80] + Economic Proposal [0-20]**

## E. TERMINOLOGY

**Authorising Officer** – refers in practice to the head of service in charge of the launching and awarding of the contract within the limits of the powers of signature delegated to him/her.

**Best value for money** – The price stated in the economic proposal is assessed in relation to the quality of the services to be provided, as described in the technical proposal (best quality/ price ratio).

**Chair of the PIREDEU Steering Committee** – academic staff member of the Client

**Client** (note the capital “C”) – the Director of the Robert Schuman Centre for Advanced Studies (RSCAS), or an official authorised by the Director. ‘Authorised officials’ will be identified to the Service Provider with a description of their roles.

**EUI** – European University Institute

**European Union, EU** – the present European Union of 27 Member States.

**May** – the use of “may” indicates that the specified item is *optional*. (See also “must” and “should”).

**Must** – the use of “must” indicates that the specified item is *mandatory*. (See also “should” and “may”). Mandatory items include e.g. minimum service standards, requirements to provide information, particular service features, and requirements to present price offers in a particular format.

**Official languages of the European Union** – The European Union has 23 official languages. They are: Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish and Swedish.

**PIREDEU Design Study** – Collaborative Project “*Providing an Infrastructure for Research on Electoral Democracy in the European Union*”. PIREDEU is co-funded by the European Union under the Seventh Framework Programme and is co-ordinated from the European University Institute (EUI).

**Project Manager of the PIREDEU Design Study** – staff member of the Client.

**Response rates** – see section A.2.2

**Service Provider** – the successful tenderer: a market or opinion research company, or similar.

**Should** – the use of “should” indicates that the specified item is *desirable*. (See also “must” and “may”). Desirable items include e.g. some service features, some standards above the mandatory level, etc.

**Specification** – set of requirements.

**Working days** – are Monday-Friday, excluding recognised national public holidays in the country of the supplier or Client, as relevant to the case. The first “working day” is the day of initiation of a request provided this happens before 5pm local time. The final “working day” ends at 5pm local time. An email message to a designated address and dated before 5pm or a message on an answering machine at a designated telephone number timestamped before 5pm will be deemed to have complied with this provision.

## **F. ANNEXES**

### **F.1. Contact outcome codes**

#### **F.1.1. Codes for reporting of response and non response:**

Please report numbers not percentages

- a. Total number of issued sample units (addresses, households or individuals)
- b. Refusal by respondent
- c. Refusal by contact other than respondent (i.e. household or address refusal)
- d. No contact (after at least 4 visits or 15 telephone calls)
- e. Language barrier
- f. Respondent mentally or physically unable to co-operate throughout fieldwork period
- g. Respondent unavailable throughout the fieldwork period for other reasons
- h. Address not residential (institution, business/industrial purpose)
- i. Address not occupied (not occupied, demolished, not yet built)
- j. Address not traceable
- k. Other ineligible address
- l. Respondent moved abroad/unknown destination
- m. Respondent deceased
- x. Number of invalid interviews
- y. Number of valid interviews
- z. Number of sample units not accounted for (sum of b to m + x)

N.B. Codes i-k not valid for telephone interviewing;

#### **F.1.2. Information to be reported regarding non-response**

As much information as possible must be provided about non-respondents. Tender should specify information to be collected as a supplement to the response codes listed above.

At the minimum:

- a. Postcode or similar geographical locator of non-respondent if knowable (i.e. except in case of random digit dialing).
- b. Data that is directly observable in the case of FTF contacting: type of neighbourhood, type of house, age of house, type of town; age and gender of contact if ascertained (depending on interview mode).

## F.2. English-language version of the questionnaire to be fielded [version: 09.03.2009]

As this questionnaire may be further improved until the call deadline, tenderers are advised to consult the website of the European University Institute (<http://www.eui.eu/About/PositionsAvailable.shtml#SurveyTender>) for updates of this annex. Tenderers must specify the version date of the questionnaire on which their tender is based.

o Please note:

**[INTV: ...]** denotes Interviewer instructions

**<if Q3 = ...>** denotes skip/filter instructions

**{Text... }** denotes general meta instructions regarding questions/answer options

- o Interview selection process: *information regarding R's citizenship, location and household composition (n people > 18 to be ascertained during interview selection process)*
- o Questions Q39: Q47: and Q81: are to be repeated for all parties of list (country-specific list of parties will be provided).
- o List of country specific education options (Q101: ) attached separately
- o List of country specific occupation question (Q113: ) attached separately
- o For all questions, unless specifically stated otherwise, DK or REFUSED option not explicitly offered but silently recorded

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**{Start of questionnaire}**

---

**{Q1: Q2: Q3: : open answer to be recorded verbatim - no coding required}**

**Q1: What do you think is the most important problem facing {country} today?**

---

**Q2: And what do you think is the second most important problem facing {country} today?**

---

**Q3: And what do you think is the third most important problem facing {country} today?**

**Q4: Which political party do you think would be best at dealing with [the most important issue]?**



***{pre-coded list of likely parties mentioned per country will be supplied (example for UK below). "other"= open answer, to be recorded verbatim, no coding of open answer required}***

- 1 Labour
- 2 Conservatives
- 3 LibDem
- 4 Scottish National Party
- 5 Plaid Cymru
- 6 UK Independence Party
- 7 British National Party
- 8 Green Party
- 9 other (write in) -----

**Q5: As of today, is {answer Q1: } mainly dealt with at the regional, national, or European level?**

- 1 regional
- 2 national
- 3 European

**Q6: And what do you think would be the most appropriate level to deal with {answer Q1: }: regional, national, or European level?**

- 1 regional
- 2 national
- 3 European

**Q7: In a typical week, how many days do you follow the news?  
[INTV: includes news on tv, radio, newspaper]**

- 0
- ...
- 7

**Q8: In a typical week, how many days do you watch the following news programmes?**

**a. Programme 1:**

0 ... 7 days

**b. Programme 2:**

0 ... 7 days

**c. Programme 3:**

0 ... 7 days

**d. Programme 4:**

0 ... 7 days

***{Q8a-d: In Germany 4 programmes will be probed, in Finland and Spain 3. In all other countries 2 programmes will be probed.}***

**Q9: Is there any other channel on which you watch the news more often than these?**

- 1 yes
- 2 no



<If Q9: = Yes:>

**Q10: Which one?**  
*{open answer, recorded on pre-coded list of TV channels (will be provided)}*

<If Q9: = Yes:>

**Q11: how many days per week:**  
0 ... 7 days

**Q12: In a typical week, how many days do you read the following newspapers?**

**a. Newspaper 1**

0 ... 7 days

**b. Newspaper 2**

0 ... 7 days

**c. Newspaper 3**

0 ... 7 days

*{Q12a-c: Country specific newspaper names will be provided.}*

**Q13: Is there any other newspaper that you read more frequently than these?**

1 yes

2 no

<If Q13: = Yes:>

**Q14: which one?**  
*{open answer, recorded on pre-coded list of newspapers (will be provided)}*

<If Q13: = Yes:>

**Q15: how many days per week:**  
0 ... 7 days

**How often did you do any of the following during the three or four weeks before the European election? How often did you:**

**Q16: watch a program about the election on television? Often, sometimes, or never?**

1 often

2 sometimes

3 never

**Q17: read about the election in a newspaper? Often, sometimes, or never?**

1 often

2 sometimes

3 never

**Q18: talk to friends or family about the election?**

1 often

2 sometimes

3 never

**Q19: attend a public meeting or rally about the election?**

1 often

2 sometimes

3 never

**Q20: look into a website concerned with the election?**

- 1 often
- 2 sometimes
- 3 never

**Q21: Have you ever been contacted by a candidate or party organisation during the election campaign in any of the following ways?**

**[INTV: tick all that apply]**

- 1 Email
- 2 internet networking contact such as MySpace, Linkedin, Facebook **{note: country specific website names will be provided}**
- 3 Telephone
- 4 Direct mail
- 5 flyer through the post
- 6 Face to face (calling at your home)
- 7 Face to face (in the street)
- 8 Other personal contacts in meetings, association
- 9 Never been contacted

**Q22: There are websites offering advice on how to vote in the European Parliament elections on the basis of your ideas, values and policy preferences.**

**a. In the weeks before the European Parliament elections, did you visit such a website?**

- 1 Yes
- 2 No

**<in countries with multiple vote advice websites (country names will be provided, likely no more than five countries), and if YES on Q22: a>**

**b. What was the name of this website? \_\_\_\_\_**  
**{record open answer, no coding required}**

**Q23: Thinking back to just before the elections for the European Parliament were held, how interested were you in the campaign for those elections: very, somewhat, a little, or not at all?**

- 1 very
- 2 somewhat
- 3 a little
- 4 not at all

**Q24: A lot of people abstained in the European Parliament elections of June 4/7, while others voted. Did you cast your vote?**

- 1 yes, voted
- 2 no, did not vote

**<If Q24: = YES>**

**Q25: Which party did you vote for?**

**{pre-coded party list (will be provided) consisting of likely answers: parties competing in European elections. List below example for UK (mainland) – not finalised}**

- 1 Labour
- 2 Conservatives
- 3 LibDem
- 4 Scottish National Party **{only in Scotland}**
- 5 Plaid Cymru **{only in Wales}**
- 6 UK Independence Party
- 7 British National Party
- 8 Green Party

XX voted blank  
XX spoiled vote  
XX did not vote  
XX do not remember  
XX no answer

**<If Q24: = No>**

**Q26: If you had voted in the European Parliament elections, which party would you have voted for?**

**{pre-coded party list (will be provided) consisting of likely answers: parties competing in European elections. List below example for UK (mainland) – not finalised}**

- 1 Labour
- 2 Conservatives
- 3 LibDem
- 4 Scottish National Party
- 5 Plaid Cymru
- 6 UK Independence Party
- 7 British National Party
- 8 Green Party

XX would have voted blank  
XX would have spoiled vote  
XX would have not vote  
XX do not know  
XX no answer

**Q27: Which party did you vote for at the [General Election] of [Year of Last General Election]?**

**{pre-coded party list (will be provided) consisting of likely answers: parties competing in previous national elections. List below example for UK (mainland) – not finalised}**

- 1 Labour
- 2 Conservatives
- 3 LibDem
- 4 Scottish National Party
- 5 Plaid Cymru
- 6 British National Party
- 7 Green Party

XX voted blank  
XX spoiled vote



XX did not vote  
XX do not remember  
XX no answer

**Q28: And if there was a general election tomorrow, which party would you vote for?**

**{pre-coded party list (will be provided) consisting of likely answers: parties competing in national elections. List below example for UK (mainland) – not finalised}**

1 Labour  
2 Conservatives  
3 LibDem  
4 Scottish National Party  
5 Plaid Cymru  
6 British National Party  
7 Green Party

XX would vote blank  
XX would spoil vote  
XX would not vote  
XX do not know  
XX no answer

Now I would like to ask you some questions about how much responsibility the {country} government and the European Union have for some of the things going on in {country}. Of course, you may think that neither is responsible.

**Q29: First, thinking about the economy, how responsible is the {country} government for economic conditions in {country}? Please indicate your views using any number on a scale from 0 to 10, where 0 means “no responsibility” and 10 means “full responsibility”.**

**Q30: And what about the European Union, how responsible is the EU for economic conditions in {country}?**

**Q31: Second, thinking about health care, how responsible is the {country} government for the standard of health care in {country}?**

**Q32: And what about the European Union, how responsible is the EU for the standard of health care in {country}?**

**Q33: Third, thinking about immigration, how responsible is the {country} government for levels of immigration in {country}?**

**Q34: And what about the European Union, how responsible is the EU for levels of immigration in {country}?**

**Q35: Fourth, thinking about the interest rates, how responsible is the {country} government for setting interest rates in {country}?**

**Q36: And what about the European Union, how responsible is the EU for setting interest rates in {country}?**

- Q37: Finally, thinking about climate change, how responsible is the {country} government for dealing with climate change in {country}?**
- Q38: And what about the European Union, how responsible is the EU dealing with climate change in {country}?**  
 0 No responsibility  
 ...  
 10 Full responsibility
- Q39: We have a number of parties in {country} each of which would like to get your vote. How probable is it that you will ever vote for the following parties? Please specify your views on a scale where 0 means "not at all probable" and 10 means "very probable".**  
 a. If you think of {Party a}: what mark out of ten best describes how probable it is that you will ever vote for {Party a}?

*{Party list (will be provided) consisting of politically relevant parties: parties with representatives in National and/or European Parliament, in addition to which parties likely to gain representation in National and/or European Parliament (based on opinion polls standing) or relevant 'outsiders'.*

*Maximum 15 parties per country – 2004 mean and median: seven parties per country*

*Question repeated for all parties of above described party list – rotated randomly & order recorded (where interview mode allows; otherwise employing split-half sample with answers inverted for 50%)*

*List below example for UK – not finalised.}*

- a. Labour
- b. Conservatives
- c. LibDem
- d. Scottish National Party
- e. Plaid Cymru
- f. UK Independence Party
- g. British National Party
- h. Green Party

0 not at all probable

...

10 very probable

**{repeat question:}**

**Q39: b: And {Party X}: what mark from 0 to ten best describes how probable it is that you will ever vote for {Party X}?**

0 not at all probable

...

10 very probable

For each of the following propositions, please indicate whether you agree or disagree with the following statements.

**Q40: "The European Parliament takes into consideration the concerns of European citizens"**

Do you 'strongly agree', 'agree', 'neither agree nor disagree', 'disagree' or 'strongly disagree'?

Q41: "You trust the institutions of the European Union"

Q42: "It is very important for you which particular candidates win seats and become MEPs in the European Parliament elections"

Q43: "It is very important for you which particular political party gained the most seats in the European Parliament elections"

Q44: "The {country} Parliament takes into consideration the concerns of {country} citizens"

Q45: "It is very important for you which particular political party gained the most seats in the {country} Parliament elections"

1 Strongly agree

2

3

4

5 Strongly disagree

Q46: In political matters people talk of "the left" and "the right". What is your position? Please indicate your views using any number on a scale from 0 to 10, where 0 means "left" and 10 means "right". Which number best describes your position?

0 left

....

10 right

Q47: And about where would you place the following parties on this scale?

a. How about the {Party a}? Which number from 0 to 10, where 0 means "left" and 10 means "right" best describes {Party a}?

0 left

...

10 right

*{Party list (will be provided) as for Q39: – 2004 mean/median 7 per country}*

*Question repeated for all parties of above described party list – rotated randomly & order recorded (where interview mode allows; otherwise employing split-half sample with answers inverted for 50%)*

*List below example for UK – not finalised.}*

- a. Labour
- b. Conservatives
- c. LibDem
- d. Scottish National Party
- e. Plaid Cymru
- f. UK Independence Party
- g. British National Party
- h. Green Party

**{repeat question:}**

**Q47: b: And for {Party x}?**

0 left

...

10 right

- Q48: What do you think about the economy? Compared to 12 months ago, do you think that the general economic situation in {country} is**  
 1 a lot better  
 2 a little better  
 3 stayed the same  
 4 a little worse  
 5 a lot worse
- Q49: And over the next 12 months, how do you think the general economic situation in this country will be? Will it...**  
**[INTV: read out]**  
 1 get a lot better  
 2 a little better  
 3 stay the same  
 4 a little worse  
 5 get a lot worse
- Q50: And over the last 12 months, has the standard of health care in {country} got a lot better, a little better, stayed about the same, got a little worse or got a lot worse?**  
 1 a lot better  
 2 a little better  
 3 stayed the same  
 4 a little worse  
 5 a lot worse
- Q51: And over the last 12 months, has immigration in {country} increased a lot, increased a little, stayed the same, decreased a little or decreased a lot?**  
 1 increased a lot  
 2 increased a little  
 3 stayed the same  
 4 decreased a little  
 5 decreased a lot
- <IF CHANGE (Q51: <>3)>**
- Q52: In your opinion, is this a change for the better or the worse?**  
 1: Better  
 2: Worse
- Q53: And over the last 12 months, have interest rates in {country} increased a lot, increased a little, stayed the same, decreased a little or decreased a lot?**  
 1 increased a lot  
 2 increased a little  
 3 stayed the same  
 4 decreased a little  
 5 decreased a lot
- <[IF CHANGE (Q53: <> 3)>**
- Q54: In your opinion, is this a change for the better or the worse?**  
 1: Better  
 2: Worse

**Q55: Finally, over the last 12 months, has climate change in {country} become a lot more of a problem, a little more of a problem, is about the same, has become a little less of a problem or a lot less of a problem.**

- 1 a lot more of a problem
- 2 a little more of a problem
- 3 stayed the same
- 4 a little less of a problem
- 5 a lot less of a problem

Now I will read out some statements to you. For each of the following statements, please tell me to what degree you agree or disagree with each statement. Do you 'strongly agree', 'agree', 'neither agree nor disagree', 'disagree' or 'strongly disagree'?

*{items Q56: to Q67: to be rotated randomly & order recorded where mode allows; otherwise employing split-half sample with answers inverted for 50%} }*

**Q56: Private enterprise is the best way to solve [COUNTRY'S] economic problems**

**Q57: Major public services and industries ought to be in state ownership.**

**Q58: Politics should abstain from intervening in the economy**

**Q59: Income and wealth should be redistributed towards ordinary people**

**Q60: Same-sex marriages should be prohibited by law.**

**Q61: People who break the law should be given much harsher sentences than they are these days.**

**Q62: Women should be free to decide on matters of abortion**

**Q63: Schools must teach children to obey authority.**

**Q64: A woman should be prepared to cut down on her paid work for the sake of her family.**

**Q65: Immigrants should be required to adapt to the customs of {country}.**

**Q66: Immigration to {country} should be decreased significantly.**

**Q67: EU treaty changes should be decided by referendum**

- 1 strongly agree
- 2 agree
- 3 neither agree nor disagree
- 4 disagree
- 5 strongly disagree

Next, I'd like your opinion on the influence government and European Union policies have had on some issues over the last 12 months.

Do you think {country} government policies have had a positive influence, a negative influence or no influence on:

**Q68: economic conditions in {country}?**

- Q69:** And, do you think {country} government policies have had a positive influence, a negative influence or no influence on the standard of health care in {country}?
- Q70:** And, do you think {country} government policies have had a positive influence, a negative influence or no influence on levels of immigration in {country}?
- Q71:** And, do you think {country} government policies have had a positive influence, a negative influence or no influence on interest rates in {country}?
- Q72:** And finally, do you think {country} government policies have had a positive influence, a negative influence or no influence on climate change in {country}?
- 1 had a positive influence
  - 2 a negative influence
  - 3 no influence

And now, do you think European Union policies have had a positive influence, a negative influence or no influence on:

- Q73:** economic conditions in {country}?
- Q74:** And, do you think EU policies have had a positive influence, a negative influence or no influence on the standard of health care in {country}?
- Q75:** And, do you think EU policies have had a positive influence, a negative influence or no influence on levels of immigration in {country}?
- Q76:** And, do you think EU policies have had a positive influence, a negative influence or no influence on interest rates in {country}?
- Q77:** And finally, do you think EU policies have had a positive influence, a negative influence or no influence on climate change in {country}?
- 1 had a positive influence
  - 2 a negative influence
  - 3 no influence
- Q78:** To what extent would you say you are interested in politics? Very, somewhat, a little, or not at all?
- 1 very
  - 2 somewhat
  - 3 a little
  - 4 not at all
- Q79:** Generally speaking, do you think that [COUNTRY'S] membership of the European Union is a good thing, a bad thing, or neither good nor bad?
- 1 good thing
  - 2 bad thing
  - 3 neither
- Q80:** Some say European unification should be pushed further. Others say it already has gone too far. What is your opinion? Please indicate your views using a scale from 0 to 10, where 0 means unification 'has already gone too far' and 10 means it 'should be pushed further'. What number on this scale best describes your position?
- 0 unification has already gone too far
  - ...
  - 10 unification should be pushed further

- Q81:** And about where would you place the following parties on this scale?
- a. How about the {Party a}? Which number from 0 to 10, where 0 means "already gone too far" and 10 means "should be pushed further" best describes {party a}?

***{Party list (will be provided) as for Q39: – 2004 mean/median 7 per country***

***Question repeated for all parties of above described party list – rotated randomly & order recorded (where interview mode allows; otherwise employing split-half sample with answers inverted for 50%)***

***List below example for UK – not finalised.***

- a. Labour
- b. Conservatives
- c. LibDem
- d. Scottish National Party
- e. Plaid Cymru
- f. UK Independence Party
- g. British National Party
- h. Green Party

0 unification has already gone too far

...

10 unification should be pushed further

**{repeat question:}**

**Q81: b: And for {Party x}?**

0 unification has already gone too far

...

10 unification should be pushed further

**Q82: Do you see yourself as..**

- 1 {country} only
- 2 {country} and European
- 3 European and {country}
- 4 European only

**Q83: In general, do you think that enlargement of the European Union would be a good thing, a bad thing, or neither good nor bad?**

- 1 a good thing
- 2 a bad thing
- 3 neither good nor bad

**Q84: On the whole, how satisfied are you with the way democracy works in {country}? Are you**

- 1 very satisfied
- 2 fairly satisfied
- 3 not very satisfied
- 4 not at all satisfied

**Q85: All in all again, are you very satisfied, fairly satisfied, not very satisfied or not at all satisfied with the way democracy works in the European Union?**

- 1 very satisfied
- 2 fairly satisfied
- 3 not very satisfied
- 4 not at all satisfied

**Q86: Let us now come back to {country}. Do you approve or disapprove the government's record to date?**

- 1 approve
- 2 disapprove

**Q87: Do you consider yourself to be close to any particular party? If so, which party do you feel close to?**

0. no, does not feel close to any party <GO TO Q89: >

**{pre-coded party list of politically relevant parties per country – will be provided. UK example below – not finalised}**

- 1. Labour
- 2. Conservatives
- 3. LibDem
- 4. Scottish National Party
- 5. Plaid Cymru
- 6. UK Independence Party
- 7. British National Party
- 8. Green Party
- xx DK/refused <GO TO Q89: >

**<if feels close to a party (Q87: <= 0 & Q87: <= DK/refused)>**

**Q88: Do you feel yourself to be very close to this party, fairly close, or merely a sympathiser?**

- 1 very close
- 2 fairly close
- 3 merely a sympathiser

**<if R does not feel close to a party (Q87: = 0 or Q87: = DK/refused)>**

**Q89: Do you feel yourself a little closer to one of the political parties than others?**

- 1 yes
- 2 no

**<if Q89: = Yes>**

**Q90: Which party is that?**

**{pre-coded party list of politically relevant parties per country – will be provided. UK example below – not finalised}**

- 1. Labour
- 2. Conservatives
- 3. LibDem
- 4. Scottish National Party
- 5. Plaid Cymru
- 6. UK Independence Party
- 7. British National Party
- 8. Green Party
- xx DK/refused

**Q91: How much confidence do you have that decisions made by the European Union will be in the interest of {country}?**





- 1 a great deal of confidence
- 2 a fair amount
- 3 not very much
- 4 no confidence at all

Now some questions about the European Union and {country}. For these questions, I am going to read out some statements. For each one, could you please tell me whether you believe they are true or false? If you don't know, just say so and we will skip to the next one.

*{items Q92: to Q98: to be rotated randomly & order recorded where interview mode allows; otherwise employing split-half sample with answers inverted for 50%}*

**Q92: Switzerland is a member of the EU**

**Q93: The European Union has 25 member states**

**Q94: Every country in the EU elects the same number of representatives to the European Parliament.**

**Q95: Every six months, a different Member State becomes president of the Council of the European Union**

**Q96: The {country} Minister of Education *{Appropriate national title will be provided}* is *{Name of Minister of Education – will be provided}*.**

**Q97: Individuals must be 25 or older to stand as candidates in {country} general elections.**

**Q98: There are *{actual number plus 50% - (country specific figures will be provided)}* members of {country} parliament.**

- 1 true
- 2 false

---

**{Demographics/Background characteristics}**

---

**Q99: Are you yourself a member of a trade union or is anyone else in your household a member of a trade union?**

- 1 yes, I am
- 2 yes, someone else is
- 3 yes I am and someone else in the household is
- 4 no

**Q100: How old were you when you stopped full-time education?**

- xx {age in years, 2 digits}
- xx still studying

**Q101: What is the highest level of education you have completed in your education?**

**[INTV: 'completed' means diploma or certificate awarded, or examination passed]**

***{answer options given here for UK – specific answer options per country will be provided, see accompanying document}***

- 1 – No qualifications, and left school before the age of 11 [A]
- 2 – No qualifications, and left school between the ages of 11 and 14 inclusive [B]
- 3 – No qualifications, and left school after the age of 14 [C]
- 4 – One or more of the following:
  - NVQ Level 1
  - GNVQ or GSVQ Foundation Level
  - BTEC or SCOTVEC First or General Certificate
  - RSA Levels 1-3
  - City & Guilds Part 1
  - YT or YTP Certificate
  - Other equivalent qualification [D]
- 5 – One or more of the following:
  - NVQ Level 2
  - GNVQ Intermediate Level
  - BTEC or SCOTVEC First or General Diploma
  - RSA Diploma
  - City & Guilds Part 2
  - Other equivalent qualification [E]
- 6 – One or more of the following:
  - One or more CSEs below Grade 1
  - one or more GCSEs below Grade C
  - One or more O Levels
  - One or more GCSEs Grades A-C or equivalent
  - Other equivalent qualification [F]
- 7 – •One or more A Levels or AS Levels
  - One or more SCE Higher Grade
  - Scottish Certificate of Sixth Year Studies
  - Other equivalent qualification [G]
- 8 – •NVQ Level 3
  - GNVQ or GSVQ Advanced Level
  - Other equivalent qualification [H]
- 9 – Higher Education Access Course, or equivalent qualification [I]
- 10 – •NVQ Level 4
  - HNC or HND
  - Diploma in Higher Education
  - Teaching qualification, e.g. Teaching Certificate, PGCE
  - Nursing qualification
  - RSA Higher Diploma
  - Other equivalent qualification [J]
- 11 – NVQ Level 5, or equivalent qualification [K]
- 12 – First degree: BA or BSc, or equivalent qualification [L]
- 13 – Higher degree, e.g. MA, MBA, MSc, Mphil or equivalent qualification [M]
- 14 – Doctorate: PhD or DPhil [N]
- 15 – Other qualification: please describe (write in) [O]

**Q102: Are you ...**

- 1 male
- 2 female

**Q103: What year were you born?**

xxxx {record year of birth (4 digits)}

**Q104: Were both of your parents born in {country}?**\*

1 yes <GO TO 0>

2 no

**{\*note: for countries formerly not independent (names will be provided) replace {country} with "in the area that now is {country}"}**

<If Q104: =2 NO:>

**Q105: in which country was your mother born?** \_\_\_\_\_

<If Q104: =2 NO:>

**Q106: In which country was your father born?** \_\_\_\_\_

<If Q104: =2 NO:>

**Q107: In which country were you born?** \_\_\_\_\_

<If Q104: =1 YES:>

**Q108: Many people in this country consider themselves to be {nationality} while others don't. How about you? Do you consider yourself {nationality} or do you feel you belong to another group? Or do you perhaps see yourself as {nationality} as well as belonging to this other group?"**

1 I see myself just as {nationality}

2 I belong to another group, namely \_\_\_\_\_

3 I am {nationality}, but I also belong to another group, namely \_\_\_\_\_

**{answer option 2 & 3: open answer recorded, no further coding required}**

**Q109: What is your current marital status?**

1 Married

2 Living with partner (not married)

3 Widowed

4 Divorced

5 Separated

6 Single

**Q110: What is your current work situation? Are you:**

1 self-employed

2 employed

3 in school, still in education

4 working in the household

5 military service

6 retired

7 unemployed

8 other

**<IF Q110: = SELF-EMPLOYED, EMPLOYED, UNEMPLOYED or RETIRED>**

**Q111: Are (were) you working in ...**

1 agriculture

2 state industry

3 private industry

4 public services

5 private services  
6 other

**Q112: And in your current job, what is your main occupation?**

**[INTV: if working in the household, unemployed, military service or retired “please tell us about your last job, what was your main occupation?”]**

[PLEASE DESCRIBE FULLY, USING TWO WORDS OR MORE. DO NOT USE INITIALS OR ABBREVIATIONS]

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***{Q112: to be recorded verbatim – no further coding required}***

**Q113:**

**{If mode of interviewing is PHONE: interviewer to code based on Q112:**

**INTV: consult with respondent to confirm code}**

**{If mode of interviewing is other than PHONE:}**

**Please pick one box for your current job**

**[INTV: if retired/unemployed/work in household: “Please pick one box for your last job”]**

***{answer options given here for UK – specific answer options per country will be provided, see accompanying document}***

- 1 Professional and technical (for example: doctor, teacher, engineer, artist, accountant)
- 2 Higher administrative (for example: banker, executive in big business, high government official, union official)
- 3 Clerical (for example: secretary, clerk, office manager, civil servant, bookkeeper)
- 4 Sales (for example: sales manager, shop owner, shop assistant, insurance agent, buyer)
- 5 Service (for example: restaurant owner, police officer, waitress, barber, caretaker, nurse)
- 6 Skilled worker (for example: foreman, motor mechanic, printer, seamstress, tool and die maker, electrician)
- 7 Semi-skilled worker (for example: bricklayer, bus driver, cannery worker, carpenter, sheet metal worker, baker)
- 8 Unskilled worker (for example: labourer, porter, unskilled factory worker, cleaner)
- 9 Farm worker (for example: farm labourer, tractor driver)
- 10 Farm proprietor, farm manager
- 11 Still in education
- 12 I have never had a job

**Q114: If you were asked to choose one of these five names for your social class, which would you say you belong to - the working class, the lower middle class, the middle class, the upper middle class or the upper class?**

- 1 working class
- 2 lower middle class
- 3 middle class
- 4 upper middle class
- 5 upper class
- 6 other **[INTV: do not read out]**

7 refused to be classified [INTV: do not read out]

**Q115: Would you say you live in a rural area or village, in a small or middle size town, or in a large town?**

- 1 rural area or village
- 2 small or middle-sized town
- 3 suburbs of large town or city
- 4 large town or city

**Q116: How long have you been living in your current residential community?**  
\_\_\_\_\_ years

**Q117: Do you belong to a religion or religious denomination? If yes, which one?**  
[INTV: Code 0 if respondent does not belong to religion]

0 No, do not belong to a denomination

- 1 Roman Catholic
- 2 Protestant
- 3 Orthodox (Russian/Greek/etc.)
- 4 Jew
- 5 Muslim
- 6 Hindu
- 7 Buddhist
- 8 Other [INTV: write in]: \_\_\_\_\_

*{“Other” to be recorded verbatim – no further coding required}*

**Q118: Apart from special occasions such as weddings and funerals, how often do you attend religious services nowadays?**

- 1 several times a week
- 2 once a week
- 3 once a month
- 4 a few times a year
- 5 once a year or less,
- 6 never

**Q119: Regardless of whether you belong to a particular religion, how religious would you say you are?**

- 0 Not at all religious
- ...
- 10 Very religious

**Q120: Taking everything into account, at about what level is your family’s standard of living?**

If you think of a scale from 1 to 7, where 1 means a poor family, 7 a rich family, and the other numbers are for the positions in between, about where would you place your family?

[INTV: refers to Respondent’s own household/family (partner and/or children).  
If Respondent is single, refers to Respondent’s own standard of living]

- 1 poor family
- ..
- 7 rich family

# EUI/2009/SURVEY

Tender for a Survey of EU citizens  
at the time of the European Parliament Elections 2009

## DOCUMENT III - Tender Information and Documentation

### 1. Information about the Tenderer

<b>Name:</b>
<b>Legal form:</b>
<b>Country in which the business is registered (mandatory ):</b>
<b>Registration number in the commercial register (mandatory):</b>
<b>VAT number:</b>
<b>Other means of proof that tenderer is a natural or legal person:</b> If the tenderer is not included in a trade or professional register, and does not have an entry in the VAT register, then they must provide evidence of membership of a relevant organisation or provide a sworn declaration or certificate.
<b>Usual office address:</b>
<b>Tel.:</b> <b>Fax:</b> <b>E-mail:</b>
<b>Representative duly authorised to sign on behalf of the tenderer:</b>

**Bank account number:**

**IBAN:**

**SWIFT code (BIC):**

**Name of bank:**

**Address of bank:**

**Signature by the Tenderer** (or by his/her duly authorised representative)

.....

**Place and Date**

.....

**EUI/2009/SURVEY**  
Tender for a Survey of EU citizens  
at the time of the European Parliament Elections 2009

**DOCUMENT III**  
**- Tender Information and Documentation –**  
**2. a. Technical proposal**

<b>Name of the Tenderer</b>	
-----------------------------	--

<b>Version date of English-language version of the questionnaire to be fielded last consulted<sup>1</sup></b>	<b>(dd/mm/yyyy)</b>
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**Contents**

1. Required Services (B.1 – B.2)

The technical proposal should describe in detail how the tenderer will comply with the requirements (required services) listed in the tender specifications (B.1 and further elaborated in B.2). Tenderers are advised to follow the structure of the tender specifications (B.2.1 – B.2.6).

2. Optional added value services (B.3)

Additional proposals and optional added-value services may be included (not compulsory). Tenderers are reminded that costs for all such services must be provided for each service separately and be presented in a separate chapter within the economic proposal. However, in this section it should be clearly stated what alternative enhancements would have been possible for this price in terms of the quality of the sample and the level of the response rate.

--- Technical Proposal Text ---

Signature by the Tenderer (or by his/her duly authorised representative)

.....

Place and Date

.....

<sup>1</sup> See details in Document II – Technical and Economic Proposal Specifications, annex **F.2**



**EUI/2009/SURVEY**  
Tender for a Survey of EU citizens  
at the time of the European Parliament Elections 2009

**DOCUMENT III - Tender Information and Documentation –  
2 b. Economic Proposal**

<b>Name of the Tenderer</b>	
-----------------------------	--

**Economic proposal<sup>1</sup>  
relating to C.1. Required services economic proposal**

The tender must state the total price for the required services and provide a meaningful breakdown (a limited number of main categories) of these costs so that the proposal can be judged for accuracy.

---

**TOTAL PRICE FOR REQUIRED SERVICES: EUR**

**OPTIONAL  
Economic proposal<sup>2</sup>  
relating to C.2. Added-value services economic proposal**

If relevant please provide prices for each of the added-value services offered, as described in Section B.3. A price should be specified for each of these services. Note that if any added-value services are offered, a full account is required in Document III 2a of what alternative enhancements would have been possible for this price in terms of the quality of the sample and the level of the response rate.

---

**TOTAL PRICE FOR ADDED-VALUE SERVICES: EUR**

---

**TOTAL PRICE FOR REQUIRED AND ADDED-VALUE SERVICES: EUR**

The sum of the costs of the required services and of the added-value services mentioned above should not exceed 1,100,000.00 EUR.

---

<sup>1</sup> See details in Document II – Technical and Economic Proposal Specifications, B.1-B.2 and C.1

<sup>2</sup> See details in Document II – Technical and Economic Proposal Specifications, B.3 and C.2

**Signature by the Tenderer** (or by his/her duly authorised representative)

.....

**Place and Date**

.....

## EUI/2009/SURVEY

Tender for a Survey of EU citizens  
at the time of the European Parliament Elections 2009

### DOCUMENT III - Tender Information and Documentation

#### 3. Annex I - Declaration Concerning Exclusion Criteria

The Tenderer hereby declares:

- ❖ Not to be in any of the following situations:
  - Being bankrupt or being wound up, or having their affairs administered by the courts, having entered into an arrangement with creditors, having suspended business activities, or being subject to proceedings concerning those matters, or being in any analogous situation arising from a similar procedure provided for in national legislation;
  - Having been convicted for an offence concerning one's professional conduct;
  - Having been declared guilty of grave professional misconduct;
  - Having not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which the candidate is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
  - Having been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
- ❖ The EUI will be informed immediately of any change in the above circumstances and at any stage during the execution of the contract;

The Tenderer gives proof of being in a stable financial position.

Signature and Stamp by the Tenderer (or by  
his/her duly authorised representative)

Place and Date

.....

.....

## EUI/2009/SURVEY

Tender for a Survey of EU citizens  
at the time of the European Parliament Elections 2009

### DOCUMENT III - Tender Information and Documentation

#### 4. Annex II - Declaration Concerning the Clause on Disputes and Arbitration

By signing this contract the following clause is accepted:

Any disputes arising out of the contract shall be subject to voluntary arbitration. Pursuant to Article 808 ter of the Italian Code of Civil Procedure, by derogation from the provisions of Article 824 bis, the parties agree that any dispute shall be settled by arbitration as follows:

The arbitrators shall be three in number, one for each party concerned and the third designated by mutual agreement of the first two; if no agreement can be reached the third shall be designated by the President of the Florence Bar Association at the instigation of either party. Arbitration shall take place in Florence.

The award shall be made within three months of the date of the first meeting of the board of arbitration with a chairman in place; the applicable regulations shall be those laid down from time to time by the board of arbitration; the award criteria shall be those laid down by Article 823 of the Italian Code of Civil Procedure.

Signature and Stamp by the Tenderer (or by  
his/her duly authorised representative)

Place and Date

.....

.....