



**REQUEST FOR PROPOSAL (RFP)  
RFP No. 479**

**Date:** August 2, 2021

<p><b>Subject:</b> Request for Proposals for procurement of services of public opinion research in selected consolidated communities (CCs) in ten oblasts of Ukraine in the framework of USAID funded DOBRE Program.</p>
--

From	Whom
<p><b>Global Communities, implementing agency of DOBRE Decentralization Offering Better Results and Efficiency Program financed by the United States Agency for International Development (USAID) (referred to as “BUYER” hereinafter)</b></p>	<p><b>Potential suppliers (referred to as “BIDDER” hereinafter)</b></p>

Proposals Submission Time and Date:	The Proposal must be submitted for the attention of:	Conditions of Payment:
<p>By 18:00 Kyiv time on August 31, 2021, at the latest</p>	<p>Global Communities</p> <p>International Technical Assistance Program “Decentralization Offering Better Results and Efficiency” USAID DOBRE</p> <p>Address: 5b, Dilova str., Office 510, 5th Floor, Kyiv, Ukraine</p> <p>Email: <a href="mailto:dobreprocurement@globalcommunities.org">dobreprocurement@globalcommunities.org</a></p>	<p align="center"><u>Stage-by-stage payment - post payment during 30 calendar days after providing services</u></p>



## I. TERMS OF REFERENCE

A. Global Communities invites you to submit proposals for procurement of services of public opinion research in selected consolidated communities (CCs) in ten oblasts of Ukraine in the framework of USAID funded DOBRE as per attached Specifications.

## II. INSTRUCTIONS FOR POTENTIAL SUPPLIER

### A. Form of Proposal

The proposal as well as all correspondence and documents exchanged between the Bidder and the Buyer under this RFP 479 shall be in English and Ukrainian. English language is considered the main language.

The proposal must specify the following details and confirmations:

1. The Proposal should be submitted on or before the deadline for this purpose, on a company letterhead, signed by an authorized representative and include the contact details of the Bidder.
2. Conformity to technical specifications. **The Bidder must confirm that all items are responsive to, or exceed, the estimated requirements.**
3. The Proposal must be valid for at least 90 calendar days from the proposal submission deadline date.
4. Prices must be quoted in US dollars (USD).
5. **Prices must be quoted without the VAT.** The Buyer is exempt from taxes within the customs territory of Ukraine and shall provide a certified copy of its registration card issued by the Ministry of Economic Development and Trade of Ukraine; The Buyer shall also provide a copy of its approved procurement plan.
6. **Price for each item. The price must be quoted as a total amount on an all-inclusive basis.**
7. Eligibility for participation in the tender.
  - a. To be eligible to submit a proposal in response to this RFP, the Bidder must conform to the requirements in this RFP.
  - b. The Bidder complies with the U.S. sanctions and embargo laws, including U.S. Executive Order 13235 on Terrorist Financing and U.S. laws that prohibit transactions with, and the provision of resources and support to, individuals or entities associated with terrorism. Any person or organization taking part in this tender as a bidder or a sub-contractor must certify and confirm together with submitting other documents that the person or organization is not listed on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN), and is eligible for participation in the tender. Global Communities must disqualify any offers from persons or organizations listed on the said OFAC SDN list or found not to be eligible for the participation in the tender on other grounds. Companies and persons listed on the Excluded Parties List System ([www.epls.gov](http://www.epls.gov)) are not eligible for receiving funds.
8. The Buyer reserves the right to accept or reject any proposal, and to cancel the tender, reject all proposals at any time prior to the award without assuming any liability and without the duty to inform Bidders about reasons for Global Communities' actions. In this case, **the Buyer shall not be liable to the Applicant or the Applicants or bear any obligation to inform the Applicant or Applicants of the reasons for such Program actions.**
9. This RFP may be modified by means of amendments. Copies of amendments shall be issued to all Bidders.
10. Any order of services to be made on the basis of this Request for Proposal shall be subject to Global Communities General Terms and Conditions of Goods and Service Procurement Contracts.



**11. The Buyer will not send any notices to Bidders with confirmation about proposals received. The Buyer will not send any notices to unsuccessful Bidders.**

12. A proposal may be eliminated from further consideration before a detailed evaluation is performed if the proposal is considered obviously deficient as to be totally unacceptable on its face or which prices are inordinately high or unrealistically low.

**B. Evaluation Criteria**

Proposals will be evaluated in accordance with criteria listed below. First, the Buyer will evaluate proposals for meeting obligatory criteria to determine conformity to the requirements. While evaluating the proposal, the Buyer may seek additional information from any source it considers appropriate to obtain or confirm information about the Bidder’s proposal.

1. Conformity to the order list specification	Acceptable/Unacceptable
2. Validity of the proposal for 90 calendar days	Acceptable/Unacceptable
3. VAT exemption	Acceptable/Unacceptable
4. Eligibility for taking part in this RFP	Acceptable/Unacceptable
5. Stage-by-stage payment: post payment during 30 calendar days from the acceptance of works	Acceptable/Unacceptable
<b>6. Quality of sampling plan (methodology) based on GC requirements stated in this RFP</b>	<b>20 points</b>
<b>7. Quality of mixed-mode design for survey during quarantine; analysis of possible COVID-19 restrictions and suggestions for the ways to mitigate the limitations</b>	<b>5 points</b>
<b>8. Description of field control procedure both for face-to-face and mixed mode methodology</b>	<b>5 points</b>
<b>9. Detailed workplan within a required timeline</b>	<b>5 points</b>
<b>10. Experience and qualification: quality of data analysis in previously realized research (according to the provided samples of previous research results), experience and capacity of research firm/institution/NGO and key research staff</b>	<b>20 points</b>
<b>11. Description and documented confirmation of available interviewers’ network in the specified oblasts within required timeframe (Annex E)</b>	<b>15 points</b>
<b>12. Price</b>	<b>30 points</b>

**C. Questions with regard to this RFP**

All clarification requests shall be sent in writing to the addresses specified hereinabove by **18:00 pm on August 13, 2021**, at the latest. Any information provided to one Bidder with regard to this RFP will be made available to all Bidders. **Please refrain from personal visits and phone calls. All questions and requests under this tender call must be addressed to Global Communities only.**

Sincerely,  
Global Communities  
“Decentralization Offering Better Results and Efficiency” International Technical Assistance Program  
USAID DOBRE



List of Annexes:

Annex A\_Proposal Requirements

Annex B\_Specification

Annex-C\_Budget

Annex D\_Quality of proposals\_scale

Annex E\_Interviewers network description



**Annex A: Proposal Requirements**

**1. Please confirm next mandatory requirements:**

Conformity to the order list specification	Acceptable/Unacceptable
Validity of the proposal for 90 calendar days	Acceptable/Unacceptable
VAT exemption	Acceptable/Unacceptable
Eligibility for taking part in this RFP	Acceptable/Unacceptable
Stage-by-stage payment: post payment during 30 calendar days from the acceptance of works	Acceptable/Unacceptable

**2. Please fill the table with general information:**

Company name:			
Code for Uniform State Register of Enterprises and Organisations (for legal entities) or Registration number of taxpayer's account (for private entrepreneur)			
Address:	Postal code:	City:	Country:
P. O. Box and mailing address			
Phone number:			
E-mail:			



### **Annex B: Specification**

Attached as separate file (1-ENG\_Annex B\_Specification)

### **Annex C: Budget**

Attached as separate file (2-UA-ENG\_Annex-C\_Додаток В\_Budget\_Бюджет)

### **Annex D: Quality of proposals scale**

Attached as separate file (3-UA-ENG\_Annex D\_Додаток Г\_Quality of proposals\_scale)

### **Annex E: Interviewers network description**

Attached as separate file (4-UA-ENG\_Annex E\_Додаток Д\_Interviewers network description)