

Annex 10 – Checklist for tenderers

Subject	Information/evidence	Type	Reference in Technical specifications or Annexes
In the case of Subcontracting	Statement of willingness to accept the task identified to them – by subcontractor.	Administrative requirement	III.4. Technical specifications
Tender submission form	Form filled out and signed	Administrative requirement	Annex 1
If the tenderer is a natural person	Form filled out and signed	Administrative requirement	Annex 3
Specific Exclusion criteria	Form filled out and signed	Administrative requirement	Annex 4
Financial offer	Annex 5 filled in and signed	Financial requirement	Annex 5
Financial identification	Form	Financial requirement	Annex 2
Coordination (network)	Description	Selection criteria	II.5.1. Technical specifications
Codes of conduct	Description	Selection criteria	II.5.2. Technical specifications
Coverage (country and market coverage)	Description	Selection criteria	II.5.3. Technical specifications
Telephone survey (Split between mobile and fixed phones, capability in CATI etc.)	Description	Selection criteria	II.5.4. Technical specifications
Financial and economic capacity	appropriate statements from banks or evidence of professional risk indemnity insurances <u>or</u> presentation of balance sheets or extracts from balance sheets; <u>or</u> a statement of overall turnover and turnover concerning the	Selection criteria	IV.2.a technical specifications

	services covered by the contract		
The educational and professional qualifications of staff	C.V.'s from all relevant personal	Selection criteria	IV.2.b technical specifications
A list, of the references of the organisation of similar surveys and analytical work, a list of relevant principal studies, services contracts, consultancy work, surveys, publications or other work previously carried out during the past three years	Lists of previous experience	Selection criteria	IV.2.b technical specifications
Description of the technical equipment and tools to be employed by the firm for performing the service of quality (including the CATI-system);	Description	Selection criteria	IV.2.b technical specifications
A statement of the average annual manpower and the number of managerial staff of the service provider or contractor in the last three years;	Statement	Selection criteria	IV.2.b technical specifications
A clear description of the following: <ul style="list-style-type: none"> • The network • The codes of conduct that the tenderer adheres to • Methods for assessing the national split between fixed and mobile phones. 	Description	Selection criteria	IV.2.b technical specifications
Coordination (interviews and comparability)	Description	Award criteria	II.5.1. Technical specifications
Coverage (method of assessing price of new markets)	Description	Award criteria	II.5.3. Technical specifications
Telephone survey (planning of interviews and comparability)	Description	Award criteria	II.5.4. Technical specifications
Sampling and representivity	Description	Award criteria	II.5.5. Technical specifications
Length of interviews	Description	Award criteria	II.5.6. Technical specifications
Data and weighting	Description	Award criteria	II.5.7.

			Technical specifications
Timing	Description	Award criteria	II.5.8. Technical specifications
Reports	Description	Award criteria	II.5.9. Technical specifications (and with reference to II.6)
Presentations	Description	Award criteria	II.5.10. Technical specifications
Questions and questionnaires	Description	Award criteria	II.5.11. Technical specifications

Please note that the technical offer must not contain any reference to amounts that could indicate the price offered by the tenderer (Only annex 5 can have the price offered).