**RESPONSE TO QUESTIONS REGARDING TENDER 2023-02-026**

Assignment Name: *Survey research services*

**Based on questions received, the information below is provided for clarification regarding**

**The tender referenced above. Please note if new questions are received, they will be added to this document.**

1. **Question:** Given that cost collection will be required across multiple countries and a careful discussion with some of the country offices will be required given the nature of the topics in scope for this survey, would the procurement team of IDEA consider extending the submission deadline for this tender?

**Response:** We understand that the research described in the Terms of Reference is substantial in scope and may require internal consultation. However, it is important that this project can proceed in a timely manner, and we are not prepared to extend the deadline for proposal submission at this time.

1. **Question:** Is it compulsory to provide a price for 30 countries (even if there are substitutions of countries listed in Terms of Reference)?

**Response:** Yes, it is compulsory to provide a price for 30 countries. Comparable information is necessary in order to fairly evaluate the financial proposals.

1. **Question:** Do you require the pricing on a per country basis?

**Response**: Yes, we require prices for each country. If possible, provide prices for the 30 countries listed in the Terms of Reference. If substitutions in the countries must be made, provide a cost for the substitute country. It is also helpful to note where the price is likely to significantly change if a different country in the same sub-region were to be chosen.

1. **Question:** Should the pricing cover the nationally representative samples only (as opposed to sample inclusive of respondents with particular characteristics)?

**Response**: Yes, to maintain comparability in the financial proposals, it is only necessary to provide pricing information for the nationally representative samples. The additional samples will be considered at a later stage.

1. **Question:** Are the Contract General Terms and Conditions negotiable?

**Response**: Yes, the details of the contract can be negotiated at the contracting stage of the procurement process.

1. **Question:** Can a bidder’s own code of conduct be substituted for IDEA’s standard Declaration of Honour form?

**Response**: No, the Declaration of Honour form is a necessary part of the requirement for this tender following IDEA’s procurement policy and cannot be substituted by other documents.