REQUEST FOR PROPOSALS FOR PUBLIC OPINION POLLING IN BOSNIA AND HERZEGOVINA

The Office of the High Representative invites companies/agencies to submit proposal for organization of public opinion polling, analysis and presentation of polling results.

The tender information is given in the following order:

I) Background

II) Proposal Submission Conditions

III) Selection and Award

IV) Proposal Submission and Deadline

V) Statement of Work

I – Background

OHR would like to hire company/agency to organize public opinion polling, analysis and presentation of polling results. Polling need to be organized in Bosnia and Herzegovina, with face-to-face method, on relevant sample of at least 1500 participants.

II – Proposal Submission Conditions

The proposal must be in **English or local language**, and include one original and one copy.

Proposals shall contain the following:

Name and address of the company/agency, contact phone number, e-mail and name of the contact person;

2. Detailed work scheduling proposal (timeline): The contract will be awarded latest by 04th March 2011.

3. Description, methodology and organization of the polling;

4. References: List and description of similar style projects produced in the last three years, with references and contact details.

5. Detailed break down of costs and terms of payment in KM, excluding VAT. The price shall include all costs related to the work such as fees and out-of-pocket expenses (travel, accommodation, subsistence and other costs). Please note that should you request an advance payment you will need to provide irrevocable advance bank guarantee.

The proposal must be valid for acceptance for 30 days, and the price fixed for the duration of the contract.

The OHR will pay VAT in accordance with the Law on VAT.

III – Selection and Award

The bids will be considered by the OHR against strength of the description, methodology and organization of the projects, previous work and any other relevant elements. The OHR team may wish to interview bidders.

Contract will be awarded to the most economically advantageous technically acceptable proposal.

The OHR reserves the right to enter into negotiations with any bidder or to end the Tender without awarding the contract. The

OHR will not bear any costs of bidders related to preparation of proposal.

IV – Proposal Submission and Deadline:

The proposal should be submitted in a sealed envelope, clearly marked "REQUEST FOR PROPOSALS – Public Opinion Polling" and delivered **NO LATER than 02nd March 2011 by 12:00 hours to the following address:**

OHR

Head of Logistics

Emerika Bluma 1

71000 Sarajevo,

Bosnia and Herzegovina

V Statement of Work

Successful bidder will be responsible for full implementation of the public opinion polling, analysis and presentation of polling results.

1. General information about the activities

Geographical area to be covered:

Bosnia and Herzegovina

Main criteria:

Sample: minimum 1500 participants, age 18+, chosen in a way that they present relevant sample.

Information on polling questions:

Number of questions: 25

Type of questions: see “blind copy” below

Questions will be delivered to successful bidder.

Presentation of results:

Polling results need to be presented based on the following criteria:

a) region (FBiH/RS/BD)

b) nationality

c) gender

d) age

e) urban/rural region

f) employment status

g) level of education

h) average monthly income

i) political preferences

Final report:

Final report need to be delivered electronically and in hardcopy. **Final report must be in English language.** Presentation of results should be done in a forum consisted of OHR representatives in classical max 1 hour presentation (including questions from the public).

Timeline:

Contract will be signed by 04th March, latest. **Final report must be delivered latest by 01st April 2011.**

Questions – blind copy

I First part

Q1: How …… …….? (choose one)

a) ……..

b) ……..

c) ……..

d) ……..

e) ……..

Q2: Which……. ? (choose one)

a) …….

b) …….

c) …….

d) …….

e) …….

f) …….

g) …….

h) …….

i) …….

j) …….

k) …….

l) …….

m) …….

n) …….

o) …….

p) …….

q) …….

r) None

Q3: Do you ……..? (one answer, if none then e)

a) ……..

b) ……..

c) ……..

d) ……..

e) Other. Please state:……..

Q4: Which one……? (choose one)

a) ……..

b) ……..

c) ……..

d) ……..

e) ……..

f) ……..

g) ……..

h) ……..

i) ……..

j) ……..

k) ……..

l) ……..

m) ……..

n) ……..

o) ……..

p) ……..

q) ……..

r) None

Q5: Do you……..? (grade each answer with 0-4)

a) ……..: 0 / 1 / 2 / 3 / 4

b) ……..……: 0 / 1 / 2 / 3 / 4

c) ……..……: 0 / 1 / 2 / 3 / 4

d) ……..……: 0 / 1 / 2 / 3 / 4

e) ……..: 0 / 1 / 2 / 3 / 4

f) ……: 0 / 1 / 2 / 3 / 4

g) ……..: 0 / 1 / 2 / 3 / 4

h) ……..: 0 / 1 / 2 / 3 / 4

i) ……..: 0 / 1 / 2 / 3 / 4

j) ……..: 0 / 1 / 2 / 3 / 4

k) ……: 0 / 1 / 2 / 3 / 4

l) ……..: 0 / 1 / 2 / 3 / 4

m) ……..: 0 / 1 / 2 / 3 / 4

n) ……..: 0 / 1 / 2 / 3 / 4

o) ……: 0 / 1 / 2 / 3 / 4

Q6: Which is …….? (open end)

II Second part

Q7: How …….?(choose one)

a) ……..

b) ……..

c) ……..

d) ……..

e) ……..

f) ……

Q8: What is ……? (grade each with 0-4)

a) …….. 0 / 1 / 2 / 3 / 4

b) …….. 0 / 1 / 2 / 3 / 4

c) …….. 0 / 1 / 2 / 3 / 4

d) …….. 0 / 1 / 2 / 3 / 4

e) …….. 0 / 1 / 2 / 3 / 4

f) …….. 0 / 1 / 2 / 3 / 4

g) …….. 0 / 1 / 2 / 3 / 4

h) …….. 0 / 1 / 2 / 3 / 4

i) …….. 0 / 1 / 2 / 3 / 4

j) …….. 0 / 1 / 2 / 3 / 4

k) …….. 0 / 1 / 2 / 3 / 4

l) …….. 0 / 1 / 2 / 3 / 4

m) …….. 0 / 1 / 2 / 3 / 4

n) …….. 0 / 1 / 2 / 3 / 4

o) …….. 0 / 1 / 2 / 3 / 4

p) …….. 0 / 1 / 2 / 3 / 4

q) ……. 0 / 1 / 2 / 3 / 4

r) …….. 0 / 1 / 2 / 3 / 4

Q9: Which is ……..? (open end)

Q10: What is ……..?(choose one)

a) …….

b) …….

c) …….

III Third part

Q11: How ……..? (choose one)

a) ……..

b) ……..

c) ……..

d) ……..

e) ……..

f) ……..

Q12: Which ……..? (choose one)

a) ……

b) ……

c) ……

d) ……

e) ……

f) ……

g) ……

h) ……

i) ……

j) ……

k) ……

l) ……

m) ……

n) ……

o) ……

Q13: What is ……..?(choose one)

a) ……..…

b) ……..

c) ……..

d) …….

e) …….

Q14: Which ……..? (choose one)

a) ……

b) ……

c) ……

d) ……

e) ……

f) ……

Q15: Which ……..? (choose one)

a) ……

b) ……

c) ……

d) ……

e) ……

f) ……

Q16: Do you …….? (choose one)

a) …….

b) …….

c) …….

d) …….

e) …….

IVFourth part

Q17: Do you……..? (grade each with 0-4)

a) …….. 0 / 1 / 2 / 3 / 4

b) …….. 0 / 1 / 2 / 3 / 4

c) …….. 0 / 1 / 2 / 3 / 4

d) …….. 0 / 1 / 2 / 3 / 4

e) …….. 0 / 1 / 2 / 3 / 4

f) …….. 0 / 1 / 2 / 3 / 4

g) …….. 0 / 1 / 2 / 3 / 4

h) …….. 0 / 1 / 2 / 3 / 4

Q18: Which is the ……..? (open end)

Q19: Do you ……..? (choose one)

a) ……..

b) ……..

c) ……..

V Fifth part

Q20: Which ……..? (grade each with 0-4)

a) …… 0 / 1 / 2 / 3 / 4

b) …… 0 / 1 / 2 / 3 / 4

c) …… 0 / 1 / 2 / 3 / 4

d) …… 0 / 1 / 2 / 3 / 4

e) …… 0 / 1 / 2 / 3 / 4

f) …… 0 / 1 / 2 / 3 / 4

g) …… 0 / 1 / 2 / 3 / 4

h) …… 0 / 1 / 2 / 3 / 4

i) …… 0 / 1 / 2 / 3 / 4

j) ……. 0 / 1 / 2 / 3 / 4

k) ……. 0 / 1 / 2 / 3 / 4

l) ……. 0 / 1 / 2 / 3 / 4

m) ……..…..… 0 / 1 / 2 / 3 / 4

Q21: Please grade …… (grade from 1 to 4)

a) ……..

b) ……..

c) ……..

d) ……..

Q22: How much……..…..…? (choose one)

a) …….

b) …….

c) …….

Q23: Which ……..? (open end)

Q24: Which ……..? (open end)

Q25: Who is……? (open end)