

## Clarifications during tendering Questions and Answers I

Vienna, *14/07/2011*  
Reg. *6232*

**Tender:** Open call for tender European Union Survey of discrimination and victimisation of Lesbian, Gay, Bisexual and Transgender Persons (LGBT Survey) – D/SE/11/01

**Subject:** Clarifications during tendering

European Union Agency for  
Fundamental Rights

Agence des droits fondamentaux  
de l'Union Européenne

Agentur der Europäischen Union  
für Grundrechte

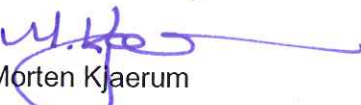
FRA  
Schwarzenbergplatz 11  
AT – 1040 Vienna  
Austria

Dear Sir / Madam,

We received questions of general interest from the tenderers. Please find herewith the answers to these questions.

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Yours faithfully,



Morten Kjaerum  
Director

## **European Union Survey of discrimination and victimisation of Lesbian, Gay, Bisexual and Transgender Persons (LGBT Survey)**

**D/SE/11/01**

### **Questions and Answers I**

#### **Question 1:**

We have been approached by various prospective tenderers to join their bid and we are now finding ourselves in a difficult position. We would like to know if we are able to:

1. Be a minor partner to more than one submission?
2. (Provided a no to the above) Be a partner to one submission only, but able to join forces with another tender proposal after adjudication? i.e. Should the a tender submission that we do not join forces with win, can we join it informally at a later stage?

#### **Answer 1:**

1. The concept of minor or major partner is irrelevant here. The same organisation cannot be partner in more than one consortium submitting a tender.
2. As mentioned in section 19 of Annex A – Tender Specifications, changes in the partner composition of a consortium or group of companies must be expressly authorised by the Contracting Authority.

According to Article 2.13 of the Annex B - Draft Services contract, if the Contractor intends to subcontract part of the contract to a subcontractor not identified in the tender originally submitted by the Contractor, the proposed subcontractor must have the prior written approval of the Contracting Authority.

#### **Question 2:**

Regarding the Tender D/SE/11/01 LGBT Survey we would need a clarification regarding the translation of the questionnaire.

Point 3.5.4.5 of the technical specifications requires the online questionnaire to be delivered in English. At the same time the FRA requires a translation from English into 27 languages including again English.

As our translation company needs to work out the budget for the translations therefore we would like to know if they are expected to copy-edit the EN version and translate the questionnaire into the stated 26 languages or are they required to translate the approved EN questionnaire into the remaining 26 languages. It is a bit confusing that the list of languages also contains English

**Answer 2:**

The contractor shall translate the questionnaire and any other text to be used for the survey or the awareness raising campaign into the following 27 languages:

Croatian, German, Dutch, French, Bulgarian, Greek, Turkish, Czech, Danish, Estonian, Russian, Finnish, Swedish, Hungarian, Italian, Latvian, Lithuanian, Luxembourgish, Maltese, English, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish (Castilian), Catalan.

For the English version this would mean copy editing.

**Question 3:**

Could you provide us with an approximate length of the survey questionnaire (number of words) in order to be able to estimate the translation cost into the languages of the 28 countries surveyed?

**Answer 3:**

The questionnaire, as stated in Annex A.1 - Technical Specifications, will be developed in close cooperation with the contractor.

Given that this is an online survey it is very difficult to calculate precisely the number of words at this stage.

As an illustration only, tenderers may consult the questionnaire used for EU-MIDIS.

EU-MIDIS is the discrimination and victimisation survey conducted by the Agency on ethnic minority populations in 2008 based, however, on person to person interviews and NOT an online form.

This questionnaire is publicly available at [http://www.fra.europa.eu/fraWebsite/attachments/EU-MIDIS\\_Questionnaire.pdf](http://www.fra.europa.eu/fraWebsite/attachments/EU-MIDIS_Questionnaire.pdf)

**Question 4:**

What is the minimum sample size you would ideally like to achieve in each country/group?

**Answer 4:**

Due to the selected data collection method, it is not possible to fix "a priori" a minimum sample size. However the sample should aim to be, for each group and country, representative concerning some basic socio-demographic characteristics and allow meaningful statistical analysis.

**Question 5:**

ILGA-Europe and TransGenderEurope are the only trans-European organisations covering LGBT. As we see it they will be essential for assisting the winning consortia in carrying out the LGBT survey as a consequence thereof.

Following this, an obligation to involve ILGA-Europe and/or TransGenderEurope on an exclusive basis by a single bidder would in our opinion distort the concept of fair competition and tendering procedure on equal terms.

We would appreciate if you could clarify if ILGA-Europe and TransGenderEurope can join several consortia bidding for the LGBT survey?

**Answer 5:**

The same organisation cannot be partner in more than one consortium submitting a tender. (see answer 1). However, the same organisation can cooperate with more than one bidder as a subcontractor.