Energy Efficiency Compliant Products 2 (EEPLIANT 2) - GA N°752591
Call for Tender for Further Development of app and Online Database

1. Background

PROSAFE is an international non-governmental organisation established in 1991 by market surveillance officers from various countries throughout Europe. Its main aim is "to enhance cooperation between market surveillance authorities and their officers in order to improve safety and compliance of products and product related services." Since 2006, PROSAFE has established itself as the organising and coordinating body for Joint Market Surveillance Actions in Europe. PROSAFE's official name is "Stichting PROSAFE". It is a foundation under Dutch law.

PROSAFE's main task is to coordinate Actions. Each Action comprises a number of product-specific activities that target specific product groups, and a number of activities aiming at developing methods and best practices.

In 2017, PROSAFE became the coordinator for the Market Surveillance Action EEPLIANT2. The Action started in September 2017 and will end in December 2019. One of the Work Packages (WP3) in the Action will develop an IT tool consisting of an app that market surveillance inspectors can use during inspections in the field and an online database that stores all data and where market surveillance officers can perform further analyses of the data.

The Action identifies a number of roles and responsibilities:

- A Project Leader for the EEEPLIANT2 Action has been appointed. He is responsible for the performance, reporting and coordination of the Work Package Leaders of the individual Work Packages;
- An external consultant has been selected as Facilitator responsible for the daily coordination of WP3;
- PROSAFE's Executive Director is responsible for the general and financial management of the Action.
- The financial and project administration is handled by the PROSAFE Office.

2. The scope of the tender

An important part of the Action is the development of an IT tool for capturing and storing the results from inspection of energy labels on household products.

The IT-tool will comprise two elements:

- An app running on (Android) tablets that the market surveillance inspector will bring with them for the inspections. The inspector will enter the results from his inspections to the app during his work: Data will automatically upload to an online database when the tablet is able to connect to a mobile data network.
- An online database ("in the cloud") that receives and stores all data. The inspector can download data from the database to his tablet or to a PC for further analysis. It should also be possible to export data from the database to various other IT-systems including Market Surveillance Data Management Systems at national authorities and the European ICSMS system. Such export could be via comma-separated files to national IT systems or via the dedicated web tool to the ICSMS system.

The IT-tool will be a further development of a tool that was developed for the MSTYR15 project. (Read more at www.mstyr15.eu.) The software developer will receive the source code for the app and the online database to use it as the starting point. It is based on the Django Python web framework. The new IT-tool must be based on the same framework for security reasons.

The task comprises the following services:

- Development of an app for capturing inspection results. The app must be available for Android and IOS hardware. A detailed description of the envisaged functionality of the app and the database is found in "Annex 1: Data Capturing and Storage System – Specification"
- Publication of the app in Apple App Store and Google Play Store.
- Updates and corrections of errors in the app and the database throughout the project period.
- Development of an online database for storing inspection data.
- Drafting of documentation for the software including in particular:
  - System description.
  - Description (or drawing) of system architecture.
  - Description of database including a logical and a physical data model.
  - User guide to the software (potentially integrated in or accessible from the software).

The source code that is produced must be given to PROSAFE without any hindrance or redemption of rights in a Github or Gitlab environment. This must include usernames and passwords if necessary so PROSAFE can access the code and potentially subcontract future developments to an independent third party.

The development is provisionally planned to start in April-May 2018 and end in August-September 2018. Updates of the app and the database will occur ad hoc until December 2019. This timeline may change.

It is emphasised that PROSAFE may decide to assign the task to more than one company.

3. Requirements, tenderer

The tenderer must be prepared to provide evidence for all of the following requirements.

The main requirements for undertaking the assignment are:
- Ability to undertake the task.
- Ability to run software development project and delver results according to specifications on time.
- Excellent knowledge and experience with programming in the Django Python web framework.
- Excellent active and passive knowledge of the English language. Preferably good knowledge of other official European languages.

The following management requirements apply:
- It is the responsibility of the software house to carry out its programming activities in such a way as to meet the respective requirements of the tender specifications.
- The software house shall have managerial and technical personnel who have the authority and resources needed to carry out their duties.
- The software house shall provide adequate supervision of the development staff by persons familiar with methods and procedures, and the purpose of the development work.
- The software house shall establish and maintain procedures for the review of requests. The policies and procedures for these reviews leading to a contract for development of software shall ensure that the software house has the capability and resources to meet the requirements.
- Any differences between the request and the contract shall be resolved before any work commences.
- The Facilitator shall be informed immediately of any deviation from the contract.
- The software house shall have procedures to protect and backup records stored electronically and to prevent unauthorized access to or amendment of these records.

The following requirements regarding the technical skills apply:
- The management of the software house shall ensure the competence of all who participate in the work. When using staff undergoing training, appropriate supervision shall be provided. Personnel performing specific tasks shall be qualified based on appropriate education, training, experience and/or demonstrated skills, as required.
- The software house must possess adequate tools and facilities for developing this kind of software.
- The software house shall have due experience in software development with the required tools.

The following requirements apply to subcontracting:
- PROSAFE does not accept that the selected software house further subcontracts the development of any part of the software.
- If the need to subcontract becomes apparent only after the work has been commissioned, the software house must ask for PROSAFE's Executive Director's permission and accept any conditions posed before such a decision is adopted.

4. Requirements, quotation

The tenderer is requested to quote prices for the following services:
1) Development of an app for capturing inspection results for Android and IOS.
2) Publication of the app in Apple App Store and Google Play Store.
3) Updates and corrections of errors in the app and the database until December 2019
4) Development of an online database for storing inspection data.
5) Drafting of documentation for the software including system description, description (or drawing) of the system architecture, description of the database including a logical and a physical data model and a user guide to the software (potentially integrated in or accessible from the software).

The tenderer must quote all prices including VAT. PROSAFE is not able to recover VAT and does not accept the reverse charge method.

The tenderer must describe his qualifications and experience in line with the above-mentioned requirements. The description must include a description of procedures and methods that are used to ensure that projects are developed according to the specification.

The tenderer must explain the tools and methods that he will apply for the drafting of the software documentation.

The tenderer must explain where the software development will take place (which country). For practical reasons, PROSAFE will only in exceptional cases engage with software houses based outside the EU/EEA countries.

5. Deadline

Quotations shall be sent to the PROSAFE Office (Avenue des Arts/Kunstlaan 41, 2nd floor, B-1040 Brussels, Belgium) in hardcopy and via email to info@prosafe.org.

The email shall be copied to the Facilitator, Torben Rahbek at torben.rahbek@prosafe.org.

Quotations shall be received at PROSAFE no later than 16 April 2018 17:00 o'clock (Time Zone: GMT +1 hour). Quotations received after the deadline are rejected.

6. Selection process

The selection will be based on the following criteria:

- The tenderer's ability to carry out the task.
- The tenderer's experience with developing similar IT-tools in the Django Python framework.
- The tenderer's ability to deliver useful technical documentation.
- The tenderer's formal qualifications.
- Price including VAT.
- Delivery time.
- Terms of delivery.
- PROSAFE's general impression of the tenderer's ability to undertake the job.

The selection will follow a 2-stage process. First, one or more software houses will be shortlisted based on the received tenders. Second, a meeting may be arranged between representatives from the Joint Action and representatives from the shortlisted software house(s) to allow a more thorough discussion of the assignment.

The tenderer is invited to provide additional information to ease PROSAFE's evaluation of the services being offered, the prices and other aspects related to the selection criteria as mentioned above.

7. Further information

The contract will be signed under Dutch legislation.

Further information regarding the task and the selection procedure can be obtained from the Facilitator at the address:

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With best regards,

Nicolaas Olie
Executive Director