

Brussels, 19 September 2022

Energy Efficiency Compliant Product 2018 - EEPLIANT3

GA N° 832558

Call for Tenders for Test Laboratories

WP12 Local Space Heaters

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 contribute to the safety of products and services by promoting best practices in market surveillance. 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.

In 2019, PROSAFE became the lead coordinator for the Energy Efficiency Compliant Products 3 - EEPLIANT3. The Concerted Action started in June 2019 and will end in November 2023. The Action identifies a number of roles and responsibilities:

- A Project Leader for the Action has been appointed. He is responsible for the performance, reporting and coordination of the Activity Leaders;
- A Member State representative, the Malta Competition and Consumer Affairs Authority, has been selected as Work Package Leader responsible for carrying out the Activity on Local Space Heaters (under Work Package 12).
- An external consultant/facilitator, Fiona Brocklehurst, has been selected as Activity Facilitator responsible for the daily coordination of the Work Package 12;
- PROSAFE's Executive Director, Mrs Ioana Sandu, is responsible for the general and financial management of the Joint Action.
- The financial and project administration is handled by the PROSAFE Office.

The scope of WP12 is the testing of **Local Space Heaters** for compliance with the relevant energy labelling and ecodesign regulations, which requires testing of products to the appropriate European standard in accredited test labs. The products to be tested are selected, bought, and delivered to the lab by the EEPLIANT3 Action team.

For operational, capacity and technical reasons, it is expected to appoint one or more labs to carry out the joint programme of work. If more than one lab will be appointed, the respective test bodies will be encouraged to cooperate and share experience to maximise positive outcomes from the Action, including development of sustainable expert capacity in the sector.

2. Overview of the tender

This tender covers energy efficiency testing programmes under the group "local space heaters" subject to Commission Regulation (EC) No 2015/1188 (ecodesign) and Commission Delegated Regulation (EU) No 2015/1186 (energy labelling).

Further details of the exact scope of products to be tested and tasks are provided below, along with additional assumptions and requirements.

Bids are invited from individual labs and from small consortia that include a test lab (or more than one test lab).

To be considered, Tenderers must meet all the Exclusion and Qualifying Criteria. Please check these requirements carefully and ensure that the bid explicitly addresses how each of these criteria are met.

It is possible to bid for one or for more of the four Lots, as defined under Section 5 - Requirements, "Definition of scope of products, as per the EU regulations" of this Call. The qualifying criteria and the selection criteria apply and should be answered for each Lot that you bid for.

Compliant bids will be entered into a shortlist for further joint assessment on the selection criteria according to the section below and on the financial offer to determine the best value for money.

3. Exclusion criteria

Candidates or tenderers are excluded from participation in this tender procedure if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- c) they have been guilty of grave professional misconduct;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European union's financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Tenders are asked to provide a declaration on your honour stating that you are not in one of the situations giving rise to exclusion from the procedure as listed above. You must use the model circulated with the tender documentation, reproducing it word for word and in its entirety.



4. Qualifying criteria

These are minimum qualifying criteria that must be met by all tenderers for their bid to be considered. Compliance with each should be explicitly confirmed and if necessary, explained in the tender – NOTE: Selection criteria to rank bids are given separately in a later section.

Accreditation

1. The results of this testing will be used by market surveillance authorities to assess the compliance of equipment with regulations; results may have to be used to support legal action. For this reason, authorities must be able to demonstrate full legal confidence in results. Therefore, accreditation according to EN 17025:2017 is required, as well as accreditation for the relevant test methods as listed in EC 2017/C 076/02¹ and amendments to these test methods. If a bid relies on accreditation to a ‘similar’ test method, then this must be justified carefully in the proposal.

The scope of competence and management systems active at the lab shall fully comply with EN 17025 accreditation and shall include, but is not limited to, control of:

- Competence of staff, particularly in their allocated tasks;
- Supervision of staff undergoing training;
- Impartiality and consistent operations for the delivery of valid results;
- Laboratory facilities for testing and calibration shall be such as to facilitate correct performance of the tests and/or calibrations according to the relevant standard(s);
- All equipment used for tests and/or calibrations, including equipment for subsidiary measurements having a significant effect on the accuracy or validity of the result of the test, calibration or sampling, shall be calibrated as necessary before being put into service to fully meet the relevant standard(s);
- Adequate supervision of testing and calibration staff by persons familiar with methods and procedures, purpose of each test and/or calibration, and with the assessment of the test or calibration results;
- Procedures in place and followed for proper processing, storage, maintenance and disposal of quality and technical records;
- Procedures to securely protect and backup records and prevent unauthorized access or amendment - including electronic-based systems and records;
- Procedures for task requests, including verification of necessary capability, resources and full compliance of work with the contract, reporting to the Work Package facilitator.

¹ Commission communication in the framework of the implementation of Commission Regulation (EU) 2015/1188 implementing Directive 2009/125/EC of the European Parliament and of the Council with regard to ecodesign requirements for local space heaters, of the implementation of Commission Regulation (EU) 2015/1185 implementing Directive 2009/125/EC of the European Parliament and of the Council with regard to ecodesign requirements for solid fuel local space heaters and of the implementation of Commission Delegated Regulation (EU) 2015/1186 supplementing Directive 2010/30/EU of the European Parliament and of the Council with regard to energy labelling of local space heaters

Absence of conflict of interest

2. Absence of conflict of interest in assessing products from any supplier or potential supplier to the EU market, and full independence from Action beneficiaries/participants, manufacturers, importers, distributors or other economic operators in the market. Any potential or perceived conflicts must be noted in the proposal, with details on how this is managed. This is very important because the results of testing may be used by authorities to follow up non-compliance, including legal proceedings.

Right to witness testing

3. One or two representatives of PROSAFE and/or the Market Surveillance Authority will be permitted to witness any given test by prior arrangement, also a representative of the manufacturer of the model under test under supervision of test Laboratory personnel.

Location and co-location of staff

4. All testing of the supplied products must be carried out in a lab or labs situated within the EU or EEA. The tenderer must explain if the testing will be conducted in a different location /country to that of the office submitting the bid, or if carried out at more than one lab location across the consortium.
5. The laboratory shall have the necessary managerial and technical personnel based at the lab site for the duration of testing; those staff shall have the authority and resources needed to carry out the testing and reporting.

Subcontracting

6. Subcontracting of testing services is not allowed within the scope of this Call for tenders. The laboratory or consortium of laboratories must include the capability and capacity to carry out the testing services without the need to subcontract any testing outside of the consortium. If a specific skill or capacity gap becomes apparent after the work has been commissioned (for example, if it was not envisaged in the specification), the laboratory must ask for the explicit written permission of PROSAFE's Executive Director before any such sub-contracting can be considered.

Experience

7. Experience in testing relevant or very similar products to the required EN standards in the last 5 years, including classification of products and interpreting test results for establishing compliance with relevant ecodesign and energy label regulations.

Capabilities

8. Fluent in English for technical discussions and reporting.



9. All necessary equipment to test to the relevant standard(s) for which all necessary equipment meets the requirements set out in the relevant standard(s), including testing of emissions if applicable.
10. If allowed by the circumstances, ability and willingness to host a visit of EEPLIANT3 Action staff to see test chambers and discuss details with technical staff in the pre-contractual phase before the signing of the contract(s).
11. Ability and willingness (if it becomes necessary) to provide additional technical services directly to EU Member State market surveillance authorities for work relating to the testing tasks in this specification or to other tasks. Any such work would be separately quoted and contracted.
12. Willingness to participate in the discussion of results with other labs to develop common good practice approaches as a learning exercise for all participating test labs during the testing programme.
13. Flexibility to agree a reporting format (template and content) as required to meet the reasonable consensus requirements of Authorities.

Storage of products

14. Store each product securely until collection by PROSAFE by arrangement or until permission is given by PROSAFE in writing for its disposal. This longer-term storage does not have to be at the lab. Storage could be required for 12 months or more in total to allow for completion of any resultant court case but any storage beyond the end of the EEPLIANT3 Grant Agreement (which means beyond November 2023) will be organised between the lab and the relevant authority by separate contract.

Confidentiality

15. The lab must hold test results in confidence and undertake not to release or discuss any information about testing or any test results with any manufacturer or other party unless explicitly agreed with the relevant market surveillance authority.

Acceptance of PROSAFE standard terms

16. Willingness to comply with "PROSAFE's General Conditions for Tender" as attached to this specification (Appendix B).
17. Contractors accept that CINEA (EU Agency managing the Horizon 2020 programme), the European Commission, the European Court of Auditors, and OLAF (European Anti-Fraud Office) have the right to carry out checks, reviews and audits on contractors and subcontractors during or after the implementation of the EEPLIANT3 concerted Action.



5. Requirements

Definition of scope of products, as per the EU regulations:

The products to be tested are “Local space heaters” as defined in the EU regulations.

The product categories to be tested will include:

- LOT 1:** Electric local space heaters (Portable: all types. Fixed local space heater with a nominal heat output above 250 W. Possible types are: convector; oil filled radiator; dry electric radiator; fixed fan heater, and towel warmer)
- LOT 2:** Electric radiant local space heaters
- LOT 3:** Gas fuelled local space heaters
- LOT 4:** Solid fuel local space heaters (with biomass fuel only)

Relevant test standards:

The relevant standards are listed in EC 2017/C 076/02. These are to be used as described in the relevant EU regulations.

Relevant EU regulations:

The aim of the test is to verify if selected products comply to the following EU Regulations, subject to the finalisation of test programme between Work Package 12 and the selected laboratory(-ies):

COMMISSION REGULATION (EU) 2015/1188 of 28 April 2015 implementing Directive 2009/125/EC of the European Parliament and of the Council with regard to ecodesign requirements for local space heaters.

COMMISSION DELEGATED REGULATION (EU) 2015/1186 of 24 April 2015 supplementing Directive 2010/30/EU of the European Parliament and of the Council with regard to the energy labelling of local space heaters.

COMMISSION REGULATION (EU) 2015/1185 of 24 April 2015 implementing Directive 2009/125/EC of the European Parliament and of the Council with regard to ecodesign requirements for solid fuel local space heaters - **solely with respect to emissions.**

And also:

COMMISSION REGULATION (EU) 2016/2282 of 30 November 2016 amending Regulations [...] (EC) No 643/2009, [...] with regard to the use of tolerances in verification procedures.

Required services

The task comprises the following services (consider in context of the other requirements / assumptions detailed below):

- a) Potentially, host a visit of around 3 EEPLIANT3 staff to the lab facility, as part of the final stage of the assessment process - if the circumstances allow. Alternatively, a meeting could take place remotely. This will include discussions of technical testing and logistical, timing and capacity issues with lab staff.

Call for tender for laboratory testing - Local space heaters

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Tel: +32 2 8080 996; E-mail: info@prosafe.org

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- b) Appoint a primary contact person who has project management authority for the duration of the EEPLIANT3 Action. Any change of appointed contact will be by agreement with EEPLIANT3 team. Work with EEPLIANT3 staff by email/phone to plan the preparation, testing and reporting programme to achieve a workable and smooth process.
- c) Take digital photographs of each product exterior and interior if relevant and asked for before testing that show all main features and functionality, the rating plate and a picture of the product showing the unique identifier (the seal) from the Market Surveillance Authority. Take digital photographs of the product installed for testing – product connected to the test rig and show the connection of the sensors. Label each image file recognisably and/or provide an index of images that is searchable by brand and model number.
- d) Participate in constructive discussions when Action meetings are held at lab premises and occasionally by email or conference call with Action participants regarding practical ideas for improvements to test method, equipment, processes, project plan and issues around circumvention (closing loopholes, addressing other weaknesses). This is to help maximise benefits of the Action and to inform the project team's efforts to positively influence future development of test method, regulation, market surveillance good practice and test lab capacity in the EU. These discussions may involve other participating lab(s) by arrangement.
- e) Test each product to the appropriate transitional methods and issue an individual report that meets or exceeds the requirements of both the relevant standard and each part of the regulation(s), and according to the recommended reporting format. Reports must record which sections of the testing process were not carried out as agreed beforehand with EEPLIANT3. Reports should include a general photo of the product and a photo of its rating plate. For the purposes of costing and timing, assume that testing will be required according to the test standards as listed in 2017/C 076/02 and the regulations.
- f) During the standard testing processes, be vigilant for possible signs of circumvention of testing process by manufacturers. If suspicious activity is observed, then proposals for further investigation can be discussed with the EEPLIANT3 participants and Market Surveillance Authorities - any additional investigation will be separately agreed.
- g) For each product tested, provide a separate short supplementary report that provides a professional view on whether the product meets the requirements of each part of the regulatory requirements. This should include:
 - Observations on a circumvention review including a brief summary of the type of product behaviour that was under scrutiny (for each standard used).
 - Behaviour that was under scrutiny for each standard used.
 - A comparison table of parameters declared by supplier vs. measured in tests with comments on validity;
 - In the cases, where the MSA allows communication between manufacturer and test lab: copies of any correspondence with supplier/manufacturer;
 - A photo of rating plate and other pictures of the product and its test set up – see point (c) above;

- Any follow-up communication and clarifications regarding test results with the individual MSAs.

Note: in all cases, the final decision on pass/fail is made by the relevant Authority.

- h) Store each product securely until the test report is accepted by PROSAFE, or until collection by PROSAFE or the concerned MSA, or until permission for disposal. In case of queries about the testing or measurements, products may be needed for the meeting to discuss test results or to return them to the lab for further testing. Approval of the test report may take many weeks if queries have to be resolved with suppliers (contractual payments will not be affected by any such delay, as long as reports meet the stipulated requirements).
- i) Host a physical or a remote/virtual meeting of EEPLIANT3 team staff at or near the lab to discuss results, the test reports and experience of the testing process. This should include observations from lab staff on difficulties, queries and suggestions to improve any aspect of the EEPLIANT3 Action, testing process, test standard and regulation. One meeting will be held soon after completion of the first batch of tests and may be requested after the second (or third) batch. It would be helpful for full understanding, if necessary, to include a visit to the test chamber with an example product. This could involve up to 15 visitors and should be quoted in the financial offer as a separate service from the testing.
- j) Provide an overall final report on the testing process for all products to include:
 - A detailed index table of the tests carried out (including model name/number, type of product, date of test, emissions levels for gas and biomass heaters (the latter if applicable), energy label classes, status: in storage/disposed of, list of any failure points);
 - Collated set of observations on any difficulties or queries with the test standard process or regulation;
 - Notes of any suggestions by the lab for improvement of the testing process, test standards and regulation;
 - Collated observations regarding circumvention and any recommendations on any known loopholes or other weaknesses in test standards or regulations;
 - Confirmation of which product(s) remain held in storage and any time or space restriction(s) on that storage. Also summary of disposal routes used for other units;
 - Annex including all individual product test reports.

Other requirements / assumptions

The tender is to meet the following requirements. Some of these are assumptions and if any change, the impact will be discussed in good faith with favoured bidders to agree a resolution before a contract is placed:

- a) Quantity: The agreement is expected to be for between 40 and 60 local space heaters, split by technology as shown in the table below:

Heater type	Number
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Heater type	Number
Electric (portable and fixed)	12-35
Electric (radiant)	3-9
Gas	7-20
Biomass	5-15

and tested between January 2023 and April 2023. This timeline may change and any significant implications of changes to the timeline (e.g. of up to 3 months advance or delay) should be noted in the tender. The final number of products to be tested per contract depends upon overall price, throughput capacity of labs and the number of labs appointed. The final number and timing will be decided in discussion with preferred bidder(s) before placement of the contract(s).

- b) Triple testing: In some cases, three identical products may be tested in the same batch. Any cost savings in this case should be noted in the tender costing.
- c) Compliance opinion: The purpose of the testing is so that the Market Surveillance Authority can decide whether a particular product complies with the applicable energy label and ecodesign legislation. Decisions will include considering the test report provided by the lab in line with the transitional methods as part of these services.
- d) Delivery: The products to be tested will be delivered to the lab free of charge in original packaging, brand new. They will arrive either singly or in batches over a period of one to three months before the agreed testing is due to commence. Suitable arrangements to receive and verify receipt of the correct product (as per prior notice by PROSAFE) must be made by the lab. Products remain the property of PROSAFE or the authority providing them throughout, unless released for disposal.

The samples to be tested are expected to be taken from the market of their territory, by each of the 13 Market Surveillance Authorities (MSAs) participating in the Work Package:

1	Belgium	FPSE	Federal Public Service Economy
2	Belgium	FPSH	Federal Public Service Health, Food Chain Safety and Environment
3	Bulgaria	SAMTS	State Agency for Metrological and Technical Surveillance
4	Czech Republic	SEIA	Czech State Energy Inspection Authority
5	Germany	SCHW	Government of Swabia - Trade Inspectorate
6	Latvia	CRPC	Consumer Rights Protection Centre
7	Lithuania	SCRPA	State Consumer Rights Protection Authority
8	Malta	MCCAA	Malta Competition and Consumer Affairs Authority

9	Netherlands	ILT	Human Environment and Transport Inspectorate
10	Portugal	ASAE	Food and Economic Safety Authority
11	Slovenia	MIRS	Market Inspectorate Of Republic Of Slovenia
12	Sweden	STEM	Swedish Energy Agency
13	Turkey	MIT	Ministry of Industry and Technology

Note: Any changes in the participation will not affect the implementation of the purchased services.

- d) **Storage:** Products must be securely stored by the lab between their delivery to the lab (or an agreed facility) through testing and until collection by PROSAFE or permission is given by PROSAFE in writing for its disposal. Storage must be in a dry and temperature-controlled facility with controlled access by personnel. Products must be kept secure from tampering before and after testing. PROSAFE will ensure that, before the end of the contract, each product is either collected, approved for disposal, or a contract to extend storage is in place with the relevant authority.

The cost of storage to the end of the testing contract should be included in the overall price and on the assumption that no more than half of the products will be stored for more than 4 months after completion of their test. The cost of storage beyond the end of the testing contract will be agreed for in a separate contract between the lab and the authority which supplied the product(s).

- e) **Disposal, return or donation:** Products may be returned to suppliers or may be released for disposal by the lab after completion of testing. We request that this is done in a socially responsible way such as through donation to a charity, NGO, or worthy local cause, or at the very least that conforming units are not wasted (resource efficiency). The decision on how the tested products should be handled remains with the responsible MSAs. Confirmation of disposal and route will be required as part of the final report. Proposals are invited on this and may be used in the assessment in the case of equivalent bids. This requirement should be quoted in the financial offer per product, as a separate service from testing.
- f) The contract will operate under Belgian law.

6. Financial Proposal Requirements

PROSAFE is VAT registered as taxable person established in Belgium with VAT number BE 0809.226.854 (**Belgian Chamber of Commerce 809 226 854**). All invoices shall mention the BE VAT number and be issued with zero VAT, making reference to the reverse charge mechanism according to Articles 44 and 196 of the VAT Directive 112/2006.

Terms of offer must be valid for acceptance (or negotiation) for at least 3 months from submission.

Invoicing will be discussed and agreed before the placing of the contract.

The tenderer can provide offers on:

- All of the four Lots listed under Section 5 “Definition of scope of products as per the EU regulations”

- or one, two, or three of the Lots

In order for pricing of tenders to be relatively simple whilst allowing EEPLIANT3 to set up contracts that deal the most efficiently with testing demands, we define the 'Testing service' as below so that the costs for support functions are distributed across the products tested. The 'Testing service' comprises:

- 1) Planning of the testing programme;
- 2) Receipt of products and storage until test;
- 3) Storage after test until disposal or end of contract (see assumptions above regarding this);
- 4) Images of products;
- 5) Testing of each product as specified. Any significant differences in the price of testing to the different standards should be explained in the proposal and if necessary costed separately;
- 6) Standard report as agreed but based on that in the transitional standards as described in section 5;
- 7) Separate report on circumvention checks, compliance recommendations etc. as described in requirements section above;
- 8) Lab experts should be available to discuss test results as per requirements above either per writing via email or attending a short session during project meetings; Meeting(s) including virtual meetings to discuss results as per requirements above;
- 9) Final report;

Other services to be included separately:

- (1) disposal, return or donation and
- (2) organisation, hosting and attending of the meeting (one) to discuss the test results at the lab premises including catering. This service is different than ad hoc and punctual participation to project meetings to clarify test methods or issues encountered mentioned at point 8) above.

The tenderer is requested to quote prices by filling in and signing Appendix C.

Note: The prices in Euros quoted for comprehensive testing according to the transitional standards will be taken into account during the selection process. If it is decided to carry out a more limited (not comprehensive) test programme, the final cost of testing will be adjusted accordingly.

PROSAFE reserves the right to negotiate with one or more shortlisted tenderers before taking a decision on the placing of a contract. The offer shall remain valid until changes are agreed in writing.

7. Selection criteria

The selection criteria that will be evaluated are the following:

- A. Team: Please describe the staff/team who will carry out the work (number, individual experience, qualifications, involvement in the development of test standards, technical product design consulting etc). Include a short summary CV of the lead technical expert(s).
- B. Management: Please describe briefly how your organisation ensures that the systems that resulted in lab accreditation are implemented and maintained in daily work. Give a couple of examples of specific management practices that help to achieve this.

- C. Round robin: Please describe any experience of participation in round-robin testing.
- D. Cooperation: Please indicate your experience of sharing experiences with other labs, cooperation, jointly developing good practice etc² - note that this aspect is desirable but not essential to the success of the tender. Note any areas for which commercial confidentiality may restrict sharing.
- E. Storage: Please indicate how you propose to store the products securely and if restrictions on quantity or time apply.
- F. Testing experience. Please describe:
- i. The experience of your team (collectively) of carrying out local space heaters testing to the relevant standard(s) and compliance with regulations (quantity of tests to the relevant standard(s) in the past 5 years).
 - ii. The experience you have with testing for European Market Surveillance Authorities
- G. Technical experience: Please describe any technical experience of the team regarding interpretation of test results to infer behaviour of the product and its control system or development of standards. For example, any experience of applying knowledge to product development, development of test methodologies (which TC/SC and WG), screening for circumvention etc.
- H. Optimising throughput: What are your proposals on how to manage and optimise throughput capacity over your preferred phases of testing over the indicated period? Please indicate:
- i. How your staff and assets can be used to optimise throughput, given the staff resources, size and testing equipment available to your lab.
 - ii. The maximum number of tests for each product type that can be ongoing at the same time (i.e. over the same day(s) of test). Note that this can exclude the physical process of set-up, which does not need to occur in parallel; and it should only assume use of resources that can be made available for this work (i.e. excluding staff or assets that are committed to other contracts during the required period).
 - iii. Approximately how many products of a mix of types can be processed per week or per month; note any caveats on this and how long is needed between completion of one test and start of the next test set-up; and between end of a test and delivery of the test report.
 - iv. If there is a maximum number of products total or per period that you would wish to impose or any other restrictions on capacity that PROSAFE should bear in mind for planning. These will not necessarily count against your bid and could help it if you indicate how they can be managed.
 - v. Any significant implications of changes to the timeline (up to 3-month delay or some acceleration).

² Although EEPLIANT3 cannot fund or coordinate a round robin test, it would view positively a coordination between labs to learn from these tests through sharing information and experiences.

- I. Circumvention³: Please indicate how your team would screen for circumvention during the test of any given product. Consider what types of behaviour or design aspects might indicate circumvention. Proposals may be considered at a later stage for any additional test(s) or variations of the test method that could provide evidence of circumvention.
- J. Reports: Please provide a copy of your proposed standard reporting template and an example of a standard report from a previous test (anonymised/redacted as necessary).
- K. Disposal, return or donation: Please indicate how you propose to dispose of products responsibly or arrange for their donation.

8. Tender documentation

The tender should comprise:

- Complete tender documentation that proves that it fulfils the exclusion and qualifying criteria and presents its ability to meet the requirements.
- Brief overview of your organisation and/or consortium.
- A signed Declaration of Honour sent in original with blue ink hand-written signature by post (Appendix A).
- Section confirming compliance with qualifying criteria which is headed 'Qualifying Criteria' and has sub-headings numbered as per Section 4 of this specification (yes/no with explanatory sentence or short statement (if necessary) on each. This should include confirming accreditation for each test standard listed in 2017/C 076/02 and any other test standard that is relevant for the heater-type technology being bid for.
- Section confirming your understanding and acceptance of the Scope, Test Standards, Regulations, Required Services and Other Requirements / Assumptions. With explanatory sentence / short statement on items if necessary (number sub-sections as per section 5). Observations or comment on these are welcome in a short additional section, but the costing must be provided in line with the requirements.
- Section addressing the Selection Criteria, with sub-sections labelled as per the corresponding question letters (A, B, C etc).
- Financial proposal as per section 6 of this Specification. For fair assessment, please provide an offer for services as described in this specification (Appendix C).
- Section offering any additional information or observations on the proposed testing programme or price that may be relevant to planning and evaluation of offers.



³ Defined in recent ecodesign regulations as "products designed to be able to detect they are being tested (e.g. by recognising the test conditions or test cycle) and to react specifically by automatically altering their performance during the test with the aim of reaching a more favourable level, for any of the parameters declared by the manufacturer, importer or authorised representative, in the technical documentation or included in any of the documentation provided."

9. Questions about this specification

Any questions of clarification or other queries about the tender requirements or specification must be submitted in writing to ioana@prosafa.org and eepliant3@prosafa.org and copied to fiona@ballaratconsulting.co.uk with the subject header 'URGENT: Question for EEPLIANT3 WP12 Tender'. Verbally addressed questions cannot be answered, in fairness to all bidders.

Questions must be received by Friday, 21st October 2022, 17:00 CEST.

Anonymised question(s) and response(s) will be circulated to bidders who registered their interest and posted on the EEPLIANT website: <https://eepliant.eu/index.php/calls-for-tenders>

10. Tender and contract timeline

1. Tender published on EEPLIANT3 and PROSAFE websites on Monday, 19th September 2022. All interested bidders that registered with PROSAFE beforehand will be notified directly by email at the same time.
2. Deadline for submission of questions about the specification: Friday, 21st October 2022, 17:00 CEST.
3. Deadline for submission of tenders: Monday, 31st October 2022, 17:00 CEST.

Tenders must be sent to the offices of PROSAFE in hardcopy (Avenue des Arts/Kunstlaan 41, 2nd floor, B-1040 Brussels, Belgium) and via email to ioana@prosafa.org and eepliant3@prosafa.org with the subject header 'EEPLIANT3 WP12 Tender' and copied to the Work Package Facilitator: Fiona Brocklehurst fiona@ballaratconsulting.co.uk. Hardcopies must be received at latest by Friday, **7th November 2022** - stamp date being the proof that they were sent on 2nd November 2022, one day after the official deadline (November 1st is public holiday in Belgium).

Tenders received after the deadline cannot be assessed.

4. PROSAFE aims to notify all bidders that succeeded or failed by week 47, starting with 21st November 2022. They will be granted 5 working days to request clarifications or appeal the decision by email.
5. PROSAFE will analyse the appeal and provide a final decision within three days from the moment the appeal was sent to PROSAFE.
6. Clarification of bid details and implementation options with preferred bidders will take place between 9th and 16th November 2022.
7. Potential lab visits as part of the verification process to be held in late November or early December 2022 by mutual arrangement.
8. Contracts are expected to be signed by early December 2022.
9. Testing commences January 2023 to April 2023.

11. Assessment of tenders

The selection process will be as follows:



1. Screening of tenders for compliance with the exclusion criteria (any non-compliant tenders rejected);
2. Screening of tenders for compliance with the qualifying criteria (any non-compliant tenders rejected).
3. Assessment of qualifying bids based on the **selection criteria below** leading to selection of preferred bidders.
4. Preferred bidders contacted to arrange a lab visit, if allowed by the circumstances, and discussion of the testing plan.
5. Assessment of tenders based on bid documents and visit results.
6. Review of any qualifying bids taking into account most advantageous delivery and best value overall.
7. Final selection of bidders and decision on number of products to be tested and distribution between bidders.

The goal of the evaluation is to understand the ability of candidates to carry out the programme of work in a timely manner and to a high standard of quality, and to assess the quality and quantity of the bidder's experience of similar work, for the organisation as a whole and for the named individuals.

The selection will be based on the following **selection criteria**:

- 1) Technical capacity and quality. The score for this aspect will carry a weight of 70% relative to the final score:
 - Each issue of Section 7 above (from A to K) will be awarded points (from 0 if not satisfactory to 3 if very satisfactory):
 - if they are covered
 - regarding the clarity of the bid in responding to our needs
 - regarding the level of detail provided.
 - All issues have a weight of 1, except the following issues that have been assessed by the Work Package as more or less important in the weight of the assessment:
 - Description of sharing experiences with other labs (issue D) has a weighting of 1,5.
 - Testing experience (issue F.i.) has a weighting of 3.
 - Testing experience for Market Surveillance Authorities (issue F.ii.) has a weighting of 2.
 - Technical experience (issue G) has a weighting of 2.
 - The plan to optimise throughputs (issue H.i.) has a weighting of 2 (whereas the next sub-issues in H have a weighting of 1).
 - The plan for managing the disposal of products or their return to different locations (issue K) has a weighting of 0.5.
- 2) Financial offer.

The score for the financial aspect of the bid will carry a weight of 30% relative to the final score.

The final overall value for money may be verified through a visit to the lab to check the veracity of their statements (the visit may be virtual).

The tenderer may be invited to provide additional information to clarify the already presented services or where a clerical error occurred provided that the principles of transparency and equal and fair competition are respected.

12. Standard terms and conditions for the contract

Please see the attached standard terms and conditions that will apply for the contract (Appendix B).

13. Further information

The contract will be signed under Belgian law.

Further information regarding the task and the selection procedure can be obtained from the PROSAFE office:

Avenue des Arts/Kunstlaan 41, 2nd floor

B-1040 Brussels

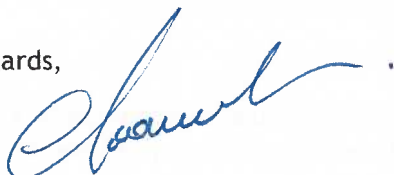
Belgium

Email: ioana@prosafa.org and eepliant3@prosafa.org

or from the Work Package 12 Facilitator, Ms Fiona Brocklehurst

Email: fiona@ballaratconsulting.co.uk

With best regards,



Ioana Sandu

Executive Director

Appendices

Number	Title
A	Declaration of Honour
B	PROSAFE's General Conditions for Tender
C	Financial Proposal
D	Checklist Complete Tender Package

DISCLAIMER

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The content of the call for this tender represents the views of the author, and it is his sole responsibility; it can in no way be taken to reflect the views of the European Climate, Infrastructure and Environment Executive Agency (CINEA), the European Commission or any other body of the European Union, who are not responsible for any use that may be made of the information it contains.