

## Joint Action 2015

### GA N° 705038

# Call for Tender for Testing Laboratories

## Product Activity - Household Electrical Appliances

### 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.

PROSAFE's main task is to coordinate Joint Actions. Each Joint 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 2015, PROSAFE became the coordinator for the Joint Market Surveillance Action 2015. The Action started in April 2015 and will end in March 2018. One of the product-specific activities in the Joint Action will address household electrical toasters, mixers and blenders.

The Joint Action identifies a number of roles and responsibilities:

- A Project Leader for the Joint Action has been appointed. He is responsible for the performance, reporting and coordination of the Activity Leaders;
- A Member State representative has been selected as Activity Leader responsible for carrying out the Activity on household electrical appliances;
- An external consultant, Andrew Gordon, has been selected as Activity Coordinator responsible for the daily coordination of the Activity on household electrical appliances;
- PROSAFE's Executive Director is responsible for the general and financial management of the Joint Action;
- The financial and project administration is handled by the PROSAFE Office.

### 2. The scope of the tender

An important part of the Joint Action is the testing of a number of household electrical appliances. Within this Joint Action, the household electrical appliances are defined as: **TOASTERS (plastic and metal-body types)**, **HAND-HELD MIXERS** and **BLENDERS (freestanding only and not part of a food processor)**. Examples are shown below.



The agreement foresees the testing of a number of household toasters, mixers and blenders according to the latest valid editions of EN 60335-1, EN 60335-2-9 and EN 60335-2-14. However, there are currently Formal Objections against EN 60335-2-9 and EN 60335-2-14. Consequently the references to both standards have been removed from the Official Journal of the European Union, as they do not provide a presumption of conformity with the safety objectives of the EU Low Voltage Directive

2014/35/EU. The Editions of standards EN 60335-2-9 and EN 60335-2-14 that were in the Official Journal under the LVD just before the Formal Objections must be used for this project. Testing will be restricted to certain clauses and test methods from the standards. Full details can be found within Appendix I. PROSAFE is calling for one or more laboratories to undertake this testing.

The purpose of the testing is to evaluate whether a particular product is safe and complies with the safety objectives of the EU Low Voltage Directive 2014/35/EU.

The task comprises the following services:

- Testing a number of toasters, mixers and blenders. The project aims to have tested about 100 samples.
- Testing of further samples might be requested by individual Member States outside the financial scheme of the Action.
- The Activity may ask the laboratory to participate in one or more project meetings, for instance to explain test methods or test results to the Member States.
- The Activity may ask the laboratory to host a project meeting for the representatives from the sampling Member States and assist with the risk assessment process following product testing.

The samples will be provided by Market Surveillance Authorities in the following Member States: Bulgaria, Czech Republic, Cyprus, Finland, Latvia, Malta, Portugal, Slovakia and Sweden.

The Member States will provide one sample of each product type for examination and testing. Additional samples will be provided if a product fails destructively at any point during the testing.

The sequence of the restricted testing must therefore ensure that potentially destructive testing is conducted at or near the end of the testing regime.

Each sample will be sent to the laboratory directly from the Member States. It will be accompanied by a list that identifies the sample, the Joint Action, the submitting Member State and specific requirements for the testing, if any.

**The testing is provisionally planned to start 1<sup>st</sup> April 2017 and end 30<sup>th</sup> Jun 2017. This timeline may change. The Member States will attempt to send all samples to the laboratory by the middle of April.**

It is emphasised that PROSAFE may decide to assign the testing to more than one laboratory.

### 3. Requirements, tenderer

The main requirements for undertaking the assignment are:

- Ability to carry out the testing required (see Appendix I for more details)
- Accreditation according to EN ISO/IEC 17025:2005 or similar for the required standards and test methods.
- Full independence from manufacturers, importers or other economic operators in the market for household toasters, mixers and blenders.
- 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 laboratory to carry out its testing and calibration activities in such a way as to meet the respective requirements of the tender specifications.
- The laboratory shall have managerial and technical personnel who have the authority and resources needed to carry out their duties.
- The laboratory shall provide 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.
- The laboratory shall establish and maintain procedures for the review of requests. The policies and procedures for these reviews leading to a contract for testing and/or calibration shall ensure that the laboratory 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 Activity Coordinator shall be informed immediately of any deviation from the contract.
- The laboratory shall establish and maintain procedures for identification, collection, indexing, access, filing, storage, maintenance and disposal of quality and technical records.

- The laboratory 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 laboratory management shall ensure the competence of all who operate specific equipment, perform test and/or calibrations, evaluate results, and sign test reports and certificates. 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.
- Laboratory facilities for testing and/or calibration, including but not limited to energy sources, lighting and environmental conditions, shall be such as to facilitate correct performance of the tests and/or calibrations.
- 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 before being put into service.
- The laboratory shall have due experience in the field of testing.
- The laboratory shall have experience in performing tests related to toasters, mixers and blenders according to the standards mentioned and in interpreting test results and classification issues.

The following requirements apply to subcontracting:

- PROSAFE does not accept that the selected laboratory further subcontracts the testing services.
- If the need to subcontract becomes apparent only after the work has been commissioned, the laboratory must ask for PROSAFE's Executive Director's permission before such a decision is adopted.

#### 4. Requirements, quotation

The tenderer is requested to quote prices for the following services in line with the detailed specifications given in Appendix I:

- 1) Testing compliance of the products with the safety requirements in the aforementioned standards (see Appendix I for full details). The quote must be per clause, per sample.
- 2) To undertake additional non-standard tests designed by this JA (see Appendix I for full details). The quote must be per clause, per sample.
- 3) Producing a test report for each sample with the findings from 1 and 2 above. The test report must indicate the measured value for each property, not only "failed/passed" and must include uncertainty of measurement where applicable.
- 4) Major nonconformities must be explained in the test report along with a statement as to whether the nonconformity is a departure from the safety objectives of the EU Low Voltage Directive 2014/35/EU.
- 5) Producing an overview table with the findings from 1 and 2 above for all received samples.

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 explain where the testing will take place (which country). For practical reasons, PROSAFE will only in exceptional cases engage with laboratories where the testing is going to take place outside the EU/EEA countries.

The tenderer must describe his qualifications and experience in line with the above-mentioned requirements.

#### 5. Deadline

Quotations shall be sent to the offices of PROSAFE Office in hardcopy (Avenue des Arts/Kunstlaan 41, 2<sup>nd</sup> floor, B-1040 Brussels, Belgium) and via email to [info@prosafa.org](mailto:info@prosafa.org).

The email shall be copied to the Activity Coordinator, Andrew Gordon ([a.gordon@prosafa.org](mailto:a.gordon@prosafa.org)) and Activity Leader, James Spiteri ([james.spiteri@mccaa.org.mt](mailto:james.spiteri@mccaa.org.mt)).

Quotations shall be received at PROSAFE no later than **12noon on Monday 6 March 2017** (Time Zone: GMT +1 hour). Quotations received after the deadline will be rejected.

## 6. Selection process

The selection will be based on the following criteria:

- The tenderer's ability to carry out the specific tests.
- The tenderer's experience with testing of household toasters, mixers and blenders.
- The tenderer's formal qualifications (e.g. accreditation[s]).
- Price including VAT in Euros;
- The tenderer's ability to send invoices clearly showing a breakdown between net, VAT and gross amounts.
- Delivery time.
- Terms of delivery.
- The tenderer's ability to supply additional services to the Joint Action.
- The tenderer's ability to serve individual Member States with testing of household toasters, mixers and blenders outside the Joint Action.
- 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 laboratories 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 laboratory(-ies) in their premises 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. **Please read carefully our general conditions for tender.**

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

PROSAFE Office  
Avenue des Arts/Kunstlaan 41, 2<sup>nd</sup> floor  
B-1040 Brussels  
Belgium  
Email: [info@prosafa.org](mailto:info@prosafa.org)  
Phone: +32 2 8080 996

Andrew Gordon  
PROSAFE Consultant and JA2015 Household Electrical Appliances Activity Coordinator  
Email: [a.gordon@prosafa.org](mailto:a.gordon@prosafa.org)

With best regards,



Nicolaas Olie  
*Executive Director*