

Brussels, 2 December 2021

Joint Action JAHARP2020-3 - WP2

Large TPE for the transport of class 2 gases

(Grant Agreement N° SI2.851409)

Call for Tender for a TPE Expert

1 Background

JAHARP2020-3 is a Joint Market Surveillance Action co-funded by the EU. It comprises 4 Work Packages (WP). WP2 concerns the market surveillance of large transportable pressure equipment.

The Joint Action is coordinated by PROSAFE¹ which is an international non-governmental organisation established by market surveillance officers from various countries throughout Europe in 1991. The main aim of PROSAFE is to contribute to the safety of products and services by promoting best practices in market surveillance.

The Joint Action is organised as follows:

- PROSAFE is responsible for the overall performance and management of the Joint Action and for reporting to the European Commission;
- The WP2 activity is conducted by a project group made up of representatives of the participating market surveillance authorities;
- The market surveillance authorities of 5 Member States are taking part in the activity: Croatia, Cyprus, the Czech Republic, Latvia and Slovenia;
- The representative of the Latvian Market Surveillance Authority, Ms Grenada Sofija DEMAKINA, is the WP Leader;
- A PROSAFE Consultant, Mr Ian FRASER, is acting as Facilitator for the activity.

The activity started in June 2021 and will be carried out over a period of 24 months.

2 Required tasks

JAHARP2020-3 WP2 is a market surveillance capacity building exercise, aiming to develop knowledge and tools for future market surveillance in the field of transportable pressure equipment.

The activity is focused on the market surveillance of large transportable equipment including tanks, battery vehicles, wagons and multiple-element gas containers (MEGCs) for the transport of Class 2 gases.

PROSAFE is seeking a TPE expert that may be an individual consultant or an inspection body. In the latter case, the inspection body shall designate a specific expert to carry out the following tasks:

- a) The drafting of guidance documents (e.g., checklists) to facilitate the market surveillance of large transportable pressure equipment by national market surveillance authorities;
- b) Training of national market surveillance officials on the requirements, procedures and standards applicable to large transportable pressure equipment.

Both the guidance documents and the presentation material for the training shall cover:

- the initial conformity of large transportable pressure equipment and

¹ <http://www.prosafe.org/>

- the periodic, intermediate and exceptional checks;

focusing on the aspects that are most important for safety.

The tasks shall be carried out in cooperation with the project group. The training will be organized on 1 day, either at the PROSAFE premises in Brussels or online, depending on the possibility of travel at the time.

The working language of the activity is English and all guidance documents and training materials shall be provided in English.

In principle the work is carried out from the premises of the contractor except for meetings to which the expert is required to travel and the costs will be reimbursed.

Contracts will be drawn up under Dutch legislation.

3 Exclusion Criteria

Applicants who are subject to any of the following **exclusion situations** CANNOT participate:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No 2988/95 (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

The applicants must therefore sign a Declaration of Honour (downloadable from PROSAFE's website) in relation to the above-mentioned exclusion criteria and some others.

4 Selection Criteria for the Contractor

The designated TPE Expert should be an outstanding and dynamic professional, able to fulfil the following selection criteria as evidenced through professional experience laid out in the CV and in the motivation letter. The requirements must be fulfilled by the deadline for applications:

- Masters' degree of minimum 1 year OR an equivalent diploma OR post-graduate professional experience of at least 5 years in a related field;
- Excellent communication and negotiation skills, proven through a track record of chairing meetings, of negotiating contracts with various suppliers, giving presentations to large international audiences;
- Full independence from manufacturers, importers or other economic operators in the field of transportable pressure equipment;

- Excellent mastery of the English language - either native or through having worked in an international environment for a minimum of three years.

5 Award criteria

The applications will be assessed on the quality of the methodology proposed for carrying out the Required tasks set out in Section 2.

The designated TPE expert must have:

- Minimum 5 years' experience in the field of conformity assessment and inspection of transportable pressure equipment;
- Thorough knowledge of the Transportable Pressure Equipment Directive 2010/35/EU and of the related requirements of the ADR / RID and standards;
- Experience of training activities evidenced by 3 previous training projects or training assignments or sessions (as freelancer or within employment, within the organisation for which they work/worked or for external clients);
- A solid track-record of producing and delivering reports, guidelines or recommendations relevant to non-food product market surveillance or non-food product compliance.

6 Price

Candidate contractors shall make an estimate of the number of working days needed to carry out the tasks described in Section 2 and provide a quote for a daily rate in Euros (without VAT).

The quote shall not include travel and accommodation expenses, which will be reimbursed on the basis of the scales used by the European Commission.

7 Tenders

Candidate contractors must send tenders describing their qualifications and experience in line with the requirements listed in Sections 4 and 5, explaining in detail how they propose to carry out the required tasks.

The tenders shall include:

- A motivation letter, explaining:
 - how the candidate contractor proposes to carry out the Required tasks set out in Section 2,
 - how the designated TPE Expert complies with the Selection criteria set out in Section 4,
 - how the designated TPE Expert fulfils the Award criteria set out in Section 5,
 - providing a price quotation according to Section 6;
- The CV of the designated TPE Expert;
- The completed and signed Declaration of Honour on exclusion criteria set out in Section 3;
- Relevant supporting documents.

8 Selection Process

Tenders will be assessed as follows:

- 1) Tenders will be screened for compliance with the exclusion criteria set out in Section 3.
- 2) Tenders found eligible after step 1) will be screened for compliance with the Selection criteria set out in Section 4.

- 3) Tenders found eligible after step 2) will be assessed against the Award criteria set out in Section 5 and Section 6.
- 4) Candidates may be interviewed before the selection is finalised.
- 5) All candidates will be informed about the results of the selection by email.

Candidates can appeal the selection decision within 5 working days from receipt of the email about the result of the selection. PROSAFE will analyse the appeal and provide a final decision within a week from the moment the appeal is launched.

9 Submission means

Tenders shall be sent as soon as possible by post, to the following address:

PROSAFE Secretariat,

Avenue des Arts 41,

2nd floor,

B-1040 Brussels, Belgium

to the attention of Mrs Ioana Sandu, Executive Director

and by e-mail to harp2020@prosafe.org

The e-mail shall be copied to the Facilitator, Ian FRASER: ian.fraser@prosafe.org

Tenders received after 17 h 00 CET on 1 February 2022 will NOT be accepted.

10 Requests for clarification

Any questions for clarification or other queries about the tender specifications must be submitted in writing no later than 14 January 2022, 12 h 00 CET, to Ioana Sandu, Executive Director, at harp2020@prosafe.org AND Ian Fraser, WP2 Facilitator ian.fraser@prosafe.org. Only questions submitted in this way will be answered, in fairness to all bidders.

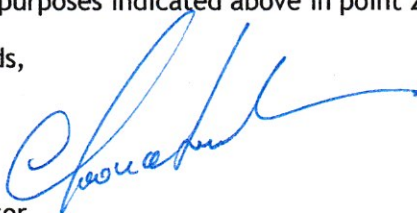
11 Protection of personal data and confidentiality

If processing a tender involves the recording and processing of personal and sensitive data (such as name, address, email, quotations, etc.), such data will be processed pursuant to Regulation (EU) 2016/679 on data protection and privacy in the European Union and the European Economic Area. Any personal or sensitive data provided in connection to this Call will be processed by PROSAFE, which also acts as the data controller, solely for those purposes indicated above in point 2.

With best regards,

Ioana SANDU

Executive Director



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