

Energy Efficiency Compliant Products 4

LIFE22-CET-EEPLIANT4, Grant Agreement no. 101143050

Call for Tender for experts to provide consulting services to PROSAFE

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1 Background

Stichting PROSAFE (www.prosafe.org) is a Brussels-based 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.

2 Scope and Description of Services

This Call for tender concerns the provision of consultancy services in relation to the **EEPLIANT4 Concerted Action** ('the Action') which is co-funded by the European Union under the Programme for Environment and Climate Action (LIFE) and coordinated by PROSAFE.

The EEPLIANT4 consortium is formed by 27 organisations (25 beneficiaries and 2 associated partners) from 21 EU Member States and Turkey. **The duration of the Action is 60 months (May 2024 to April 2029, plus 60 additional days for final reporting).**

The aim of this new Concerted Action is to support the implementation and enforcement of the EU Ecodesign and Energy Labelling legislations for energy-related products and durably improve market surveillance in these fields. These regulations set minimum requirements for the energy efficiency and environmental performance of products. They also provide consumers with clear information on their energy consumption and environmental impact.

EEPLIANT4 will check and test products from different product categories, and will analyse the results of inspections and testing, measure the impacts generated from its activities, identify new good practices and common challenges, and provide empirical recommendations to improve the level of compliance and market surveillance of energy-related products in the EU.

In addition to market controls and compliance verification testing, the EEPLIANT4 Concerted Action aims to improve the skills and knowledge of European Market Surveillance Authorities (MSAs). The Action will continue supporting the harmonisation of practices related to the application of Ecodesign and Energy Labelling rules across Europe through capacity-building, method-development and dissemination activities, also in cooperation with EU Customs and third parties (i.e., economic operators).

By means of this Call, PROSAFE is seeking to purchase consultancy services from experienced facilitators who shall provide expertise and support the implementation of the project work plan, for one or more activities as listed below.

2.1 Organisation

The tender covers a total of eight (8) independent activities ('Lots'), each representing a project Work Package (WP). These are:

LOT	VERTICAL (= TESTING AND INSPECTION) ACTIVITIES	SCOPE	ACTIVITY TIMELINE	NO. OF CONSULTANTS
1	WP2 Refrigerating appliances	<ul style="list-style-type: none"> Regulation (EU) 2019/2016; Regulation (EU) 2019/2019; Regulation (EU) 2019/2018; Regulation (EU) 2019/2024; Regulation (EU) 2021/341; Regulation (EU) 518/2014 (labelling of energy-related products on the internet). 	09/2024 to 02/2029 however, term of contract will be 06/2024 to 06/2029	1
2	WP3 Tyres (C2, C3, re-treaded)	<ul style="list-style-type: none"> Regulation (EU) 2020/740; 	Same as above	1
3	WP4 Electronic displays	<ul style="list-style-type: none"> Regulation (EU) 2019/2021; Regulation (EU) 2019/2013; Regulation (EU) 2021/341; Regulation (EU) 518/2014 (labelling of energy-related products on the internet). 	Same as above	1
4	WP5 Cooking appliances (electrical or gas ovens, hobs, and range hoods)	<ul style="list-style-type: none"> Regulation (EU) 65/2014; Regulation (EU) 66/2014. 	06/2025 to 02/2029 however, term of contract will be 06/2024 to 06/2029	1
5	WP7 Off-mode/networked standby devices	<ul style="list-style-type: none"> Regulation (EU) 2023/826 	Same as above	1
6	WP9 Solid Fuel Space Heaters	<ul style="list-style-type: none"> Regulation (EU) 2015/1186; Regulation (EU) 2015/1185. 	09/2024 to 03/2028 however, term of contract will be 06/2024 to 06/2029	1
LOT	HORIZONTAL (= capacity-building) ACTIVITIES	SCOPE	ACTIVITY TIMELINE	No. of consultants
7	WP10 Training and study visits	Support the development, organisation, and implementation of capacity-building activities, including training programmes and study visits, and updating the EEPLIANT2 Good Practices Guidelines ¹ .	09/2024 to 02/2028 however, term of contract will be 06/2024 to 06/2029	1
8	WP12 Joint Activities with Customs	Support the identification of good practices for collaboration between EU Market Surveillance Authorities and Customs. Support the organisation and execution of joint border controls.	06/2025 to 02/2028 however, term of contract will be 06/2024 to 06/2029	1

Tenderers may bid for one or more Lots/activities.

¹ <https://eepliant.eu/index.php/horizontal-themes/best-practices>

2.2 General Description of Services

Contractors will act as Work Package Technical Facilitators. Technical Facilitators are expected to *(non-exhaustive list - the services and quantity of services per Lot will be specified in the contracting phase and will be tailored to the scope, nature, and size of each Work Package)*:

- Provide technical advice, assistance, and guidance to Market Surveillance Authorities, and support PROSAFE regarding specific technical aspects of the action implementation and product legislation in the scope of the Action.
- Support and facilitate tasks related to product sampling, testing and inspection processes, or horizontal activities.
- Offer mentorship and necessary specialised technical/expert guidance at WP level throughout the action implementation.
- Model and maintain neutrality to the results to be obtained, without intervening in national MSA processes and procedures, focussing on the effectiveness of the project teamwork process, collaboration, outcomes, and communication.
- Assist with the maintenance, application, and dissemination of Good Practices, knowledge transfer and capacity-building within and across WPs, including the development of toolkits, guidelines, training materials, workshops, etc.
- Support with the modelling and conduct of WP-specific impact assessments based on an agreed upon methodology in line with LIFE's guidelines.
- Support the WP beneficiaries in risk assessment/risk classification exercises.
- Facilitate the organisation of physical and online meetings/events, and chair meetings as required.
- Create templates, contribute, and give input to various reports, deliverables, presentations, etc., in liaison with the WP beneficiaries, WP Leader, and PROSAFE. Also, support in responding to requests for expert input, or clarification, or any other ad hoc assignment requested by the European Commission in the context of the Action.
- Flag issues, threats, and risks to PROSAFE and the WP Leader.
- Provide PROSAFE with recommendations on suitable tools, templates, or processes, and help create them, in support of the PROSAFE team, who will then further develop/adapt, if needed, and deploy.
- Assist PROSAFE and the WP beneficiaries in the procurement of laboratory test services and/or of any other service necessary for the implementation of the WP work plan.
- Support PROSAFE and WP Leader in developing and implementing training and method-development activities to ensure consistency and a more unified approach across WPs.
- Support PROSAFE with regards to the return, donation, or scrapping of tested products.
- Assist PROSAFE in developing and implementing stakeholder engagement strategies, and strategies for the dissemination, exploitation, sustainability, and replication of the project results.

The working language is English.

In principle the work is carried out from the address of the facilitator except for physical meetings and conferences, where he or she will be required to travel. Travel and accommodation costs will be reimbursed pursuant to the applicable rules and procedures.²

Contracts shall be governed by Belgian law.

PROSAFE reserves the right to engage or not engage in any or all of the eligible activities listed above without incurring any obligation to inform the affected tenderers of the grounds. PROSAFE is not bound to place a contract or purchase consultancy services for any or all of the activities listed above.

3 Exclusion criteria

Tenderers shall complete and sign in original handwriting a Declaration on Honour attesting that they are not in any of the situations giving rise to exclusion from the procedure.

The exclusion criteria are listed in the model Declaration on Honour provided with the Call for Tenders in Appendix 2. Tenderers shall use this model in its entirety.

4 Qualifying criteria

The successful candidates should be outstanding and dynamic professionals, able to fulfil the following qualifying criteria as evidenced through their professional experience laid out in the **CV and cover letter**. All requirements must be fulfilled by the deadline for applications:

- a) Masters' degree of minimum 1 year. In the absence of a Masters' degree, a Bachelor's degree and 2 years of relevant experience in market surveillance or product compliance with EU norms (in addition to the 5-year requirement set below) would be considered as acceptable.
- b) At least 3 years professional experience in market surveillance and/or product compliance with EU norms, and proven specialisation in at least one (1) product category and/or horizontal activity in the context of market surveillance joint actions.
- c) Excellent communication and negotiation skills, demonstrated by at least 3 years of experience in chairing meetings, negotiating contracts, and through presentations or public speaking to international audiences.
- d) Excellent knowledge of the English language at C2 or C1 level verified through either being a native or having worked for minimum 5 years in international settings where English was the main working language, allowing active participation in project-related meetings and the drafting of high-quality project materials, including deliverables and technical reports.
- e) Explicit commitment to supply services during the entire 60-month project life cycle and the two additional months, past the project end, dedicated to final reporting.
- f) Absence of conflict of interest and independence from manufacturers, importers, distributors, or other economic operators in product categories relevant to this Call.

Candidates who do not meet all above-listed criteria will be rejected.

² [COMMISSION DECISION of 12.1.2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework](#)

5 Technical Award criteria per LOT

Tenders will be assessed according to the following award criteria. Each criterion will be awarded a score from 0 (zero) up to the maximum number of points indicated below per LOT or LOT clusters:

For Lot 1 to 6, candidates must prepare a technical offer where they demonstrate:

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| <p>1. Their established competence (minimum of 5 years) in project management of large multifaceted EU-funded energy-related programmes involving multi-partner consortia from several EU/EFTA Member States – a minimum of three EU-funded projects, and at least 2 of these projects should be with Market Surveillance Authorities.</p> <p>Candidates should describe their role and responsibilities particularly in relation to timeline management, cost/resource monitoring, internal communication, tracking of risks and issues, stakeholder management, and quality assurance.</p> | 20 points |
| <p>2. Their working familiarity with EU ecodesign and energy labelling legislations relevant to the Lot or Lots they apply for, as specified in Section 2 above.</p> <p>Candidates should describe their expertise in the field.</p> | 20 points |
| <p>3. Their ability to work as a leading member of a team within an established framework of policies and procedures but without direct supervision and with limited administrative support.</p> <p>Candidates should describe how this ability has been acquired and provide examples.</p> | 5 points |
| <p>4. Their excellent analytical skills (e.g., having conducted market research, planning and analyses of market surveillance tasks, collating, manipulating, and reporting on sampling, inspection, testing and enforcement data).</p> <p>Candidates should describe what activities they have carried out professionally that allowed them to put into practice their analytical skills.</p> | 5 points |
| <p>5. Their good knowledge of public procurement procedures acquired through past or current responsibilities or roles.</p> <p>Candidates should describe their knowledge in this field and provide examples of procedures they had been part of.</p> | 10 points |
| <p>6. Their understanding of the product area relevant to the Lot or Lots they apply for by providing:</p> <p>6.1. A product profiling that details the type of products that could be targeted in the market surveillance campaign, the applicable standards, the potential issues that could be uncovered around these products; proposed sampling criteria, different emerging trends, and noteworthy national market specificities, if any.</p> <p>6.2. A comprehensive list of stakeholders that the project group should engage with to gather intelligence and also disseminate information throughout the project duration; Applicants should draft a concise document, limited to maximum two pages, to meet this criterion. Evaluation will be based on the clarity, relevance, and technical depth of the content provided.</p> | 40 points |

The total maximum number of points is 100 points

For Lots 7 to 8, candidates must prepare a technical offer where they demonstrate:

1. Their established competence (minimum of 5 years) in project management of EU-funded multi-partner projects that are comparable in scope to the horizontal activity or activities they apply for – a minimum of two EU-funded projects; and at least 1 of these projects should be with Market Surveillance Authorities. 20 points
Candidates should describe their role and responsibilities particularly in relation to timeline management, cost/resource monitoring, internal communication, tracking of risks and issues, stakeholder management, and quality assurance.
2. Their working familiarity with EU ecodesign and energy labelling legislations. 20 points
Candidates should describe their expertise in the field showing a cross sectoral coverage.
3. Their experience and track record in data collection and data analysis techniques, including desk/market research, surveys, mapping, data interpretation, etc., and technical reporting in English, preferably in the context of EU-funded market surveillance joint/coordinated actions. 10 points
Candidates should provide at least one sample as output of such work (e.g., presentation, publication, etc., including web links if available).
4. Their experience in knowledge creation, knowledge transfer, and dissemination of Good Practices in the context of joint market surveillance actions, including the facilitation of workshops, trainings, and the production of guidelines, recommendations, reports, or other similar. 10 points
5. Their ability and technique to collect requirements and areas of prioritisation from the group participants: relevant to the Lot or Lots they apply for by providing:
 - 5.1. For Lot 7 - A proposed draft survey guide to determine training needs and final priority areas amongst the participating Market Surveillance Authorities. The intention behind the data collection is to improve their skills and capacities in the field of energy efficiency and ecodesign, all work foreseen to be done in the future project activity, and thus the survey guide alone is part of this evaluation criterion.
 - 5.2. For Lot 8 - A proposed draft survey guide to determine the current collaboration needs between MSAs and Customs authorities in the field of energy efficiency and eco design and to collect existing best practices in the field. The intention behind the data collection is to update the existing compilation of experiences built under past projects and to support the future piloting of new mode of collaboration between MSAs and Customs, all work foreseen to be done in the future project activity, and thus the survey guide alone is part of this evaluation criterion. 40 points

Applicants should draft a concise document, limited to maximum 1 page, to meet this criterion. Evaluation will be based on the clarity, relevance, and originality of proposed content.

The total maximum number of points is 100 points

6 Financial Offer

Tenders shall provide a daily fee in EUR, VAT excluded, valid for the entire 60-month project duration and the additional 60 days after the end of the project period for final reporting.

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

Stichting PROSAFE is VAT registered as a taxable person established in Belgium, with VAT number BE 0809.226.854.

All future 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.

7 Admissibility and tender documentation

To be eligible, tenders must contain all requested information and supporting documentation:

- a) A signed Declaration on Honour (ANNEX 1) in relation to the exclusion criteria of Section 3 above.
- b) CV preferably in Europass format or any other format that provides a detailed overview of their professional experience (including a description of roles, responsibilities and work performed), competence, and academic background, in line with the specifications of Section 5 above.
- c) A cover letter, in which they:
 - a. Express their interest to work in one or more activities listed in Section 2 above;
 - b. Include a self-declaration of attestable in-place measures that ensure continuity of service over the full project life-cycle of 60 + 2 months;
 - c. Confirm explicit acceptance of the “PROSAFE General Conditions of Tenders” (ANNEX 2).
 - d. Propose a daily fee in accordance with Section 6 above.
- d) A technical offer demonstrating how they meet the qualifying criteria (section 4) and the Technical award criteria (Section 5). Please address each criterion separately and also include a portfolio/list of relevant EU-funded projects that they have participated as an expert/facilitator in, and, if requested, samples of work according to Section 5 above (including web links if available).

Tenders that will omit all above-listed evidence will be either excluded from the evaluation for aspects pertaining to Section 3 and Section 4 or will receive a lower score for aspects pertaining to Section 5.

A checklist for the tender documents is available in ANNEX 3 and shall be submitted together with the application.

8 Evaluation and award procedure

Tenders complying with the exclusion and qualifying criteria as defined above will be evaluated based on the following weighting:

- Technical award criteria: 70%
- Financial offer: 30%

The selection procedure will be as follows:

1. Screening of tenders for compliance with the exclusion and qualifying criteria. Non-compliant tenders are rejected.
2. Assessment of qualifying tenders against the award criteria per Lot, and determination of best value-for-money based on the submitted financial offers.
3. If deemed necessary, conduct interviews with preferred tenderers if the Evaluation Committee does not have sufficient evidence to take a decision or in case of a draw between two (or more) candidates.
4. Successful and unsuccessful candidates are informed about the results of the tender evaluation.

5. Tenderers will have 5 working days to appeal the decision from the day after the information email was sent. PROSAFE will analyse the appeal and provide a final decision within a week from the moment the appeal was launched.
6. Award of a fixed-term service contract per LOT to the candidates who demonstrated best value for money.

Tenderers may be invited to provide additional information for clarification or where a clerical error occurred provided that the principles of transparency, equal and fair competition are respected.

9 Deadline for submissions

The deadline for the submission of tenders is **13 May 2024, 17:00 CEST**. Applications received after this deadline will be automatically excluded from the evaluation.

Tenders must be submitted via email to Mrs Ioana Sandu, Executive Director, at ioana@prosafa.org, and Dr Kyriakos Papazoglou, Programme Manager, at kyriakos@prosafa.org, with subject: “**EEPLIANT4 Call for Consulting Services - Lot number - Your name and surname**”.

10 Requests for clarification

Requests for clarification or other queries in relation to this Call must be submitted in writing via email **no later than 3 May 2024, 17:00 CEST**, to Mrs Ioana Sandu, Executive Director, at ioana@prosafa.org, and Dr Kyriakos Papazoglou, Programme Manager, at kyriakos@prosafa.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 the purposes of this procurement procedure.

With best regards,

Ioana Sandu
Executive Director

List of ANNEXES

ANNEX 1	Declaration on Honour
ANNEX 2	PROSAFE General Conditions for Tenders
ANNEX 3	Tender Checklist

DISCLAIMER

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