

Joint Action 2014
GA N° no. 666 174 - GPSD
Call for Tender for Test Laboratories
Product Activity <TOYS>

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 2014. Toys is one of the five product-specific activities to be carried out more or less simultaneously. The Joint Action on toys started in September 2015 and will end in May 2017.

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 Toys.
- An external consultant, Noel Toledo, has been selected as Activity Coordinator responsible for the daily coordination of the Activity on Toys;
- 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 toys. Within this Joint Action, toys to be tested are **toys clearly designed to emit sound** and in line with the meaning given by Directive 2009/48/EC of the European Parliament and of the Council of 18 June 2009 on the safety of toys.

The agreement primarily foresees the testing of samples according to acoustic requirements specified within EN 71-1:2011+A2:2013 or later versions of the European standard. However, more detailed information is provided within Annex 1.

**** Obtained values when the failure occurred is needed in ALL tests performed by the laboratory.**

The purpose of the testing is to test a number of **toys clearly designed to emit sound**, according to the acoustic requirements found within the European standard EN71-1:2011+A2:2013 and in line with further details stipulated within Annex 1.

Around 250 toy samples will be tested. It is important to note that this is only indicative. The precise number of samples may deviate from this value. It will be determined by the Activity Leader and the Activity Coordinator during the course of the Action.

PROSAFE is calling for one or more laboratories to undertake the testing as indicated above.

- The purpose of this testing is to assist the respective market surveillance authorities in determining the level of risk found within such samples which will ultimately result in the necessary action / measures taken by them accordingly.
- The Activity Coordinator 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 Coordinator may also ask the laboratory to host a project meeting for the representatives from the sampling Member States.
- The samples will be mainly provided by 16 (Market Surveillance Authorities in the following Member States (MS): Austria, Belgium, Cyprus, Czech Republic, Estonia, Finland, Germany, Iceland, Latvia, Lithuania, Luxembourg, Malta, Norway, Portugal, Romania and The Netherlands.
- The Member States will provide a number of samples for the examination and testing.
- 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 envisaged to start and finish during the second quarter of 2016. Certain flexibility may however be needed.
- 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 test required. Preferably with an accreditation according to EN 17025:2005 or similar for the required standards and tests.
- Full independence from manufacturers, importers or other economic operators in the market for toys.
- 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 toys 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.

Additionally, besides ensuring that the laboratory accepts and follows all the conditions stipulated within the attached "GENERAL CONDITIONS OF TENDER FOR PROSAFE CONTRACTS" and also all conditions stipulated within the Annex 1 to this tender, the following further requirements are needed:

1. Ability to test toys clearly designed to emit sound (with an accreditation according to EN 71-1:2011+A2:2013 or later)
2. Experience and level of involvement in the respective technical working groups within standardisation activities.

4. Requirements, quotation

The tenderer is requested to quote prices for the following services in line with detailed specifications shown in Annex 1 of this tender document.

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

The email shall be copied to the Activity Coordinator, Noel Toledo on noel.toledo@prosafe.org.

Quotations shall be received at PROSAFE no later than **Monday, 16th November 2015** (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 specific tests.
- The tenderer's experience with testing of toys in this specific area.
- The tenderer's formal qualifications (e.g. accreditation(s)).
- Level of experience/involvement in related technical working groups within the standardisation activities
- Price including VAT.
- 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 State with testing of toys 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

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 Activity Coordinator at the address:

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With best regards,



Nicolaas Olie
Executive Director