

Joint Action JA2015
Grant Agreement N° -705038- JA 2015-GPSD
Call for Tender for Test Laboratories in
Product Activity ‘Power Tools 2’ on
Hand held electric circular saws

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 JA2015 which started in April 2016 and will end in May 2018. One of the product-specific activities in the Joint Action will address the ‘**hand held electric circular saw**’ within the product broad group of power tools. The product activity is the second in the range of power tools and is hereafter called the Product Activity Power Tools 2.

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 an Activity.
- An external consultant, ir Berend Kamerling, has been selected as Activity Coordinator responsible for the daily coordination of the Product Activity Power Tools 2;
- 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 Activity is the testing of a number of hand held electric circular saws which migrated over the last decade increasingly from the professional- into the ‘Do it yourself’ market.

Purpose of the Activity is to check whether these saws put on the European market are compliant to the relevant Directives through sampling and testing. Not compliant brands, models or types will, as an ultimate consequence, be withdrawn from the market either voluntary by the economic operator concerned or compulsory by the Market Surveillance Authorities. The latter can also take other corrective measures to economic operators.

The agreement foresees the testing of a number of hand held electric circular saws according to both EN IEC 60745-1:2009/A11:2010 and EN IEC 60745-2-5:2010 and their eventual later amendments. PROSAFE is calling for one or more laboratories to undertake this testing.

The purpose of the testing and the test reports to deliver will be supporting the judgement and verification of CE marking and accompanying declaration of conformity of the sampled products by the Market Surveillance Authorities.

The task comprises the following services:

- Testing about 100 samples of hand held electric circular saws. The precise number of samples may deviate from this budget value. It will be determined by the Activity Leader and the Activity Coordinator during the course of the Action. 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.
- Reporting the test results as defined under chapter 4. Requirements, quotation.

The samples will be provided by Market Surveillance Authorities in 10 Member States: Belgium, Bulgaria, The Czech Republic, France, Germany (Baden Wuerttemberg and Bavaria), Latvia, Luxembourg, Malta, Poland and Portugal.

The Member States preferably will provide **single samples** for a full examination and testing; so to enable this, the laboratory is requested to organise the testing sequence in an appropriate way to detect non conformities.

Each sample will be sent to the laboratory directly from the Member States. It will be accompanied by a number identifying the sample of the submitting member state, the manual, declarations and specific requirements for the testing, if any.

The testing is provisionally planned to start January/February 2017 and ends in May/June 2017. This timeline may change.

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.
- A Body with a valid Notification for the Machinery Directive 2006/42/EC and accreditation for both EN IEC 60745-1:2009/A11:2010 and EN IEC 60745-2-5:2010 including eventual later amendments.
- Full independence from manufacturers, importers or other economic operators in the market for hand held electric circular saws.
- 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 hand held electric circular saws 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 per sample:

- 1) Examination of marking, warnings and instructions in accordance with the requirements in the above standards including the description of lacking clauses/sub-clauses among them.
- 2) Testing compliance of the product with the safety requirements (clauses) in the above standards including description of the non-compliance. The testing shall leave out clauses 6, 30 and 31.
- 3) Reporting in sample reports the results of above two items per sample to the related sample-Member States and the Prosafe Activity Coordinator.

And for all received samples together:

- 4) Producing an overview table for the Prosafe Activity Coordinator with the findings from items 1), 2) and 3) above.

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 requirement.

5. Deadline

Quotations shall be sent to the offices of PROSAFE Secretariat 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, b.kamerling@kpnplanet.nl.

Quotations shall be received at PROSAFE no later than 1 December 2016 (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 products in this specific area.
- The tenderer's formal qualifications (e.g. accreditation(s)).
- 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 angle grinders 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.

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

PROSAFE Secretariat
Avenue des Arts/Kunstlaan 41, 2nd floor
B-1040 Brussels
Belgium
Email: info@prosafe.org
Phone: +32 2 8080 996

Berend Kamerling, Prosafe Activity Coordinator,
Email: b.kamerling@kpnplanet.nl
Phone number: +31 5719 6016

With best regards,



Nicolaas Olie
Executive Director