

Brussels, 28.01.2017

## **GRANT AGREEMENT – 696124 – MSTYR15**

### **Call for Tender for Test Laboratories**

### **Product Activity: WP5 Coordinated monitoring, verification and enforcement of tyres**

#### **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 2016, PROSAFE became the coordinator for the action entitled 'Market Surveillance Action for Tyres 2015 – MSTYR15 (in the remaining part of this document called MSTYR15 Action). The MSTYR15 Action started in February 2016 and will end in February 2018. The product-specific activity in the MSTYR15 Action, the Work Package 5 (in the remaining part of this document called WP5) will address Joint Testing of car tyres.

The MSTYR15 Action identifies a number of roles and responsibilities:

- PROSAFE's Executive Director is responsible for the coordination of general and financial management of the MSTYR15 Action;
- A Project Leader has been appointed for the MSTYR15 Action. He is responsible for the performance, reporting and coordination of the Work Packages Leaders;
- A Member State representative has been selected as Work Package Leader responsible for carrying out the WP5 Activity;
- An external consultant, Mr. Fabio Gargantini, has been selected as Activity Facilitator responsible for the daily coordination of the WP5 Activity
- The financial and project administration is handled by the PROSAFE Office.

#### **2. The scope of the tender - Types of products to be tested, testing parameters and relevant standards**

An important part of the MSTYR15 Action is the testing of Car tyres, type C1. The testing activity covers summer and winter car tyres.

The purpose of the testing is to support market surveillance for summer and winter car tyres **in order to verify** the following performance values: **wet grip and rolling resistance**, declared on car tyre labels, in the framework of European Regulation on Tyre Labelling (EC) nr. 1222/2009 amended by Commission Regulation (EU) nr.1235/2011.

The testing must be based on the requirements defined in these specific regulations considering, as far applicable, also the standards ISO 28580, ISO 23671 and ISO 15222.

### 3. Specification of further tender requirements

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

**The contract will comprise the following services:**

- A maximum number of 250 tests (one test= one Rolling Resistance + one WG), including, for the models failing the first test, the repetition of the tests on three further items as foreseen by the Annex IV of European Regulation on Tyre Labelling (EC) nr. 1222/2009. The precise number of tests that will be contracted finally depends on the total costs for testing offered by the labs and by the available budget and will be specified by the Activity facilitator before the testing will be started.
- The number of samples be tested for:
  - wet grip may vary from one to four per model and depends on the type of test equipment available in the selected test laboratory;
  - rolling resistance is one per model.
- Laboratories shall consider that, although only car tyres of type C1 will be selected for testing, it is not possible to specify at this stage their dimensions. This will be made clear only once the tyres will have been selected and will be ready for dispatching to the laboratory.
- Laboratories shall give the availability to store the tested tyres in a secure way and under a continuous chain of custody at least up to end of June 2018.
- Laboratories may be asked to participate in one or more project meetings, for instance to discuss test methods or to explain test results to the consortium, or respectively to host a meeting for the representatives of the project consortium.
- Data resulting from testing must be provided in English in standardised digital electronic format and must be delivered with a full testing report from the laboratory. One Test Report for each of the individual car tyre model shall be provided;
- An overview test report and table with the findings for all received models shall be provided.
- The testing is planned to start in March 2017 and must end at latest in October 2017. “PROSAFE will ensure that the tyres to be tested are delivered in batches evenly distributed over the testing period in order to match the laboratory planning, as it will be agreed with the selected laboratory(ies)”.

**Furthermore the following general requirements apply:**

*Management requirements:*

- 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 Facilitator 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.

*Requirements regarding the technical skills:*

- 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 of products.
- The laboratory shall have experience in performing tests related to Car tyres according to the requirements mentioned in this call for tenders and in interpreting test results and classification issues.

*Requirement regarding subcontracting:*

- PROSAFE does not accept that the selected laboratory(ies) 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. Tender evaluation criteria and selection process

### 4.1 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 car tyres (concrete description of experience and references from previous testing projects).
- The tenderer's formal qualifications (e.g. accreditation, participation in RRTs, capability of controlling uncertainties of measurements).
- Price including VAT.
- Delivery time.
- Terms of delivery.
- 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 MSTYR15 WP5 Activity 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.

## 4.2 Evaluation criteria

The following evaluation criteria and scoring system will be applied for the selection of the laboratory(ies).

Criteria for laboratories participating to tender for tests on car tyres	
Mandatory Criteria	
Accreditation according to ISO/EN 17025 for Standards concerning tests on Car tyres	If not accredited ISO/EN 17025 for Standards concerning tests on Car tyres, the lab will not be considered
Experience with car tyres testing	At least 3 years of experience with car tyres testing
Waiting time between contract signing and start of tests	If testing can start later than March 2017, lab cannot be considered
Minimum lab capacity	A maximum number of 250 tests, including for the models failing the first test the repetition of the tests on three further items. If capacity is below this level, lab cannot be considered
Description of type of test equipment and accuracy for the required tests	If no information on test equipment and accuracy is provided, lab cannot be considered
Description of staff in charge of the testing and of their experience in the specific activity	If no information on responsible staff is provided, lab cannot be considered
<i>If one or more of the above criteria are not met, the lab will not be considered</i>	

Scoring Criteria	
Criteria	Weighting Factor
<b>Accreditation EN ISO/EN 17025 for tests on car tyres and for methods and evaluation / interpretation of the relevant results</b> according to: Regulations 1222/2009/EC amended by 1235/2011/EU, Standards ISO 28580, ISO 23671 and ISO 15222.	max 20 points
<b>Experience with car tyres testing:</b>	
<ul style="list-style-type: none"> <li>Number of tests of Car tyres in the last three years according to regulations or standards mentioned in above cell</li> </ul>	Max 15 points
<ul style="list-style-type: none"> <li>Participation in RRTs or Proficiency tests for tests on performances of Car tyres</li> </ul>	Max 10 points
<b>Lab Capability for testing of wet grip:</b>	
<ul style="list-style-type: none"> <li>one tyre per test</li> </ul>	max 17 points
<ul style="list-style-type: none"> <li>four tyres per test</li> </ul>	max 8 points
<b>Price (Inclusive of VAT)</b>	max 30 points
<b>Total</b>	<b>Max 100 points</b>

Call for tender for laboratory testing, MSTYR15/WP5 Tyres testing

4

The tenderer is additionally requested to confirm:

- Full independence from manufacturers, importers or other economic operators in the market for Car tyres.
- Excellent active and passive knowledge of the English language. Preferably good knowledge of other official European languages

#### 4.3 Quotation requirements

The tenderer is requested to:

- 1) Quote prices for the services indicated in the following Table by filling-in the relevant column. **The quote must be per each test to be carried out.**

Parameter	Price per each test (*) (EUR - VAT included)
Wet grip test with trailer	
Wet grip test with vehicle/car	
Rolling Resistance test	
<i>(*) The price should consider the preparation of excel files with summary of tests results and preparation of final test report which shall include indication of uncertainty budget and interpretation and evaluation of the test results from the side of the laboratory and in the frame of the required activity.</i>  <i>The tenderer shall be prepared to deliver also the raw test data in case of specific request.</i>	

- 2) Indicate the time for completion of the tests on 250 car tyres and for the delivery of the final test reports;
- 3) Any other information they deem suitable for the correct performance of the activity (e.g. preconditioning or storing of the tyres, their packaging, etc.).

**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 specify the concrete location of the lab where the tests are executed. 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 requirements mentioned in Articles 3 and 4.

## 5. Deadline

Quotations shall be sent to the offices of PROSAFE Secretariat 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 Facilitator, Fabio Gargantini, email [garganti@inwind.it](mailto:garganti@inwind.it), tel. +39 348 6090854.

**Quotations shall be received at PROSAFE no later than 10<sup>th</sup> February 2017 (Time Zone: GMT +1 hour).  
Quotations received after the deadline are rejected.**

## 6. Further information - Contacts, Delivery of samples, Delivery of Results

### 6.1 Delivery of car tyres samples

The samples will be provided by Market Surveillance Authorities in the following EU Member States: BE, BG, HR, DE, EE, FI, LV, LT, LU, PL, RO, ES, SE, TR.

Samples will be delivered within the time frame specified under item 3 in different batches to accommodate laboratory capability and following the performance of the market surveillance activities

The Member States will provide the needed number of items (2 or 5, depending on the tests for wet grip), for each car tyre for the examination and testing. Samples will be sent to the laboratory with the more suitable means to ensure timely delivery.

### 6.2 Delivery of testing results

The Test Reports have to be sent to each Member States which delivered the models to be tested, for the models they submitted and in copy, by email, to the WP5 Facilitator, Mr. Fabio Gargantini.

### 6.3 Storing of tested samples

The selected laboratory shall have the capability to store all the tested samples up to at latest 30th June 2018

### 6.3 Central contact

The contract will be signed under Dutch legislation.

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

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

Fabio GARGANTINI  
Email: [garganti@inwind.it](mailto:garganti@inwind.it) - Phone: +39 348 6090854

With best regards,



Nicolaas Olie  
*PROSAFE Executive Director*