

MINISTRY OF ENVIRONMENT AND SPATIAL PLANNING OF REPUBLIC OF SERBIA; PROJECT “CHEMICALS RISK MANAGEMENT IN SERBIA 2007-2010”.

INQUIRY FOR THE PREPARATION OF STUDY ON NECESSARY ACTIONS FOR ESTABLISHMENT OF CHEMICALS AGENCY IN SERBIA AND PREPARATION OF FINANCIAL PLAN FOR AGENCY ESTABLISHMENT

Objectives of the Project

As a step toward the harmonization of national legislations with EU legislations the Bill on Chemicals and the Bill on Biocides are prepared. Bill on Chemicals sets up the necessary legal base for establishment of Chemicals Agency in the Republic of Serbia (hereinafter: The Agency). In order to establish the Agency in proper manner it is necessary to prepare a comprehensive document containing all data relevant for the establishment of the Agency.

Scope of Work

The external consultant / consultancy company shall:

1. Develop check list of necessary legal procedures for the establishment of the Agency and (start of work) and instructions for other legal procedures necessary for the Agency functioning;
2. Prepare the triennial work plan for the Agency with detailed work plan for the first year
3. Assess the scope of work and minimal number of employees necessary for execution of this work;
4. Prepare the organizational structure of the Agency and elements for the Decision on the Establishment of the Chemicals Agency;
5. Prepare financial plan necessary for setting up of the work of the Agency as well as for the first working year;
6. Prepare the assessment of rates for every particular fee given in Bill on Chemicals and in Bill on Biocidal products according to that financial plan.
7. Make recommendations for the implementation of the quality system ISO 9001 and ISO 14000.
8. Make recommendations for the introduction of e – government.

Organization of the study

The project is handled by a project office that works on the behalf of the Chemical Department of the Serbian Ministry of Environment and Spatial Planning (hereinafter: the Ministry) and the Swedish Chemicals Agency. Contact person at the Ministry is Ms Jelena Mijatovic and at the Project Office is Ms Irena Alabanda. The Project Office handles all practical details concerning this study. The Project Office, the Ministry and the Swedish Chemicals Agency will together assess the bids as well as take part in the evaluation of the results.

The Ministry will lend any assistance that is needed in establishing contacts with relevant government authorities and be available when questions arise.

The consultant shall organize his/her working time and the work in his/her own premises

Time plan

The work has to be performed during 2009. The final version of the report shall be presented 1st October 2009 at the latest. A preliminary disposition of the study as well as a suitable time plan shall be presented at the start of the work.

During the study time it is necessary that the delivering party confirms the proceeding of the work, at least once a month, with the contact person at the Ministry.

Specification of requirements

The delivering party shall in the bid give a general description of how the work is to be performed.

The bid shall contain information of who that will perform the work, their CVs including competence and professional contact net, references to earlier performed and in this context relevant tasks, how the present work is to be done and what time that is planned to be put into this.

The bidder must be able to perform the work with the same persons during the whole time.

The price of the bid shall include the total cost of the study preparation. It shall be given as a fixed net price for the entire study and given in Euros without the VAT included.

The bidder must have fulfilled his/her legal registration obligations and not be in any debt for payment of taxes or social fees. In case the bidder is not a company and thus can have difficulties in this part there is a possibility to use the Serbian Authors Agency (hereinafter: JAA) as an agency to deal with these matters. A special contract will then be signed between JAA and the delivering party that temporarily makes him/her an employee of JAA.

Reporting

Reporting shall be done as a written report as well as in the form of a presentation to be held at the Ministry. Participation and presentation on a workshop with industry and other stakeholders will also be a part of reporting.

The consultant shall deliver all documents, reports and other materials to the Project Office in the following format:

- All documentation shall be in Serbian language and in Cyrillic letters
- MS Word format in Times New Roman font, size 12 shall be used. On the beginning of the document there should be the table of content with all titles and subtitles. The text must contain meaning of all acronyms used in the text.
- All documentation shall be translated into English

The document in Serbian and in English shall be submitted to Ministry in electronic form and in hard copy.

All deliverables will be the property of the Ministry. No part of the findings may be given to a third party without written consent of Ministry.

All deliverables shall contain the following sentence: "This document has been produced with the financial assistance of the Swedish International Development Cooperation Agency, (hereinafter: SIDA) in cooperation with the Swedish Chemicals Agency, (hereinafter: KemI). The views herein shall not necessarily be taken to reflect the official opinion of SIDA or KemI"

Bids

This procurement is performed according to the procedures for simplified tender.

. It shall have the following content and structure:

1. On the first page is stated the name of the bidder, address, organization number if available and who is responsible contact person for the bid
2. Information about who will perform the tasks of the work and their competence field. Education, experiences and performed tasks within the area as well as references (name and telephone number) for earlier performed tasks shall be stated.
3. The price for delivering the study
4. Other information asked for in this inquiry

The bid shall be given in Serbian and be signed by a person authorized to sign on behalf of the company or by the legal person. Bids shall arrive in a closed envelope with a name of the bid clearly marked in application. Incomplete bids shall not be taken into consideration.

Assessment of the bids

The requirements of the specification shall be fulfilled for the bid to be considered for assessment. At the assessment the most economically advantageous bid will be taken with regards taken in the following ranked and weighted criteria:

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| 1. Choice of method and plan for the study | 40 % |
| 2. The competence and experience in the field of the persons that is to perform the study | 40 % |
| 3. The offered price | 20% |

Background

Republic of Serbia received the contribution from Swedish International Development Cooperation Agency in order to implement the Project called "Chemicals Risk Management in Serbia 2007-2010" (hereinafter: The Project). Duration of the Project is two years.

The overall Objectives of the Project is contribution to the minimization of adverse effects of chemicals on human health and the environment, creation of preconditions for access to EU and establishment of free movement of goods in order to improve chemical safety and obtain sustainable development in the Republic of Serbia. The Project specific objective is contribution to the establishment of adequate institutional capacity and creation of appropriate administrative tools for achievement of adequate chemicals control.

Objectives, activities and deadlines for execution of the Project are given in the Project document "Specific Agreement between the Government of Sweden and the Government of Republic of Serbia on Support to Chemicals Risk Management in Serbia"