

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

INQUIRY FOR THE PREPARATION OF STUDY ON ASSESSMENT OF DATA NECESSARY FOR ESTABLISHING OF CHEMICALS/BIOCIDES REGISTRY

Objectives of the study

As a step toward the harmonization and approximation of national legislation with the EU, which is one of the obligations that Serbia took over in its process towards joining the EU, the Bill on Chemicals has been prepared. The Bill on Chemicals sets out the legal obligation for the Integral Registry of chemicals placed on the market of the Republic of Serbia which consists of the Chemicals Registry, Registry of the Biocidal Products as well as data on Plant Protection Products.

This study is intended to give knowledge to the authorities on what would be feasible to include in a coming Serbian registry on chemicals, how data collection could be organized and what database tools there might be available for this purpose.

Scope of Work

The following main issues should be investigated and described in the written report:

- Overview on data which should be collected within Integrated Chemicals Registry (data on chemicals, data on biocidal product and data on plant protection products) with consideration of data that might be required by other authorities in charge of different parts of chemicals life cycle;
- Detailed proposal of data which should be reported by enterprises for implementation of the Law on Chemicals and the Law on Biocides (proposed data should be in suitable format for further prescriptions in subsidiary legislations related to Chemicals Registry as well as in suitable format for electronic collection and storing in electronic data base);
- Suggestions of what chemicals that might be excluded from submitting data and suitable motivations for this exclusion;
- Suggestion of a suitable timetable for delivery of data and reasons for data to be delivered in phases.

For better definition of above mentioned tasks following issues should also be included in the written report:

- An inventory of existing databases on chemicals and/or biocides databases in Serbia and in EU, their content and availability. The applied software and hardware tools for these databases are to be described. A list of contact persons for the different databases is to be included;
- Rough assessment of number of producers and manufacturers of chemicals in Serbia as well as rough assessment of number of chemicals placed on the market and produced in Serbia according to statistical data and experience of other countries with similar size of the market;
- Assessment of existing hardware and software used for chemicals registries in other countries and proposal of software and hardware which could be used for chemicals/biocides Registry in Serbia;

- Assessment of governmental and other institutions (e.g. Poison Control Centre) with which collected data could be shared by electronic network;
- Proposal of follow up activities for further networking of the data from the chemicals/biocides registry;
- Suggestion of to what degree a Serbian chemicals registry has to be compatible with the current EU chemical/biocide databases.

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

Time plan

The work is to be preformed during 2009. The final version of the report shall be presented by 1st August 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 preformed. The bidder shall apply the same described approach throughout all parts of the study.

The bid shall contain information of who that will perform the work, their CVs including competence and professional contact net, references to earlier preformed 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”

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% |

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 net price (excluding VAT) 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.

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). This project shall last for 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 implementation of the Project are given in the Project document “Specific Agreement between the Government of Sweden and the Government of the Republic of Serbia on Support to Chemicals Risk Management in Serbia”