

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

INQUIRY FOR THE PREPARATION OF TRANSLATION OF THE EU REGULATION 648/2004 ON DETERGENTS AND PREPARATION OF REGULATION ON DETERGENTS

Objectives of the Project

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 contains provisions regarding detergents. In order to regulate placing of the detergents on the Serbian market it is necessary to prepare the by-law on detergents and for the purpose of harmonization of the national legislation with the EU legislation it is also necessary to translate the EU Regulation on Detergents.

Scope of Work

The consultant shall:

- translate the consolidated version of the EC Regulation 648/2004 into Serbian
- make sure that the proper Serbian wording is used and that terminology corresponds to the terminology used in the Bill on Chemicals and also with the terminology commonly used in the chemical area
- present a summary of the terminology used for the Serbian version, with justifications and explanations for the choice, the consideration of alternative terms, explicatory references to other pieces of legal texts etc.
- give comments and suggestions on regulation on detergents upon its preparation

Required Qualifications

- Education in biology or chemistry (higher level of education shall be considered as an advantage),
- Professional background in biology or chemistry
- Familiarity with chemical/biological or other relevant scientific terminology as well as familiar with the use of Serbian in legal texts
- At least 5 years of professional experience in related field
- Fluency in English

Working Method and Documents Format

The consultant shall use Microsoft Word program and all the changes asserted by the consultant should be made in visible and obvious manner (so they could be traced and rechecked).

The font format of the document shall be Times New Roman, size 12, and in Cyrillic. The text must contain meaning of all acronyms used in the text. The document shall be submitted to Ministry of Environment and Spatial Planning of the Republic of Serbia (hereinafter: The Ministry) in electronic form and in hard copy.

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";

Biding documentation requirements

The bids have to contain the following data:

- 1) References, as well as other reliable evidences that he/she meets required qualifications
- 2) Name of the bidding party and his/her address, phone-number and e-mail address
- 3) The net price in Euros (excluding taxes and contributions); and
- 4) The date when the service can start being delivered.

The bids shall be written in Serbian and signed by the bidding party. 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.

Location and Working Manner

The Ministry will provide consultant with necessary documentation.

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

During his/hers work the consultant shall cooperate with Chemicals Department staff and Project Office staff.

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

Duration

The consultant shall deliver report with reviewed translation of EC Regulation 648/2004 until the 1st August 2009.

Assessment of 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 in the following ranked and weighted criteria:

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| 1. Documented competences and capabilities | 30% |
| 2. Most economically favorable | 25% |
| 3. The readiness to start and to follow the given work plan | 20% |
| 4. Fitness to the tasks according to documented experience | 15% |
| 5. Personal impression on the interview | 10% |

Background

Republic of Serbia received the contribution from the Swedish International Development Cooperation Agency for the implementation of 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 the 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”