

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

## INQUIRY FOR PREPARATION OF TECHNICAL GUIDANCES RELATED TO PREPARATION OF TECHNICAL DOSSIER AND EVALUATION OF BIOCIDAL PRODUCT ON BASIS OF THE TECHNICAL DOSSIER

### 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 process towards joining the EU, the Law on biocidal products has been adopted. This Law takes over obligations given in Directive 98/8/EC.

The obligations related to data requirements that are given in Annex II, III and IV of Directive 98/8/EC will be transposed into By-law on scope and content of the technical dossier for the biocidal product i.e. low-risk biocidal product. In order to prepare Guidance on preparation of technical dossier for the biocidal product it is necessary to translate into Serbian *Technical Notes for Guidance on data requirements for active substances and biocidal products* from web site <http://ecb.jrc.ec.europa.eu/biocides> and edit it by experts in corresponding area.

The obligations that are given in Annex VI of Directive 98/8/EC will be transposed into By-law on common principles for evaluation of biocidal product on basis of technical dossier. In order to prepare Guidance on evaluation of biocidal product on basis of technical dossier it is necessary to translate into Serbian *Technical Notes for Guidance on product evaluation* from web site <http://ecb.jrc.ec.europa.eu/biocides> and edit it by experts in corresponding area.

### Scope of Work

- a. For the purpose of preparation of Guidance on preparation of technical dossier for the biocidal product the consultant shall:
  - translate text of Technical Notes for Guidance on data requirements for active substances and biocidal products and make all necessary changes in order to prepare guidance document in Serbian corresponding to the By-law on scope and content of the technical dossier for the biocidal product i.e. low-risk biocidal product;
  - harmonize the terminology of translated text with terminology used in Law on Biocidal products as well as with wording frequently used by other experts engaged within the project “Chemicals Risk Management in Serbia”;
  - use the corresponding guidance already available in some member states (The Netherlands: <http://www.ctb.agro.nl>, Sweden <http://www.kemi.se> or The United Kingdom: <http://www.hse.gov.uk/biocides/index.htm>);
  - present a summary of the terminology used, with justifications and explanations for the choice, the consideration of alternative terms, explicatory references to other pieces of legal texts etc;
  - prepare presentation of relevant document and present it on Workshop related to capacity building for administration, industry and scientific sector on risk assessment which will be organised as part of activity 6.1 of the project “Chemicals Risk Management in Serbia 2007-2010”.
- b. For the purpose of preparation of Guidance on evaluation of biocidal product on basis of technical dossier, the consultant shall:
  - translate text of Technical Notes for Guidance on product evaluation and make all necessary changes in order to prepare guidance document in Serbian corresponding to the

- By-law on common principles for evaluation of biocidal product on basis of technical dossier;
- harmonize the terminology of translated text with terminology used in Law on Biocidal products as well as with wording frequently used by other experts engaged within the project “Chemicals Risk Management in Serbia”;
  - use the corresponding guidance already available in some member states (The Netherlands: <http://www.ctb.agro.nl>, Sweden <http://www.kemi.se> or The United Kingdom: <http://www.hse.gov.uk/biocides/index.htm>);
  - present a summary of the terminology used, with justifications and explanations for the choice, the consideration of alternative terms, explicatory references to other pieces of legal texts etc;
  - prepare presentation of relevant document and present it on Workshop related to capacity building for administration, industry and scientific sector on risk assessment which will be organised as part of activity 6.1 of the project “Chemicals Risk Management in Serbia 2007-2010”.

### **Required Qualifications**

- Education in chemistry, pharmacy or technology (higher level of education shall be considered as an advantage),
- Professional background in chemistry or related natural science
- Familiarity with chemical terminology especially in terminology related to Chemical safety assessment (chemical safety report and exposure scenario)
- At least 3 years of professional experience in related field
- Fluency in English.

### **Working Method and Documents Format**

The consultant shall use Microsoft Word program and all 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)<sup>1</sup> 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”;

### **Bidding 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/hers address, phone-number and e-mail address
- 3) The net price in Euros (excluding taxes and contributions)
- 4) The date when the service can start being delivered.

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<sup>1</sup> After establishment of fully functioning Chemicals Agency all rights and obligations of the of the Ministry of Environment and Spatial Planning shall be transferred to the Chemicals Agency

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 shall provide all necessary documentation to the consultant.

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

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 has 180 days to complete his/hers Work and deliver it, starting from the day of signing of the contract.

### **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. Most economically favourable                             | 30%  |
| 2. Documented competences and capabilities                  | 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 Swedish International Development Cooperation Agency in order to implement the Project called: "Chemicals Risk Management in Serbia 2007-2010" (hereinafter: the Project). The 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"