

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

INQUIRY FOR THE PREPARATION OF GUIDELINE AND BROCHURE FOR DATA SUBMISSION FOR CHEMICAL REGISTRY

Objectives of the work

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 Law on Chemicals has been adopted. The Law 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 guideline and brochure are intended to give assistance to companies, general public as well as to other stakeholders with meeting their obligations regarding the Chemicals Registry. Besides that, these documents should provide information on the benefits from that registry.

Scope of Work

The consultants shall perform the following tasks:

- prepare the "Guideline for data submission for Chemical Registry" (hereinafter Guideline)
- prepare the brochure regarding the Chemicals Registry which shall contain crucial information on legal obligations of the companies and benefits which could be obtained from this Registry
- participate in campaign for informing the industry and other stakeholder on details regarding Chemicals Registry and on benefits of this Registry and data it contains

The Guideline should comprise, among other, the following:

- details on all legal obligations of the companies regarding the Chemicals Registry;
- proposal of the Chemicals Registry data submission form and explanation for filling in this form;
- examples of filled in forms
- information on benefits of Chemicals Registry
- information on non-compliance penalties and on manner of compliance control related to data submission

Required Qualifications

University degree in chemistry or other related field of expertise and excellent knowledge of English and experience in similar tasks.

Working Method and Documents Format

The consultant shall use Microsoft Word program and 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)¹ in electronic form.

All deliverables shall contain the following sentence: “This document has been produced with the financial assistance of the Swedish International Development Cooperation Agency, 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 have to 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

This Study on assessment of data necessary for establishing of chemicals/biocides registry, which is prepared within this Project, should be used as a referent document for preparation of the Guideline and Brochure.

The consultant shall organize his/hers working time and work in his/hers own premises. During his/hers work the consultant shall cooperate with Chemicals Department staff and Project office staff.

The Ministry will provide consultant with necessary documentation. 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 consultants have 90 days to complete his/hers work starting from the day of signing of the contract.

Assessment of Bids

¹ 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 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:

1. Most economically favorable	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”. 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”.