

## INSTRUCTIONS TO TENDERERS

### **Organization of a proficiency testing scheme for the TNMN laboratories under the ICPDR in years 2014 - 2018**

By submitting a tender, the Tenderer accepts in full all the Conditions contained in this tender dossier as the sole basis for this tender, waiving his own conditions of contract.

Tenderers are expected to carefully examine and respect all instructions, forms, Terms of Reference and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will generally result in rejection of the tender.

The Contracting Authority is the ICPDR.

#### **A. Participation**

Only Tenderers from countries being Contracting Parties of the ICPDR and from the EU member states are eligible.

Forming of consortia is permitted. The consortium shall clearly indicate which firm has been appointed by the others as the lead firm (legally responsible Contractor/Tenderer and the contact point for the Contracting Authority) and will present only one joint offer.

Sub-contracting is permitted providing that the contractual liability remains with the Tenderer. It shall be stated clearly in the offer if the Tenderer intends to sub-contract one or several parts of the Contract (which parts and to whom).

The Contracting Authority reserves the right to reject any consortia or one or more proposed members of a consortium or any subcontractors who do not comply with the rules on eligibility.

#### **B. Conditions for Submission of Tenders**

Tenders will be accepted only if they comply with the following conditions:

1. Tenders are to be submitted to the Contracting Authority and to be received at the place and by the time mentioned in the Invitation to Tender. Tenders may be sent by registered post with advice of reception, express mail or delivered by hand against receipt signed by the Contracting Authority's representative.
2. All tenders are to be submitted in a sealed envelope bearing only:

- a) The title of the tender;
  - b) Name of the Tenderer;
  - c) The indication: "Not to be opened before the tender opening session"
3. This envelope shall contain two separately sealed envelopes ("double envelope system"):
- a) One sealed envelope containing the technical proposal (one original and 2 copies) as described below (C.1). This envelope shall be marked "technical proposal", and indicate the tender title and the name of the Tenderer; and
  - b) One sealed envelope containing the financial proposal (one original and 2 copies) as described below (C.2). This envelope shall be marked "financial proposal" and indicate the tender title and the name of the Tenderer.
4. The tender shall be drawn up in English.

### **C. Content of Tenders**

The tender submitted by the Tenderer shall fully comply with the requirements set out in the tender dossier and comprise:

1. A **technical proposal** consisting of:
  - 1.1 Statement and Terms of Reference:
    - a) A letter accompanying the Tender signed by an authorized representative of the Tenderer and giving exact reference of the Tenderer's contact person, address, phone, fax and e-mail number, and confirming the Tenderer's intention to provide the services in conformity with this tender dossier.
    - b) Annex A: Terms of Reference. They describe in detail the nature of the activity, which is needed. Tenderers shall carefully read them and may not modify them.
  - 1.2 Annex B: Organisation and Method. Organisation and Methods is the core of the tender. It is essential that the Organisation and Methods conform perfectly to the Terms of Reference: failure to conform may lead to the rejection of the tender.

This part shall cover in particular:

- a) experience in organizing of national proficiency testing,
- b) experience in organizing of international proficiency testing,

- c) experience in water analysis,
- d) international experience in the Danube region,
- e) proposed time schedule for the sample distributions as well as for the collection of results from laboratories and for sending the information on assigned values to the participating laboratories,
- f) determinants covered
- g) application of procedure required under job description in the Terms of Reference
- h) conformity assessment according to the EN ISO/IEC 17043:2010 declared by certificate of accreditation
- i) meeting the requirements of ISO/IEC guide 43-1 or of other equivalent standards accepted at international level and using the scoring systems set out in ISO/IEC guide 43-1 or in the ISO-13528 standard or in other equivalent standards accepted at international level for the evaluation of the results of participation in proficiency testing programmes
- j) sample distribution logistics
- k) list of staff as given in the Terms of Reference
- l) information about appropriate tools to ensure on-line communication with tested laboratories especially for uploading results and downloading reports after data assessment.

1.3 A statement concerning the sub-contracting envisaged for parts of the services, if sub-contracting is envisaged, signed by the Tenderer (this shall include information on which parts of the contract will be sub-contracted and to whom).

2. A **financial proposal** comprising:

Annex C: Detailed breakdown of Prices

Contractor shall provide a unit price in EUR for each group of determinants (nutrients, heavy metals, organics) for one distribution to one laboratory. The unit price must be valid during the whole contract period.

**D. Variant Solutions**

Variant solutions are not allowed.

**E. Interventions or representations**

If necessary, the Evaluation Committee may request Tenderers by e-mail or fax to give further details to clarify the content of their tenders.

During the evaluation period (i.e. from the tender closing date until the signature of the contract) any interventions or representations by tendering firms or by others on their behalf or in their favour are not permitted.

Should there be any such intervention or representation this may lead to the exclusion of the Tenderer concerned.

The Contracting Authority reserves the right to bring any interventions or representations to the attention of all participating Tenderers.

#### **H. Final decision on the selection of contractor**

The result of the tender will be submitted to the ICPDR Standing Working Group (to the meeting in June 2014) for the final decision.

The result of the selection will be communicated to Tenderers by 30 June 2014.