



## OPEN CALL FOR TENDER

### Representation of PPE and Textile Care SMEs in the European standardisation process

The appointment of the selected entity is subject to the approval of the SBS Board.

The appointment of the selected SME entity is contingent on the approval of the 2020 Work Programme and budget as well as the signature of the annual Action Grant by the European Commission.

Small Business Standards has been selected by the European Commission as the organisation to represent SMEs in the standardisation process.

In this framework, SBS is launching three public calls for tender in order to collect applications from sectors where SME interests need to be voiced in the standardisation process. Personal Protective Equipment and Textile Care (PPE) is one of these sectors. The objective of this call is to select an entity to represent SMEs in the PPE sector. The selected entity will carry out sectoral activities to represent and defend the interests of SMEs in the development of PPE standards at European level.

This new call is co-funded by the European Commission and the European Free Trade Association (EFTA).

The contract will cover activities in the field of PPE and Textile Care, all of which fall under SBS' Work Programme 2020. SBS will select, through this tendering procedure, the entity that demonstrates the best technical and professional capability to perform activities to represent SMEs operating within the PPE sector in the standardisation process.

**Applications should be submitted to [president@sbs-sme.eu](mailto:president@sbs-sme.eu)**

**Deadline: 4 September midnight 2019 (CET).**

[www.sbs-sme.eu](http://www.sbs-sme.eu)

## A. Description of work and actions

SBS has identified the following activities as relevant for its 2020 Work Programme. The selected entity will lead all the activities on PPE related standardisation issues and be responsible for them as a whole, including their conception, setting up, planning, implementation and follow-up. In addition to the PPE and Textile Care related activities set out below and which will be carried out by the selected entity, the latter will also, upon request by SBS, collaborate, with SBS and if required, take the lead on ad-hoc issues where PPE and Textile Care expertise is needed.

SBS is launching the present call for tender to carry out the following tasks:

- ✓ **Coordination of SME input in the field of PPE and Textile Care standardisation and development of sectoral positions**

This task covers the overall organisation of the SBS Annual Forum on PPE and Textile care in Europe. This initiative aims to serve as a platform for discussion and sharing information about ways to better integrate aspects of innovation and needs of SMEs into legislation and standardisation. It also wishes to strengthen collaboration and involvement with national associations and SMEs, as well as, coordinating their input at European level.

- ✓ **Filling SME representativeness gap in relevant European technical groups**

Representing SMEs in CEN-CENELEC technical platforms aiming at exchanging information among stakeholders in European standardisation activities in PPE and Medical Devices. Here, SBS will collaborate by producing relevant information for communication in the PPE and Medical Device sector, as well as commenting on drafts of new legislation and standards with particular attention to interests of SMEs in PPE and Textile Care. In addition, SBS activities in this task would involve raising awareness of circular economy and reprocessing for textile PPE and textile medical devices among decision-makers and the standards community.

- ✓ **Examination of SME-relevant matters concerning the application and implementation of the PPE Regulation and Medical Devices Regulation and new standards**

This action responds to the need for PPE and Textile Care SMEs to understand, be involved and actively contribute to standardisation issues related to the implementation of the PPE Regulation and Medical Devices Regulation including the European Commission expert working groups. Thus, this initiative is designed to assist SMEs in the implementation of legislative changes and new harmonised standards into their daily practices. Also, it should serve as a supporting tool for SMEs to get information about the



certification process. Here, SBS will work closely with the SME community to elaborate consensus-based positions on PPE and Medical Device.

✓ **Elaboration of technical information and dissemination of SME-targeted information**

This task will monitor, analyse and provide information, on a monthly basis, about ongoing standardisation activities that take place in the different groups at European level. The information will be provided in the format set out by SBS and will be used to inform SBS members, provide input to meetings, elaborate articles on the latest news of interest to SMEs etc. Specifically, topics relevant for SMEs, such as regulatory compliance, involvement of notified bodies, new standardisation activities, innovation of hygiene management systems and certification costs. Aiming to help SMEs, the SBS PPE and Textile Care sectoral approach will prepare a series of articles which will be disseminated via the extended network developed throughout SBS' sectoral approach on PPE.

The selected entity will be responsible for the quality of all its deliverables e.g. accurate and easy-to-read English.

## **B. Budget**

All proposals in the range of € 95 000 VAT included will be considered. The allocation of the budget is subject to the approval of the SBS Board. The selected entity shall commit to co-finance 11% of the total cost of the action by reimbursing SBS the relevant amount.

## **C. Evaluation of proposals**

These are the different steps of the evaluation phase:

1. Selection criteria:
  - a. Representativeness
  - b. Technical and professional capacity to carry out the activities
2. Award criteria

### *1. Selection criteria*

#### Representativeness

Applying entities must show that they are based in an EU or EFTA member state and demonstrate the SME representativeness of their membership.

Technical and professional capacity to carry out the activities:

The implementation of the tasks of this call for tender requires three-fold expertise: PPE, standardisation and SMEs.

The tenderer must demonstrate its capacity to technically and professionally carry out the activities by submitting:

- a) CVs of each team member involved in the activities and
- b) a description of the role of each team member in the implementation of the activities and how their experience fit into the three-fold expertise needed.

*2. Award criteria*

The contract will be awarded based on the best value for money principle.

Tenderers shall include, in their bids, a technical proposal addressing the aspects detailed in the technical specifications in point A "description of work and actions". The following aspects should be included when drafting the tender:

- a. Methodology for implementation, including the reasons for the methodology (2,5/10)
- b. Organisation of the work and resource allocation (7,5/10)
  - o Assessment of technical and professional expertise (PPE and Textile Care, standardisation and SMEs) of the proposed team (2,5/10)
  - o Assessment of the plan of action with description of activities and their timing (2,5/10)
  - o Assessment of the distribution of roles, responsibilities and time allocation of the proposed team (2,5/10)

The tenderers will be ranked based on the points obtained in the award criteria.

Entities replying to this tender do not need to be a member of SBS.

**D. Award phase**

Tenderers will be notified of the outcome by email. SBS will set up the service contract to be signed by representatives of both contractual parties.

For more information, please contact SBS Secretariat ([info@sbs-sme.eu](mailto:info@sbs-sme.eu))

Tel +32 2 285 07 27

## E. Data protection

The invitation to tender involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data (GDPR). Any personal data will be processed solely for evaluation purposes under the call for tenders.

The information provided by applicants to SBS is necessary to process the application which, if successful, may lead to the signature of a contract. Applicants will have to declare that they have taken note of our Privacy Policy. By applying you agree with our use of your personal information as described in our Privacy Policy available [here](#).

The objectives of SBS, as laid out in Regulation (EU) No 1025/2012, are to:

- represent the interests of SMEs in the standardisation process at European level
- raise their awareness for standardisation
- motivate them to become involved in the standardisation process

SBS is the organisation selected by the European Commission, via a call for proposals, to carry out activities in line with the objectives above. All activities are co-funded by the European Commission and EFTA member states.