

Call for tender

Representation of SMEs in the Personal Protective Equipment and Textile care sector in the European standardisation process

Deadline for applications: 7 September 2020

Please send your application to: president@sbs-sme.eu

The appointment of the selected SME entity is contingent on the approval of the 2021 Work Programme and budget as well as the signature of the annual Action Grant by the European Commission.

A. Background

Small Business Standards (SBS) has been selected by the European Commission to represent small and medium-sized enterprises (SMEs) in the standardisation process, motivate them to get involved and raise their awareness about standardisation. In this framework, SBS is launching three public calls for tender 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 on behalf of SBS. The selected entity will carry out sectoral activities as described below to represent and defend the interests of SMEs in the development of PPE standards at European level in close cooperation with the SBS Secretariat.

The contract will cover activities in the field of PPE and Textile Care, all of which fall under the SBS Work Programme for 2021. 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.

All SBS activities, including the activities described in this call, are co-funded by the European Commission and the European Free Trade Association (EFTA).

B. Description of the work to be performed

The selected entity will lead all the activities on PPE related standardisation issues included in the SBS Work Programme 2021 and be responsible for them, including their conception, setting up, planning, implementation and follow-up. In addition to the PPE and Textile Care related activities described below, the selected entity will participate in coordination meetings organised by SBS and, if required, take the lead or participate on ad-hoc issues and activities where PPE and Textile Care expertise is needed.

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

B.1. Engage with SMEs and development of sectoral positions including matters related to the implementation of the PPE and Medical Devices Regulations and new standards

The selected entity will engage with the SME PPE community into discussions on PPE standards to stimulate feedback and elaborate consensus-based SME positions relevant to the sector. This includes issues related to the PPE and Medical Devices Regulations. The aim is to assist SMEs in the implementation of legislative changes and new harmonised standards into their daily practices. It should also serve as a supporting tool for SMEs to get information about the certification process. These sectoral positions will cover various subjects, depending on the ongoing public consultations and/or on specific requests by the membership.

B.2. Management of a Working Group to coordinate SBS members and experts' positions on PPE and textile care

The selected entity will be responsible for running and providing the Secretariat of a Working Group to offer SBS members and experts a means to collaborate and exchange information on issues related to standards relevant to the PPE and textile care sector, policy initiatives and the work in relevant technical committees. This group will also be involved in the development of sectoral opinions and positions (see B.1). The selected entity is expected to organise at least three Working Group meetings in 2021. Whenever possible meetings will be organised virtually. The Working Group will also collaborate with other SBS Working Groups whenever needed.

B.3. Representation of SME in relevant European technical groups

The selected entity will adequately represent SBS and participate at CEN-CENELEC technical platforms such as CEN PPE Sector Forum and CEN-CENELEC Advisory Board for Healthcare Standards. These platforms aim at exchanging information among stakeholders on European standardisation activities in PPE and Medical Devices. This action will help SBS to draw up a clear picture of all the main actors involved in standardisation in the PPE and Textile Care sector. It is of particular importance that the selected entity builds relationships with certification bodies assessing the conformity of PPE products. The selected entity will prepare a written report to be sent to the SBS Secretariat after each of the above-mentioned meetings.

B.4. Elaboration and dissemination of technical information targeted to SMEs

The selected entity will monitor, analyse and provide information about ongoing standardisation activities that take place in the different groups at the 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. This information will include topics relevant for SMEs, such as regulatory compliance, involvement of notified bodies, new standardisation activities, innovation of hygiene management systems and certification costs. The selected entity will prepare articles which will be disseminated via the extended network developed throughout SBS' sectoral approach on PPE.

B.5. Representation of SBS in EC Working Group on PPE

The selected entity will adequately represent SBS at the EC working group on PPE. The aim is to participate in the dialogue regarding standardisation related to PPE and Textile care and to defend SMEs position with different proposals. The selected entity will also communicate to SMEs relevant decisions of the EC Working Group and the Horizontal Committee of Notified Bodies. The selected entity will prepare a written report to be sent to the SBS Secretariat after each of the above-mentioned meetings.

B.6. Raising awareness about smart textiles

Concerning the European Commission twinning of the Green Deal and the Digital Agenda, awareness-raising activities on intelligent textiles and their role in linking the concepts of circular economy, reusability and data management will be carried out by the selected entity. In this context, awareness activities will be conducted through events, Webinars and/or workshops. This activity will be carried out in cooperation with the ICT sectoral approach.

B.7. Representation of SBS in EC Medical Devices Coordination Group

The selected entity shall represent SBS adequately at the EC Medical Device Coordination Group to participate in the dialogue regarding the harmonised implementation of medical devices regulations and communicate to SMEs relevant decisions of the Group. The selected entity will prepare a written report to be sent to the SBS Secretariat after each of the above-mentioned meetings

B.8. Sector Forum PPE and Textile care

The selected entity will organise the SBS Forum on PPE and Textile Care. The event is a platform for discussion and sharing of information about ongoing SME relevant activities on PPE and Textile Care. This initiative is aimed to strengthen collaboration and involvement with national associations and SMEs, as well as, coordinating their input at the European level.

C. Estimated total value

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 as well as the signature of the annual Action Grant by the European Commission.

The selected entity shall commit to co-finance 11% of the total cost of the action by reimbursing SBS the relevant amount.

D. Evaluation of proposals

D.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 described in this call for tender requires expertise on PPE and textile care, standardisation and SMEs.

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

- The CVs of each team member involved in the activities and
- a description of the role of each team member in the implementation of the activities and how their experience fits into the areas of expertise needed.

D.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 the point B “description of the work to be performed”. 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)
 - Assessment of technical and professional expertise (PPE and textile care, standardisation and SMEs) of the proposed team (2,5/10)
 - Assessment of the plan of action with a description of activities and their timing (2,5/10)
 - 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.

E. Submission of tenders

Tenders must be sent by e-mail (president@sbs-sme.eu) by 7 September 2020 midnight (CET) at the latest. Tenders will not be accepted after this deadline.

F. Award of the contract and duration

Tenderers will be notified of the outcome by email. SBS will prepare the service contract to be signed by representatives of both contractual parties. The duration of the contract will be one year from January to December 2021.

For more information, please contact the SBS Secretariat (info@sbs-sme.eu, Tel +32 2 285 07 27)

G. 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 according 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](#).