

12 November 2010

Call for Tenders**LABORATORY AUDIT AIMING FOR EU-STANDARD LABORATORY OPERATIONS**

Lahti Science and Business Park Ltd is a development company owned by local authorities in the Lahti region, whose task is to promote the creation and expansion of growth-oriented businesses, investments into the Lahti region, and innovation activities in the area. The company is responsible for the development and internationalisation of Finland's Environment Technology competence cluster. Its objective is to turn the Lahti region into a world-class hub of environmental business and research. For more information on the company and its functions, visit www.lahtisbp.fi.

Lahti Science and Business Park is involved in the Northern Dimension Business Council (NDBC) working group for the environment, which, among other things, promotes cooperation between laboratories in Finland and Russia. The Russian party in the partnership is SUE Vodokanal of St. Petersburg, whose laboratory now needs to be brought up to EU standards, in line with REACH regulations.

This call for tenders concerns the auditing of the Vodokanal of St. Petersburg laboratory to ensure it reaches EU standards. The measures that are needed are assessing the laboratory's current conditions and proposing suitable development actions. Some of the measures will be undertaken as a part of the *ESYLEP Project (Promoting Southern Finnish Environmental Business in St. Petersburg and Northwestern Russia)* and some as a part of the Lahti Centre of Expertise for Environment Technology programme.

Site

SUE Vodokanal of St. Petersburg laboratory, which needs to be brought up to EU standards in line with REACH.

- Clientele: 80% Vodokanal, 20% others; 700,000 analyses per year
- The laboratory has no need for advertising or marketing, as it is running at full capacity

The laboratory offers a wide selection of analysis methods: organic and inorganic chemistry, virology and toxicology, protozoa, parasites, radioactivity (radon + nuclides + uranium) and basic hydrochemistry. The lab contains GC, LC, CE and ICP, among others.

There current staff consists of approximately 130 employees who specialise in chemistry and microbiology, as well as 25 employees involved in property and equipment maintenance.

The current lab facilities were completed in 2001. The hardware is abundant and diverse.

Objective of audit:

1. To make the laboratory comparable with similar European water research laboratories.
2. To evaluate its quality assurance (assessment of existing operations).



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3. To achieve laboratory operations and analysis facilities in accordance with EU chemicals legislation (REACH).
4. To determine development measures for the laboratory.

Please also include a quote for holding two one-day seminars (including content, materials + lecturers) for the Northwestern Russia Vodokanal labs in St. Petersburg.

The tenderer must have a certified quality system, and the person in charge must be a qualified Technical Auditor.

The experience and expertise of the proposed responsible project managers will be evaluated based on their CVs and other presented information, with particular attention paid to knowledge of analysis methods used by modern environmental laboratories, and of quality control. The responsible managers must be involved in the project, to the extent indicated in the tender, throughout the project's life cycle.

Please submit the tender and the necessary related documents, in English, by the deadline.

Process and schedule

The work will be conducted by the successful tenderer in close and confidential cooperation with Lahti Science and Business Park Ltd and Vodokanal of St. Petersburg. The working schedule will be finalised together with the buyer after the choice of consultant.

The project must be initiated within one (1) month of the order being confirmed, and no later than 20 December 2010, and it must be concluded by the date agreed with the buyer in the contract, which must be no later than eight (8) months after the work begins.

In the tender and price itemisation, please include the following information:

- Presentation of the tenderer
- References from similar audits in foreign countries
- Work schedule: methods used, possible limitations and samples to be taken (divide into partial tasks)
- Estimated workload (d)
- Certificate of tax liability and proof of payment of taxes
- Extract from Trade Register
- Indication of whether the company is in the Tax Prepayment Register, the Register of Employers and the Value-Added Tax Register
- Total cost, including travel and accommodation and any other costs related to the completion of the work (VAT 0%)
- Hourly rate for any additional work (VAT 0%)

Selection criteria and weightings

- Price: 50% (scored 1-10 points with weighting)
- Experience of conducting audits in foreign laboratories: 30%
 - No experience: 0 points
 - 1-2 similar audits: 5 points



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- 3 or more similar audits: 10 points
- Experience in training environmental laboratories in the development of quality systems and analysis methods: 20%
 - No experience: 0 points
 - 1-4 similar cases: 5 points
 - 5 or more similar cases: 10 points

Please submit your tender as a signed, mailed copy and by email, by 4 p.m. on 26 November 2010. The contract will be awarded to the tender that achieves the highest point score. Travel expenses must be included in the overall cost of the work. Late submissions will not be considered. We reserve the right to reject all tenders and offers, as well as any tender that does not comply with the criteria given herein.

Any questions must be sent by email by 19 November 2010. All questions and the related answers will be sent out to all those who received the call for tenders. For enquiries and further information, please contact Salem Banafa, at salem.banafa@lahtisbp.fi (tel. +358 40 525 6596).

Lahti, 12 November 2010
LAHTI SCIENCE AND BUSINESS PARK LTD



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