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Closing date: 05.07.2024

Call for offers

Donau Soja is searching for a

Service provider for provision of inspection and certification of Agriculture collectors in Serbia and Bosnia and Herzegovina

Donau Soja Association (Regional Centre in Novi Sad) hereby invites Certification bodies approved by Donau Soja Association (hereafter: the service provider) to send in their proposal for the provision of services described in this Call for offers. The selected service provider will be responsible for inspection and certification of agriculture cooperatives and/or companies in accordance with Donau Soja Standard in Serbia and Bosnia and Herzegovina, within Donau Soja Protein Partnership project.

1. Background

The Donau Soja Organisation

Donau Soja Organisation is an independent, international, non-profit, multi-stakeholder organisation aiming to effectively meet protein market demand and to provide a baseline for the development of high-quality soy cultivation in the Danube Region. The Organisation's seat is in Vienna, Austria with regional offices in Novi Sad Serbia, Kiev Ukraine and Chisinau Moldova.

The mission of the Association is to increase Europe's self-sufficiency in soybean production, to promote sustainable agricultural practices and to contribute to the development of rural areas. Its members are representatives from the entire value chain who combine efforts to change the way soya is produced and used in Europe.

More about Donau Soja here: <http://www.donausoja.org/en/home/>

Strategic Partnership Programme

Donau Soja has a long-lasting cooperation with Austrian Development Agency (ADA) within Strategic Partnership Programme. This service will be related to implementation of this Programme.

2. Objective of the assignment

The Donau Soja Protein Partnership Projects (DSPPP) support small and medium-sized farms in disadvantaged regions, such as rural areas in Serbia (but also in Moldova, Ukraine, Bosnia & Herzegovina), in their entry into sustainable and GMO-free soya production. In the long term, this will enable physical flows of goods to be established in Europe and certified sustainable soya from Europe to be made available for the European market. By participating in the partnership programme, local farmers receive training and advice regarding soybean production. Furthermore, agricultural collectors are supported by certification. This leads to the fact that also in the third countries (non-EU), where 2/3 of the European soya is produced, significantly higher EU standards and the Donau Soja requirements, which are expanding on the EU standards, are fulfilled.

Within a framework of Donau Soja project, the selected service provider will fulfil tasks related to coordination, organisation and implementation of inspection and certification of agriculture cooperatives/companies according to Donau Soja Standard.

The certification process will be organised for agriculture cooperatives/companies who are involved in Donau Soja Protein Partnership projects. The particular Protein Partnership project is planned in Serbia and Bosnia and Herzegovina. The services should be delivered in Period July 2024 – January 2025.

*Note: Within the Donau Soja Protein Partnership Projects it is defined that Donau Soja covers the certification costs in the amount defined by the tendering process. The project partners/companies have the right to engage a different service provider than the one selected by Donau Soja, resulting in possible varying in stated number of companies and silo/warehouse locations.

3. Tasks of service provider

The service provider's job description includes the following list of tasks:

- Regular communication with cooperatives/companies that will be subject of certification;
- Scheduling an audit date in consultation with cooperatives/companies and Donau Soja, and preparing and sending audit plan;
- Performing on-site audits with following requirements:
 - Office audit, which includes: introductory meeting, auditing the company documentation which is required by Donau Soja Standard, the closing meeting.
 - Visit of storage locations, which includes: auditing the fulfilment of the requirements which are applicable to storage location, interview with the employees about their tasks and responsibilities, measuring volume of soybeans in silo/warehouse (if applicable), sampling (if applicable).
 - The corresponding number of farmers audit using appropriate checklist.
- Checking all points defined in the requirements documents, and the checklist for the relevant type of operation, at the frequency specified for each type of operation and risk level.
- Preparing an audit report and uploading on Donau Soja IT portal;
- Issuing the certificate;
- Issuing the LOT certificate, at company request, within two working days in form of signed PDF document;
- Immediately informing Donau Soja Organisation in writing, in case of imposing level 3, 4 or 5 remedial measures by certification body.

General tasks:

- Work in cooperation with Donau Soja Quality Management team and outsourced technical experts/service providers.
- Close cooperation with Donau Soja in particular with Regional Centre Novi Sad;
- Provision of information about Donau Soja requirements to interested and participating beneficiaries;
- Participating in the preparation and conducting of working meetings and, on-line conferences related to project activities;
- Demonstrate long-term practical experience and specific knowledge in the field of NON -GM auditing and certifications.

4. Expected outputs

1. Until 31.01.2025.

The certification process is complete and Donau Soja certificates are issued for all involved cooperatives/companies who passed audit successfully.

5. Time frame and organisation

The work of the service provider will start as soon as the contract is signed. The duration of engagement is without an end date and is subject to organisational requirements and satisfactory performance. The Service provider is expected to use his/her office for the assignment.

6. Reporting

- Service provider will report directly to the Quality Manager from Regional Centre Novi Sad as well as Donau Soja Regional Director SEE.
- The service provider is expected to have regular correspondence with Donau Soja.
- The defined expected outputs (issued certificates) will serve as reports and proof of service provider work (means of verification).

7. Requirements

The following requirements need to be fulfilled by the service provider.

Professional capacity of the tenderer

General

- Certification body is approved by Donau Soja Association;
- The certification body shall be in possession of a valid accreditation as a certification body in accordance with standard ISO/IEC 17065:2012 in the agriculture and food sector;
- Has a minimum three educated and experienced inspectors and three certifiers, who passed the training about Donau Soja requirements (minimum four employees);
- Long-term practical experience and specific knowledge in the field of NON-GM auditing and certification of agricultural commodities.

8. Payments

The service provider will work under a framework agreement.

Remuneration instalments will be based on an offer and agreement between Donau Soja and the service provider. The detailed remuneration plan will be defined in the framework agreement.

Payments will be made based on issued invoices.

9. Selection/ award criteria

1. Price
2. Professional capacities of tenderer
3. Number of certified clients (according to Donau Soja, Europe Soya or NON-GM Danube Region Standard) in Serbia and Bosnia and Herzegovina, either with valid or expired certificates, issued ever since the approval of the Certification Body by Donau Soja Association

10. Price Criteria

We will consider only offers that contain prices and/or claim reimbursements that are not higher than those customary within the specific sector or local market. Rebates, cash discounts and the like should be clearly stated in the offer.

The most economically advantageous offer will be selected, with the best price-quality ratio.

11. Contacts for procurement-related questions

Should you have questions please contact:

For content-related questions please contact: Ms Milica Bajic E-mail: qmregionalcenter@donausoja.org, with the following subject line: Tender- Certification Body

For administrative questions please contact: Ms Biljana Tadic, E-mail: project_admin@donausoja.org, with the following subject line: Tender- Certification Body

12. Documents to be prepared

Offers are to be sent by email to project_admin@donausoja.org by **05.07.2024**, indicating "Offer for Service provider for provision of inspection and certification of Agriculture collectors in Serbia and Bosnia and Herzegovina" in the subject, with the following documents (in English):

1. Valid accreditation as a certification body in accordance with standard ISO/IEC 17065:2012 in the agriculture and food sector.
2. Curriculum vitae of inspectors and certifiers expected to be engaged in the work.
3. Financial offer as indicated in Annex 1
4. List of certified clients according to Donau Soja, Europe Soya or NON-GM Danube Region Standard (both, with an expired or valid certificate) issued ever since the approval of the Certification Body by Donau Soja Association, in Serbia and Bosnia and Herzegovina.
5. Signed Consent to the processing of personal data (Annex 2)

Only offers sent directly to project_admin@donausoja.org by 05.07.2024 will be considered.

Workforce diversity

Donau Soja is committed to achieving diversity within its workforce, and encourages all qualified applicants, irrespective of gender, nationality, disabilities, sexual orientation, culture, religious and ethnic backgrounds to apply. All applications will be treated in the strictest confidence.

Annex 1*

Please use following Table 1. Financial offer.

| No. | Service | Duration – (hours per company) | Fee per company (net) |
|-----|--|-----------------------------------|-----------------------|
| 1. | Preparation and administration for audit and certification | | |
| 2. | Office audit at the company location | | |
| 3. | Inspection of the silo/warehouse location | | |
| 4. | Inspection of farmer | | |
| 5. | Issuing a certificate | | |
| 6. | Issuing a LOT certificate | | |
| 7. | GMO screening (must include quantitative and qualitative analysis – PCR) | | |
| 8. | Travel cost | | |
| 9. | Total 1 (net) | | |
| 10. | Total 2 (including VAT) | | |

* Please list other related costs and estimate them, if applicable.

Annex II

Consent to the processing of personal data

Providing personal data is voluntary. Failure to do so will result in the bidder being unable to participate in the evaluation process.

By participating in this call, the bidder acknowledges and consents to the processing of their personal data, as well as the personal data of all participating individuals, in accordance with GDPR-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 and on the free movement of such data.

The personal data provided within this call will be stored by the procuring body until the bidder revokes their consent to the processing of data, but not for less than a period of 5 years from the closing date of the ADA Strategic Partnership Project. The bidder grants the procuring body permission to retain and store their personal data for the purpose of maintaining complete project documentation.

Furthermore, the bidder authorizes the procuring body to disclose their personal data, as well as the personal data of participating individuals, to auditors and/or donors if requested for further checks and audits.

For Bidder:

Name:

Company:

Place/Date:

Signature: