GREEN PUBLIC PROCUREMENT NATIONAL ACTION PLAN 2022-2027

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GOVERNMENT OF MALTA
MINISTRY FOR THE ENVIRONMENT,
CLIMATE CHANGE AND PLANNING

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FOREWORD

This Second National Action Plan sets out the green vision for public procurement in Malta for the coming five years. It demonstrates our commitment to ensuring that Government's buying power can be used to address one of the most pressing environmental challenges of our day – namely how we transition our economies away from a linear model to a circular one; ensuring the best use of resources and limiting our impact on the natural world that supports and nourishes us. It is incumbent upon all of us to recognise that our consumption choices have a significant impact upon the environment and thus we have a collective responsibility to address this. It is at this juncture where Green Public Procurement (GPP) can be a valuable tool to influence our purchasing choices for the better.

Green public procurement seeks to reduce the environmental impact of the workings of Government through the goods and services it purchases. Being the largest consumer, Government can create a critical mass which makes it economically feasible for suppliers to invest accordingly. In doing so, it is hoped that the private sector will follow suit and shift its procurement towards greener products.

At the European level the adoption of the new Circular Economy Action Plan in 2020, as one of the main building blocks of the European Green Deal, is driving forward GPP policy. These two key policy documents reiterate and place emphasis on the value of GPP to the green transition. This Plan is very much aligned with this in that the level of ambition, as well as the proposed targets and objectives, are anticipated to effectively increase the uptake of GPP whilst also ensuring that the Government as a major buyer continues to make more sustainable purchasing choices and reducing the risks of 'green washing'.

As a driver to embedding GPP across government policy the Waste Management Plan 2014-2020 had identified GPP as an instrument for creating resources from waste, a concept that is carried forward into the Long-term Waste Management Plan (2021 to 2030), published this year. This holistic approach to waste management demonstrates the intrinsic value that this government places on GPP as mechanism for tackling environmental challenges. This approach is integral to the vision and objectives of this second NAP.

This Second National Action Plan (NAP) reinforces the achievements of its predecessor plan. Whilst great progress was made under the lifespan of the first NAP, we must recognise that more needs to be done. Achieving a result of greening sixty-nine percentage of tenders is but the point of departure for this Plan. This Second NAP wishes to dramatically increase this figure and aims to green at least ninety percent of all tenders.

It is important to celebrate that this Plan is not just adhering to EU guidelines but in fact we have raised our level of ambition beyond it. Two examples of how we have decided to raise the bar lie in the promotion of recycling of construction and demolition waste. We are convinced that this initiative can be one of a series of catalysts for the private sector to apply its entrepreneurial abilities to transform this waste stream into a profitable resource. The second example relates to the procurement of clean passenger cars as of 2022. Whilst the Clean Vehicles Directive seeks the procurement of just about one-third of its vehicles (38.5%) to be hybrid or electric, we believe that all passenger cars for general use purposes publicly procured should meet these requirements. The shift to electric vehicles should be spearheaded by the Government to stimulate further the market in this direction.

The Maltese Government is silently but surely committing itself to a greener modus operandi not least through its public procurement. This Action Plan provides a series of targets and measures that sees a level of ambition that has never before prevailed in Malta. Implementing this Plan and achieving its targets will require the support and commitment of economic operators as well as those responsible for public procurement. We are confident that both sides are equally committed to achieving a sustainable environment that can be enjoyed by themselves and future generations. Greening public procurement should not be seen as a barrier but as an opportunity for economic growth, social wellbeing and a greener environment. We are sure that such values are upheld by each and every member of Maltese society.

Table of Abbreviations

BPQR	Best Price Quality Ratio
BRO	Building Regulation Office
CAs	Contracting Authorities
CDRT	Centre for Development, Research and Training
CPSU	Central Procurement and Supplies Unit
CTCO	Cheapest Technically Compliant Offer
DECC	Directorate of Environment and Climate Change
DLG	Department for Local Government
DoC	Department of Contracts
EEE	Electrical and Electronic Equipment
ERA	Environment and Resources Authority
EU	European Union
FTS	Foundation for Tomorrow's Schools
GPP	Green Public Procurement
IMTF	Inter-Ministerial Task Force
MCCAA	Malta Competition and Consumer Affairs Authority

MCST	Malta Council for Science and Technology
MAEA	Ministry for European Affairs and Equality
MEAT	Most Economically Advantageous Tender
MEIB	Ministry for the Economy, Investment and Small Business
MECP	Ministry for the Environment, Climate Change and Planning
MEPA	Malta Environment and Planning Authority
MFIN	Ministry for Finance
MITA	Malta Information Technology Agency
MRRA	Ministry for Resources and Rural Affairs
MESDC	Ministry for the Environment, Sustainable Development and Climate Change
NAP	National Action Plan
NGO	Non-Profit Organisation
NSO	National Statistics Office
PC	Personal Computer
PPCD	Planning and Priorities Coordination Division
SME	Small Medium Enterprise
TOF	Tender Originators Form

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1 CONTEXT

1. Context

The European Commission defines Green Public Procurement (GPP) as '*a process whereby public authorities seek to procure, goods, services and works with a reduced environmental impact throughout their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured'*[1] . The raison *d` etre* for this policy initiative stems from the fact that public authorities in Europe are major consumers spending approximately '*1.8 trillion euros annually representing 14% of the EU's gross domestic product*'[2]. This presents a valuable opportunity for transformational change through leveraging the buying power of Public Authorities to lead economies towards a more circular and greener economic model.

Public procurement in Malta by central Government including public entities amounted to €793,856,499 in 2019. This figure equates to approximately 6% of GDP. By adopting this approach, governments are setting an example and acting as a driving force for the private sector to invest in and develop green products and services.

GPP offers a set of environmental, economic and social benefits across the board not only for governments but also for citizens and businesses alike[3]. Economically, the procurement of GPP compliant products offers the buyer savings throughout the products lifecycle despite often having, an initial higher cost. Investing in greener products offers savings in the long term, from lower energy and water consumption to an increased longevity of the actual product. Despite this, such considerations are unlikely to be the primary consideration at the time of procurement. Being locked into this linear model of consumption is a mindset that market-based tools such as GPP can help to break. Changing the default stance of procurement towards thinking 'green' at the outset is where the Government is working towards.

A prime example of the potential of green products can be seen in the procurement of health care electrical and electronic equipment (EEE). The GPP criteria for healthcare EEE offer potential energy savings in range of 50% for dialysis, mammography, medical lighting, monitoring equipment and MRI equipment. For MRI equipment alone the annual cost savings would amount to around €6,700 per unit.

Thus, purchasing solely on capital costs may often be a short-sighted approach to public procurement policy as it neglects the lifetime performance and possibly aftercare costs.

Socially, GPP will further improve the quality of life for citizens since it requires bidders to provide cleaning products with reduced use of toxic chemicals, cleaner transportation and the creation of less waste just to mention a few examples.

Environmentally, GPP addresses issues of deforestation through the purchase of paper from legally harvested and sustainably managed forests, and sustainable agriculture by purchasing organically produced food. Environmentally, air quality and noise abatement, amongst other issues, are prioritised.

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[1] *COM (2008) 400, Public Procurement for a Better Environment, p. 4.*

[2] *European Commission, what is GPP, at http://ec.europa.eu/environment/gpp/what_en.htm (viewed on 02.02.2017). 3 Ibid.*

[3] *European Commission (2017), 'Public Procurement for a Circular Economy. Good practice and guidance', p.5.*

In light of these benefits, GPP is being mainstreamed in public procurement in order to achieve not only the national objectives in the environmental field but also in areas that impact upon or are impacted by public procurement. Despite being a voluntary instrument, it is seen as a driver and an additional instrument to achieve numerous objectives namely those related to climate and waste.

This horizontal approach to GPP can be observed in a number of strategic policy documents. The Eco-Innovation Action Plan, issued in 2011, indicated that GPP has the potential of improving market conditions to promote eco-innovation. The new 2030 Agenda for Sustainable Development has dedicated a specific Sustainable Development Goal to ensure sustainable consumption and production patterns, including the targets to promote public procurement practices that are sustainable, in accordance with national policies and priorities. The shift to a greener economy has also furthered the case for implementing GPP since it acts as a tool to promote resource efficiency. The Circular Economy Action Plan for a Cleaner and more Competitive Europe, forming part of the Green Deal Package, commits the Commission to support a greater uptake of the GPP criteria; this includes the potential for introducing mandatory measures, and reflection on how GPP could be used more widely across the EU, in particular for products or markets that have high relevance for the circular economy.

2

CIRCULAR PUBLIC PROCUREMENT

2. Circular Public Procurement

Circular procurement builds upon the principles of GPP enhancing the environmental credentials of the public procurement process. This novel concept bridges the gap between the consumption of resources by the public sector as a prime driver of the local economy and the introduction of circularity principles. Circular procurement offers an alternative model to Contracting Authorities since it considers recovered materials, repairability and recycling factors as an intrinsic element of the lifetime of the product. The circular economy aims to retain resources in the economy either by upgrading, reselling or reusing resources into secondary products. All of these notions aim to bolster the maximum reuse of products with a minimal loss of value.

Compared to GPP, circular public procurement is relatively new to purchasing practices. It adds another dynamic layer to other categories of procurement such as sustainable public procurement (SPP), strategic public procurement, innovative public procurement and green public procurement. Circular public procurement has become a priority at the EU level through the first Circular Economy Action Plan, which recognises public procurement as instrumental in the transition towards the circular economy. Government has a pivotal role in encouraging and implementing circular practices, both as a driver for economic operators and in its choices as a major consumer. From an economic perspective, the circular economy provides the market an opportunity to use resources better and create new and innovative products and services. This same goal is shared in the European Commission's public procurement strategy, which has identified the uptake of innovative, green and social procurement as a priority[4].

The Second National Action Plan on Green Public Procurement aims to facilitate and integrate this approach through the GPP criteria for buildings, computers, textiles and furniture, all of which have a reinforced focus on circularity. The European Commission has also committed to emphasise circular economy aspects in new or updated sets of EU GPP criteria[5].

[4] *European Commission (2017), 'Communication from the Commission to the European Parliament, the Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions. Making Public Procurement work in and for Europe, p.8.*

[5] *European Commission (2017), Ibid.*




3

ATTAINING ENVIRONMENTAL OBJECTIVES

How can Green Public Procurement Help?

3. Attaining Environmental Objectives

Green Public Procurement can complement and encourage the attainment of other environmental objectives such as ensuring effective resource management. In this chapter the ability for GPP as a tool to help attain and achieve environmental priorities for Malta will be explored. The impact of both the current NAP as well as proposed measures included in the Second NAP will be outlined.

3.1. Waste Prevention and Reduction

The current NAP was designed around GPP criteria that work to help implement priorities in the waste sector. The Long-Term Waste Management Plan seeks to put waste prevention and waste reduction at the core of its implementation. Waste prevention is a key priority for the WMP with the overall aim to promote resource efficiency and reduce waste generation. The suite of measures proposed include actions to incentivise greener business processes and prompt societal change towards smarter consumption patterns. Waste prevention, reducing waste generation and promoting improved resource management underpin the GPP criteria. For instance, waste related specifications are included in eight different products groups and services which have the potential to have significant impacts upon key economic sectors for Malta.

The first NAP recognised the important role that GPP can contribute with respect to waste prevention and effective waste management. The inclusion of the GPP criteria in tenders for office building design, construction and management contributes to achieving waste prevention in this key economic sector. These criteria specify the inclusion of waste prevention measures at the outset of project design through the need to set up waste marshalling areas as well as implementing actions to promote waste prevention during the construction process.

With regards to the transport sector in the context of waste management and reduction, the GPP criteria for road design, construction and maintenance include measures aimed at the inclusion of recycled content in road design and thus promote the reuse of materials. Ultimately the inclusion of such criteria in all tenders for such services would help to reduce the pressure on primary resources and help move the country towards a circular economic model.

In addition to the transport and construction sectors GPP criteria have the potential to transform how Government entities and businesses operate through improving our collective environmental footprints.

In an increasingly digital age, we all rely upon our IT infrastructure in order to be productive and successful in our daily working lives. However, the consumption of electrical equipment including desktop and laptop computers, monitors and imaging equipment poses a substantial challenge when it comes to dealing with the end of life of such products. To this end, Government has taken decisive action by ensuring the inclusion of GPP criteria into all tenders for Office IT equipment. The utilisation of the GPP criteria works to limit the generation of waste electronic equipment through increasing the lifespan and durability of office desktops, laptops, monitors and imaging equipment.

The principles of promoting extended warranties as well as repair and reuse and upgrading found in the Office IT criteria are a common theme found in other product groups including the criteria for sanitary tap ware, toilets and urinals and electrical and electronic equipment used in health care. Lengthening the life cycle of products generates lower waste volumes whilst maximising resource utilisation, hence having a lower impact on the environment.

GPP offers an opportunity to procure transport services specifically for waste collection trucks and services. The

GPP criteria for this product group places a requirement for the procurement of waste collection trucks to meet the EURO V standard, whilst the criteria for waste collection services require the vehicles to be used in carrying out the service be of a EURO IV standard. The rationale for the differentiation between the specifications for such vehicles is a practical one, since a tender for the procurement of a service runs for a maximum of three years, whereas the procurement of a vehicle has a longer lifetime and hence the higher specifications required. These standards will eventually be revised in alignment with those in the upcoming Waste Management Plan 2021-2030.

The 2nd National Action Plan for GPP seeks to address the issue of waste reduction with increased importance in relation to two specific industries: the construction sector, and the hospitality and catering industry, both of which have been identified as having increased potential in further closing the resource loop.

Construction and demolition (C&D) waste accounted for roughly 80% of the total waste arising each year. Such waste is derived from activities related to the construction and demolition of buildings, road planning and maintenance as well as civil infrastructure. Thus, it is being proposed that a minimum recycled content is incorporated in masonry and concrete works for public buildings and road construction and maintenance, to create a market for reconstituted stone. Moreover, any demolition and excavation works will require a management plan by which a minimum percentage is identified for its subsequent preparation for reuse and recycling.

The revised criteria for the hospitality and catering industry target the reduction in use of plastic packaging and other containment methods or materials used for serving. The introduction of these GPP criteria will further promote the use of re-usable, biodegradable and/or compostable materials as opposed to plastic disposables, as well as the separate collection of recyclables and organic waste arising from catering events. Adoption of these GPP criteria will help to create a stimulus for the importation of greener products, leading to enhanced environmental performance in this sector

3.2. Water Availability

Malta's rainfall provides only a fraction of an ever-increasing demand for water. Malta's 2nd Water Catchment Management Plan demonstrates the high water stress level that our freshwater resources experience. Groundwater bodies are the only natural freshwater source of water as there are no surface water bodies such as rivers or lakes. Malta has therefore had to resort to the more energy intensive desalination to meet its potable demand. It has recently brought New Water closer to the agricultural and industrial sector with a view of providing an alternative source to groundwater abstraction.

The GPP criteria for toilets and urinals, and sanitary tapware are considered to be highly applicable for the local context since the inclusion of such will contribute towards more efficient water usage patterns, minimising water consumption levels. Other criteria such as those for gardening products and services complement the areas that address the use of water resources. The criteria for irrigation systems require them to be adjustable in terms of the volume of water they deliver as well as the duration for which such systems are active, thus taking into account climatic conditions and seasonal changes.

The GPP criteria for electrical and electronic equipment in the health care sector also address water consumption. Specific award criteria for haemodialysis equipment, flusher and washer disinfectant equipment can be included in tenders all of which are aimed at lowering water consumption. In this regard, the GPP criteria are supporting and encouraging the development of technology which maximises the utilisation of water per treatment.

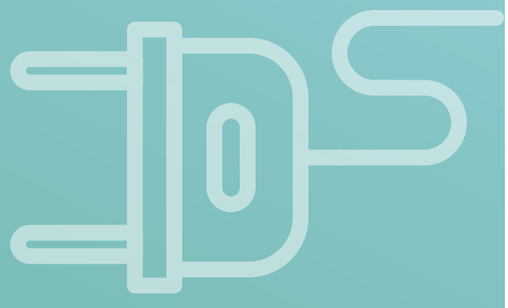
3.3. Climate Change

GPP is considered as representing one of many policy responses that may contribute towards addressing the threat posed by climate change. GPP provides various measures to certain and variable degrees for a tender and/or project to be considered as climate proof. For example, the GPP criteria for transport can be classified as contributing to emission reductions since the technical specifications specify the fleet average of the vehicles in terms of CO2 emissions. Particularly for passenger cars, Malta has opted for ambitious targets, noting that transport is the main contributor for GHG emissions.

On the other hand, the GPP criteria for sanitary tapware, and toilets and urinals can be categorised as adaptive initiatives. This is because their inclusion is reducing risk, vulnerability and increasing adaptive capacity to climate change through specific training to address energy efficiency optimisation, and specifications which limit the energy consumption levels and improve water efficiency.

3.4. Energy Efficiency

The role of Government and Public Bodies in promoting energy efficiency is emphasised in Directive 2012/27/EU. The Directive specifies that central government buildings are to "*gradually refurbish […] energy performance standards of buildings, or otherwise reach equivalent savings. Buildings of other public bodies should also be good examples of energy efficiency of buildings.*" Furthermore, purchasing by Public Bodies should incorporate high energy efficiency standards in the specifications for goods and services they purchase. To this end, promoting GPP addresses these matters to different degrees through four priority product and service groups; including computers and monitors, imaging equipment, electric and electronic equipment used in health care and street lighting.



4

LOCAL POLICY CONTEXT

4. Local policy context

During the Competitiveness Council of 2008, Malta like other Member States agreed to work towards the proposal of the European Commission to an '*overall political indicative target of 50% per Member State for GPP*' by 2010. This target was one which Malta could sign up to with full knowledge and confidence since it had already, at the national level, identified GPP as a tool towards greening the economy through the National Reform Programme of 2005-2008. It addressed this target and called for the 'preparation and implementation of a Green Public Procurement Plan'. The finalisation of this process was announced at a national conference themed 'EU green public procurement policy: National awareness-raising conference', in July 2010. This was in line with the government policy drive, whereby Government's budget for 2010 referred to the concept of purchasing as being one which will be sensitive to environmental protection across the public sector. The national procurement documentation templates that were launched during the same year also included optional references to environmental criteria as part of the environment plan which bidders may be required to submit in response to tenders.

Despite these early initiatives, it was found that whilst many tenders contained environmental considerations, none of the tenders were found to be fully compliant with the GPP criteria. This was largely due to lack of appropriate structures to oversee the implementation of GPP along with gaps in information and practical guidance on GPP matters. It was therefore deemed necessary to design and set up a three-year National Action Plan to address these deficiencies. The GPP requirements apply to all public tenders within the scope of the Public Procurement Regulations irrespective of tender type (supply, works or service), value (departmental or tenders above EU thresholds) and tendering procedure (open, restricted, negotiated, etc.). This new procedure towards GPP was communicated to CAs by the Department of Contracts in December 2008. Under the new procedure all CAs were required to raise, for each tender, a Tender Originators Form (TOF) to screen the tender documents for compliance with the relevant, nationally adopted GPP criteria.

The framework to implement the requirements stemming from the GPP NAP was established. These included the GPP Focal Point, the National GPP task Force, a GPP Officer as well as a GPP Helpdesk (gpp@gov.mt), and website (www.gpp.gov.mt). The following section aims to highlight the main roles.

4.1. GPP Governance
GPP Focal Point

Establishing a main focus for the delivery and implementation of GPP in Malta was a principal objective and a critical part of embedding GPP in the procurement process at the national level. Since 2011 the GPP Focal Point (FP) has been placed within the Ministry with responsibility for the Environment. The functions of the Focal Point included (at inception) the coordination of stakeholder consultations, representation of Malta at EU GPP Advisory Group Meetings, delivery of training and information sessions to public entities and the monitoring and drawing up of reports related to GPP. The Focal Point was also tasked with coordinating national consultations in respect of the development of GPP criteria.

Since 2015, following the mainstreaming of GPP administrative functions (discussed in subsequent sections of this Chapter) the Focal Point has remained a pivotal role for the delivery of the vision and objectives of the 1st NAP. This is will be all the more important as the roll out of the second NAP gathers pace. Training of public officers with respect to GPP has remained and will continue to remain a focus for the FP in order to ensure the implementation of the new NAP meets its goals. In this regard the FP will remain the key driving force behind GPP in Malta.

In addition, the GPP Focal Point continues to take an active role at the EU level through representing Malta at meetings of the EU Advisory group as well as undertaking consultations and providing feedback from Malta's perspective on the development of new GPP criteria.

Since the publication of the EU Circular Economy Action Plan in 2015, GPP has been propelled forward as playing a pivotal role as tool to deliver the transition towards a greener economic model. The result of this increased emphasis on GPP has subsequently placed a heightened importance on the role of the GPP Focal Point at the national level as Malta takes steps towards this transition. The horizontal nature of the GPP policy has also resulted in increased functions for the Focal Point. The delivery of the 2nd NAP will continue this trend in terms of Focal Point activities.

National GPP Task Force

In 2011 an inter-ministerial task force (IMTF) was established to oversee the roll out of GPP in Malta. The IMTF was chaired by the Ministry with the responsibility for the Environment (the then MESDC). Other entities attending the IMTF at inception included the then MRRA, MEPA, MCST, DoC, Malta Enterprise, NSO, MCCAA and the Depart for Local Government.

This task force was re-established in 2015 and increased its participation in terms of entities represented. As discussed in a later section of this Chapter the changes made in 2015 to the administration of GPP necessitated changes in the structure and function of the IMTF. Ensuring implementation as well as providing valuable feedback to the Focal Point in terms of effectiveness of the 1st NAP became key parts of the work of the IMTF from 2015 onwards. The goal of this change was to help set the baseline from which this 2nd NAP could be built.

• GPP Helpdesk

The GPP Helpdesk was established in 2011 as an additional resource for government entities as well as the business community to access information on GPP. The running of the helpdesk fell within the remit of the Ministry with responsibility for the Environment (the then MESDC). The importance of providing timely support and advice to public entities will remain a principle function for the Helpdesk. It is anticipated that an increased online footprint in terms of information point will be introduced (as discussed in Chapter 6) to ensure no interruption in service offered by the Helpdesk. This increased online presence will take the form of an application accessible on mobile phones. The launch of this application will go hand in hand with the roll out of the 2nd NAP.

• GPP Officer

The requirement for a dedicated public officer resource was identified as a critical success factor in delivering the 1st NAP. This GPP Officer function was established at the outset in order to support the GPP Focal Point in embedding of GPP as a day-to-day procurement process across government. This officer like the focal point was placed within the Ministry with responsibility for the Environment (MESDC at the time and now MECP). The role of the GPP Officer was to screen each tender issued by public authorities as per Contracts Circular 21 of 2011[6] for compliance with the

[6] *CT 5021/2011 Green Public Procurement and Other Procedures available at https://contracts.gov.mt/en/Circulars/2011/Pages/Circulars2011.aspx*

provisions of the 1st NAP. Specifically, this meant assessing whether the tenders being issued fell within the scope of the NAP and, if so, whether the correct GPP criteria were included in the correct manner. In effect the GPP Officer acted as gatekeeper for ensuring compliance as without approval the tendering process could not continue.

Following the mainstreaming exercise undertaken in 2015 (refer to subsequent section of this Chapter) the role of the GPP Officer has evolved from a gatekeeper to that of guardian. The screening and advisory function has been kept along with the monitoring function however the responsibility for ensuring compliance to the provisions of the NAP now falls on each and every Ministry specifically the GPP Coordinator.

Evolution of Ministerial Procurement Units (MPUs)

The Ministerial Procurement Units (MPUs) are currently being reformed.. This Unit is responsible for the administration, evaluation and recommendation (on behalf of Contracting Authorities listed under Schedule 16) of Calls for Tenders published under an Open or Restricted procedure where the Procurement Estimated Value of such calls exceeds ten thousand euro (€10,000) excluding VAT, but does not exceed the threshold of seven hundred and fifty thousand euro (€750,000) excluding VAT. This Unit is responsible for the allocation of the resources that are necessary for the processing of the tenders for the Contracting Authorities and in general the carrying out of its duties. MECP are in constant discussion with each of these Units in order to mainstream GPP activities and have a more holistic GPP vetting and monitoring system.

4.2. GPP Post 2014

During the first three years of the 1st NAP the implementation of GPP in Malta experienced a number of ups and downs (please see Chapter 5). Responding to the need to ensure compliance with the provisions of the 1st NAP the Government embarked upon a process of change in 2015 with respect to how GPP is administered across public entities.

The implementation of the 1st NAP included a process of constant review and assessment with respect to how it was being implemented in practice. This ongoing process identified that the in order to ensure the fullest implementation of GPP, a more horizontal and crosscutting perspective was needed with respect to the administration of the policy tool. To this end, whilst the Ministry with responsibility for the Environment would remain the lead entity for implementing and strengthening GPP policy, it was also recognised that all Contracting Authorities needed to play their part too.

The IMTF on GPP was reconvened in January 2015 wherein representatives from all Ministries were invited to attend. The attendees were the nominated officials to act as GPP Coordinators for their respective entities. The main scope of the IMTF was to review the current NAP and draft the second NAP on GPP. In addition, it would also act as a strategic body overseeing the continued implementation of GPP.

The central and perhaps most significant change introduced is the mainstreaming process, whereby each Contracting Authority was obliged to incorporate a GPP function as a specific but integral part of its procurement function. The role of GPP Coordinator for each Ministry was also introduced in order to guide its CAs and screen tenders similarly to the then GPP office. The mainstreaming process of GPP across Government took place between February and April 2015. During its implementation, teething problems were expected and did occur especially with regards to placing a new administrative requirement upon Ministries and CAs. To counter potential problems, the GPP Office provided support to each CA through issuing guidance documents as well as continuing to maintain the GPP Helpdesk for

ad-hoc support.

Running in parallel with the mainstreaming process, the GPP Office in conjunction with CDRT (IPS) developed a training programme to deliver training to each Ministry on the correct implementation of GPP in their tenders as well as providing background to the policy developments at the national level. It was necessary that each Ministry be individually trained in order to facilitate the mainstreaming process and to ensure compliance with the national GPP criteria.

The end goal of the training was for Ministries to become 'self-regulating' with regards to GPP compliance, removing the bottleneck that had been present for three years in the procurement process, by which all tenders were required to receive GPP clearance from the then GPP office prior to publication.

As part of the ongoing support service offered by the GPP Office with regards to mainstreaming the GPP function, it was deemed appropriate that following the completion of each Ministry's training a three-month phasing in period would be initiated for that Ministry. The aim of the phasing in period was to allow a transition time for each Ministry in within which the GPP Office would not provide an upfront screening and vetting service so that each Ministry could develop the technical capacity to incorporate the applicable criteria, thereby reducing their dependency on the central coordination office.

In addition to the above, the GPP Office also included a requirement for each Ministry upon completion of their training to provide weekly reports on the number of tenders published, the value of tenders and whether GPP criteria were incorporated. The aim of this measure was so that the GPP Office could monitor uptake as well as enable the office to provide feedback to Ministries submitting the reports on whether GPP criteria should/could have been incorporated. This process was also foreseen to allow GPP Office to determine how effective the training had been and to identify where additional effort may be required. This monitoring mechanism has to date been the means by which the GPP Office monitors the uptake of GPP.

5 THE FIRST NATIONAL ACTION PLAN

- SUCCESS FACTORS AND BARRIERS

5. The First National Action Plan – Success Factors and Barriers

The NAP 2012-2014 was the first coordinated programme addressing GPP in Malta. Since its inception the implementation of the NAP has been overseen by the Ministry with responsibility for the Environment (currently MECP).

As described in Chapter 4 the period post 2014 was a significant time for the implementation of the GPP NAP in Malta. During this year significant changes in terms of how GPP is administered were set in place. In addition to these changes the GPP Office also undertook a review of the effectiveness of the 1st NAP. This chapter will explore the successes as well as the persisting barriers to the implementation of this policy tool in Malta.

The targets for the various product groups set out in the 1st NAP are detailed in Table 1 below. These targets were continued throughout the implementation of the 1st NAP and are still in place at the time of writing this 2nd NAP. Amendments to the targets are described in Chapters 7 and 8 of this NAP.

Product / service group	TARGET		
	Year 1	Year 2	Year 3
Copying and Graphic Paper	100%	100%	100%
Gardening products and services	100%	100%	100%
Cleaning products and services	80%	90%	100%
Textiles	100%	100%	100%
Office IT equipment	100%	100%	100%
Transport	10%	20%	30%
Furniture	10%	20%	30%
Food and catering services	10%	20%	30%
Electricity	10%	20%	30%
Construction	10%	20%	30%
Mobile Phones	10%	20%	30%
Combined Heat and Power	10%	20%	30%
Thermal insulation	80%	90%	100%
Wall panels	80%	90%	100%
Hard floor coverings	10%	20%	30%
Windows, glazed doors and skylights	10%	20%	30%
Street lighting and traffic signals	10%	20%	30%
Road construction and traffic signs	10%	20%	30%

Table 1- Targets set out in the 1st NAP

A critical factor in achieving a good level of acceptance amongst stakeholders has been the outreach activities initiated by the GPP Office. The need to promote a new culture in terms of thinking green as a first step when it comes to government procurement was the linchpin from which GPP could be effectively embedded. This, at the outset was the aim of the GPP Office. To achieve this, a proactive approach was adopted to communicate to the various stakeholders across government and the business community to disseminate information on the what, how and why of GPP extolling the benefits of adopting green practices in procurement. During the first year of implementation the GPP Office hosted around 16 information sessions and training seminars addressing over 600 stakeholders. This initial impetus helped to garner a baseline of knowledge and awareness from which future

awareness[7] raising initiative could be taken.

In 2016, the Ministry for the Environment (the then MESDC) commissioned a further assessment of the effectiveness of the 1st NAP[8] . This study assessed the implementation of the 1st NAP by going to the market and asking economic operators (bidders) and Contracting Authorities (CAs) what their experience and knowledge of GPP was. This study eluded that the majority of participants (75%) indicated no significant difficulties in their experience with respect to the conditions imposed by the established GPP criteria. This would therefore support the notion that the GPP Office has had a level of success in getting the message of the what, how and why of GPP. Nevertheless, the risk of losing momentum was a real factor identified and thus continuous reinforcement and dissemination of the key principles of GPP was found to be needed. The GPP Office has continued with its core aim of ensuring government entities and economic operators are aware and conversant with GPP as tool for greening the national economy.

The approach adopted when GPP was first introduced was to include mandatory and non-mandatory criteria. The rationale being that products (goods, services of works) which have the greatest potential to be greened should in fact be greened. Over the course of the 1st NAP seven product groups were made mandatory. These mandatory criteria included specifications for copying and graphic paper, gardening products and services, cleaning products and services, textiles, office IT equipment, thermal insulation and wall panels. In this respect applying a mandatory status to these product groups as a concept can be argued to have led to an increased awareness of the environmental footprint of commonly procured goods amongst CAs. This is demonstrated in the fact that the aforementioned 2016 study indicated a general overall ease of inclusion of the mandatory criteria into tenders and the ease of servicing these contracts from the bidder's perspective.

Conversely by applying a non-mandatory status coupled with incremental targets to the remaining[9] products groups and services under the scope of the GPP provisions has allowed breathing space for the market to become accustomed to the greening of procurement. This again can be argued to have at some level been a successful approach to adoption of GPP in Malta.

For a better understanding on the ease of implementation, it was pertinent to conduct a qualitative analysis by product group. The easiest criteria to implement and satisfy have been those for office IT equipment, paper, transport and street lighting. Looking at the market it is important to recognise that over time the entry point for goods such as transport as well as IT equipment and copying paper have become greener. The market for these goods has dictated that they become greener. Having said this. by continuing to include such groups within the GPP policy framework, the importance is reinforced and the Government is provided the opportunity to lead by example in terms of buying green. A side benefit of this shift in the market availability of green products is that CAs and bidders alike have become accustomed to such and therefore the ease of including and procuring them has increased overtime since the establishment of the 1st NAP. Indeed, the criteria for transport have been regarded as minimum technical specifications irrespective of GPP, since most tenders, prior to vetting, already include a EURO IV or V standard. The industries for IT equipment and paper have advanced so much that most products offered are GPP compliant even if the criteria do not form part of the technical specifications of the tender document. The environmental specifications put forward have become the common practice for the manufacturers and suppliers.

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[7] I. Zammit (2015), 'The Introduction of GPP in the Local Government Procurement System- An Analysis',

[8] AIS (2016), 'Undertaking of a Study on the Uptake of GPP in Malta and the Provision of Recommendations for the 2nd National Action Plan 2016-2020', Task 1 Report.

[9] Non-mandatory criteria include: transport; furniture; food and catering services; electricity; construction; mobile phones; combined heat and power; hard floor coverings; windows, glazed doors and skylights; street lighting and traffic signals; and road construction and traffic signs.

On the other hand, persistent difficulties were experienced in sectors such as cleaning, construction, hard floor coverings and road construction. The same concerns resonated for the furniture GPP criteria, especially when procuring 'tailor-made' furniture. The difficulties experienced by the local industry have in fact been justified since the GPP criteria for hard floor coverings and construction have been removed or revised at EU level. The criteria for this sector now address office building design, construction and management.

5.1. Results

The first NAP had wide-ranging results across the various criteria. Undoubtedly, it has instilled new environmental considerations for CAs and stakeholders alike. In terms of numbers, Figure 1 reveals that by 2013, the national target of achieving 50% of GPP[10] for tenders that fall within the remit of GPP had been achieved. The trend decreased slightly in 2014, implying that the overall implementation of GPP criteria within the established 18 product/service groups has not been entirely successful.

However, the sector specific targets for each product group shed more light as to how the overall national target was achieved and where further action is warranted. The section to follow discusses the outcomes for the mandatory and non-mandatory criteria.

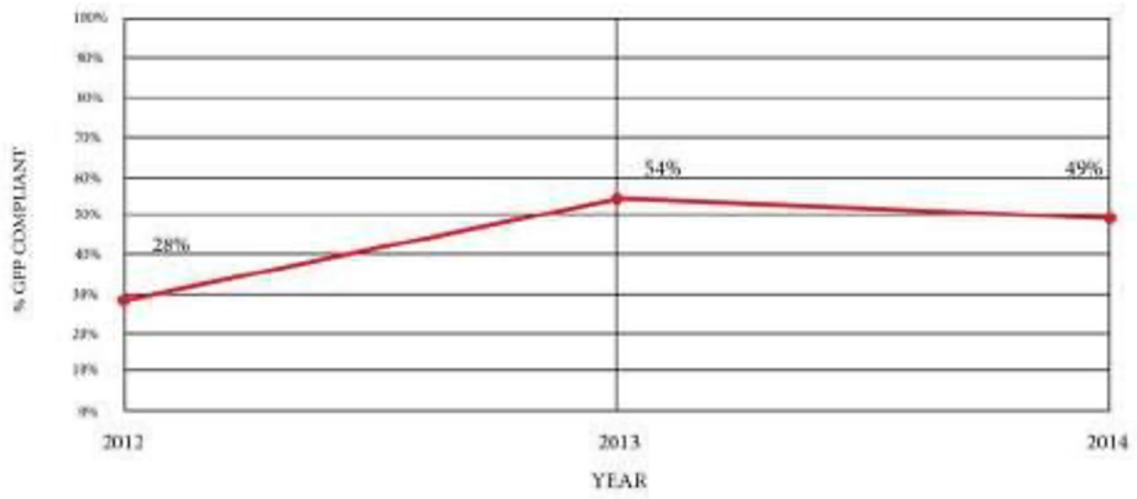

Figure 1: Percentage of GPP compliant tenders that fall within the scope of GPP for all sectors

[10] *The national target of achieving 50% of GPP compliance applies both to mandatory and non-mandatory criteria and is a holistic target above and beyond the sector specific ones by product and service groups.*

Mandatory Criteria

In terms of targets, the mandatory GPP criteria were not reached in 2012, 2013 and 2014, with the only exception being the copying and graphic paper product group in 2013, as indicated in Figure 2. Unfortunately, on a criteria specific basis, despite the concerted efforts of the GPP Office and the various CAs the procurement process did not result in the consistent meeting of the targets throughout the implementation period of the 1st NAP. Having said this, it is clear that some sectors have managed to achieve better results than other product groups. The criteria for gardening products and services could be termed as the most unsatisfactory despite having a mandatory status from the outset of the plan. However, it is to be noted that this product group encapsulates several criteria namely those for soil improvers, ornamental plants, irrigation systems, gardening machinery, machinery lubricant oils and gardening services. Merely omitting one of these sub criteria in a tender would render it as GPP incompliant.

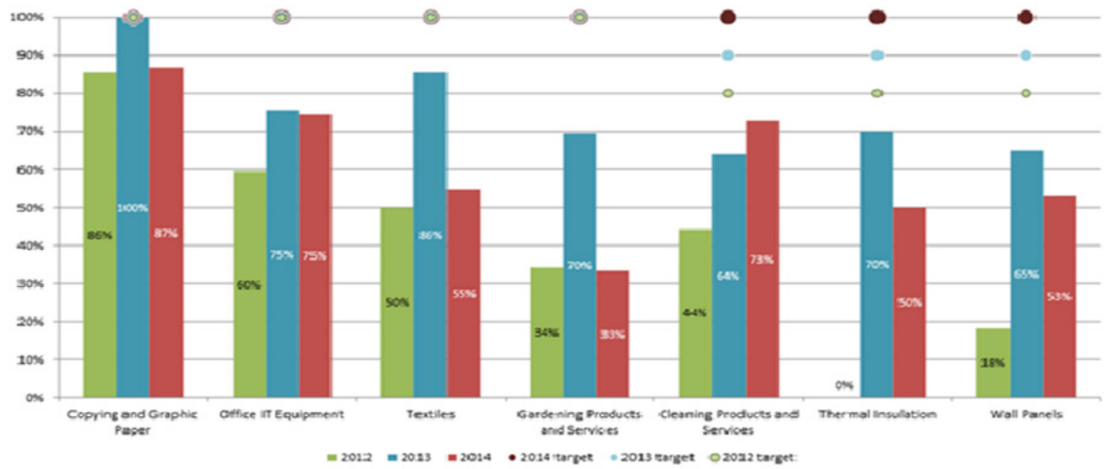

Figure 2: Percentage of tenders that fell within the scope of GPP and were GPP compliant for mandatory sectors

Non-Mandatory Criteria

In the case of the non-mandatory GPP sectors, the results fared better at reaching targets, with 60% of GPP sectors satisfying the 10% target for 2012, 100% satisfying the 20% GPP target for 2013 and 70% achieving the 30% GPP target in 2014. Figure 3 aims to illustrate these results by product and service group. Perhaps the difficulty in reaching the non-mandatory target lies in the ad-hoc nature of administering tenders within these sectors. A closer look at the statistics reveals that road construction, windows and hard floor coverings have had the least uptake by CAs during the three years. With regards to these criteria, experience has shown that given the specifications are quite onerous for the local market, CAs have preferred to include them when the tender would be limited to the procurement of these products. For example, a tender for the removal of existing windows and the supply and installation of new windows would tend to include the non-mandatory GPP criteria for windows, rather than a comprehensive tender for finishing works, which may include windows, plastering and tiling. In this case, the probability is that given the diversity of products within one tender document, the contracting authority would not opt for their inclusion. The aim being to attract the bidders specialised in the field rather than turnkey contractors. Unfortunately, most issued tenders have chosen to adopt this holistic procurement approach and hence the low uptake.

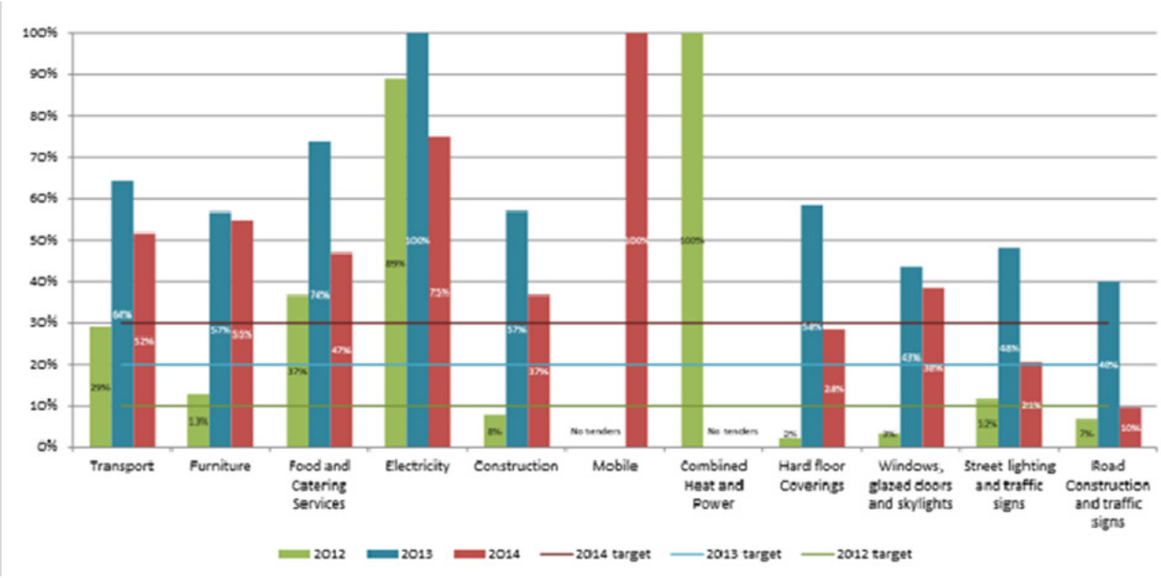

Figure 3: Percentage of tenders that fell within the scope of GPP and were GPP compliant for the non-mandatory

5.2. Barriers

One of the continuous challenges in implementing GPP in Malta has been striking a balance in setting an ambitious yet realistic agenda for GPP whilst operating in a market characterised by SMEs. The 1st NAP has shown that SMEs tend to be presented with a greater challenge in being GPP compliant due to the costs of introducing the necessary changes to achieve an environmental improvement, particularly when the tenders are utilising the cheapest technically compliant offer (CTCO) instead of the most economically advantageous tender (MEAT). Most of the economic operators also lack the resources to allocate specific personnel to address GPP. The GPP Office has therefore been committed to support SMEs via the dissemination of information and training sessions and it will continue to do so during the second NAP in order to further facilitate its implementation.

5.3. Difficulties

Perhaps the greatest difficulty the GPP Office came across during the implementation of the GPP NAP has been the need to keep procurement officials and bidders abreast with GPP updates. Unfortunately, most of whom are already overwhelmed with other public procurement procedures. Indeed, during the course of the first NAP, new rules, Directives and templates came into force. The electronic public procurement system, which required CAs to publish a call for tenders online and suppliers to submit offers electronically, was also being introduced gradually. As a result, GPP was being increasingly perceived as an added burden to the already complex public procurement system.

Transition from 1st to 2nd GPP NAP

Over the past 3 years, Government have been working in a number of ways in order to better the transition from the 1st to the 2nd Nation Action Plan. Building upon the success achieved in the 1st NAP, the 2nd GPP Action Plan aims to progressively increase the share of Government's procurement in greener products and services to 90% by 2025;a target which will drive action on the ground, promoting sustainable consumption and production.

Figure 4: Percentage of GPP compliant tenders for all product groups

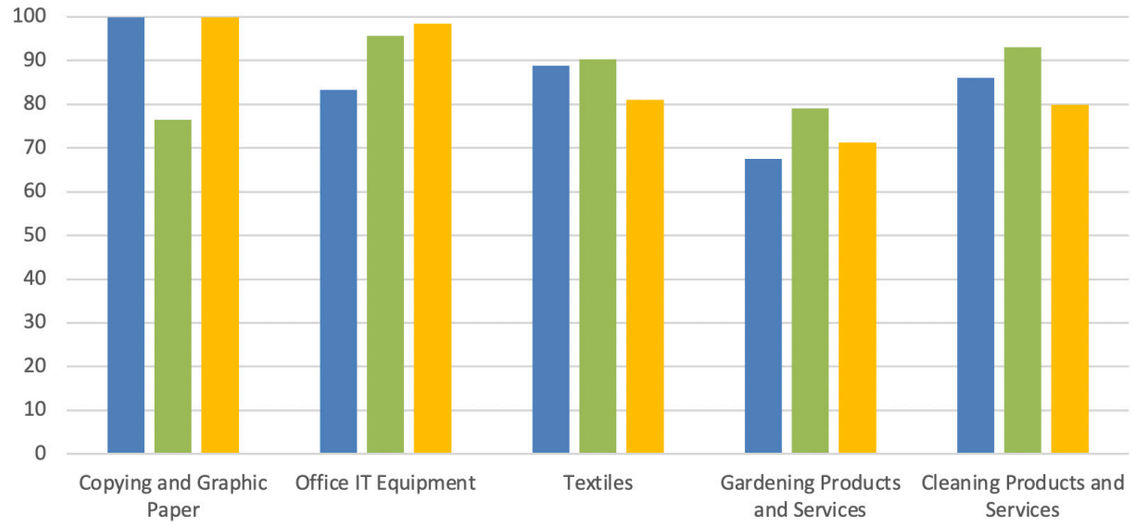

Figure 5: Percentage of GPP compliant tenders falling under Mandatory product groups

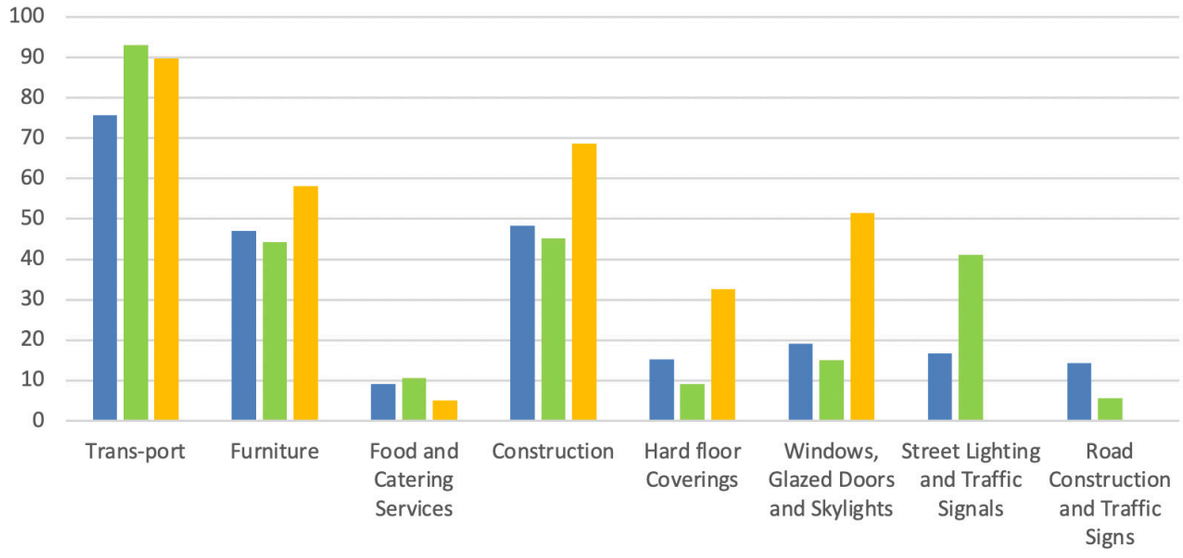

Figure 6: Percentage of GPP compliant tenders falling under non-mandatory product

6

MISSION, VISION & OBJECTIVES

OF THE SECOND NAP

6. Mission, Vision and Objectives of the Second NAP

The scope of the second NAP is twofold; to take stock of the experiences of the first NAP by strengthening what has already been achieved, addressing any weaknesses and thus provide policy impetus to further implement sustainable procurement practices.

• Mission

To enhance the greener public procurement function, recognising the opportunity to limit further the environmental footprint whilst driving markets towards greener products and services.

• Vision

To progressively increase the share of Government's procurement in greener products to 90% of tenders which fall under the scope of Green Public Procurement.

• Objectives

The objectives of this action plan to be achieved by 2027 are the following:

- To continuously engage economic operators, contracting authorities and other relevant stakeholders by providing necessary training through information sessions, workshops and established communication channels.

- To facilitate GPP implementation by managing the GPP Helpdesk Facility and an interactive National GPP web-responsive application; www.gpp.gov.mt (conveniently accessible on mobile phones) enabling users to attain further knowledge on specific queries.

- To increase awareness amongst economic operators and contracting authorities on the benefits of GPP which extend beyond the provision of services and products, and instils an environmental conscience amongst the business community.

- To increase uptake of GPP product and service groups, having set the 1st NAP as a baseline with the aim of achieving the 90% target in the vision.

The set objectives will be measured by key performance indicators which, in addition to the monitoring mechanism established for this NAP, will illustrate the overall progress of the measures identified in the NAP. Progress on these instruments will be assessed on a six-monthly basis. The below indicators have been identified as the fulcrum for this policy's performance. The key performance indicators include:

- Percentage of public tenders expressed in number of tenders and € values in each product/service group.

- Number of training and information sessions held, number of participants attended, and a survey rating the training given.

- Frequency of meetings held with CAs, stakeholders and economic operators.

- Number of requests received on the GPP generic email or through other channels and answered.


7
TARGETS

7.1 Targets

The first NAP set out GPP targets for eighteen product and service groups across a range of sectors, for which common GPP criteria have been set at EU level. The targets set out in the Plan were incremental, in order to avoid potential market distortions and to allow sufficient lead-time for the market operators to adapt to the government purchasing policy. The targets were expressed in terms of the percentage of the total public expenditure and the number of public contracts. Thus, a 100% target for office IT equipment implied that 100% of public expenditure and 100% of public contracts involving this product group would be compliant with the GPP specifications.

7.2. Revised and New Criteria

More criteria have been developed at an EU level since the adoption of Malta's first NAP. An environmental and economic impact assessment for the introduction of new GPP criteria has been undertaken at an EU level. Moreover, an assessment of the existing and revised GPP NAP criteria and how these are expected to influence the environment and the Maltese economy has also been undertaken. Emphasis was given to the new criteria, which relate to electrical and electronic equipment used in the health care sector, sanitary tapware, toilets and urinals, road design, construction and maintenance, office building design, construction and management, waste water infrastructure and water heaters. Furthermore, four other sets of criteria were revised between December 2018 and February 2019, including those for: transport, paints, varnishes and road markings, road lighting and traffic signals, and cleaning. Whereas studies[11] are considering including all such criteria, the criteria for wastewater infrastructure and those for water heaters are not being considered for inclusion in the second NAP. The criteria for water-based heaters are not being proposed for inclusion since such heaters are not typically installed in Malta due to its climatic conditions. Electric storage water heaters for the provision of hot sanitary water in bathrooms and kitchens are the most common types of water heaters in Malta. However, it is crucial to note that geysers do not form part of the product group defined at EU level. Therefore, the criteria established for this sector are not applicable to the Maltese islands. On the other hand, the criteria for wastewater infrastructure are not being considered for implementation in the second NAP due to their limited frequency of procurement. All other new criteria have been subject to a public consultation with the relevant bidders in the field[12] .

The following section discusses the five new product groups which are set to form part of the second NAP. A 'traffic light' rating system will be utilised to indicate the status of each technical specification.

The red colour will indicate that the proposed technical specification is difficult to implement in the local context, amber will illustrate that the proposed criterion is being foreseen in the near future, but consultations and studies are still in the process, whilst green will imply that the proposed specification is feasible. The 2nd NAP should be regarded as a live document, the criteria within which can and shall be revised as deemed necessary in the coming years to reflect market dynamics, ambition and other obligations.

It is important to note that the 2nd NAP has limited itself in adopting most of the core criteria rather than the comprehensive criteria, given that there are less administrative burdens associated with their implementation. This approach was also adopted given that the criteria are penetrating new markets, which still need to adapt to

[11] *AIS (2016), 'Undertaking of a Study on the Uptake of GPP in Malta and the Provision of Recommendations for the 2nd National Action Plan 2016-2020', Task 1,2,3 Report.*

[12] *Consultation sessions were held on the 21st, 25th, 28th and 29th November 2016. Consultation sessions for the revised GPP criteria were held on the 5th and 14th December 2017.The second set of consultation sessions were held on the 15th, 18th and 25thApril 2019, and on the 2nd May 2019.*

the elevated technical specifications being proposed. In order to further facilitate this transition, non-mandatory and realistic targets are being set for these sectors in the first years of implementation of this Plan, progressively increasing the ambition level to 2025.

a) Criteria for Sanitary Tapware, Toilets and Urinals

The EU Commission introduced GPP criteria for these product groups in 2013. Their procurement is carried out by a range of CAs for installation in public toilets, hospitals, social housing, schools, public offices and other government owned buildings. Within this sector, it is the consumption of water that is most important and offers the best economic savings as exemplified in Table 2, which provides a summary of the proposed criteria for sanitary tapware.

Water consumption and related energy saving	
Maximum available water flow	●
Lowest maximum available water flow rate	●
Temperature management	●
Time control for sanitary tapware for multiple users and high frequency use	●
Product quality and longevity	
Exposed surface condition and quality of coating	●
Reparability and availability of spare parts	●
Warranty	●
User information	●

Table 2 - GPP core criteria for sanitary tapware

Consultations have revealed little to no difficulties, since the local market is saturated with importers rather than producers within this field. Therefore, the implication of introducing the GPP criteria for this product group will merely result in switching or diversifying manufacturers, but not adjustment of the local enterprise's practices. Concerns were voiced on the prohibitive prices as a result of the very high specifications, which are being set as minimum standards. Given that water has been regarded as a scarce resource, the inclusion of such criteria comes as a natural measure to further address its efficient management. The inclusion of GPP criteria through public procurement offers further opportunities to address the scarcity of this important resource.

Whereas the GPP criteria for flushing toilets and urinals address similar concerns to those of sanitary tapware, stakeholders have expressed that these criteria are more restrictive and challenging to adhere to. CAs have also indicated that the criteria are very detailed in nature as oppose to the water saving installations measures, which the first NAP had introduced. Whilst the 'water saving installations' criteria instilled four generic technical specifications which address WCs, urinals, cisterns and taps, the criteria for sanitary tapware and toilets and urinals go into the merits of flush volumes, product longevity and requesting bidders to supply advice and recommendations on how CAs should better utilise the equipment. Consultations have revealed that the greatest hurdle would be in implementing the product longevity criterion. It transpires that in most cases the maintenance and management

of contracts is not always carried out by the CA which issued the tender. For example, whilst maintenance works in schools is handled by the administration at their end, the initial procurement is carried out by FTS. It is therefore not always straightforward to follow up certain matters since the management would not be aware of the terms and conditions set out in the tender document and/or the contract.

Water efficiency	
Full flush volume	●
Water saving	●
Flush volume adjustment	●
Product performance	
Flushing system requirements	●
Flush performance	●
Product longevity	●
Installation instructions/user information	●

Table 3 - GPP core criteria for toilets and urinals

B) Criteria for electrical and electronic equipment used in the Health Care Sector

The GPP criteria for electrical and electronic equipment (EEE) used in the health sector were published in 2014. These criteria incorporate both high and low voltage equipment and cover the complete care cycle as referred to in the Medical Devices Directive 93/42/EEC. The criteria have been developed to encourage the purchase of Healthcare EEE with reduced environmental impacts while always giving priority to the safety and welfare of patients as well as that of medical staff, technicians and maintenance personnel.

It is also important to note that the rapid technology advancements within this sector have led to innovations in the variety of equipment available on the market, all of which are likely to increase the energy consumption of medical equipment in health care. Furthermore, the improved success of the health care sector is leading to better treatment methodologies and equipment that is causing higher energy consumption.

Criteria for all types of equipment	
User instructions for green performance management – a guide on how to maximise the environmental performance of the particular medical equipment	●
Product longevity and warranty – at least 5 years over warranty	●
Training for energy efficiency optimization	●
Installation with energy efficiency optimization	●

Table 4 - GPP core criteria for electrical and electronic equipment in the Health Care Sector

In general, the public consultation session was well attended by the stakeholders within the industry. CPSU as well as the Energy and Water Agency were also participants of the consultation exercise. Stakeholders also submitted written feedback. The proposed criteria within this product group, contrary to most other GPP technical specifications, are designed to address training and information needs of end users rather than necessitating the procurement of 'greener' products. The overall purpose of the criteria is to address user behaviour which tends to increase energy and water consumption due to lack of knowledge of the utilisation of the equipment. The criteria are therefore being adopted fully within the second NAP, since their introduction is not set to introduce high costs in terms of verification methods.

c) Criteria for Computers and Monitors

The GPP office has already adopted GPP criteria for this sector in the first NAP. It had in fact, given a mandatory status to this product group from the outset. However, these criteria have been recently revised in 2016. The GPP Office is still adopting a mandatory status to this product group for the second NAP, and hence why a consultation session was held on the 25th November 2016. Bidders were encouraged to attend and familiarise themselves with the new and additional requirements for this product group, given its high presence in procurement documents.

Energy criteria	
1. Minimum energy performance for computers / monitors	●
Hazardous Substances criteria	
1. Declaration for REACH Candidate List substances	●
Product lifetime extension	
1. Warranty and service agreements	●
2. Repairability and replacement of components and parts	●
3. Ease of replacement for rechargeable batteries	●
End of life management	
1. Marking of plastic casings, enclosures and bezels	●

Table 5 - GPP core criteria for computers and monitors

Consultations with economic operators as well as with MITA and the Energy and Water Agency revealed that the revised GPP criteria are generally straightforward to implement in the local market. An analysis of procurement documents has also revealed that some of the proposed technical specifications have already been integrated as minimum standards.

In terms of the energy sub-criteria proposed, the requirements have already been implemented for three years throughout the first NAP and no difficulties have surfaced during their implementation. The revised energy specifications have merely updated the version of the Energy star standard to the latest available version. Likewise, the sub-criteria, which address product lifetime extension, have also been regarded as feasible to adopt. MITA has in fact been requesting an extended warranty of three years when procuring IT equipment. Whilst no guarantee on the availability of spare parts is requested, CAs do not foresee any difficulty when such a guarantee is introduced in the

second NAP. A specific criterion has also been developed which requires batteries to be easily replaceable. A review of standard specifications across CAs has indicated that where PCs and laptops are concerned, current procurement already stipulates that battery, memory, hard disk and optical drive must be changeable.

On the other hand, the hazardous substances criterion, which requires bidders to submit a declaration, has been deemed as stringent. Similarly, and perhaps more challenging is the technical specification related to end of life management. To this end, consultations indicated that there are sufficient regulations and requirements, which address these environmental issues.

As a result, Malta's second NAP will adopt all of the revised criteria excluding those related to hazardous substances and end of life management.

d) Criteria for Imaging equipment

GPP technical specifications for this section had already been adopted in the first NAP however this was merged under a singular heading. The GPP Office is still adopting a mandatory status to this product group for the second NAP. The key environmental impacts from imaging equipment are mainly associated with the consumption of paper. Further significant environmental impacts are associated with:

- energy consumption in the use phase,
- use of hazardous constituents and material selection in the product design,
- resource consumption in the product life cycle, including the use of toner and cartridges.

Imaging devices	
1. Double side printing	●
2. Multiple images on single sheet of paper	●
3. Energy efficiency for use mode	●
4. User instructions for green performance management	●
5. Product longevity and warranty	●
6. Resource efficiency for cartridges: Design for reuse of toner and/or ink cartridges	●

Table 6 - GPP core criteria for Imaging devices

e) Criteria for office building design, construction and management

The EU Commission introduced the GPP criteria for this sector in 2016. Unlike most of the other product groups, the criteria for this sector focus on buildings as a system rather than as individual components. Having said this, whilst the criteria have been specifically developed for office buildings, the requirements will also be used as a reference for the procurement of other types of buildings irrespective of the end use of that building. Hence this set of criteria applies to any construction works and other related services, including their building design, site preparation, construction, servicing and ongoing management.

Design and performance requirements	
1. Minimum energy performance	●
2. Building energy management system	●
3. Low or zero carbon energy sources	●
4. Staff travel plan and infrastructure	●
5. Recyclable waste storage	●
6. Thermal comfort conditions	●
7. Daylighting and glare control	●
8. Ventilation and air quality	●
9. Incorporation of recycled content in concrete and masonry	●
Strip-out, demolition and site preparation works	
1. Demolition waste audit and management plan	●
Construction of the building or major renovation works	
1. Sourcing of legal timber by the lead construction contractor	●
2. Installation and commissioning of building energy systems	●
3. Site waste management	●
4. Selection of fit-out materials and finishes	●
Completion and handover	
1. Quality of the completed building fabric	●

Table 7 - GPP core criteria for office building design, construction and management

The focus of this product group is on the design stage of the building, since research has proven that addressing environmental considerations at the preliminary state will offer significant benefits throughout the life cycle of the building. In fact, eight technical specifications have been specifically proposed for this stage.

Unfortunately, most of the suggestions recommended by this criterion cannot be adopted for Malta's case. This applies mainly to the criteria relating to building energy management systems, thermal comfort conditions, daylight and glare control, ventilation and air quality, sourcing of legal timber criteria, and quality of the completed fabric. In terms of building energy management systems, in the local context most buildings do not possess such a system since buildings are not space conditioned for a significant part of the year. However, the occupiers have manual control of apertures to make use of free cooling. It is therefore less energy efficient for some buildings to have a building management system. Similarly, for ventilation and air quality, many buildings in Malta are designed to have natural ventilation, as is the case for thermal comfort conditions where many buildings in Malta use natural ventilation and free cooling for a large portion of the year. For the remaining months, thermal comfort is achieved by VRF or split air conditioning units. The criteria for daylight and glare control, propose daylight factors which would result in most cases the building to be illuminated excessively and create problems relating to overheating due to solar gain. In addition, the quality of the completed fabric requires air tightness limits which are regarded as excessive particularly when compared to the energy savings accrued from such air tightness. On the other hand, the criteria addressing timber cannot be adopted since no timber is used in new buildings in Malta. The only market for timber is in the form of timber beams for renovation of old buildings, therefore adopting this criterion will impose burdens for a very limited benefit.

Another set of criteria within this product group, although far reaching in their scope have not been taken on board after consultations were held. For example, the criteria addressing low or zero carbon energy sources has been regarded as unfeasible and only offering marginal environmental benefits. Similarly, the requirement for a staff travel plan at the design stage has been regarded as onerous given the limited transportation systems that may be offered within the Maltese context. Therefore, making a requirement for such a plan will prove ineffective. The criteria requiring site waste management has been regarded as imposing excessive bureaucratic burden. The economic viability of such a measure has also been questionable. The monitoring mechanism for the implementation of such a criterion also presents several challenges within the local context, which would hamper the development of the construction industry unnecessarily.

Having said this, this product group offers an opportunity to address construction and demolition waste (C &D) through a specific technical specification requiring a demolition waste audit and management plan. Given that the problem of C&D waste has becoming increasingly evident in recent years, it has been considered adamant to adopt such a criterion. In addition, the second NAP has taken a step further in this regard by including an award criterion as a minimum technical specification. This will address the recycled content in concrete and masonry whereby bidders will be required to supply a minimum of 15% for the sum of the main building elements.

Further evolvement of policies related to energy efficiency and renewable energy in buildings would be reflected in this set of criteria as applicable.

f) Criteria for Paints, varnishes and road markings

The EU Commission introduced GPP criteria for these product groups in 2018. The GPP Office is plans to adopt a mandatory status for this product group by 2022 for the second NAP, and hence why a consultation session was held on the 2nd May 2019.

Bidders were encouraged to attend and familiarise themselves with the new and additional requirements for this

product group. Their procurement is carried out by a range of CAs. The product group 'Paints and Varnishes shall comprise indoor and outdoor paints and varnishes, wood stains and related products. 'Road markings' are addressed separately as a specific product with distinct characteristics and performance requirements. The definition used for road markings is the outcome of the undertaken consultation based on the definitions from existing standards.

Paint Formulation	
1. White pigment content	●
2. Content of Volatile Organic Compounds	●
3. Product hazard labelling	●
4. Hazardous ingredients	●
Efficiency of application and durability	
1. Spreading rate	●
2. Weathering resistance (only outdoor paints)	●
3. Fungal and algal resistance of the film (only outdoor paints)	●
4. Abrasion resistance of floor paints	●
5. Packaging	●
Painting works contracts	
1. Use of paints meeting the EU GPP criteria	●
2. Management of waste and unused paint	●
Road marking	
1. Content of Volatile Organic Compounds	●
2. Product hazard labelling	●
3. Hazardous ingredients	●
4. Content of hazardous ingredients in glass beads	●
5. Quality and durability of road marking system	●
Road marking works contract.	
1. Use of road markings meeting the EU GPP criteria	●
2. Management of waste and unused road marking material	●

Table 8 - GPP core criteria for paints, varnishes and road marking

g) Criteria for Road Design, Construction and Maintenance

The EU Commission published the GPP criteria for road design, construction and maintenance in 2016. Contrary to the previous GPP criteria for this sector, the newly launched criteria also take into consideration the maintenance and rehabilitation of existing roads in addition to the construction of new roads. Road construction materials, their transportation, the construction processes, fuel consumption during the road service life, maintenance interventions, and the end of life stages have all been considered to effectively reduce the related environmental impacts.

Criteria for detailed design and performance requirements	
1. Low temperature asphalt	🔴
2. Excavated material and soil management plan	🟠
3. Performance requirements for water pollution control components in drainage systems	🟠
4. Performance requirements for storm water retention capacity in drainage systems	🟠
5. Environmental integration and restoration plan	🟢
6. Monitoring of noise emission during construction and maintenance	🟢
7. Minimum requirement for low- noise pavement design	🔴
8. Performance requirement for lighting installations	🟢
9. Performance requirement for road markings	🟠
10. Traffic congestion mitigation plan	🟢
11. Performance requirements for durability of pavement –service lifetime of the road pavement	🟢
12. Maintenance and rehabilitation plan	🟠
Use of the road	
1. Durability of performance of low – noise pavements	🟠
Criteria for maintenance and operation/end of life	
1. Tar-containing asphalt must not surpass established limit values	🔴
2. Demolition waste audit and management plan	🟢

Table 9 - GPP core criteria for road design, construction and maintenance

The revised GPP criteria for road design, construction and maintenance are very extensive in scope. The criteria propose at least fifteen technical specifications mostly addressing the design stage of the road. Upon consultation with ERA, Transport Malta and economic operators, the general feedback has been that these criteria are very onerous to implement in the local context.

It has therefore been recognised that a country specific approach towards the road construction industry needs to be adopted. The following section aims at discussing section specific feedback on the proposed criteria.

• Criteria for detailed design and performance requirements

The proposed criteria for the design stage are unlikely to feature in any procurement documents since most of this work is prepared internally by Transport Malta/ Infrastructure Malta. In terms of local procurement, a design and build tender for this sector is usually issued for large scale projects. However, consultations have still taken into account the inclusion of such criteria within the local market. Reservations have been expressed on several fronts. The sub criteria for low temperature asphalt have been disregarded since there is no local experience by the CA with this type of asphalt. As for the requirement addressing excavated materials and a soil management plan, there are already existing measures to recycle material from excavated sites. Moreover, in most cases the underlying foundation material is not homogenous but made up of mixed backfill material. Keeping accurate records of soil may pose a number of challenges. It is to be noted that existing legislation already prohibits its disposal. To this end economic operators are already required to re-use it on site or dispose of it in controlled areas. Other difficulties prevail in including the minimum requirement for low-noise pavement design since it would be difficult to obtain such verifications in the local context. Lastly, the possibility of a maintenance and rehabilitation plan is already being considered, however an analysis of its implications is still being evaluated. It is to be noted that similar to the criteria for office building design, construction and management, the GPP criteria for roads will also adopt a proposed award criterion addressing recycled content as a minimum technical specification. Similarly, economic operators will be required to provide at least 15% for the sum of the main road elements.

• Use of the road

Similar to the design stage, this phase also targets low-noise levels that are likely to emanate from the utilisation of the road. Like most other noise emission target suggestions, this specification is regarded as difficult to implement at this stage, through GPP. Other mechanisms are in place to monitor noise levels generated by traffic.

• Maintenance and operation

Similar to the above, consultations have shown that the proposed criteria for this section are burdensome for the local economic operators. Particularly for the tar containing asphalt, the challenges relate to unavailable data of old pavements, their homogeneity, small scale as well as the unavailability of specific equipment. As for the requirement of a demolition waste audit and management plan, the criteria have been amended slightly to require bidders to re-use and/or recycle 55% rather than 70% as suggested by the Commission to be more realistic.

h) Criteria for Road Lighting and traffic signals

The EU GPP criteria for road lighting and traffic signals aim to address the key environmental impacts associated with the design, installation and operation of these systems. For road lighting, the criteria are broadly split into three parts: energy consumption, light pollution and durability aspects.
The GPP office had already adopted GPP criteria for this sector in the first NAP, however this product group never attained the mandatory status in the 1st NAP. This criterion will be given a mandatory status from the outset of the 2nd NAP. This criterion has been recently revised in 2018. The GPP Office is still adopting a mandatory status to this product group for the second NAP, and hence why a consultation session was held on the 15th April 2019. Bidders were encouraged to attend and familiarise themselves with the new and additional requirements for this product group. Further discussions with the Planning Authority, ERA, Infrastructure Malta, Malta and Enemalta were held.

Criteria for Energy efficient lighting equipment	
Luminaire efficacy	●
Dimming control compatibility	●
Minimum dimming performance	●
Annual Energy Consumption Indicator	●
Metering	●
Power factor	●
Low light pollution lighting equipment	●
Ratio of Upward Light Output (RULO) and obtrusive light	●
Annoyance	●
Ecological light pollution and star visibility	●
Good quality and durable lighting equipment	●
Provision of instructions	●
Waste recovery	
1. Product lifetime, spare parts and warranty	●
Reparability	
1. Ingress Protection (IP) rating	●
2. Failure rate of control gear	●
3. Labelling of LED luminaires	●
4. Purchase of lighting equipment for traffic signalling	●
5. Life cycle cost	●
6. Product lifetime, spare parts and warranty	●

Table 10 - GPP core criteria for road lighting and traffic signals

i) Criteria for Cleaning and Cleaning services

The GPP criteria for cleaning products and services have been re-published by the EU Commission in 2018. The previous EU GPP criteria for cleaning products and services were predominantly intended for the procurement of the products required and services. Organisations have become increasingly aware of the potential cost and environmental savings achieved by extending the responsibility of the Criteria to include cleaning accessories and tenderer competence, especially when cleaning services are required. This GPP criteria set addresses the procurement process for environmentally conscious routine indoor professional cleaning services performed in areas that include offices, sanitary facilities, such as toilets and sinks, and other publicly accessible areas. The GPP Office is still adopting a mandatory status to this product group for the second NAP, and hence why a consultation session was held on the 18th April 2019. Bidders were encouraged to attend and familiarise themselves with the new and additional requirements for this product group.

Criteria for Cleaning products	
1. Use of ecolabelled cleaning products	●
Criteria for Cleaning textile accessories	
1. Use of microfiber products	●
Criteria for Environmental management measures and practices	
1. Environmental management measures and practices	●
Criteria for Consumable goods	
1. Hand soap	●
2. Textile towels	●
3. Tissue paper products	●

Table 11 - GPP core criteria for Indoor cleaning and cleaning services

j) Criteria for Transport

The GPP criteria for transport were published in January 2019 in order to allow for alignment with the Clean Vehicles Directive adopted in April 2019. The latter sets mandatory targets for the public procurement of vehicles and transport services giving a new dimension to GPP which has, since its inception, always been regarded as a voluntary instrument. The Directive aims to promote clean mobility in public procurement tenders and thereby raise the demand for clean vehicles. The Directive is in line with the European Commission's energy union package, which plans action on the further decarbonisation of road transport in line with the 2030 climate and energy targets. Of all the transport modes in the EU, road transport generates the largest share of GHG emissions and is responsible for around 20% of the EU's total GHG emissions. The Directive applies to vehicles purchased by contracting authorities. The scope of the directive includes various forms of procurement and is not limited to purchasing. On the contrary, it covers vehicle lease, rent or hire-purchase, and to public service contracts for passenger transport, special-purpose

road transport passenger services, non-scheduled passenger transport and hire of buses and coaches. The proposal sets minimum procurement targets for each category of vehicle and for each Member State. For light duty vehicles (which include passenger cars), Malta must reach 38.5%. For buses, Malta's target is range 45% (by 2025), and for heavy duty vehicles10% (by 2025). Criteria for transport set in this Plan are guided by the Clean Vehicles Directive in terms of specifications and definitions of emission levels. The target for clean general purpose vehicles is even set to a more ambitious level being that of 100%, in addition given the procurement challenges associated with the electrification of management vehicles as of 2022, an exception of this procurement will be applied until the fully expensed policy document by the Ministry of Finance is revised to allow for a smooth transition. as opposed to 38.5% in order to clearly signal Government's intention to move towards the electrification of its vehicle fleet and stimulate the market to comply accordingly. Core criteria listed in the EC guidelines for the criteria for transport were not included as these were mostly relevant to vehicles with internal combustion engines which are slowly being phased, as from 2022 a transition to hybrid/electric vehicles will come into force. Bus procurement will also follow the specifications as defined in the Clean Vehicles Directive.

Heavy duty vehicle procurement is introduced beyond the EC guidelines to harmonise the Malta GPP criteria with the Clean Vehicles Directive. Waste collection trucks and services criteria in this Plan will follow according to the Long-term Waste Management Plan 2021-2030, as regional waste collection tenders will introduce new criteria for the modernisation of the waste collection fleet to enter into force in 2023.

7.3 Country Specific Criteria

The GPP criteria for food and catering services which had been introduced in the first National Action Plan, have been revised and split into two sub groups; vending machines and hospitality and catering services. Whilst the criteria for vending machines retained the technical specifications set out in 2012, the criteria for hospitality and catering services target the reduction in use of plastic packaging and other containment methods or materials used for serving. The outcry related to the provision, by Government, of fresh fruit and vegetables as well as milk to school children in 2018 bears witness to the expectations that prevails. With the onset of discussions related to curbing single- use plastics, driven by the European Commission with the adopted proposed Single Use Plastic Directive (SUP), such action is deemed complementary. In fact Malta was one of the first member states to support this initiative, The 2nd National Action Plan sought to further integrate this through specific technical specifications which will become of a mandatory nature by 2025. Further to the Single Use Plastics Strategy published by ERA late in 2019, for public consultation, as well as the commitments by Government to ban the importation of certain plastics by 2021 and their sale and distribution by 2022, these criteria will be updated accordingly after the adoption of the SUP strategy.


8
TARGETS
FOR THE SECOND NAP

8. Targets for the second NAP

The second NAP sets out GPP targets for seventeen product and service groups. Six of the criteria will retain their status quo i.e. their mandatory nature from the first NAP. A mandatory status will be given to the procurement of seven additional criteria, including street lighting and traffic signals, transport, office building design, construction and management, road design, construction and maintenance, sanitary tapware, toilets and urinals and hospitality and catering services. The second GPP NAP, has sought to address this by designating the mandatory status initially to the street lighting and traffic signals criteria, by 2022 to transport, office building design, construction and management, and road design, construction and maintenance, as well as paints, varnishes and road markings. Sanitary tapware, toilets and urinals, and hospitality and catering services, will be designated this status by 2025. On the other hand, only three product groups will retain their non-mandatory status. These include furniture, vending machines and electric & electronic equipment used in health care.

The table below has been completed following extensive consultations were held with stakeholders', benchmarking exercises and detailed analysis and assessment. Since the Plan is to be considered a live document, targets and criteria are subject to revisions depending on updates as guided by the EC, market dynamics, ambition and other obligations.

Mandatory Product Groups	National Targets					
	2022	2023	2024	2025	2026	2027
Copying and graphic paper	100%	100%	100%	100%	100%	100%
Gardening products and services	100%	100%	100%	100%	100%	100%
Computers and Monitors	100%	100%	100%	100%	100%	100%
Imaging equipment	100%	100%	100%	100%	100%	100%
Textiles	100%	100%	100%	100%	100%	100%
Cleaning products and services	100%	100%	100%	100%	100%	100%
Road lighting and traffic signals	100%	100%	100%	100%	100%	100%
Transport	100%	100%	100%	100%	100%	100%
Office building design, construction and management	80%	100%	100%	100%	100%	100%
Road design, construction and maintenance	80%	100%	100%	100%	100%	100%
Paints, varnishes and road markings	80%	100%	100%	100%	100%	100%
Sanitary tapware	30%	50%	60%	80%	100%	100%

Toilets and urinals	30%	50%	60%	80%	100%	100%
Hospitality and Catering Services	30%	50%	60%	80%	100%	100%

Non-Mandatory Product Groups	National Targets					
	2022	**2023**	**2024**	**2025**	**2026**	**2027**
Furniture	40%	50%	60%	70%	80%	90%
Vending Machines	40%	50%	60%	70%	80%	90%
Electric & electronic equipment	30%	40%	50%	60%	70%	70%

Table 12 - National Targets for Mandatory and Non-Mandatory Categories

9

FURTHER ACTIONS PROPOSED

IN THE SECOND NAP

9. Further actions proposed in the second NAP

The ambitious approach being adopted for the second NAP goes beyond simply setting higher targets for the forthcoming years by giving mandatory status to additional product and service groups as well as introducing new GPP criteria for additional sectors within the national framework for GPP. In fact, the prioritisation is to adopt a more comprehensive approach for public procurement procedures through the implementation of nine new initiatives which are designed to achieve the vision for GPP and enhance the uptake and inclusion of GPP criteria within tendering processes.

9.1. Widening the scope of Procurement Instruments

In the case of low value purchases[13] , CAs may procure works, supplies and services through a procedure of quotations or direct contracts[14] . Presently, procurement through these instruments is not covered by GPP as had been outlined in Contracts Circular N° 21/2011 which specifically indicated that the environmental requirements would merely apply to 'all calls for tenders', even when procuring works, supplies and services through a quotation that fall within the established mandatory GPP sectors.

At present, there is little understanding about the potential to green such procurement practices since monitoring for the previous NAP has been limited to call for tenders. Evidently, multiple quotations can lead to a considerable cumulative environmental contribution, and hence the potential to green such purchases remains untapped. In view of a more robust NAP, GPP criteria will be expanded to apply to low value purchases from €5,000 to €10,000. The 'mandatory' status for the respective product groups would also apply in this respect. The impact of this would be that all quotations in any form would be subject to the provisions of the GPP NAP including the need to ensure compliance with applicable GPP criteria.

The introduction of this measure has been assessed together with the Department of Contracts, estimating that around 17% of all quotations fall within the scope of GPP. It is therefore considered that its introduction will not have significant workload implications.

Inclusion of GPP criteria in direct contracts would also be ideal, however since this stream of procurement is already being limited through MFIN Circular no.3/13 and Procurement Policy Note 17 'Issues concerning Direct order approvals', adding additional GPP restrictions may prove cumbersome to contracting authorities who are already finding difficulties to procure through this route as a means of last resort. However, where possible, direct orders should take into consideration their environmental impacts by including the relevant GPP criteria.

9.2. Greening award criteria

The publication of the Public Procurement Regulations[15] has enabled a number of changes that directly affect the implementation of GPP. Perhaps most pertinent is the requirement that the award of the contract must be based solely on MEAT. This includes price, cost and the best price quality ratio (BPQR). In this regard, the GPP criteria for

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[13] *This has been defined as up to €6,000 according to regulation LN296/10. The new public procurement regulations have elevated the thresholds to €10,000 for quotations. It is important to note that quotations have been further sub-categorised as those estimated up to €5,000 where public contracts can be awarded more easily whereas another category has been defined between €5,000- €10,000.*

[14] *Direct Contracts can be approved at the discretion of the Head of Department.*

[15] *Public procurement regulations (LN352/2016), concession contracts regulations 2016 (LN353/2016), the Public Procurement of Entities operating in the Water, Energy, Transport, and Postal Services Regulations (Utilities) (LN351/2016) and the Emergency Procurement Regulations 2016 (LN350/2016).*

electrical and electronic equipment, imaging equipment, criteria for street lighting and traffic signals necessitate that environmental award criteria should altogether account for at least 15% of the total points available[16] . Therefore, CAs are obliged in this regard to take a step further and include the relevant award criteria. For all of the other criteria, the Commission does not set an indicative threshold and is thus up to each and every CA to allocate as many points as it deems fit for any GPP award criteria it may wish to include in the relevant tender document. This measure rewards bidders with additional points if the products and services provided are more environmentally beneficial.

9.3. Pooling of Green Advisory Experts

Due to the technical nature of GPP criteria, the GPP Office is often faced with queries requiring specialist and expert input. Proper undertaking would require expert involvement at each CA. However, in practice, it would be unfeasible to equip each CA with a team of experts to provide specialist input when the need arises. A pool of experts drawn from various technical disciplines will be set up by MECP. These experts will be at the disposal of the CAs. This service is to be provided through a rolling register identified through an expression of interest. This register of experts will then be disseminated to all GPP coordinators to forward to their respective Contracting Authorities. It is to be noted that the service will be limited to certain areas of expertise, which are likely to include a chemist, an architect, an engineer and representatives from CAs such as DoC, MCCAA and BRO. The list of independent experts will be determined by MECP and is subject to availability of resources. Their role will be to assist and provide specialist advice to the CAs and particularly to the adjudication boards during the assessment of technical submissions. This service will not replace the role or responsibility of tender evaluators. On the contrary, its role would be a consultative one. It is expected that this initiative would improve the uncertainties that may arise and provide a much needed service that has been lacking to date.

9.4. Training and constant refresher courses

The first NAP proved that implementing GPP involved several public officers at various levels. It has therefore been difficult at times to achieve targets since the procurement units do not necessarily take decisions. The addition of GPP requirements on top of the already complex public procurement practices has proven to be a daunting undertaking, even to the most determined officials. Throughout the first NAP, it was observed that the personnel involved at the various stages of the procurement chain were often not conversant with the GPP requirements or procedure. This shortcoming was often the reason as to why tender documents did not include the mandatory GPP criteria. In the light of the foregoing, it transpired that there was a need to establish a permanent training programme for all those involved in procurement.

To further improve the process even at the stage of evaluation of bids submitted by economic operators, one voting member sitting on the evaluation board must have attended successfully a training course in GPP.

This Plan is therefore committed to provide a training strategy rather than one – off training courses, which would be specifically addressing the different audiences. Training for economic operators shall also be organised, to facilitate bidders understanding when putting forward offers for tenders, which include GPP requirements. Improving GPP compliance from the private sector would lead to increased confidence levels with which can include GPP criteria knowing that the market acceptability is not an issue.

[16] *EU GPP criteria for electrical and electronic equipment, pg 22. EU GPP criteria for imaging equipment, pg. 11. EU GPP criteria for street lighting and traffic signals, pg.17.*

9.5. Incentivising local councils through award schemes

Monitoring of the first NAP as well as the mainstreaming exercise undertaken in 2015, has revealed that Local Councils have experienced the most difficulties in implementing GPP to date. The second NAP shall set up an award scheme to reward local councils which adhere to GPP. This should not exclude other specific measures to enhance the existing capacity of Local Councils in their procurement.

9.6. Greening EU funding

Malta like any EU Member States makes use of a variety of EU funding mechanisms. EU funding mechanisms are a key vehicle for driving forward environmental performance in that the scope of projects under such mechanisms allows the inclusion of environmental considerations at their core. For example the principle of 'Do No Significant Harm' is integral to EU financial taxonomy such that the outcomes of programmes and projects benefitting from EU funding must not run counter to the established environmental objectives of the EU Treaties. The application of GPP can thus help to implement this principle given its core objective of improving environmental performance of procurement.

Where GPP can facilitate this is through ensure environmental considerations are at the centre of EU funded projects through ensuring goods or services procured under such projects are in fact green. Moreover, the inclusion of points awarded for the utilisation of GPP in project proposals under instruments such as the LIFE programme reinforces the value given to GPP at the EU level.

At the national level to ensure greening of allocated EU funding discussion between MECP and the EU Funds Managing Authority have been held. The aim of these discussion was to explore the potential for awarding additional points to proposals to be funded under the Operational Programme. Further to this by including GPP as a key consideration in EU funding at the national level it is anticipated that the uptake of non-mandatory criteria would be increased.

9.7. Environmental Credentials

Small and medium enterprises, which are required to improve the company's environmental standards, will be encouraged to make use of financing mechanisms, which facilitate their compliance. MECP shall undertake a feasibility study on the available financing mechanisms which could spearhead this measure.

9.8. Post-procurement auditing

The second NAP also seeks to address an evident gap of the first NAP monitoring mechanism. This Plan proposes that post-procurement, goods and services delivered are audited to ascertain their GPP criteria. Indeed, this proposal stems from the need to ensure that the GPP criteria are actually being complied with throughout the entire procurement process. One practical and simple way to address this matter is to randomly select a tender or quotation and audit the GPP nature of the delivered product or service. At the outset, the GPP office will aim to address tenders and quotations, which fall under the scope of the mandatory GPP criteria. This action is currently on-going.

9.9. Enhancing the role of the Ministry GPP coordinator

The role of the GPP coordinator is indispensable to the successful implementation of GPP. The mainstreaming process has continued to demonstrate that reinforcing this role within the Ministries is key if GPP is to be entrenched across the public administration. It is therefore deemed necessary to give further importance to this role.

10

MONITORING & EVALUATION

10.1. Monitoring

The first NAP measured its performance and its effectiveness by means of four broad quantitative indicators. These include percentage of all public tenders (expressed in € values) compliant with the GPP criteria, percentage of all public tenders (expressed in number of tenders) compliant with the GPP criteria, percentage of all public tenders (expressed in € values) in each product/service group compliant with the GPP criteria and percentage of all public tenders (expressed in number of tenders) in each product/service group compliant with the GPP criteria. It is pertinent to note that these are merely the main statistics produced, since the monitoring mechanism also provided percentage of compliance per product group. This required the GPP office to compute this data on a quarterly basis, within a month from the end of each quarter. This monitoring mechanism collated information on a pre-publication basis.

Following the mainstreaming of the GPP administrative function in 2015, the role of DECC shifted from a purely vetting and screening role to one that is more focused on post monitoring and training. As a result, the monitoring mechanism also had to change to take into account such a development in the system. To date, this data is collected by means of a GPP report that CAs are obliged to submit on a weekly basis. The requirement for each Ministry to furnish the GPP office with weekly reports has had varied results. Difficulties tended to vary in timeliness, misreporting, or simply not reporting at all. In addition to the weekly report, DECC also undertakes a quality assurance exercise that compares the data collected in each Ministry GPP weekly report with the tenders published in the government gazette. Through this system, DECC is able to identify those tenders that were not reported in the GPP weekly report, and the respective GPP coordinator is then requested to follow up with the relevant CA.

GPP monitoring in Malta, will continue to operate in line with Contracts Circular No 20/2015 'Role of GPP CO-Coordinator', which necessitates Ministry coordinators to 'coordinate and maintain an up to date GPP weekly report'. The weekly reporting template has been updated to take into account new features introduced in the second NAP. CAs are to include the following information in this template:

- The date the tender was published

- The details of the Ministry and/or CA publishing the tender

- Indication of whether the tender falls under the scope of the GPP criteria by entering 1 if applicable

- Indication of whether the tender is compliant or not (if all the applicable GPP criteria have been inserted the CA needs to enter 1)

- Indication of whether the tender can be classified as variant. This would be the case if the tender contains some GPP criteria but not all the applicable ones.

- The tender or quotation title

- The estimated budget of the tender or quotation

- Indication of which GPP criteria are included in the tender by entering a 1 under the relevant column

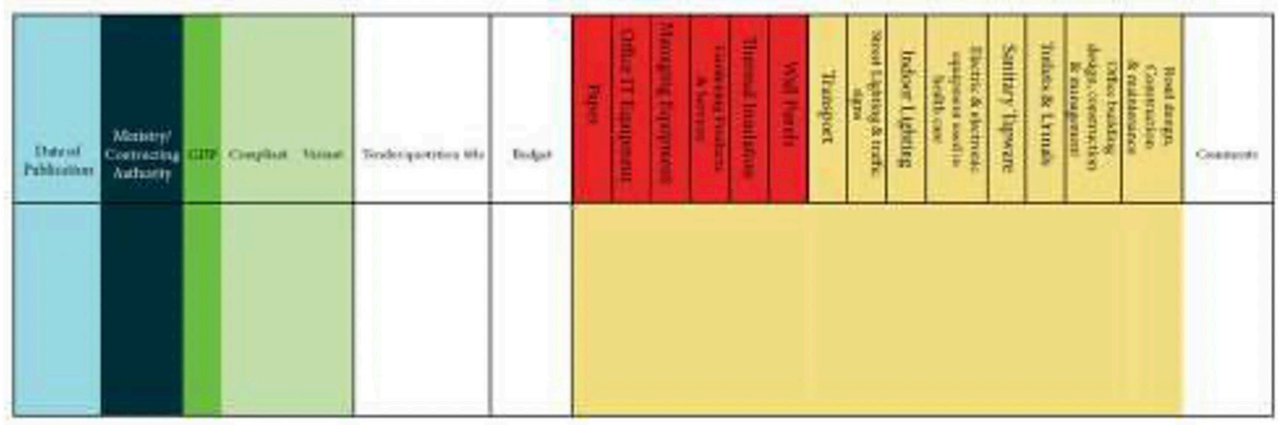


Figure 7 - GPP weekly monitoring temp¬late

Beyond this continued monitoring process, work will be ongoing to move towards a real time reporting mechanism in conjunction with DOC.

At EU level, various policy instruments are consistently referring to the need for a comprehensive monitoring system across the Member States. For example, the high level European Resource Efficiency Platform in its first set of policy recommendations has called for the development of a "(…) systematic monitoring mechanism based on real public tenders" in order to operationalise the existing 50% GPP objective. This priority has been stressed again in the 7th Environmental Action Programme (2014-2020), inviting the Commission to "*consider proposing (…) the scope for periodic monitoring of Member States' progress on the basis of adequate Member State data, while having regard for the need to minimize the level of administrative burden.*" In addition, the UN Agenda 2030 for Sustainable Development, the SD goal 12 on Ensuring sustainable production and consumption patterns is accompanied by a target on GPP; "12.7 Promote public procurement practices that are sustainable, in accordance with national policies and priorities". Most recently, the Circular Economy Communication[17], has also recognized the role of GPP in moving to a circular economy. In fact, a monitoring framework on the circular economy will be put in place by 2017.

Given this current drive towards GPP, the European Commission has expressed its interest in setting up a comprehensive GPP monitoring system. The main aim would be to gather reliable and comparable data across the EU, in addition to facilitating the reporting on strategic procurement under the public procurement directives, where according to Art. 83 (3) of Directive 2014/24 and Art. 99 (3) of Directive 2014/25/EU, the European Commission can request Member States to provide information on the practical implementation of national strategic procurement policies with a periodicity of not more than every three years. One of its recommendations is to integrate GPP into the national e-procurement systems, so that data can be systematically collected at the moment of the procurement itself, making t it easier and more likely for CAs to participate. Discussions are still ongoing at EU level, but a basic monitoring mechanism across the member states seems to be of an imminent nature, particularly since other policy areas are making reference to GPP.

In this regard, MECP together with the Department of Contracts, are aiming to setup a comprehensive monitoring system through the existing national e-procurement system. The proposed enhancement aims to simplify the collection of GPP data from all contracting authorities on a pre-publication basis, by answering a set of questions prior to publishing a tender document. Failure to submit an answer would prohibit publishing since the proposed fields have been set as mandatory. This electronic system will be launched in parallel with the adoption of this Plan.

[17] *COM(2015) 614 - http://eur-lex.europa.eu/resource.html?uri=cellar:8a8ef5e8-99a0-11e5-b3b701aa75ed71a1.0012.02/DOC_1&format=PDF*

The enhancement will no longer entail the GPP coordinator to manually collate the data from all of its respective Contracting Authorities and submit a weekly report. It aims to facilitate the complex nature of public procurement practices, by further integrating GPP in the drafting of tender proposals. Moreover, the enhancement will also reduce the margin of error of statistics. This ePPS enhancement is set to start with the introduction of the 2nd NAP.

10.2. Evaluation

MECP will monitor the progress of the NAP on an annual basis. The reports will also recommend any revisions or updates that may be required in order to strengthen the implementation of GPP. The policy will in turn be reviewed at the end of 2027 with a view to adopting the third NAP.

11

CORRECTIVE ACTIONS
& THE RIGHT TO CANCEL TENDERS

11. Corrective Actions and the Right to Cancel Tenders

During the course of the first NAP, it has been common practice to cancel published tenders which fell within the scope of the mandatory criteria, but which were published without the applicable mandatory GPP technical specifications. The raison *d`etre* of this procedure was to ensure that the 100% targets are consistently met in line with the GPP NAP 2012-2014. Only actual omission resulted in cancellation of tenders. For other minor errors such as publishing tenders without the necessary greening of the title, greening of titles when the tender fell outside the scope of the GPP criteria, incorrect transposition of the criteria within the tender document and omitting the verification of the list of literature did not result in the cancelling of such tenders, even when the relevant product groups were of a mandatory nature.

Such corrective actions have been further emphasised to date with three circulars. Contracts Circular No 22/2014 'Mainstreaming Green Public Procurement across the Public Sector Contracting Authorities' stated that the 'GPP coordinator shall ensure that all Contracting Authorities within the respective Ministry comply to the provisions of the GPP NAP'. Further to Contracts Circular No 22/2014, the need was felt to issue yet another circular; Circular 20/2015

'Role of GPP Coordinator', to clarify what is meant by the clause of ensuring that CAs are complying with the provisions of the GPP NAP. This circular has made it clear that GPP coordinators have the 'right to cancel tenders which are not in compliance with the mandatory GPP criteria'. An internal circular was also issued on behalf of the IMTF and the GPP office, 'Guiding Principles for Contracting Authorities', the purpose of which was to clearly indicate the steps that need to be undertaken prior to the issuing of a tender document. Once again, the document made specific reference to the fact that 'Failure to do this, may lead the GPP coordinator to cancel tenders which fall under the mandatory scope of the GPP criteria'. All of these circulars can be easily accessed in the Appendix section of the NAP.

Given the already lengthy procurement cycle and the urgent need of certain projects, the mainstreaming of GPP introduced a reporting obligation on a weekly basis so as to address such inconsistencies imminently upon publication.

In fact, most missteps are usually addressed through the issuance of a clarification by the Contracting Authorities rather than outright cancellation. The role of the GPP coordinator was also instilled in order to provide a further safety net to CAs in doubt as to whether the mandatory GPP criteria would be applicable or not. In fact, all tenders are subject to a screening process by the Ministry GPP coordinator to ensure that all tenders are in line with the GPP requirements.

The second NAP is set to further enforce this common practice of cancelling tenders, which has now been entrenched into general procurement practices. This initiative is also being extended to quotations, which omit the applicable mandatory criteria. For ease of reference, the procedural guidelines that CAs and the GPP coordinator should abide to have been crystallized yet again. Figure 8 has been provided in order to explain the GPP approval mechanism.

[20] *GPP criteria for paper, gardening products and services, textiles, office IT equipment and eventually also for cleaning products and services, thermal insulation and wall panels.*

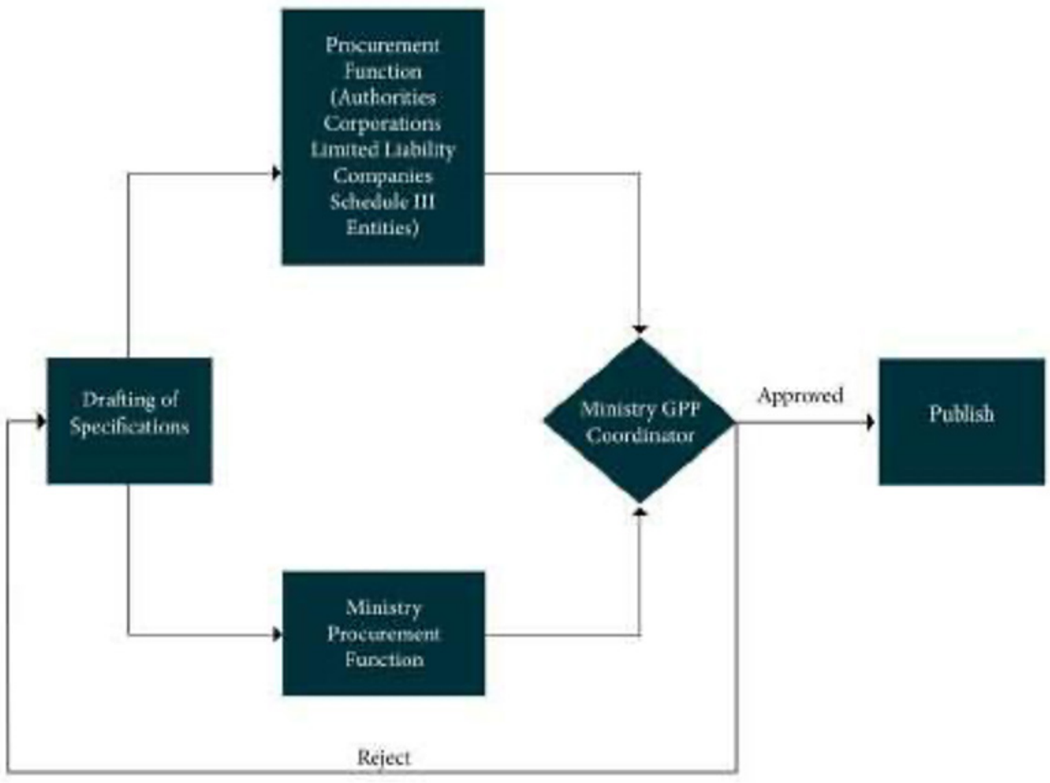


Figure 8 - GPP approval mechanism

Actions, which need to be taken prior to issuance of a tender:

1. TOF filled in and signed by both the Project Leader/Drafter and Head of Department.

2. Finalized tender document and the TOF to be forwarded electronically to the GPP coordinator for screening to ensure correct transposition of the GPP criteria (if applicable)

3. GPP coordinator to send back tender document to drafter with feedback which may include confirmation of compliance, considerations of the inclusion of non-mandatory GPP criteria, or advise on the applicable mandatory GPP criteria.

It is to be noted that tender documents together with quotations are to be forwarded at least 3 working days prior to publication to allow the GPP coordinator sufficient time for feedback. In case of voluminous tender documents, these are to be forwarded beforehand. CAs are not to publish until GPP coordinator approval is forthcoming.

Appendices

Appendix 1

CT 5021/2011

Contracts Circular N° 21/2011
Department of Contracts
Notre Dame Ravelin

Floriana
14th December, 2011

To Ministries and
Heads of Department

GREEN PUBLIC PROCUREMENT AND OTHER PROCEDURES

Green Public Procurement (GPP) is a process whereby public authorities seek to procure goods, services and works with a reduced environmental impact throughout their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured.

Public procurement is increasingly being used as a means to implement policy decisions. Given that the environment is one of the priorities of the Government, through the National Action Plan for Green Public Procurement published in November this year, the Government has committed itself to implementing green public procurement targets for 18 product and service groups.

Green public procurement will be implemented in an organized manner with effect from 2nd January, 2012. The Office of the Prime Minister, which has the overall responsibility for coordinating GPP in Malta will be monitoring GPP initiatives and take the necessary policy decisions, while the Department of Contracts will be implementing procedures to ensure that GPP forms part of the mainstream public procurement process, and is in compliance with the respective public procurement regulations.

In this regard with effect from January, 2012 all calls for tenders, including Departmental tenders and those published by the Department of Contracts, must be supported by the Tender Originators Form. This form has been revised in order to address issues related to GPP. A copy of this form is available at the Department of Contracts' website at www.contracts.gov.mt/tof and at the national GPP website www.gpp.gov.mt. Originators of Departmental tenders must submit a scanned signed copy of this form to the Office of the Prime Minister on the following email address: gpp@gov.mt.

The Department of Contracts will be sending a copy of this form to OPM in respect of tenders being published through this Department. Eventually, all tenders may be audited for GPP compliance. In respect of Departmental tenders, Departmental Contracts Committees of each Ministry are being directed not to approve the award of tenders for the chosen GPP products or services without the confirmation that the mandatory technical specifications have been adopted.

Ministries and Departments are to note that with effect from January 2012, the procurement of paper, IT equipment, textiles, as well as gardening products and services, must be fully compliant with the GPP criteria. Procurers of these products or services are to ensure that when the tender specifications are drafted, they should be based on the GPP criteria. Such criteria and guidance for their application are available online on the website www.gpp.gov.mt.

The application of GPP criteria for the procurement of cleaning products and services, transport, furniture, food and catering services, electricity, construction, mobile phones, combined heat and power, thermal insulation, wall panels, hard floor coverings, windows, glazed doors and skylights, street lighting and traffic signals, and road construction and traffic signs is voluntary during 2012, but is strongly encouraged. GPP criteria and guidance for these product groups is available from www.gpp.gov.mt.

If difficulties are encountered, contracting authorities are to consult with the GPP helpdesk at OPM at the following e-mail address gpp@gov.mt.

The evaluation of the offers received should remain in accordance with the published tender conditions. The principles of public procurement should continue to apply. Evaluation Committees should ensure that the award of tenders should be based on fairness, transparency and non discrimination. However, every bidder will have to compete on the basis of the adopted green technical specifications.

Francis Attard
Director General (Contracts)

CT 5068/2014

Contracts Circular N° 22/2014
Department of Contracts
Notre Dame Ravelin
Floriana

To Permanent Secretaries
Directors General
Director
Heads of Government Entities
Local Councils

10 December 2014

MAINSTREAMING GREEN PUBLIC PROCUREMENT ACROSS THE PUBLIC SECTOR CONTRACTING AUTHORITIES

The GPP National Action Plan (NAP), as adopted since January 2012, set out Green Public Procurement (GPP) targets which were incorporated within the national procurement framework for eighteen product and service groups for which common GPP criteria have been set at EU level. The targets set out in the Plan were purposely incremental so as to avoid potential market distortions and allowed sufficient lead time for the market operators to adapt to the new government purchasing policy.

Following the implementation of GPP in line with Contracts Circular N° 21/2011 (Green Public Procurement and Other Procedures), the need was felt to take stock of the positive impact that GPP can have on greening the national economy and to review this important function by mainstreaming it across Government with each contracting authority regulating up its own GPP processes. This review of operations is intended to maximise the benefit of the GPP compliance cycle also at a time when the current NAP is being reviewed.

To date the GPP function is being implemented by the GPP office within the Ministry for Sustainable Development the Environment and Climate Change (MSDEC). As such, the GPP office screens all tenders to be issued by public contracting authorities to verify their compliance with GPP criteria. Whilst MSDEC shall continue to take a leading role in the policy development and oversight of the

GPP function, it has to be recognised that all public sector contracting authorities have a shared collective responsibility of contributing towards the wider objective of greening the economy. To this end all public sector contracting authorities will assume the GPP function in recognition of its cross-cutting nature and its contribution towards this goal.

In order for the Government to strengthen the GPP function while at the same time simplifying the relevant procedures also in preparation for the launch of the second National Action Plan, the following measures shall be implemented:

(i) The Director Corporate Services of each Ministry or his representative shall act as Ministry GPP Coordinator for the respective Ministry and Contracting Authorities falling under its portfolio as outlined in the Memorandum to Cabinet dated 23 June 2014;

(ii) Details of the appointed Ministry GPP Coordinator shall be forwarded to GPP Office at MSDEC by no later than 31 December 2014. Details are to be forwarded on gpp@gov.mt;

(iii) The Ministry GPP Coordinator shall ensure that all Contracting Authorities within the respective Ministry comply to the provisions of the GPP NAP;

(iv) Each Contracting Authority shall in turn set up a GPP function as a specific but integral part of its procurement function;

(v) To this aim, Contracting Authorities shall carry out effective verification of compliance of public procurement procedures with GPP criteria at all stages of the procurement process including design, tender, award and implementation;

(vi) Contracting Authorities shall use the compliance system to extract valid and meaningful data that can be used for the monitoring and evaluation of the NAP. This data shall be communicated to the GPP office within the MSDEC through the Ministry GPP Coordinator on a quarterly basis or as required; and

(vii) The Ministry GPP Coordinator shall sit on the GPP Inter-Ministerial Task Force (IMTF) and shall contribute to the work of the Task Force in accordance to its terms of reference.

It is acknowledged that in order to bring about this review successfully, there is a need to address the existing knowledge gaps with regards to the implementation of GPP through increasing of awareness and the provision of training. To this end a number of GPP training courses will be held over the coming months for public officers involved in the procurement process at all levels.

The GPP training is expected to be completed by May 2015. Further instructions will be issued at a later date.

A Cachia
Director General (Contracts)

CT 5068/2014

Contracts Circular N° 20/2015
Department of Contracts
Notre Dame Ravelin
Floriana
12 October 2015

To Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

ROLE OF GPP CO-COORDINATOR

Further to Contracts Circular No 22/2014 'Mainstreaming GPP across the public sector contracting authorities' published on the 10 December 2014, this circular aims to clarify the role of the GPP coordinator within the respective Ministries, namely with regards to the clause:

(iii) The Ministry GPP coordinator shall ensure that all Contracting Authorities within the respective Ministry comply with the provisions of the GPP NAP.

This department would like to expand further on the GPP co-coordinator's role of ensuring compliance with the NAP (National Action Plan). Whilst a flexible approach has been adopted, the GPP weekly reports have indicated that additional effort is required in order to ensure the success of the Green Public Procurement initiative. It is being emphasized that the GPP coordinator shall ensure that the following measures are implemented:

a) Ongoing screening of tenders to ensure that all tenders are in line with the GPP requirements;

b) Identify tenders not submitted for screening by relevant Contracting Authorities and ensure necessary follow up is carried out;

c) Coordinate and maintain an up to date GPP weekly report;

d) Participate in training sessions related to GPP;

e) Enforce the right to cancel tenders which are not in compliance with the mandatory GPP criteria;

f) Ensure that drafters are aware that the self certification of the Tender Originators Form (TOF) is only one step in verifying compliance to the GPP criteria.

Whilst appreciating the efforts of all concerned, one has to acknowledge the fact that the role of GPP coordinator can only be fulfilled if every measure is complied with in a diligent manner. This will ensure that the whole exercise is of benefit to each particular organization and the Public Administration as a whole.

Anthony Cachia
Director

Ref. Tagħna LGO 13/1994/XIX
15 ta' Settembru 2015

Lis-Segretarji Eżekuttivi
Assoċjazzjoni Kunsilli Lokali
Kumitati Reġjonali u
Kunsilli Lokali

MEMO 25/2015 - GREEN PUBLIC PROCUREMENT (GPP)

Nirreferi għad-dokumenti mehmuża li jitrattaw il-kriterji tal-Green Public Procurement (GPP), liema kriterji għandhom ikunu inklużi fid-dokumenti tal-offerti speċjalment meta l-kriterji huma mandatorji.

Il-kriterji mandatorji huma sebgħa (7) biss, li jittrattaw IT equipment, cleaning products and services, gardening products and services, paper, textiles, thermal insulation and wall panels.

Wara li sar it-taħriġ neċessarju u spiċċa l-phasing in period, issa s-Segretarji Eżekuttivi, bħala kapijiet amministrattivi tal-Kunsilli Lokali, ser ikunu responsabbli li jimplimentaw il-kriterji talGreen Public Procurement. Dawn il-kriterji jistgħu jiġu mniżżla minn fuq is-sit www.gpp.gov.mt.

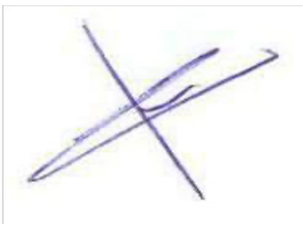
Id-Dipartiment għall-Gvern Lokali ser jieħu ħsieb li, bħala GPP Coordinator, ser ikun responsabbli BISS biex jiġbor ir-rapporti tagħkom u jgħaddihom lill-GPP Office. Dawn ir-rapporti għandkom tibagħtuhom kull ġimgħa kemm-il darba tkunu ħriġtu sejħa għall-offerti f'dik il-ġimgħa partikulari. It-template mehmuża għandha timtela hekk kif spjegat fid-dokument Weekly Reporting Memo u tintbagħat sa mhux iktar tard minn kull nhar ta' Ġimgħa f'nofsinhar lis-Sur Joseph Azzopardi fuq l-email joseph.j.azzopardi@gov.mt.

Meta ma jkunux saru sejħiet għall-offerti matul ġimgħa partikolari, is-Segretarju Eżekuttiv għandu jibgħat email lis-Sur Joseph Azzopardi, fiż-żmien stipulat, fejn javżah li ma sarux sejħiet għallofferti.

Id-Dipartiment qiegħed jiġbed l-attenzjoni li kull Segretarju Eżekuttiv ser ikun responsabbli li din l-informazzjoni mitluba timtela kif suppost u kemm il-darba ma ssirx tajba, mhux ser tiġi aċċettata mill-GPP Coordinator u terġgħu tintalbu timlewha mill-ġdid. Barra minn hekk, kemm-il darba jkun hemm xi sejħiet għall-offerti li ma jkunux ħarġu skont il-kriterji mandatorji tal-GPP, id-Dipartiment għall-Gvern Lokali jista' jitwaqqaf il-proċess ta' din l-offerta partikulari wara li IGPP Office javża lill-GPP Coordinator u tintalab li tinħareġ mill-ġdid.

Għaldaqstant, is-Segretarju Eżekuttiv ser ikun responsabbli li jibgħat l-informazzjoni korretta u, jekk ma jagħmilx dan, jista' jkun suġġett għall-passi dixxiplinari. L-ewwel rapport huwa mistenni **minnhar il-Ġimgħa, 18 ta' Settembru 2015.**

Grazzi tal-koperazzjoni.



Carmel Abela
Direttur, Gvern
Lokali

Mehmuża:

(i) Memo tal-Inter-Ministerial Task Force on GPP dwar il-Phasing In Period - 4 2 2015;
ii) Memo tal-Inter-Ministerial Task Force on GPP dwar il-Weekly Reporting - 2 3 2015;
(iii) Template tal-GPP Weekly Report; (iv)

Contracts Circular No 22 2014; u(v)
Contracts Circular No 21 2011.

Kopji: Ministru għall-Ġustizzja, Kultura u Gvern
Lokali Segretarju Parlamentari għall-Gvern
Lokali

Segretarju Permanenti, Ministeru għall-Iżvilupp Sostenibbli, l-Ambjent u Tibdil fil-Klima Segretarju Permanenti, Ministeru għall-Ġustizzja, Kultura u Gvern Lokali Kelliem Ewlieni tal-Oppożizzjoni għall-Gvern
Lokali Awditur Ġenerali

Ombudsman

President, Assoċjazzjoni Kunsilli Lokali President, Assoċjazzjoni Nazzjonali tas-Segretarji Eżekuttivi tal-Kunsilli Lokali u Reġjuni

DIPARTIMENT TAL-KUNTRATTI

DEPARTMENT OF CONTRACTS
Notre Dame

Ravelin Notre Dame Ravelin
Floriana FRN 1600 – MALTA

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Directorate Policy Development and Programme Implementation

Procurement Policy Note #24
Title:
GPP Certificates

Date issued: 19.01.2016

Purpose
Green Public Procurement is a tool which promotes economic and environmental objectives in line with national and international targets.

On the one hand, it assists the Public Administration in obtaining the best value for money and in procuring low-carbon, environmentally-friendly goods, works and services. On the other hand, it can be a business opportunity for environmentally positive products and services.
In a nutshell, it represents an efficient use of public finances and endorses environmental improvement.

Organisational Scope
This is a Government-wide policy. It shall apply to all Ministries/Departments/Entities falling under Schedule 1 of the Public Procurement Regulations – Subsidiary Legislation 174.04.

Definitions
GPP Certificate – An official document attesting that the products/supplies, works and/or services are compliant with the requested environmental criteria.

MINISTERU TAL-FINANZI - MINISTRY FOR FINANCE

Policy Content and Guidelines

GPP criteria shall be included in the Technical Specifications/Terms of Reference, wherever applicable, and hence will be evaluated as part of the adjudicating process. Certificates requested to prove adherence to the GPP criteria shall be requested as part of the Literature to be submitted for a given tender and will therefore be under Note 2. Consequently, the submission of GPP certificates shall be rectifiable. **Effective**
Immediate

Applicability
All CfT published departmentally or through the Department of Contracts.

Legislative Compliance
Laws of Malta, Subsidiary Legislation 174.04 – Public Procurement Regulations

References
eTender Document Template v1.14;

Contracts Circular No 22/2014 – *Mainstreaming Green Public Procurement across the Public Sector Contracting Authorities.*

Appendices
Nil

Other related policy notes published
Nil

FACTSHEET No. 7 : Green Public Procurement

The new rules aim at facilitating a better integration of environmental considerations in procurement procedures. They include a horizontal clause relating inter alia to environmental requirements, provisions on the use of environmental labels, and the option to take account of environmental factors in the whole production process and a life-cycle costing approach.

Horizontal clause

• In the performance of public contracts enterprises have to comply with the applicable environmental obligations stemming from EU, international and national law.

• An enterprise which does not respect these environmental obligations can be **excluded** from the tender procedure.

• The enterprise that has submitted the best tender may be not awarded the contract if the tender does not comply with these environmental obligations.

• A tender has to be **rejected** where it is **abnormally low** in relation to the works, supplies or services because it does not comply with these environmental obligations.

Labels

• A **label** is a mark/document attesting that a given product fulfils established and predefined quality conditions and requirements. The new rules allow public purchasers to refer to a specific label or eco-label when laying down the environmental characteristics of the works, goods or services they wish to purchase.

• Certain **conditions** must however be met:

o **all the requirements** that have to be met to obtain the concerned label must be **linked to the specific works, goods or services** to be purchased, i.e. they must characterise them. If the label includes requirements which relate to the enterprise itself or its policy in general, the label cannot be referred to by the public purchaser. In this case, reference can only be made to the specific requirements of the label which are linked to the purchased works, goods or services;

o labels must be laid down in a transparent procedure by **independent bodies** in which all relevant stakeholders, such as government bodies, consumers, manufacturers, distributors and non-governmental organisations, can participate;

o the label has to be based on **objective and non-discriminatory criteria** and **available to all interested parties**;

o if an enterprise has been unable to obtain the label on time, **equivalent labels** or **other means of proof must be accepted** by public purchasers.

Production process

• Public purchasers can consider **all factors of the production process, provision or trading**, even where such factors do not form part of the material substance of the product.

For example:

o when technically describing the products or services they want to purchase, they may require that they do not involve toxic chemicals or are produced/provided using energy-efficient machines;

o public purchasers may also decide that the contract will be awarded to the enterprise offering the products/services which meet these conditions in the best possible way; or they may favour the product which is of fair trade origin;

o public purchasers can assess value for money on the basis of environmental aspects, e.g. whether books were printed on recycled paper or paper from sustainable timber.

Life-cycle costing

• The new rules promote a life-cycle costing approach. The notion of life-cycle costing includes **all costs over the life cycle** of a works, supplies or services contract. This means **internal costs as well as costs related to environmental factors:**

o internal costs include costs for research and development, production, transport, consumption of energy, maintenance and end-of-life disposal;

o externalities may include the emission of greenhouse gases, pollution caused by the extraction of raw materials used in the product or caused by the product itself or its manufacturing.

• **Costs related to environmental externalities** can only be taken into account if their monetary value can be determined and verified. If no common EU method exists for the calculation of life-cycle costs such methods can be established at national, regional or local level. However, they have to be general in the sense that they should not be exclusively designed for one specific public procurement procedure, be objective and the data required can be provided with reasonable effort by enterprises.

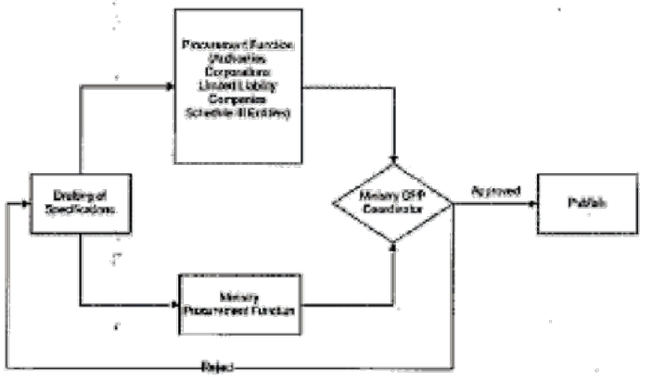
GPP Procedural Guidelines for Contracting Authorities

Contracts Circular 20/2015 on Green Public Procurement (GPP) re-emphasised the importance of GPP screening as an integral part of the procurement process. This circular made it obligatory that *"the Ministry GPP coordinator shall ensure that all Contracting Authorities within the respective Ministry comply with the provisions of the GPP NAP"*.

MANDATORY		NON-MANDATORY	
• Textiles	• Copying/Graphic Paper	• Electricity	• Windows
• Cleaning products/services	• Wall panels	• Road construction/traffic signs	• Transport
• Thermal insulation	• Office IT equipment	• Street lighting/traffic signals	• Combined Heat & Power
	• Gardening products/services	• Construction works	• Furniture
		• Mobile Phones	• Hard floor coverings
			• Food & catering services

Ministry GPP Coordinators are empowered to screen all tenders for GPP purposes and to enforce the right to cancel tenders which are not in compliance therewith. The MSDEC GPP Office together with the Inter Ministerial Task Force (IMTF) would like to crystallize the GPP workflow to be adopted by Contracting Authorities prior to issuing a tender document so as to avoid unnecessary delays due to GPP non-compliance.

- Tender Originators Form filled in and signed both by the Project Leader/Drafter and Head of Department.
- Finalized tender document and Tender Originators Form to be forwarded electronically to the GPP Coordinator for screening for the correct incorporation of applicable GPP criteria.
- GPP Coordinator to send back tender document to drafter if GPP criteria are incorrectly incorporated or mandatory criteria excluded. Consideration of the inclusion of non-mandatory criteria should be advised where appropriate.
- Tender documents are to be forwarded at least 3 working days prior to publication to allow the GPP Coordinator sufficient time for feedback. In case of voluminous tender documents, these are to be forwarded beforehand.
- Contracting Authorities are not to publish until GPP Coordinator approval is forthcoming.
- Non-compliance can lead to cancellation of tenders.



Appendix 2

TENDER ORIGINATORS FORM

A – General Details	
Department/Ministry	
Department Reference	
Tender Description/Title	
Tender Type	Works ☐☐ Services ☐☐ Supplies ☐☐
Tender Procedure	Open ☐☐ Other (specify) _____
Funding Source (specify)	
Estimated Value Exc. VAT[21]	€
CPV Number/s[22]	
Completion/Delivery Period	
Project Leader/Manager	

B – Tender Documents		
Officers that prepared:	**Name**	**Grade/Position**
Instructions to Tenderers		
Special Conditions of Contract		
Specifications/Terms of Ref.		
Estimate/Bill of Quantities		
Tender Drawings/Plans[23]		

[21] *If the tender is divided into lots, please fill in Section C.*

[22] *CPVs are mandatory. A searchable list is available from* **www.contracts.gov.mt/cpv.**

[23] *If the tender documentation includes drawings/plans, please fill in Section D.*

C – Lots (if applicable)		
Lot Description	**Estimated Value Exc. VAT**	**CPV Number/s (12345678-9)**
1.	€	
2.	€	
3.	€	
4.	€	
(… etc.)		

D – Drawings (if applicable)	
Reference Number	**Description**
1.	
2.	
3.	
4.	
(… etc.)	

E – Green Public Procurement	
Questions	**Answers** **(cross out those not applicable)**
1. Does this call for tenders include the procurement of paper, IT equipment, textiles, garderning products or services, thermal insulation, wall panels, cleaning products and services? **(mandatory criteria)** Yes/No	
2. Does this call for tenders include, transport, furniture, food and catering services, electricity, construction, mobile phones, combined heat and power, hard floor coverings, windows, glazed doors and skylights, street lighting and traffic signals, road construction and traffic signs? **(non- mandatory criteria)** Yes/No	
3. If the answer to question 1 is yes, have the tender specifications been drawn up on the basis of the GPP criteria and guidance available for download from www.gpp.gov.mt? Yes/No	
4. If the answer to question 2 is yes, have the tender specifications been drawn up on the basis of the GPP criteria and guidance available for download from www.gpp.gov.mt? Yes/No	

GPP Weekly Monitoring Report

Comments	Road design, construction and maintenance	Office building design, construction and management	Toilets and urinals	Sanitary tapware	Electric and electronic equipment used in health care	Indoor lighting	Street lighting and traffic signals	Transport	Wall Panels	Thermal Insulation	Gardening Products and Services	Imaging Equipment	Office IT Equipment	Paper	Budget	Tender/quotation title	Variant	Compliant	GPP	Ministry/ Contracting Authority	Date of Publication

Appendix 3

Inter-ministerial Task Force (IMTF) on Green Public Procurement (GPP) Memorandum

Issued by: Chair IMTF
Copies to: Members of IMTF, Ministry GPP Coordinator
Title: Phasing in Period for Ministry Green Public Procurement Following Training of Public Officers Date: 04/02/2015

Introduction

The purpose of this memo is to outline a proposed phasing period for each ministry following training for decentralizing the green public procurement (GPP) administrative function. As outlined at the recent IMTF meeting (held on 22/01/15) a comprehensive training programme is currently being undertaken in conjunction with CDRT targeted at public officers involved in the drafting and evaluation of public tender vis-à-vis compliance with national GPP criteria. This is a necessary step in the decentralisation of the GPP administrative function to all line ministries. Also central to the decentralisation process is each ministry taking ownership of their GPP compliance checks. To this end this memo will outline a phasing in period for each ministry following attendance at the dedicated training sessions.

The Phasing in Process

As outlined above each ministry will have a dedicated training session for its public officers involved in the procurement process. It is essential that attendance at these training events is undertaken by public officers and each ministry GPP Coordinator should reinforce this message. Following completion of training each ministry will have a **three month phasing in period** during which they will assume responsibility for screening their own tenders for compliance with national GPP criteria. During this three month period the GPP Office within MSDEC will continue to provide an advice service but will not be performing an upfront screening/compliance check role. It is considered that this is essential in order for ministries to assume the role of screening within their own procurement processes. Upon completion of the phasing in period it is expected that the GPP Office in MSDEC will cease to offer the screening service for compliance with GPP criteria to that particular ministry. The GPP Office will however still perform an advisory role. For example, should a ministry have training on the 20th of February the phasing in period will run until 20th of May.

Ministry GPP Coordinator – reporting

Running in parallel to the phasing in period it is essential that quality checks with regards to compliance and incorporating GPP criteria into public tenders is undertaken. To this end each ministry GPP Coordinator shall provide weekly reports to the MSDEC GPP Office via email **(gpp@gov.mt)**. This weekly report is to include the tenders issued that week by a particular ministry, the value of tenders issued and information on which GPP criteria (if any) were incorporated into the tender. This information will be verified by the MSDEC GPP Office who will then provide a summary report outlining where required any suggestions and amendments regarding incorporating the GPP criteria .

Dissemination of the Memo

It is kindly requested that this memo is disseminated by the ministry GPP Coordinator to all relevant public officers in their respective ministries outlining the phasing in period.

Inter-ministerial Task Force (IMTF) on Green Public Procurement (GPP) Memorandum

Issued by: Chair IMTF, Ministry for Sustainable Development, the Environment and Climate Change
Copies to: Members of IMTF, Ministry GPP Coordinators
Title: Clarification of weekly reporting to the GPP Office – UPDATE April 2014 Date: 14/04/2015

Update

Please note this is an updated version of the Memo first issued on 02/03/15. It has come to our attention that the thresholds for EU co-funded projects have been amended from €47,000 to €120,000 as per Contracts Circular 02/2015. Therefore please find below the amended advice on how to fill in the weekly reporting template.

Please see extract below from Circular 02/2015 for clarification:

... EU co-funded tenders with an estimated value equal to or lower than €120,000 (exclusive of VAT) can be published departmentally without seeking the approval of the Department of Contracts. Calls for Tender with an estimated value higher than this threshold will continue to be published by the Department of Contracts.

Introduction

The purpose of this memo is to provide clarification on the weekly reporting by each Ministry GPP Coordinator to the GPP Office within the Ministry for Sustainable Development, the Environment and Climate Change with regards to tenders published. As outlined in the recent memo regarding the proposed phasing in period for each Ministry following completion of a Ministry's training (dated 04/02/15) it has come to our attention it may be of benefit to provide a short clarification on the weekly reporting requirements.

The Weekly Report

An essential part of the ongoing decentralisation and mainstreaming of the GPP function across Government is the need to provide status reports on this process to the Ministry for Sustainable Development, the Environment and Climate Change. The GPP Office within this Ministry requires accurate and up-to-date information on the number and value of tenders published per ministry. Therefore, the GPP Office kindly requested that each GPP Coordinator undertakes a weekly exercise of compiling the requested data on a weekly basis, in line with the Cabinet memo of June 2014. **Please note that the requirement for the weekly report only applies upon completion of training. An email from the GPP Office will be sent to each GPP Coordinator indicating that training for that ministry is complete.**

The Required Information

To facilitate the compilation of the weekly report the GPP Office has developed the accompanying template to this memo.

The report should be completed as follows:

• Under column A please enter the date the tender was published

• Under column B please enter the details of the Ministry/Contracting authority publishing the tender e.g. MSDEC DFA

• Under column C please enter whether the tender was a departmental level tender – if yes please enter 1 if not please enter a 0. Departmental tenders are tenders under or equal to a value of €120,000 (exclusive of VAT) irrespective of whether they are EU funded or not.

• Under column D please enter whether the tender is a DoC level tender – if yes enter a 1 if no then enter 0. DoC level tenders are those above €120,000 (exclusive of VAT).

• Under column E please enter whether the tender contained GPP criteria – if yes enter 1 if no enter 0.

• Under column F please indicate whether the tender was compliant with the national GPP criteria – if yes enter 1 if no enter 0

• Under column G please indicate whether the tender was variant from the GPP criteria i.e. if a tender contains some GPP criteria but not all then this would be considered variant e.g. a tender might contain the mandatory criteria for thermal insulation but not all the other nonmandatory construction criteria e.g. for energy efficiency. Please enter 1 if tender was variant and 0 if not.

• Under column H enter the tender title

• Under column I please indicate whether the EU funds are being utilised – 1 for yes 0 for no

• Under column J please indicate whether local funds are being utilised – 1 for yes 0 for no

• Under column K please enter the total tender value

• Under columns L to AC please indicate which GPP criteria are included in the tender by entering a 1 under the relevant column.

The current GPP criteria do not apply to quotations and as such the GPP Office does not require information on quotations published each week. Likewise, the report should only contain information on those tenders published not tenders proposed to be published in any given week.

Nil-returns

In the case of no tenders being issued by a Ministry in any given week there is not a requirement to send a completed report. Instead an email should be sent (in line with the timeframes proposed below) to the GPP Office stating that no tenders were issued in that week.

Submission of weekly report

On a weekly basis the completed report must be forwarded to the GPP Office by email to **gpp@gov.mt**. The report should reach the GPP Office **by 12 noon on the Monday** of each week reporting the previous weeks published tenders e.g. for week ending the 06/03/15 the report is to be issued on 09/03/2015. **Dissemination of the Memo.**

It is kindly requested that this memo is disseminated by the Ministry GPP Coordinator to all relevant Public Officers in their respective Ministries.

Appendix 4

Copying and Graphic Paper

Definition:

These product group criteria are applicable to unprinted paper for writing, printing and copying purposes (up to 170g/m2) sold in sheets or reels. Finished paper products such as writing pads, drawing books, calendars, manuals, etc. have not been included.

or

Paper based on recovered fibres – Normal Paper		
1.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Purchase of recycled office paper made from 100% recovered paper fibres.	
1.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Paper must be made from 100% recovered paper fibres.[13]	
	Verification:	Tenderers must provide appropriate proof of compliance. This may be in the form of technical dossier of the manufacturer or a test report from a recognised body. All products carrying the EU Ecolabel will be deemed to comply.
	The paper must be at least Elementary Chlorine Free (ECF). Totally Chlorine Free (TCF) will also be accepted.	
	Verification:	Tenderers must provide appropriate proof of compliance. This may be in the form of technical dossier of the manufacturer or a test report from a recognised body. All products carrying the EU Ecolabel will be deemed to comply.
	In order to guarantee the suitability of the paper offered for office machines, a sample of the product must be provided to the authority to conduct quality tests.	
	Verification:	N/A

Paper based on recovered fibres – Professional Paper		
2.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Purchase of recycled office paper made from at least 75% recovered paper fibres.	
2.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Paper must be made from at least 75% recovered paper fibres. Recovered paper fibres include both post-consumer recycled fibres and pre-consumer recycled fibres from paper mills, also known as broke. Post-consumer recycled fibres may come from consumers, offices, printing houses, bookbinders, or similar.	
	Verification:	Tenderers must provide appropriate proof of compliance. This may be in the form of technical dossier of the manufacturer or a test report from a recognised body. All products carrying the EU Ecolabel will be deemed to comply.
	The paper must be at least Elementary Chlorine Free (ECF). Totally Chlorine Free (TCF) will also be accepted.	
	Verification:	Tenderers must provide appropriate proof of compliance. This may be in the form of technical dossier of the manufacturer or a test report from a recognised body. All products carrying the EU Ecolabel will be deemed to comply.
	In order to guarantee the suitability of the paper offered for office machines, a sample of the product must be provided to the authority to conduct quality tests.	
	Verification:	N/A

Paper based on sustainable and/or legal virgin fibre		
3.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Purchase of office paper based on virgin fibre stemming from legally and/or sustainably harvested sources (also potentially containing a percentage of recovered fibres).	
3.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	The virgin fibre for pulp production shall come from legal sources.	
	Verification:	Certificates of chain of custody for the virgin fibre certified as FSC, PEFC or any other sustainable forest management standard where the percentage of certified wood is indicated will be accepted as proof of compliance for that percentage. The legal origin of wood can also be demonstrated with a tracing system being in place. These voluntary systems may be 3rd party certified, often as part of ISO 9001:2008 and/or ISO 14001:2004or EMAS management system. If wood stems from a country that has signed a Voluntary Partnership Agreement (VPA) with the EU, the FLEGT license may serve as proof of legality. For the non-certified virgin fibre, bidders shall indicate the types (species), quantities and origins of fibres used in the pulp and paper production, together with a declaration of their legality. As such the fibres shall be able to be traced throughout the whole production chain from the forest to the product. In specific cases, where the evidence provided is not considered sufficient to prove compliance with the requested technical specifications, contracting authorities may ask suppliers for further clarifications or proof.
	The paper must be at least Elementary Chlorine Free (ECF)	
	Verification:	A technical dossier of the manufacturer will serve as means of proof.
3.3	**Award Criteria (to be considered when BPQR is utilised)**	
	Additional points will be awarded in proportion to the amount of virgin wood fibres for pulp production coming from forests that are verified as being managed so as to implement the principles and measures aimed at ensuring sustainable forest management, on condition that these criteria characterize and are relevant for the product. In Europe, these principles and measures shall at least correspond to those of the Pan-European Operational Level Guidelines for Sustainable Forest Management, as endorsed by the Lisbon Ministerial Conference on the Protection of Forests in Europe (2 to 4 June 1998). Outside Europe they shall at least correspond to the UNCED Forest Principles (Rio de Janeiro, June 1992) and, where applicable, to the criteria or guidelines for sustainable forest management as adopted under the respective international and regional initiatives (ITTO, Montreal Process, Tarapoto Process, UNEP/FAO Dry-Zone Africa Initiative).	
	Verification:	All products carrying the EU Ecolabel will be deemed to comply. Certificates of chain of custody for the wood fibres certified as FSC , PEFC or any other equivalent means of proof, will also be accepted as proof of compliance. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body will also be accepted.

Gardening Products and Services

Definition:

These product group criteria are applicable for the direct procurement of the main products/elements used in garden maintenance: plant species, soil improvers, gardening materials and tools, machinery (lawnmowers, shredders…), irrigation systems; and for the procurement of gardening service.

Soil improvers

1.1 Subject Matter (suggestion on how to draft the tender title)

Purchase of environmentally friendly soil improvers.

1.2 Technical Specification (to be included in the terms of reference / technical specifications)

General constituents

The product shall not contain the following substances:

- Peat[14]
- Sewage sludge

Organic matter content must be derived from the processing and/or re-use of waste (as defined in Council Directive 2006/12 /EC of 5 April 2006 on waste and its Annex I).

(Non-sewage) sludges are allowed only if they are identified as one of the following wastes according to the European list of wastes (as defined by Commission Decision 2001/11 8/EC of 16 January 2001 amending Decision 2000/532/EC as regards the list of wastes and when these have not been mixed with effluents or sludge outside the specific production process):

- 020305 sludges from on-site effluent treatment in the preparation and processing of fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco; conserve production; yeast and yeast extract production, molasses preparation and fermentation.
- 020403 sludges from on-site effluent treatment in sugar processing.
- 020502 sludges from on-site effluent treatment in dairy products industry.
- 020603 sludges from on-site effluent treatment in baking and confectionery industry
- 020705 sludges from on-site effluent treatment in the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa).

Maximum concentrations of heavy metals in the waste before treatment (mg/kg dry weight) must meet the requirements of the next criterion on hazardous substances.

Verification:	Bidders must provide the detailed composition of the product, the origin of organic matter and a declaration of compliance with the above requirements. Products carrying the EU Ecolabel will be deemed to comply. Other appropriate means of proof, such as a technical dossier of the manufacturer or a test report of an independent body, will also be accepted.

Hazardous substances

In the final product, the content of the following elements shall be lower than the values shown below, measured in terms of dry weight: Element - mg/kg (dry weight)

Zn - 300	Cr - 100	Cd - 1	Mo (*) - 2
Cu - 100	Pb - 100	As (*) - 10	Se (*) - 1.5
Ni - 50	Hg - 1	F (*) - 200	

(*) Data relating to the presence of these elements are needed only for products containing material from industrial processes.

Verification:	Bidders must provide the relevant test reports (EN 13650, ISO 16772 or equivalent) demonstrating that the above criterion is met. Products carrying the EU Ecolabel will be deemed to comply. Other appropriate means of proof, such as a technical dossier of the manufacturer or a test report of an independent body, will also be accepted

Ornamental plants		
2.1	Subject Matter (suggestion on how to draft the tender title)	
	Purchase of ornamental plants and trees	
2.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Plant characteristics Vegetation to be used has to selected based on the " Common Species used for Landscaping in the Maltese Islands" issued by the Environment Management Unit Planning Directorate dated 2009, or any other subsequent updated version.	
	Verification:	Bidders must present a list of all the species they propose to supply, together with the prices and the total number of units to be delivered. Within this list bidders must ensure that the list conforms with the guidelines set out in the " Common Species used for Landscaping in the Maltese Islands " issued by the Environment Management Unit Planning Directorate dated 2009.

Irrigation systems		
3.1	Subject Matter (suggestion on how to draft the tender title)	
	Procurement of automatic irrigation systems	
3.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	The irrigation system must be adjustable in terms of volume of dispensed water by zones.	
	The irrigation system must have adjustable timers, to programme the watering period.	
	The irrigation system must have hygrometers that measure soil humidity levels and automatically block irrigation when the humidity level of soil is high enough (for example after rain).	
	Verification:	Bidders must provide appropriate technical documentation demonstrating that these criteria are met.

Gardening machinery

The following criteria apply only to the following gardening machines:

- Lawn-mowers (incl. lawn tractors) and scarifiers
- Brush saws
- Chainsaws
- Strimmers
- Trimmers and hedge trimmers
- Leaf collectors and leaf blowers
- Auto-scyths
- Rotary cultivators
- Compost shredders

4.1 Subject Matter (suggestion on how to draft the tender title)

Procurement of environmentally friendly *[insert the type/s of garden machine/s to be purchased according to the list above]*.

4.2 Technical Specification (to be included in the terms of reference / technical specifications)

Fuel types

If the machine has a combustion engine, this shall be designed so that it can be run on one or more of the following fuel grades: unleaded petrol with a benzene content of <1.0 % by volume, alkylate petrol, class A diesel oil, or biofuel-based engine fuel.

Verification:	Bidders must present a signed declaration of compliance. Machines carrying a type I ecolabel meeting the above requirement will be deemed to comply.

Noise Emissions

The noise emission level of the machine shall be below the noise levels outlined in the table below. The machine shall be tested for noise output in accordance with the general standard specified in the EU Noise Directive (2000/14/EC), EN-ISO 3744/1995 and by a testing laboratory qualified under Article 15 of the same Directive.

Maximum admissible value of :

Machine	Details	Sound power level LWA
Lawn-mowers (incl.tractors), lawn scarifiers	L ≤ 50 cm: 50 < L ≤ 12 0 cm: L > 12 0 cm:	94 dB/1 pW 98 dB/1 pW 103 dB/1 pW
Brush saws	1,5 kW: > 1,5 kW:	107 dB/1 pW 11 0 dB/1 pW
Chainsaws	2,5 kW: > 2,5 kW:	105 dB/1 pW 11 0 dB/1 pW
Strimmers	Electric engine Combustion engine	94 dB/1 pW 104 dB/1 pW
Trimmers and hedge trimmers	Electric engine Combustion engine	96 dB/1 pW 103 dB/1 pW

	Leaf collectors and leaf blowers	For professional use	105 dB/1 pW
	Auto-scythes	1,5 kW: > 1,5 kW:	107 dB/1 pW 110 dB/1 pW
	Auto-hoes		96 dB/1 pW
	Rotary cultivators		93 dB/1 pW
	Verification:	The bidder must present the laboratory test results or an appropriate technical dossier demonstrating compliance. Machines carrying a type I ecolabel meeting the above requirements will be deemed to comply.	

4.3	**Award Criteria (to be considered when BPQR is utilised)**	
	Noise Emissions Machines with lower noise emissions than the maximum included in the specifications	
	Verification:	Bidders must present the laboratory test results, or an appropriate technical dossier indicating noise emission values according to the test methods outlined in the specifications or equivalent

Machinery lubricant oils (except 4-stroke engine lubricants)

5.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Purchase of readily biodegradable lubricants	
5.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Renewable raw materials The formulated product shall have a carbon content derived from renewable raw materials (derived from vegetal oils or animal fats) that shall be equal or bigger than: • ≥50 % (m/m) for hydraulic oils • ≥45 % (m/m) for greases • ≥70 % (m/m) for chainsaw oils and other total loss lubricants • ≥50 % (m/m) for two-stroke oils	
	Verification:	Bidders must provide the detailed composition of the product, the origin of renewable raw materials and a declaration of compliance with the above requirement. Products carrying the EU Ecolabel will be deemed to comply.
	Environmental and human health hazards The product shall not have been assigned any R-phrases indicating environmental and human health hazards according to Directive 1999 /45/EC. The following R-phrases are considered relevant for this product group: R 20, R 21 , R 22 , R 23, R 24, R 25 , R 26, R 27, R 28, R 33, R 34, R 35, R 36, R 37, R 38, R 39, R 40, R 41, R 42, R 43, R 45, R 46, R 48, R 49, R 50, R 51 , R 52 , R 53, R 59 , R 60, R 61, R 62, R 63, R 64, R 65, R 66, R 67, R 68, and combinations thereof.	
	Verification:	Products carrying the EU Ecolabel will be deemed to comply. Alternatively bidders must present: a list of all the main components (any substance accounting for more than 5 % by weight of the lubricant) included in the product, giving their names and where applicable, their Einecs or Elincs number and the concentrations in which they are used; the product safety data sheet (meeting the requirements of Commission Directive 91 /155 /EEC); and the safety data sheets of each main component (meeting the requirements of Directive 91 /155 /EEC and Council Directive 67/548/EEC).

Gardening services		
6.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Gardening services using environmentally friendly products and practices	
6.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Fertilisation with soil improvers The soil improvers to be used in carrying out the service must comply with the following criteria: *(Insert criteria relating to the purchase of soil improvers, section 1.).*	
	Verification:	Bidders must present a list with the products to be used in carrying out the service (manufacturer and commercial name). If the products are certified with the European Ecolabel they will be deemed to comply. If not, bidders must provide the documentation mentioned with the specifications for each product they propose.
	New Ornamental Plants *[If they are to be provided by the contractor]* The new ornamental plants to be planted in carrying out the service must comply with the following criteria: *(Insert criteria relating to the purchase of ornamental plants, section 2.).*	
	Verification:	Bidders must present all the documentation mentioned with the specifications corresponding to the nursery or nurseries from which they will buy the plants.
	Machinery Bidders must have shredders to treat woody organic waste and transform it into mulch.	
	Verification:	Bidders must present all the documentation to show that this criterion is met.

Computer and Monitors

Definition:

The criteria encompass computers and display devices. These include stationary computers, desktop computers, small-scale servers, workstations, computer monitors, notebook computers, two in one notebook, tablet computers, portable all in one computer, mobile thin client.

List of product items:		Pages:
1	Computer and Monitors	1

Computer and Monitors		
1.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Purchase of energy efficient *[PCs/notebooks/monitors/tablets/workstations]*.	
1.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Minimum Energy performance for computers The energy efficiency performance of computers shall meet the energy efficiency requirements of the latest version of the Energy Star standard. The version in force at the time of publication is 6.1	
	Verification:	The tenderer shall provide test reports carried out according to the test methods laid down in the latest version of the Energy Star. These shall be provided upon award of the contract or prior to that upon request. Models that have qualified for EU Energy Star and are registered on the programme's database shall be deemed to comply. Energy Star registrations under the latest version in the USA shall also be accepted provided that testing according to European input power requirements has been carried out. Products holding the EU Ecolabel for personal, notebook and tablet computers or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.
	Warranty and service agreements The tenderer shall provide a minimum two-year warranty effective from delivery of the product. This warranty shall cover repair or replacement and include a service agreement with options for pick-up and return or on-site repairs. The warranty shall guarantee that the products are in conformity with the contract specifications at no additional cost. This shall cover battery defects.	
	Verification:	The tenderer shall provide a written declaration that the products supplied will be warrantied in conformity with the contract specifications and service requirements.
	Reparability and replacement of components and parts **a) Continued availability of spare parts** The tenderer shall guarantee the availability of spare parts, including as a minimum those identified in criterion relating to the Design for reparability, for at least three years from the date of purchase.	
	Verification:	The tenderer shall provide a declaration that compatible spare parts, including rechargeable batteries (if applicable), will be made available to the contracting authority or through a service provider. Equipment holding the EU Ecolabel or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.

b) Design for reparability

The following parts, if applicable, shall be easily accessible and replaceable by the use of universally available tools (i.e. screwdriver, spatula, plier or tweezers):

Computers

(i) HDD/SSD,
(ii) Memory,
(iii) Rechargeable battery,

Displays

(i) Screen assembly and LCD backlight
(ii) Power and control circuit boards
(iii) Stands (excluding those integrated with the enclosure)

The tenderer shall provide clear disassembly and repair instructions (e.g. hard or electronic copy, video) to enable a non-destructive disassembly of products for the purpose of replacing key components or parts for upgrades or repairs. This shall be made available in hard copy or via the manufacturer's webpage.

Verification:	A manual shall be provided by the tenderer, which shall include an exploded diagram of the device illustrating the parts that can be accessed and replaced, and the tools required. It shall also be confirmed which parts are covered by service agreements under the warranty. Equipment holding the EU Ecolabel or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.

Ease of replacement for rechargeable batteries

Rechargeable batteries shall not be glued or soldered into portable products. It shall be possible for a professional user or repair service provider to replace the rechargeable battery. Instructions on how the rechargeable battery packs are to be removed shall be provided in the user instructions or via the manufacturer's webpage.

Verification:	The tenderer shall illustrate how the battery is installed in the product, the steps required to remove and cover markings. A copy of relevant user instructions shall also be provided. The Contracting Authority reserves the right to request a visual inspection of a random selection of the supplied products. Equipment holding the EU Ecolabel or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.

1.3 Award Criteria (to be considered when BPQR is utilised)

Improvement in the energy consumption upon the specified Energy Star standard

It is recommended to use this criterion in conjunction with TS1 for desktop computers if the products specified are for graphics intensive uses.

Points will be awarded If the product is more energy efficient than the ETEC_MAX value 6 for computers and the PON_MAX value for monitors 7. These shall be calculated in comparison with the minimum performance required under Energy Star.
A maximum of x points [to be specified] may be awarded. Points shall be awarded in proportion to the improvement in energy efficiency in comparison to the ETEC_MAX or PON_MAX value:

-79% lower: 0.8x points
-59% lower: 0.6x points
-39% lower: 0.4x points
-19% lower: 0.2x points

Alternatively, instead of using the ETEC_MAX value for computers or the PON_MAX value for monitors a Life Cycle Costing calculation could be requested, whereby the offered improvement potential would lead to a relative decrease in the overall running costs of a product compared to a less energy efficient model.

	Verification:	The tenderer shall provide test reports carried out according to the test methods laid down in the latest version of the Energy Star. The ETEC value or the PON value from a test report or for qualified models as entered on the EU Energy Star database shall be accepted. These shall be provided upon award of the contract or prior to that upon request.
	Cost competitiveness of spare parts. The tenderer shall provide a price list for, as a minimum, the following component parts: For the component parts listed above indicative labour costs for replacements carried out by the tenderer's authorised service providers shall be provided. Points shall be awarded according to the most costcompetitive offers. Additional component parts, if considered important to the price comparison, should be added to the list provided.	
	Verification:	The tenderer shall provide a price list for original or compatible spare parts and indicative labour costs for their replacement, including rechargeable batteries (if applicable).
	Longer warranties and services agreements Additional points shall be awarded to each additional year of warranty and service agreement offered that is more than the minimum technical specification. This shall be awarded A maximum of x points [to be specified] may be awarded. ☐ +4 years or more: x points ☐ +3 years : 0.75x points ☐ +2 years : 0.5x points ☐ +1 years : 0.25x points	
	Verification:	A copy of the warranty and service agreement shall be provided by the tenderer. They shall provide a declaration that they cover the conformity of the goods with the contract specifications.
	Rechargeable battery life and endurance. Points shall be awarded for improved endurance greater than 300 cycles (with 80% capacity retention) respectively. A maximum of x points [to be specified] may be awarded. ☐ 1000 cycles or more: x points ☐ 800 cycles or more : 0.75x points ☐ 500 cycles or more : 0.5x points ☐ Up to 499 cycles : 0.25x points The minimum battery life in hours shall be set according to the Contracting Authority's requirements.	
	Verification:	The tenderer shall provide a test report for the battery cells or packs showing compliance according to the IEC EN 61960 'endurance in cycles' test carried out at 25oC and at a rate of either 0.2 It A or 0.5 It A (accelerated test procedure). Partial charging may be used to comply as long as the software is factory-installed as the default setting and the tender requirements on battery life are met at the partial changing level complying with the cycle requirement. Equipment holding the EU Ecolabel or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.

Imaging Equipment

Definition:

This document covers procurement actions for the **purchase** *and the* ***leasing*** *of imaging* ***equipment****.*

For the purposes of these criteria, the product group of "Imaging equipment" shall comprise products which are marketed for office or domestic use, or both, and whose function is one or both of the following:

a) To produce a printed image in the form of paper document or photo through a marking process either from a digital image, provided by a network/card interface or from a hardcopy through a scanning/copying process;

b) To produce a digital image from a hard copy through a scanning/copying process.

List of product items:		Pages:
1	Imaging equipment	**1**

Imaging devices		
1.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Purchase of energy efficient imaging equipment with reduced environmental impact.	
1.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Double side printing Imaging equipment shall be equipped with an automatic double-side print/copy unit. The duplex printing and/or copying function shall be set as default in the original software provided by the manufacturer.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements and products holding the Energy Star v.2.0 label (or if applicable a more recent one) will be deemed to comply. A statement from the manufacturer demonstrating that these requirements have been met is also accepted.
	Multiple images on single sheet of paper Imaging equipment shall offer as a standard feature the capability to print and/or copy 2 or more pages of a document on one sheet of paper when the product is managed by original software provided by the manufacturer (printer driver).	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements and products awarded the Energy Star v.2.0 label (or if applicable a more recent one) will be deemed to comply. A technical dossier of the manufacturer or a test report demonstrating that these requirements have been met is also accepted.
	Energy efficiency for use mode The energy consumption in the use mode of the product shall fulfil as a minimum the energy efficiency requirements of Energy Star v.2.0 criteria for imaging equipment. The energy consumption has to be measured according to the Test Method for Determining Imaging Equipment Energy Use Version 2.01 – Final May-2012 or equivalent.	

	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements and products awarded the Energy Star v.2.0 label (or if applicable a more recent one) will be deemed to comply. A technical dossier of the manufacturer or a test report demonstrating that these requirements have been met is also accepted.
	User instructions for green performance management A guide shall be provided with instructions on how to maximise the environmental performance of the particular imaging equipment (covering paper management functions, energy efficiency functions and of any consumables such as ink and/or toner cartridges) in written form as a specific part of the user manual and/or in digital form accessible via the manufacturers website.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted, such as written evidence from the manufacturer that the above clause will be met.
	Product longevity and warranty (not relevant for lease contracts including maintenance) Repair or replacement of the product shall be covered by the warranty terms for minimum five years. The tenderer shall further ensure that genuine or equivalent spare parts are available (direct or via other nominated agents) for at least five years from the date of purchase. This clause will not apply to unavoidable temporary situations beyond the manufacturer's control such as natural disasters.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted, such as a self- declaration from the manufacturer stating that the above clause is met.
	Resource efficiency for cartridges: Design for reuse of toner and/or ink cartridges (Requirement not applicable for imaging equipment not using cartridges) The products must accept remanufactured toner and/or ink cartridges. Devices and practices that would prevent reuse of toner and/or ink cartridge (i.e. anti-reutilisation devices/ practices) should not be present or applied.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. A technical dossier of the manufacturer or a test report demonstrating that these requirements have been met is also accepted.
1.3	**Award Criteria[15] (to be included when BPQR is utilised)**	
	Higher Energy Efficiency in use mode Points will be awarded for every 5% of lower energy consumption than specified in the technical specifications for the use mode measured according to the Test Method for Determining Imaging Equipment Energy Use Version 2.0 – Final May-2012 or equivalent.	
	Verification:	A technical dossier of the manufacturer or a test report indicating the energy consumption in the use phase will be accepted.
	Energy efficiency in standby mode Points will be awarded according to the power consumption in a condition providing networked standby into which the equipment is switched by the power management function, or a similar function. The lower the power consumption, the more points will be awarded. The energy consumption has to be measured according to the Test Method for Determining Imaging Equipment Energy Use Version 2.0 – Final May-2012 or equivalent.	
	Verification:	A technical dossier of the manufacturer or a test report demonstrating that these requirements have been met is also accepted.

Textiles

Definition:

The criteria for textile products encompass the following products, which include finished products as well as intermediate products and accessories:

- *Textile clothing and accessories: uniforms, workwear, personal protective equipment (PPE)1 and accessories consisting of at least 80 % by weight of textile fibres in a woven, non-woven or knitted form.*
- *Interior textiles: textile products for interior use consisting of at least 80 % by weight of textile fibres in a woven, non-woven or knitted form. This includes bed linen, towels, table linen and curtains.*
- *Textile fibres, yarn, fabric and knitted panels: intermediate products intended for use in textile clothing and accessories and interior textiles, including upholstery fabric and mattress ticking prior to the application of backings and treatments associated with the final product.*
- *Non-fibre elements: intermediate products that are to be incorporated into textile clothing and accessories, and interior textiles. This includes zips, buttons and other accessories, as well as membranes, coatings and laminates that form part of the structure of clothing or interior textiles and which may also have a functional purpose.*

For the purposes of these criteria, textile fibres comprise natural fibres, synthetic fibres and man-made cellulose fibres. The scope of textile fibres for which GPP criteria are provided is as follows:

- *natural fibres: cotton and other natural cellulosic seed fibres, wool and other keratin fibres;*
- *synthetic fibres: polyamide and polyester;*
- *man-made cellulose fibres: lyocell, modal and viscose.*

Textile products	
1.1	**Subject Matter (suggestion on how to draft the tender title)**
	Purchase of textile products with a reduced environmental impact
1.2	**Technical Specification (to be included in the terms of reference / technical specifications)**
	Cotton Fibres A minimum of 20 % of the content of cotton goods used to fulfil the contract must be either: 1. Organic: grown according to the requirements laid down in Regulation (EC) No 834/2007, the US National Organic Programme (NOP) or equivalent legal obligations set by trade partners of the EU; or 2. Integrated Pest Management (IPM): grown according to IPM principles as defined by the UN Food and Agricultural Organisation (FAO) IPM programme or EU Directive 2009/128/EC

	Verification:	The cotton origin and content of the goods will be verified upon delivery by means of a third party certification scheme for IPM or organic cotton production together with documented transaction records that allow for the cotton content of individual items or batches of goods to be verified and traced back to the point of certification. This includes valid certification for organic or IPM production,9 as well as documentation of transactions that demonstrate the purchase of the claimed cotton content and provide traceability. If relevant, a screening test10 to verify non-genetically modified cotton will be provided upon request if conventional and IPM cotton are blended with organic cotton.
	Wool Fibres It is recommended to use this criterion only where the wool content of the textile products is greater than 50 %). The wastewater discharges from wool scouring, either directly from treatment on-site or indirectly from off-site wastewater treatment, measured in g COD (chemical oxygen demand)/kg greasy wool must be ≤25 g for coarse wool and lambswool and ≤45 g for fine wool.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted, such as written evidence from the manufacturer that the above clause will be met.
	Product longevity and warranty (not relevant for lease contracts including maintenance) Repair or replacement of the product shall be covered by the warranty terms for minimum five years. The tenderer shall further ensure that genuine or equivalent spare parts are available (direct or via other nominated agents) for at least five years from the date of purchase. This clause will not apply to unavoidable temporary situations beyond the manufacturer's control such as natural disasters.	
	Verification:	The tenderer will upon delivery of the goods provide compliant monitoring data for the processing lots from which wool used in the contract comes from. COD calculations will relate to the wool throughput in kg to the wastewater flow in litres from each processed lot of wool. Monitoring data must be obtained by third party testing according to ISO 6060 or equivalent wastewater from each wool scouring site that wool is purchased from. Transaction records will be provided that verify the wool scouring site for the wool used to manufacture the products.
	Sulphur emissions to air For viscose and modal fibres, the sulphur content of the emissions of sulphur compounds to air from the fibre production process, expressed as an annual average, must not exceed the values in table (a).	
	Verification:	The tenderer will upon award provide monitoring data, transaction records and batch production records demonstrating the compliance of supplier(s) and associated production sites used to manufacture the fibres used in the contract. Compliant monitoring data will be provided for those production sites used to make the specific fibre product to be used in execution of the contract
	Declaration for REACH Candidate List substances The tenderer must declare the presence of any REACH Candidate List substances at a concentration of greater than 0.1 % (weight by weight) in the finished product.	
	Verification:	The tenderer must provide a valid REACH Article 33(2) declaration upon delivery of the finished article(s). If Candidate List substances are declared as being present, they must be identified

Fibre type	**Performance value (g S/kg)**
Staple fibre	30g/kg
Filament fibre -Batch washing -Integrated washing	 40g/kg 170g/kg

	Substances to be tested for on the final product The final supplied product must not contain the substances listed in Annex 1 at greater than the individual or sum total concentration limits. This must be demonstrated by laboratory testing of a sample of each product type supplied during execution of the contract. The contracting authority will reserve the right to also request a further random check.	
	Verification:	Each product sample must be analysed by a laboratory accredited to carry out the relevant tests according to ISO 17025 or by the accreditation body for a textile testing scheme that requires product testing. Certificate(s) demonstrating compliance must be provided upon delivery of the goods. Where the test methods are the same, test results from valid Type I ecolabels, including the EU Ecolabel, as well as third-party textile testing schemes, must be accepted.
	Durability standards The textile products must meet the relevant durability requirements identified in Annexes 2 and 3 . In the case of functional workwear that can demonstrate inherent performance characteristics that negate the need for water, dirt or stain repellents and/or flame retardant treatments to be applied to the textile fabric, the product will be exempted from testing requirements 3.7 and/or 3.8 in Annex 3.	
	Verification:	The tenderer will, for each distinct product design or item of workwear to be supplied, provide upon delivery of the goods reports from tests carried out in accordance with the standards specified in Annex 3. The reports will verify that each product type or model meets the specified durability requirements.
	Fabric selection to minimise energy use for drying and ironing The fabric will be selected to have a moisture retention content after spinning of less than 35 % and a fabric smoothness grade after drying of SA3 for fabrics with cotton content of >50 % and SA4 where the cotton content is <50 %.	
	Verification:	The tenderer will upon delivery of the goods provide a test report demonstrating the fabric(s) performance according to the following methods: • moisture retention content: EN ISO 15797 (or equivalent) washing procedure. • easy care: EN ISO 15487 (or equivalent) appearance after washing and drying.
	Care labelling (For textiles intended to be washed at home) The textile care labelling must promote washing at lower temperatures, if possible at 30oC or less and using the washing machine's low energy programme, unless there is a technical reason otherwise (e.g. hygiene, safety, soiling).	
	Verification:	The tenderer must provide examples of the care labelling and additional instructions to the user and provide, if applicable, information on why textiles should be washed at higher temperatures than 30oC.
	Design for reuse and recycling Garments must be designed so that any logos or distinctive identification features can be easily removed or overprinted without damaging the item.	
	Verification:	The tenderer must upon delivery of the goods provide clear, easy to understand instructions for reuse contractors on how to remove or overprint logos or branding.

Textile services		
2.1	**Subject Matter (suggestion on how to draft the tender title)**	
	The contracting of textile services with a reduced environmental impact	
2.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Laundry (For textiles that will be washed on a daily or weekly basis) The textile fabrics will be selected to have a moisture retention content after spinning of less than 35 % and a fabric smoothness grade after drying of SA3 for fabrics with cotton content of >50 % and SA4 where the cotton content is <50 %.	
	Verification:	The tenderer must provide a test report demonstrating the fabric(s) performance according to the following methods: • moisture retention content: EN ISO 15797 (or equivalent) washing procedure • easy care: EN ISO 15487 (or equivalent) appearance after washing and dying
	Maintenance of the textile assets The tenderer of textile services, as part of their asset management plan, will extend the useful life of workwear and interior textiles by providing ongoing maintenance and repair services. This will, as a minimum, include (as relevant to the textiles to be provided): • **provision of basic repairs, including repairing seam splits and stitching, the replacement of broken/lost parts and the fixing/replacement of zips and fastenings;** • **fabric panel replacement for workwear;** • **the retreating and proofing of functional coatings**	
	Verification:	The tenderer will provide a detailed specification for the maintenance services offered including, where appropriate, documented evidence from the maintenance facilities that they have under operation or under sub-contract arrangements.

Cleaning Products and Services

Definition:

This GPP criteria set addresses the procurement process for environmentally conscious routine indoor professional cleaning services performed in areas that include offices, sanitary facilities, such as toilets and sinks, and other publically accessible areas. For the purposes of this GPP criteria set, the product group "Indoor Cleaning Services" comprises the cleaning of glass surface that can be reached without the use of specialised equipment or machines. The product group 'indoor cleaning services' does not include disinfection and sanitisation activities as well as cleaning activities that include the use of biocidal products falling under the scope of Regulation (EU) No 528/2012 of the European Parliament and of the Council concerning the making available on the market and use of biocidal products;, or cleaning activities on production sites.

Cleaning products		
1.1	**Subject Matter (suggestion on how to draft the tender title)**	
	The provision of cleaning services with reduced environmental impact	
1.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Use of ecolabelled cleaning products The following types of cleaning products [list of cleaning products to be defined by the contracting authority — for instance all-purpose cleaners, sanitary cleaners] to be used to perform tasks related to the contract must be compliant with criterion 1 and criterion 4 of the EU Ecolabel for hard surface cleaning products1 on, respectively, toxicity to aquatic organisms and excluded or restricted substances.	
	Verification:	The tenderer must supply a list of the cleaning products that will be used to perform the contract and provide documentation proving their compliance with the requirements. Products that have been awarded the EU Ecolabel for hard surface cleaning products1 will be deemed to comply with the requirements.
1.3	**Award Criteria (to be considered when BPQR is utilised)**	
	Use of concentrated undiluted cleaning products Points will be awarded to tenders proportionally to the percentage of all cleaning products, by volume at purchase, to be used to perform tasks related to the contract with a minimum dilution rate of 1:80.	
	Verification:	The tenderer must supply a list of the cleaning products that will be used to perform the contract and provide documentation proving their compliance with the requirements. For each product, documentation on the dilution rate used must be provided (safety data sheets, user instructions or other relevant means). If a product can be used at multiple dilution rates, the most commonly used dilution rate, as justified by internal staff instructions, must be provided. For ready-to-use products the dilution rate must be marked as 1.

Cleaning textile accessories		
1.1	**Subject Matter (suggestion on how to draft the tender title)**	
	The provision of Cleaning textile accessories with reduced environmental impact	
1.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Use of microfiber products All textile cleaning accessories (e.g. cloths, mop heads) to be used to perform tasks related to the contract must be made of microfiber or meet the requirements set out in the EU Ecolabel for textile products2 Product maintenance should be supported by the product technical data sheet that indicates product use and washing instructions.	
	Verification:	The tenderer must supply a list of the cleaning products that will be used to perform the contract and provide documentation proving their compliance with the requirements. Products that have been awarded the EU Ecolabel for hard surface cleaning products1 will be deemed to comply with the requirements.

Consumable goods		
1.1	**Subject Matter (suggestion on how to draft the tender title)**	
	The provision of cleaning consumable goods with reduced environmental impact	
1.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Hand soap At least 70% of all hand soap, by volume at purchase, to be provided to the contracting authority by the tenderer as part of the contract must meet the technical requirements of the EU Ecolabel for rinse-off cosmetic products.	
	Verification:	The tenderer must supply a list of hand soaps that will be provided to the contracting authority as part of the contract and provide documentation proving their compliance with the requirements. Products that have been awarded the EU Ecolabel for rinse-off cosmetic products4 will be deemed to comply with the requirements.
	Textile towels At least 50-75% of all textile towel rolls, expressed in number of rolls, to be provided to the contracting authority by the tenderer as part of the contract must be compliant with the technical requirements of the EU Ecolabel for textile products.	
	Verification:	The tenderer must supply a list of products that will be provided to the contracting authority as part of the contract and provide documentation proving their compliance with the requirements.
	Tissue paper products All tissue paper goods to be provided to the contracting authority by the tenderer as part of the contract must be compliant with the requirements of [an EN ISO 14024 type I ecolabel to be determined by the contracting authority].	
	Verification:	The tenderer must supply a list of products that will be provided to the contracting authority as part of the contract and provide documentation proving their compliance with the requirements.
1.3	**Award Criteria (to be considered when BPQR is utilised)**	
	Energy efficiency of vacuum cleaners Points will be awarded proportionally to tenders in which a percentage of all vacuum cleaners to be used to perform tasks related to the contract meet, at the time of purchase, at least the following energy efficiency classes as laid down in Commission Delegated Regulation (EU) No 665/2013, at the time of purchase: # • Class A for vacuum cleaners bought before 01/09/2017 • Class A+ for vacuum cleaners bought after 01/09/2017	
	Verification:	The tenderer must supply a list of the vacuum cleaners that will be used to perform the contract and provide documentation proving their compliance with the requirements.

Street Lighting and Traffic Signals

Definition:

This product group criteria are applicable to:

Road lighting: These criteria cover the procurement of lighting equipment for:

- road lighting in new lighting installations;
- retrofitting of different luminaires to existing lighting installations;
- retrofitting of different light sources or controls to existing luminaires; or
- the simple replacement of light sources, lamps or luminaires on a like-for-like basis in existing lighting installations.

In accordance with standard EN 13201-1, the term 'road lighting' refers to fixed lighting installations intended to provide good visibility to users of outdoor public traffic areas during the hours of darkness to support traffic safety, traffic flow and public security. It specifically excludes lighting installations for tunnels, toll stations, canals and locks, parking lots, commercial or industrial sites, sports installations, monuments and building facades. The following technical definitions are provided to help apply the criteria (please refer to the technical report for details and further technical definitions): 'luminaire efficacy': ratio between luminous flux output from the luminaire (in lumens) and power consumption (in Watts)

Traffic signals: Red, yellow and green signal lights for road traffic with 200mm and 300mm roundels, in line with standard EN 12368, are included. Portable signal lights are specifically excluded.

Energy efficient lighting equipment

1.1 Subject Matter (suggestion on how to draft the tender title)

Purchase of Energy efficient lighting equipment

1.2 Technical Specification (to be included in the terms of reference / technical specifications)

Luminaire efficacy

(Applicable when light sources or luminaires are to be replaced in an existing lighting installation and no redesign is carried out. These ambition levels should not be applied when light sources are also requested to be rated with CCT ≤2700K.)

The lighting equipment to be installed shall have a luminaire efficacy higher than the relevant reference value stated below

Year of ITT*	Efficacy (lm/W)
2018-19	120
2020-21	137
2022-23	155

Verification:	The tenderer shall provide a standard photometric file that is compatible with common light planning software and that contains technical specifications on the light output and energy consumption of the luminaire, measured by using reliable, accurate, reproducible and stateof-the-art measurement methods. Methods shall respect relevant international standards, where available.

Minimum dimming performance

All light sources and luminaires shall be installed with fully functional dimming controls that are programmable to set at least one pre-set level of dimming down to at least 50 % of maximum light output.

Verification:	The tenderer shall provide documentation from the manufacturer(s) of the light sources and luminaires that are proposed for use by the tenderer, showing that they are compatible with dimming controls. The documentation shall also state what dimming controls are incorporated, for example: • pre-set dimming, or • variable dimming based on weather conditions or traffic volume. The documentation shall also clearly provide a power curve of light output versus power consumption, state the maximum dimming possible and provide instructions about how to programme and re-programme the controls.

Power factor

The power factor for the luminaire to be installed shall be ≥0.90.

Verification:	The tenderer shall provide a declaration of compliance with the criterion for the lighting equipment they intend to supply, supported by a declaration from the manufacturer and results from tests carried out in accordance with IEC 61000-3-2.

1.3 Award Criteria (to be included when BPQR is utilised)

Enhanced luminaire efficacy

A score of up to X points shall be awarded to tenderers that are able to provide light sources or luminaires which exceed the minimum luminous efficacy defined in TS1(Luminaire efficacy).
Maximum points (X) will be awarded to the tender with the highest luminous efficacy value and points will be proportionately awarded to any other tenders whose light sources or luminaires exceed the minimum requirements of TS1 but do not reach the value of the highest efficacy tender.

Low light pollution lighting equipment		
2.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Purchase of Low light pollution lighting equipment	
2.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Ratio of Upward Light Output (RULO) and obtrusive light (Applicable to all contracts where new luminaires are purchased.) All luminaire models purchased shall be rated with a 0.0 % RULO. If it is necessary to use a boom angle, either to optimise the pole distribution or due to site constraints in pole positioning, the 0.0 % RULO shall be maintained even when the luminaire is tilted at the required angle.	
	Verification:	Verification: The tenderer shall provide the photometric file(s). This shall include the photometric intensity table from which the RULO is calculated according to EN 13032-1, EN 13032-2, EN 13032-4, Annex D of IEC 62722-1 or other relevant international standards. In cases where luminaires are not installed horizontally, the photometric file shall demonstrate that either: - tilting the data by the same tilt angle to be used with the luminaire still results in a 0.0 % RULO, or - additional shielding has been fitted to the luminaire and the shielded luminaire found to show a 0.0 % RULO when tilted at the design installation angle.
	Ecological light pollution and star visibility At least 50-75% of all textile towel rolls, expressed in number of rolls, to be provided to the contracting authority by the tenderer as part of the contract must be compliant with the technical requirements of the EU Ecolabel for textile products.	
	Verification:	(The G-index value is directly related to blue light content, and so should be specified when light pollution effects on wildlife or on star visibility are a concern.) In parks, gardens and areas considered by the procurer to be ecologically sensitive, the G-index shall be ≥1.5(A G-index of ≥1.5 would generally (but not always) equate to a CCT of ≤3000K). A dimming programme (as per the procurer's specifications defined in Minimum dimming performance TS 1.2) shall be implemented for parks and gardens that are open during night-time hours. A switch-off programme shall apply to any relevant closing hours for parks and gardens. A dimming and/or switch-off programme shall be implemented for any other ecologically sensitive areas

Good quality and durable lighting equipment		
3.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Purchase of durable lighting equipment	
3.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Provision of instructions (Applicable when the equipment and/or controls in the particular lighting installation requested are different from the normal equipment installed elsewhere on the wider lighting network operated by the procurer.) The tenderer shall provide the following information with the installation of new or renovated lighting systems: • disassembly instructions for luminaires; • instructions on how to replace light sources (where applicable), and which lamps can be used in the luminaires without decreasing the energy efficiency; • instructions on how to operate and maintain lighting controls; • for daylight linked controls, instructions on how to recalibrate and adjust them; and • for time switches, instructions on how to adjust the switch-off times, and advice on how best to do this to meet visual needs without excessive increase in energy consumption.	
	Verification:	The tenderer shall provide a declaration of compliance with this criterion, supported by examples of written instructions that will be provided to the contracting authority should the tender be successful.
	Waste recovery The tenderer shall implement appropriate environmental measures to reduce and recover the waste produced during the installation of a new or renovated lighting system. All waste lamps and luminaires and lighting controls shall be separated and sent for recovery in accordance with the WEEE directive(Directive 2012/19/EU of the European Parliament and of the Council of 4 July 2012). Any other waste materials that are expected to be generated and that can be recycled shall be collected and delivered to appropriate facilities.	
	Verification:	The tenderer shall provide details of the waste handling procedures in place and identify suitable sites to which WEEE and other recyclable materials can be taken to for separation, recycling and heat recovery, as appropriate.
	Product lifetime, spare parts and warranty (The thresholds defined here are applicable to LED-based light sources, lamps and luminaires.) Any LED-based light sources shall have a rated life at 25°C of: • L96 at 6 000 hours, • L70 at 50 000 hours (projected), • C0 at 3 000 hours or C10 at 6 000 hours, • C50 at 50 000 hours (projected). The repair or provision of relevant replacement parts of LED modules suffering abrupt failure shall be covered by a warranty for a period of 5 years from the date of installation.	
	Verification:	Test data regarding the maintained lumen output of the light sources shall be provided by an International Laboratory Accreditation Cooperation accredited laboratory that meets IES LM-80 for actual data and IES TM21 for projected data. The tenderer shall provide a copy of the minimum 5-year warranty to be signed if the tender is successful. The contractor shall provide a copy of the warranty that will apply if the tender is successful and provide the necessary contact details (phone and email as a minimum) for dealing with any related queries or potential claims. For clarity, the warranty shall, as a minimum, cover the repair or replacement costs of faulty LED module parts within a reasonable timeframe after notification of the fault (to be defined by the procurer in the ITT), either directly or via other nominated agents. Replacement parts should be the same as the originals, but if this is not possible, equivalent spare parts that perform the same function to the same or to a higher performance level may be used. The warranty shall not cover the following: a) faulty operation due to vandalism, accidents or other extreme weather events; b) lamps or luminaires that have been working for a significant time under abnormal conditions (e.g. used with the wrong line voltage), insofar as this can be proven by the contractor.

	Reparability The tenderer shall make sure that it is feasible and practical for a professional to access components (e.g. light source, lamp, LED module, driver) after the luminaire has been put into service. Components must be identifiable, accessible and removable without damaging the component or the luminaire. Replacement of components shall be able to be performed on site (i.e. at luminaire mounting height), without tools (i.e. plug and play) or with one of the following types of screwdriver: - standard, Pozidriv, Phillips, Torx, Allen key or combination wrench.	
	Verification:	The tenderer shall provide a technical manual, which shall include an exploded diagram of the luminaire illustrating the parts that can be accessed and replaced. The parts covered by service agreements under the warranty must also be indicated.
	Failure rate of control gear The specified control gear failure rate shall be lower than 0.2 % per 1000 h and be covered by an 8-year warranty for control gear.	
	Verification:	The tenderer shall provide a declaration of compliance with the above failure rate for any control gear it intends to supply. The declaration shall be supported by relevant industry-standard testing procedures.
	Failure rate of control gear The specified control gear failure rate shall be lower than 0.2 % per 1000 h and be covered by an 8-year warranty for control gear.	
	Verification:	The tenderer shall provide a declaration of compliance with the above failure rate for any control gear it intends to supply. The declaration shall be supported by relevant industry-standard testing procedures.
	Labelling of LED luminaires (Applicable when new LED luminaires are installed.) The luminaires proposed to be installed by the tenderer shall carry, as a minimum, the following technical information: • manufacturer's name, code, serial number and date of manufacture; • input power rating; • luminous flux at 25°C; • upward Light Ratio; • CIE flux codes; • correlated colour temperature (CCT); • G-index; • indication of the dimming control technology (if applicable). The information should be included in the luminaire and, where possible, also in a part of the light pole that is accessible from ground level. The tenderer should specify how exactly this information will be displayed (e.g. on a label with a QR code, a label with written information or a metal plate with engravings).	
	Verification:	The tenderer shall provide a sample description of the label they propose to provide with their lighting equipment if their tender is successful.
3.3	**Award Criteria (to be included when BPQR is utilised)**	
	Extended Warranty (Applies to TS: Product lifetime, spare parts and warranty.) A maximum of X points shall be awarded to tenderers that are willing to provide initial warranties that go beyond the minimum warranty periods stated in TS12 and whose cost is already included in the bid price. Points shall be awarded in proportion to how long the warranty exceeds the minimum requirements, as follows:	

	• Minimum + 1 year: 0.2X points • Minimum + 2 years: 0.4X points • Minimum + 3 years: 0.6X points • Minimum + 4 years: 0.8X points • Minimum + 5 years or more: X points Tenderers may also optionally provide quotations for extended warranties that are not included in the bid price, although points shall not be awarded for this. In such cases, no payment for any extended warranty will be required until the final year of the initial warranty, after which the procurer will make annual payments to the successful tenderer at the beginning of each year of the extended warranty. Furthermore, the procurer will have the option to initiate or reject the offer of an extended warranty right up until the final year of the initial warranty; the costs of the extended warranty will be those initially proposed, plus inflation.

TRAFFIC SIGNALS

4.1 Subject Matter (suggestion on how to draft the tender title)

Purchase of durable traffic signals

4.2 Technical Specification (to be included in the terms of reference / technical specifications)

Life cycle cost (LCC)

The life cycle cost shall be calculated based on the specifications set by the procurer, which should include:

- the timeframe (e.g. 8 years);
- an inventory of the traffic signals required (e.g. red ball signals, amber ball signals, green ball signals, green arrow signals, pedestrian stop signals and pedestrian go signals);
- the average duty cycle of each traffic signal (e.g. red signal 55 %, amber signal 2 %, green signal 43 %); and
- the electricity rate (e.g. EUR 0.12/kWh).

The tenderer shall provide the following details in order to complete the life cycle cost assessment:

- the period of time that bulbs are covered by warranty for abrupt failure;
- the rated lifetime of the lamp (i.e. the time when lamp lumen output is expected to fall to 70 % of the original output);
- the purchase cost for lamps (both at the beginning and for any necessary replacement during the defined timeframe);
- the purchase cost for any ancillaries;
- the purchase cost for any poles, foundations and new electrical connections; and
- the installation cost (hours of labour multiplied by labour rates, plus any costs for lifting equipment, etc.).

Verification:	The procurer shall provide the tenderers with a common spreadsheet-based life cycle cost calculator in which the information required from the procurer has already been entered. The tenderer shall submit a copy of the completed spreadsheet, together with a declaration confirming that these costs are valid at least for a defined period covering the original timescale planned for the execution of the contract after selection of the successful tenderer.

Product lifetime, spare parts and warranty

(The thresholds defined here are applicable to LED-based light sources, lamps and luminaires.)
Any LED-based light sources shall have a rated life at 25°C of:

- L96 at 6 000 hours,
- L70 at 50 000 hours (projected),
- L0C0 at 3 000 hours or C10 at 6 000 hours,
- C50 at 50 000 hours (projected).

The repair or provision of relevant replacement parts of LED modules suffering abrupt failure shall be covered by a warranty for a period of 5 years from the date of installation.

Verification:	Test data regarding the maintained lumen output of the light sources shall be provided by an International Laboratory Accreditation Cooperationaccredited laboratory that meets IES LM-80 for actual data and IES TM21 for projected data. The tenderer shall provide a copy of the minimum 5-year warranty to be signed if the tender is successful. The contractor shall provide a copy of the warranty that will apply if the tender is successful and provide the necessary contact details (phone and email as a minimum) for dealing with any related queries or potential claims. For clarity, the warranty shall, as a minimum, cover the repair or replacement costs of faulty LED module parts within a reasonable timeframe after notification of the fault (to be defined by the procurer in the ITT), either directly or via other nominated agents. Replacement parts should be the same as the originals, but if this is not possible, equivalent spare parts that perform the same function to the same or to a higher performance level may be used. The warranty shall not cover the following: a) faulty operation due to vandalism, accidents or other extreme weather events; b) lamps or luminaires that have been working for a significant time under abnormal conditions (e.g. used with the wrong line voltage), insofar as this can be proven by the contractor.

4.3	Award Criteria (to be included when BPQR is utilised)	
	Lowest life cycle cost A maximum of X points shall be awarded to the tenderer whose proposal is shown to have the lowest life cycle cost. Points shall be awarded to other tenderers in proportion to how their life cycle cost compares to the lowest cost using the following formula: *Points awarded to tender A = X x (Lowest LCC of all tenders/ LCC of tender A)*	
	Verification:	Once all tenders have been received, the procurer shall be able to determine which tender provides the lowest life cycle cost and use this to determine how many points should be applied to each tender.
	Extended warranty (Applies to Product lifetime, spare parts and warranty) A maximum of X points shall be awarded to tenderers that are willing to provide initial warranties that go beyond the minimum warranty periods stated in TS2 and whose cost is already included in the bid price. Points shall be awarded in proportion to how long the warranty exceeds the minimum requirements, as follows: • Minimum + 1 year: 0.2X points • Minimum + 2 years: 0.4X points • Minimum + 3 years: 0.6X points • Minimum + 4 years: 0.8X points • Minimum + 5 years or more: X points Tenderers may also optionally provide quotations for extended warranties that are not included in the bid price, although points shall not be awarded for this. In such cases, no payment for any extended warranty will be required until the final year of the initial warranty, after which the procurer will make annual payments to the successful tenderer at the beginning of each year of the extended warranty. Furthermore, the procurer will have the option to initiate or reject the offer of an extended warranty right up until the final year of the initial warranty; the costs of the extended warranty will be those initially proposed, plus inflation.	
	Dimming controls Points shall be awarded to tenderers that specify light sources and luminaires with fully functional dimming controls that are programmable to implement dimming during periods of low night-time road use intensity	
	Verification:	The tenderer shall provide documentation from the manufacturer(s) of the light sources and luminaires that are proposed for use by the tenderer, showing that they are compatible with dimming controls. The documentation shall also provide a power curve of light output versus power consumption, state the maximum dimming possible and provide instructions about how to programme and re-programme the controls.

Transport

Definition:

These product group criteria are applicable to all vehicles for ordinary use (for example official vehicles, vehicles of inspection bodies, delivery vans or equipment for gardening), emergency vehicles (ambulances, fire engines, cars and police vans…), and special vehicles (sweeping trucks, garbage trucks, buses, etc.).

General Use Passenger cars and light-duty vehicles		
1.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Purchase or lease of low-emission vehicles.	
1.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	CO_2 emissions: • General use passenger cars (M1, M2) should not exceed 50 g CO_2/km • The fleet average for vans (N1) should not exceed 50 g CO_2/km	
	Verification:	The bidder must provide the technical sheet of the vehicle where the CO2 emissions are stated.
1.3	**Award Criteria (to be considered when BPQR is utilised)**	
	CO_2 emissions : • The fleet average for cars (M1, M2) should not exceed 0 g CO_2/km • The fleet average for vans (N1) should not exceed 0 g CO_2/km	
	Verification:	The bidder must provide the technical sheet of the vehicle where these technical or fuel technology specifications are displayed.
	Noise emission levels Noise emissions must be lower than those corresponding to this vehicle category as provided for in EU Directive 2007/34/EC.	
	Verification:	The bidder must present the technical sheet of the vehicle where this information is displayed, or the test results

Bus Procurement		
2.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Purchase or lease of low-emission buses.	
2.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Exhaust Gas Emissions 45% of vehicles procured must be certified as using alternative fuels according to DIRECTIVE (EU) 2019/1161.	
	Verification:	The bidder must provide the technical documents of the vehicle where it states that it meets the standard.
2.3	**Award Criteria (to be considered when BPQR is utilised)**	
	Exhaust gas emissions 65% of vehicles procured must be certified as using alternative fuels according to DIRECTIVE (EU) 2019/1161.	
	Verification:	The bidder must provide the technical documents of the vehicle where it states that buses meet that standard.
	Capability to use renewable energy (biofuels, renewable electricity or hydrogen from renewable energy sources)	
	Verification:	The bidder must provide the technical sheet of the vehicle where these technical or fuel technology specifications are displayed.
	Noise emission levels Noise emissions must be lower than those corresponding to this vehicle category as provided for in EU Directive 2007/34/EC.	
	Verification:	The bidder must present the technical sheet of the vehicle where this information is displayed, or the test results.

Public transport services		
3.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Contract for the provision of bus services in an environmentally friendly manner.	
3.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Exhaust gas emissions 45% of vehicles procured must be certified as using alternative fuels according to DIRECTIVE (EU) 2019/116.	
	Verification:	The bidder must provide the technical sheets of the vehicles where emission standards are defined. For those vehicles where technical upgrade has achieved the required standard, the measures must be documented and included in the tender application, and this must be approved by a credible third party.
3.3	**Award Criteria (to be considered when BPQR is utilised)**	
	Exhaust gas emissions: 65% of vehicles procured must be certified as using alternative fuels according to DIRECTIVE (EU) 2019/1161.	
	Verification:	The bidder must provide a list of all the vehicles to be used in the service with their EURO standard and their respective technical sheets where emission standards are defined.
	Capability to use renewable energy (biofuels, renewable electricity or hydrogen from renewable energy sources)	
	Verification:	The bidder must provide the technical sheet of the vehicle where these technical or fuel technology specifications are displayed.
	Noise emission Average noise level of the vehicles to be used in carrying out the must be lower than those corresponding to this vehicle category as provided for in EU Directive 2007/34/EC./	
	Verification:	The bidder must provide a list of all the vehicles that will be used to carry out the service with the noise levels for each one and the average noise emissions. After awarding the contract, the contracting authority reserves the right to ask for the appropriate documents to check the information.

Waste collection truck		
4.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Purchase or lease of low-emission waste collection trucks	
4.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Exhaust Gas Emissions Vehicle engines must be certified as meeting the EURO V standard for emissions, according to EC Directive 2005/55 /EC.	
	Verification:	The bidder must provide the technical documents of the vehicle where it states that it meets the standard.
4.3	**Award Criteria (to be considered when BPQR is utilised)**	
	Exhaust gas emissions The vehicle is certified as meeting the Euro VI standard for emissions (where applicable).	
	Verification:	The bidder must provide the technical documents of the vehicle where it states that it meets the standard.
	Capability to use renewable energy (biofuels, renewable electricity or hydrogen from renewable energy sources)	
	Verification:	The bidder must provide the technical sheet of the vehicle where these technical or fuel technology specifications are displayed.
	Noise emissions are below 102 dB (A) measured according to Directive 2000/14 /EC.	
	Verification:	The bidder must present the technical sheet of the vehicle where this information is displayed, or the test results.

Waste collection services		
5.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Contract for the provision of waste collection services using environmentally friendly transportation services	
5.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Exhaust gas emissions All vehicles used in carrying out the service must have engines meeting EURO IV standards, according to EC Directive 2005/55/EC. Where vehicles are not certified as EURO IV, but technical after-treatment has achieved the same standard, this should be documented in the tender application.	
	Verification:	The bidder must present the technical sheets of the vehicles where emission standards are defined. For those vehicles where technical upgrade has achieved EURO IV standard the measures must be documented and included in the tender application, and this must be approved by a credible third party.
5.3	**Award Criteria (to be considered when BPQR is utilised)**	
	Exhaust gas emissions: Proportion of vehicles to be used in carrying out the service complying with stricter EURO standards (EURO V or VI where applicable).	
	Verification:	The bidder must present a list of all the vehicles to be used in the service with their EURO standard and their respective technical sheets where emission standards are defined.
	Capability to use renewable energy (biofuels, renewable electricity or hydrogen from renewable energy sources)	
	Verification:	The bidder must provide the technical sheet of the vehicle where these technical or fuel technology specifications are displayed.
	Noise emission Average noise level of the vehicles to be used in carrying out the service below 102dB (A) measured according to Directive 2000/14/EC.	
	Verification:	The bidder must provide a list of vehicles that will be used to carry out the service with the noise levels for each one and the average noise emissions. After awarding the contract, the contracting authority reserves the right to ask for the appropriate documents to check the information.

Heavy Duty Vehicles as form 01/01/2021		
4.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Purchase or lease of low-emission trucks (N2, N3)	
4.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Exhaust Gas Emissions 10% of vehicles procured must be certified as using alternative fuels according to DIRECTIVE (EU) 2019/1161	
	Verification:	The bidder must provide the technical documents of the vehicle where it states that it meets the standard.
4.3	**Award Criteria (to be considered when BPQR is utilised)**	
	Exhaust gas emissions 15% of vehicles procured must be certified as using alternative fuels according to DIRECTIVE (EU) 2019/1161	
	Verification:	The bidder must provide the technical documents of the vehicle where it states that it meets the standard.
	Capability to use renewable energy (biofuels, renewable electricity or hydrogen from renewable energy sources)	
	Verification:	The bidder must provide the technical sheet of the vehicle where these technical or fuel technology specifications are displayed.
	Noise emissions are below 102 dB (A) measured according to Directive 2000/14 /EC.	
	Verification:	The bidder must present the technical sheet of the vehicle where this information is displayed, or the test results.

Office Building Design, Construction and Management

Definition:

This GPP criteria set addresses the procurement process for construction works and other related services, including their building design, site preparation, construction, servicing and ongoing management. The following Product Groups are included in these guidelines:

- *Detailed design and performance requirements*
- *Construction of the building or major renovation works*

Major renovations of buildings are also addressed within the scope of the criteria. Such renovations are defined by the Energy Performance of Buildings Directive 2010/31/EU as instances where:

a) the total cost of the renovation relating to the building envelope or the technical building systems is higher than 25 % of the value of the building, excluding the value of the land upon which the building is situated; or
b) more than 25 % of the surface of the building envelope undergoes renovation.

Detailed Design and Performance requirements		
1.1	**Subject Matter (suggestion on how to draft the tender title)**	
	The construction of new office buildings to high energy and environmental performance standards or The carrying out of major renovations to exiting office buildings to high energy and environmental performance standards	
1.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Minimum Energy performance For new-build and major renovation projects, the cost optimum primary energy demand for a public office building expressed in kWh/m2 as calculated according to the methodology in Commission Delegated Regulation No 244/2012. Where the national minimum requirement is stricter than these requirements, the award criterion 8.1 shall be used instead of this criterion to encourage further cost effective improved performance.	
	Verification:	The Design team or the Design & Build tenderer or the DBO tenderer shall submit information demonstrating that the building design to be submitted to the local building control for permitting complies with the GPP requirements. This shall consist of the energy performance of the building calculated according to EN 15603 or equivalent, or the national calculation methodology applicable where the building is situated.

Recyclable waste storage

Dedicated storage space shall be provided within the building, or within the curtilage of the building, to facilitate the segregation of organic, recyclable and mixed materials and end-of-life products by occupiers.

The waste collection area(s) shall be sized based on the likely level of occupation in order to accommodate sufficient containers to maximise recycling whilst also handling residual waste.

Verification:	Design teams or contractors shall provide plans of the building showing the space(s) that have been designated for waste segregation and collection as well as the assumptions made in order to estimate the space provision.

Incorporation of recycled content in concrete and masonry

A minimum of 15% by value of recycled content, reused content and/or by-products shall be incorporated for the sum of the main building elements in the table below.

New-build	Renovation
- The structural frame, including beams, columns and slabs - External walls - Floors and ceilings - Internal walls - Roofs - Foundations and substructure	- External walls - Internal walls - Re-roofing Where additional floors or building extensions are foreseen that account for .25% of the existing useable floor area the list of new-build elements shall also apply.

The recycled content shall be calculated on the basis of an average mass balance of re-used, recycled materials and/or by-products according to how they are produced and delivered to site (as applicable):
- For each ready mixed batch from which deliveries are dispatched to the construction site, in accordance with EN 12620 (aggregates for concrete) and EN 206 (concrete) or equivalent;
- On an annual basis for factory made panels, columns, blocks and elements with claimed content levels, in accordance with EN 12620 (aggregates for concrete) and EN 206 (concrete) or equivalent;

Verification:	The tenderers for main contractor, the Design & Build contractor or the DBO contractor shall indicate the total recycled content quantifying the proportional contribution of the total recycled content to the overall value of the specified building elements, based on the information provided by the producer(s) of the construction product. The tenderers for main contractor, the Design & Build contractor or the DBO contractor shall describe how the overall value will be calculated and verified, including, as a minimum, batch documentation, factory production control documentation and delivery documentation, and how the third party verification will be arranged during the construction phase.

Construction of the building or major renovation works		
	Demolition waste audit and management plan A minimum of 55% by weight of the non-hazardous waste generated during demolition and strip-out works, and excluding excavations and backfilling, shall be prepared for re-use, recycling and other forms of material recovery (excluding backfilling in existing quarries). This shall include: (i) Timber, glass, metal, brick, stone, ceramic and concrete materials recovered from the main building structures; (ii) Fit-out and non-structural elements, to include doors and their frames, flooring, ceiling tiles, gypsum panels, plastic profiles, insulation materials window frames, window glass, bricks, concrete in the form of blocks and precast elements, steel rebars. The contractor shall carry out a pre-demolition/strip-out audit in order to determine what can be re-used, recycled or recovered. This shall comprise: (i) Identification and risk assessment of hazardous waste (including WEEE) that may require specialist handling and treatment, or emissions that may arise during demolition; (ii) A bill of quantities with a breakdown of different building materials and products, (iii) An estimate of the % re-use and recycling potential based on proposals for systems of separate collection during the demolition process, The materials, products and elements identified shall be itemised in the Demolition Bill of Quantities	
	Verification:	The lead construction contractor, Design & Build contractor or DBO contractor shall submit a pre-demolition/strip-put audit that contains the specified information. A system shall be used to monitor and account for waste arisings. The destination of consignments of waste and end-of-waste materials shall be tracked using consignment notes and invoices. Monitoring data shall be provided to the contracting authority.
	Installation and commissioning of building energy systems The following systems shall be designed, installed and commissioned in conformance with the agreed designs and specifications: - Heating, cooling and ventilation (HVAC) - Low and Zero Carbon energy technologies - Building Energy Management System (BEMS) - Lighting controls Each system shall be subjected to functional performance testing, including measurement of performance. HVAC systems shall be in conformance with EN12599 or equivalent and, as relevant to other systems installed, other applicable EN, ISO or national standards, or their equivalent.	
	Verification:	The main construction contractor or the DBO contractor shall describe and commit to carrying out a functional performance testing routine in order to ensure that the systems perform within design parameters.

Road Design, construction and maintenance

Definition:

This GPP criteria set addresses the procurement process for road design, construction and maintenance.

*A **road** is defined as:*

"Line of communication (travelled way) open to public traffic, primarily for the use of road motor vehicles, using a stabilized base other than rails or air strips" (Eurostat, 2009)

***Road construction** is defined as:*

"The preparation and building of a road using materials, including aggregate, bituminous and hydraulic binders and additives that are used for the sub-base, road-base and surfacing layers of the road "

***Road maintenance** is defined as:*

"all actions undertaken to maintain and restore the serviceability and level of service of roads (PIARC Road Dictionary), with the following two sub-categories:

Detailed Design and Performance requirements		
1.1	Subject Matter (suggestion on how to draft the tender title)	
	The construction of new resource efficient roads whose design considers wider environmental impacts. or The maintenance works or major rehabilitation of existing roads in a resource efficient manner which considers wider environmental impacts.	
1.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Environmental Integration and Restoration Plan (This criterion shall apply when suitable land for planting is available, which may include planting in any soft-engineered drainage infrastructure such as retention basins, ponds or artificial wetlands) An Environmental Integration and Restoration Plan shall be provided as part of the road design that includes the following details: - A site map indicating the type, location and quantities/densities of all plant species (only non-invasive and native plant species shall be included); - A description of the procedure used to select plant species and a brief rationale as to why each species is suitable for the particular environmental conditions on the site; - Planting bed requirements: soil/compost/growing media used and their depths, initial fertiliser application, use of mulch, sowing of grass seeds; - Planned measures to avoid soil erosion both prior to and after the establishment of vegetation cover; - Expected maintenance requirements of the vegetated areas. Included any irrigation, grass cutting, pruning or replacement of plants. The plan should be compiled in accordance with best practice guidelines such as those outlined in the COST 341 report or other similar literature.	
	Verification:	The design team or the DB tenderer or the DBO tenderer shall provide a copy of the Environmental Integration and Restoration Plan to the contracting authority.

Monitoring of noise emissions during construction and maintenance
(When planning permission or local/national legislation requires, or when specifically requested by the contracting authority)

The design team or the DB tenderer or the DBO tenderer shall provide details of how temporary noise barriers (or permanent if part of the final design) shall be erected to reduce noise levels in the defined receptor area to less than X dB(A) as averaged LdEN and Y dB(A) as averaged Lnight values as defined in Annex I of the Environmental Noise Directive (2002/49/EC).

Verification:	The design team or the DB tenderer or the DBO tenderer shall submit: - a plan of the works site and receptor area as defined by the Environmental Impact Assessment, legislation or contracting authority where relevant; - a timetable of works, highlighting when the loudest works are to take place; - specification of the noise barrier location and approximate properties coupled with basic acoustic calculations that demonstrate that noise mitigation in the receptor area will be feasible.

Traffic Congestion Mitigation Plan

A Traffic Congestion Mitigation Plan to be implemented during construction and maintenance activities, shall be presented with the road design and include:

- A timeline with expected construction and/or maintenance activities for the road service life;
- Alternative routes for diverted traffic during such activities, if necessary.

If the design team or the DB tenderer or the DBO tenderer includes congestion solutions during the use phase and any maintenance actions based on tidal flow lanes or hard shoulders to be used as lanes, they shall present an LCC analysis, including user cost externalities due to congestion.

For those roads where intelligent traffic systems (ITS) are implemented for traffic management, the road shall be equipped with the devices needed to support the ITS: cameras, traffic lights, information screens and variable road signs.

Verification:	The design team or the DB tenderer or the DBO tenderer shall provide the detailed traffic congestion mitigation plan, the LCC analysis in accordance with ISO 15686-5 (if required) and the descriptions of the ITS devices (if required).

Incorporation of recycled content in concrete and masonry

A minimum of 15% by weight of recycled content, re-used content and/or by-products shall be incorporated for the sum of the main road elements in the table below:

New construction or major extension	Maintenance and rehabilitation
• Sub-grade, including earthworks and ground works; • Sub-base • Base, binder and surface or concrete slabs.	• Base, binder and surface or concrete slabs.

The recycled content as well as the re-used content shall be calculated on the basis of an average mass balance of re-used, recycled materials and/or by-products according to how they are produced and delivered to site:
- For each ready mixed batch from which deliveries are dispatched to the construction site in accordance with standards on:

• Aggregates EN 13242, EN 13285;
• Asphalt pavement EN 13043, EN13108-1, EN 13108-2, EN 13108-3, EN 13108-4, EN 13108-5, EN 13108-6, EN 13108-7, EN 13108-8;
• Concrete pavement EN 206, EN 12620, EN13877;
• Hydraulically bound granular mixtures EN 14227 part 1 to 5;
• Stabilised soil EN 14227 part 10 to 15

- On an annual basis for factory made slabs and elements with claimed content levels in accordance with EN 12620 an EN 206, EN 13877 and national legislation.

Verification:	The design team or the DB tenderer or the DBO tenderer shall indicate the recycled content, re-used content and/or by-products quantifying the proportional contribution of the recycled content and/or re-used content to the overall weight of the specified road elements, based on the information provided by the producer(s) of the construction material. The design team or the DB tenderer or the DBO tenderer shall describe how the recycled content will be calculated and verified, including, as a minimum, batch documentation as the Type Test report, factory production control documentation and delivery documentation, and how the third party verification will be arranged during the construction phase.

Maintenance and operation		
	Demolition waste audit and management plan A minimum of 55% by weight of the non-hazardous waste generated during demolition, including backfilling, shall be prepared for re-use, recycling and other forms of material recovery. This shall include: (iii) Concrete, RAP, aggregates recovered from the main road elements; (iv) Materials recovered from ancillary elements. Backfilling shall not be allowed in greenfield sites outside the roadway. Backfilling in permeable areas of the roadway shall be realised only with excavated materials and soils. Re-used, recycled and recovered materials shall only be used for backfilling in impermeable areas of the roadway. The main construction contractor or the DB contractor or the DBO contractor shall carry out a pre-demolition audit in order to determine what can be re-used, recycled or recovered. This shall comprise: (i) Identification and risk assessment of hazardous waste; (ii) A bill of quantities with a breakdown of different road materials; (iii) An estimate of the % re-use and recycling potential based on proposals for systems of separate collection during the demolition process. The materials, products and elements identified shall be itemised in a Demolition Bill of Quantities.	
	Verification:	The main construction contractor or the DB contractor or the DBO contractor shall submit a pre-demolition audit that contains the specified information. A system shall be implemented to monitor and account for waste production. The destination of consignments of waste and end-of- waste material shall be tracked using consignment notes and invoices. Monitoring data shall be provided to the contracting authority.

Paints, varnishes and road markings

Definition:

The product group 'Paints and Varnishes shall comprise indoor and outdoor paints and varnishes, woodstains and related products, as defined below, intended for use by professional users (please note that these are not industrial users).

'Road markings' are addressed separately as a specific product with distinct characteristics and performance requirements. The definition used for road markings is the outcome of the undertaken consultation based on the definitions from existing standards.

Paint formulation

1.1 Subject Matter (suggestion on how to draft the tender title)

The purchase of paints and varnishes with a reduced environmental impact

1.2 Technical Specification (to be included in the terms of reference / technical specifications)

White pigment content

Paints shall have a white pigment content (white inorganic pigments with a refractive index higher than 1,8) per m2 of dry film equal to or lower than:
• 38 g/m2 for indoor paints, with the exception of indoor wall paints claiming Class 1 wet scrub resistance (WSR) for which 40 g/m2 shall apply;
• 40 g/m2 for all outdoor paints.

Undercoats and primers shall have a white pigment content (white inorganic pigments with a refractive index higher than 1,8) per m2 of dry film equal to or lower than 25 g/m2

Verification:	The tenderer shall provide either: a) a calculation of the VOC content, supported, if available, by Safety Data Sheets or; b) a test report carried out according to ISO 11890-2. Products with a VOC content lower than 1.0 g/l shall be tested according to ISO 17895. Products which have been awarded the EU Ecolabel for paints and varnishes, as established in Commission Decision (EU) 2014/312/EU are deemed to comply.

Content of Volatile Organic Compounds

The maximum content of Volatile Organic Compounds (VOCs) shall not exceed the limits given in the Table below. The content of VOCs shall be determined for the ready-to-use product and shall include any recommended additions prior to application such as colourants and/or thinners.

Product description (with subcategory denotation according to Directive 2004/CE/42)	**VOC limits (g/l including water)**
Interior matt walls and ceilings (Gloss <25@60°)	15
Interior glossy walls and ceilings (Gloss >25@60°) 60	60
Exterior walls of mineral substrate	30
Interior/Exterior trim and cladding paints for wood and metal	90
Interior trim varnishes and woodstains, including opaque woodstains	75
Exterior trim varnishes and woodstains, including opaque woodstains	90
Interior and Exterior minimal build woodstains	75
Binding primers	15
One-pack performance coatings	15
Two-pack reactive performance coatings for specific end use such as floors	100
Decorative effect coatings	100
Anti-rust paints	90

Verification:	The tenderer shall provide either: a) a calculation of the VOC content, supported, if available, by Safety Data Sheets or; b) a test report carried out according to ISO 11890-2. Products with a VOC content lower than 1.0 g/l shall be tested according to ISO 17895. Products which have been awarded the EU Ecolabel for paints and varnishes, as established in Commission Decision (EU) 2014/312/EU are deemed to comply.

Product hazard labelling

The final product shall not be classified as being acutely toxic, a specific target organ toxicant, carcinogenic, mutagenic or toxic for reproduction, hazardous to the environment, in accordance with Regulation (EC) No 1272/2008 (CLP Regulation), as indicated in Table 3.

Acute toxicity	Acute Tox. 1 Acute Tox. 2 Acute Tox. 3
Specific target organ toxicity – repeated exposure Specific target organ toxicity – single exposure	STOT RE 1 or 2 STOT SE 1, 2 or 3
Carcinogenicity	Carc. 1A Carc. 1B Carc. 2
Germ cell mutagenicity	Muta. 1A Muta. 1B Muta. 2
Reproductive toxicity	Repr. 1A Repr. 1B Repr. 2
Hazardous to the aquatic environment	Aquatic Acute 1 Aquatic Chronic 1 or 2

Verification:	The tenderer shall provide appropriate documentation confirming that the products to be supplied are not classified with the listed hazards. The documentation of the mixture classification shall be provided in accordance with the rules provided in Regulation (EC) No 1272/2008 (CLP Regulation) and/or Safety Data Sheets. Products which have been awarded the EU Ecolabel for paints and varnishes, as established in Commission Decision (EU) 2014/312/EU are deemed to comply.

Hazardous ingredients

The paint shall be compliant with the restrictions presented in Table 5, which either restrict the presence of or limit the concentration of the indicated hazardous substances in the paint.

Table 5 Paint hazardous ingredient requirements

Ingredient	Restriction or upper concentration limit
Preservatives:	Preservatives shall be non bio-accumulative[1] .
Dry film preservatives:	Dry film preservatives shall not be intentionally used with the exception of: - Indoor paints specifically required for high humidity areas with an upper concentration limit of 0.10% w/w - Outdoor paints with an upper concentration limit of 0.30% w/w
Alkylphenolethoxylates: Alkylphenolethoxylates (APEOs) and their derivatives shall not be used in any paint or varnish preparations or formulations.	Shall not be intentionally used.
Phthalates: Phthalates[2] identified as substances of very high concern and listed in the candidate list of the REACH Regulation3 shall not be present in any paint or varnish preparations or formulations thereof.	
Formaldehyde:	0.010% w/w
Formaldehyde: Free formaldehyde in the white base, tinting base and colour tint[2] :	
Metals: Cadmium, lead, chromium VI, mercury, arsenic, selenium.	0.010% w/w per metal or metallic complex/salt, as appropriate

[1] An ingredient is considered bio-accumulative when Log Kow ≤ 4.0 or bio-concentration factor (BCF) ≤ 500.
[2] In the case that a wide range of colour tints are to be used the bidder shall indicate which colour tint has the highest potential for formaldehyde release. A test report shall then only be requested for this tint.

Verification:	The tenderer shall provide appropriate documentation confirming compliance with the criterion, namely: • for preservatives and APEOs: Safety Data Sheets for the product mixture. • for phthalates: Safety Data Sheets for the product mixture . • additionally for preservatives: a test report using OECD 305 Test Guideline can be used as an alternative to the Safety Data Sheet for the sole purpose of confirming that the preservatives used are non bioaccumulative. • for formaldehyde: a test report based on the Merckoquant method or• high-performance liquid chromatography (HPLC) method (See Annex 2), • for metals: a test report based on ISO 3856 series or equivalent. Products which have been awarded the EU Ecolabel for paints and varnishes, as established in Commission Decision (EU) 2014/312/EU are deemed to comply.

Spreading rate

The paint shall achieve an efficient spreading rate according to the applicable performance requirement inTable 7.

Table 7 Spreading rates for specific paint products

Type of paint	Spreading rate[1] (m 2 /l)
White paints and light-coloured paints (including finishes and intermediates)	- indoor: 8 - outdoor: 6 - indoor & outdoor: 8
Tinting systems[2] Primers and undercoats a. opaque b. with specific blocking/sealing, penetrating/binding properties c. with special adhesion properties	8 8 6 6
Thick decorative coatings	1m2 per kg of product
Elastomeric outdoor paints	4

Notes:

[1]The spreading rates apply at a hiding power of 98%
[2]Only base should be tested

Verification:	The tender shall provide a test report using the following methods, or their equivalent: • ISO 6504/1 (Paints and varnishes — determination of hiding power — Part - 1: Kubelka-Munk method for white and light-coloured paints); • ISO 6504/3 (Part 3: determination of contrast ratio (opacity) of light-coloured paints at a fixedspreading rate); • NF T 30 073 for paints specially designed to give a three-dimensional decorative effect or which are characterised by a very thick coat. Products which have been awarded the EU Ecolabel for paints and varnishes, as established in Commission Decision (EU) 2014/312/EU are deemed to comply.

Weathering resistance (only outdoor paints)

Masonry, wood and metal paints shall demonstrate resistance to the possible forms of weathering-induced deterioration in Table 8.

Masonry paints shall be exposed to artificial test conditions for 1000 hours, wood and metal paints for 500 hours.

This shall be demonstrated according to the recommended test methods, or their equivalent, under artificial weathering conditions. Corrosion resistance for metal paints shall also include blistering.

Tests should be performed on the tinting base.

Table 8 Weathering resistance tests

Weathering induced deterioration	Performance requirement	Recommended test
Decrease of gloss[1]	Less than or equal to 30% of its initial value	ISO 2813
Chalking	1,5 or better (0,5 or 1,0)	EN ISO 4628-6
Flaking	Flake density 2 or less, flake size 2 or less	ISO 4628-5
Cracking	Crack quantity 2 or less, crack size 3 or less	ISO 4628-4
Blistering	Blister density 3 or less, blister size 3 or less.	ISO 4628-2
Corrosion[2]	Rusting equal to or better than Ri2	ISO 4628-3

[1]Not applicable to mid-sheen and matt-finishes (refer to Annex 1 for details).
[2] For anti-rust paints

Verification:	The tenderer shall provide test results demonstrating performance of the paint according to the requirements listed in Table 8. With the exception of corrosion for metal paints the artificial weathering conditions shall reflect the conditions described in ISO 11507 or (for outdoor wood finishes) QUV accelerated weathering apparatus with cyclic exposure with UV(A) radiation and spraying according to EN 927-6 or their equivalent. For corrosion the relevant atmospheric corrosivity categories in EN ISO 12944-2 and the accompanying procedures specified in EN ISO 12944-6, or equivalent, shall be used. Anti-rust paints for steel substrates shall be tested after 240h salt spray following ISO 9227 or equivalent. Products which have been awarded the EU Ecolabel for paints and varnishes, as established in Commission Decision (EU) 2014/312/EU are deemed to comply with the above criteria.

Fungal and algal resistance of the film (only outdoor paints)

(For applications where fungal and algal resistance of the film are needed)
Base paints used for exterior masonry and wood and for which fungal and/or algal resistant properties are needed should meet the requirements in Table 9.

Table 9 Fungal and algal resistance requirements

Application	Fungal resistance	Algal resistance
Masonry	Class 1 or lower	Score of 0
Wood	Class 1 or lower	Score of 0

Verification:	The tenderer shall provide test results demonstrating compliance according to the test methods EN 15457 and/or EN 15458, or their equivalent. For coatings containing encapsulated dry-film biocides altered conditioning protocols shall also be accepted. Manufacturers shall provide information about any variation in conditioning along with test results of the EN 15457 and/or 15458 standards. Products which have been awarded the EU Ecolabel for paints and varnishes, as established in Commission Decision (EU) 2014/312/EU are deemed to comply.

Packaging

Paints should be delivered in containers of (no smaller than) X litres (to be decided by the public authority in order to reduce packaging).

Painting works contracts		
2.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Painting works which maximise the lifespan of the paint whilst minimising associated environmental impacts	
2.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Painting work contracts shall be performed using paint products that comply with EU Green Public Procurement requirements as specified in Technical Specifications for core criteria of EU GPP Section 4.1 Paints and varnishes.	
	Verification:	The tenderer shall provide supporting documentation that the products to be used meet the criteria specified above
	Management of waste and unused paint The tenderer shall submit a waste management plan for paint leftover from the preparation of the substrate and application. The plan shall include • Where paint removal/demarking needs to be conducted, an assessment of the potential hazardous content of paint that has been stripped from substrates and, if a risk is identified, a method statement for mitigating the risk by safe handling and disposal. • A method statement for on-site practices for the cleaning of painting equipment and the storage of waste and unused paint for safe disposal as hazardous waste. • Measures to minimise waste and unused paint	
	Verification:	The tenderer shall provide a documented waste management plan which shall include method statements for safe paint stripping, equipment cleaning and waste and unused paint handling and disposal, as well as the measures applied to minimise waste and unused paint.

Road markings

3.1 Subject Matter (suggestion on how to draft the tender title)

The purchase of road markings with a reduced environmental impact

3.2 Technical Specification (to be included in the terms of reference / technical specifications)

Product hazard labelling

The final product shall not be classified as being acutely toxic, a specific target organ toxicant, carcinogenic, mutagenic or toxic for reproduction, hazardous to the environment, in accordance with Regulation (EC) No 1272/2008 (CLP Regulation), as indicated in Table 13.

Table 13 Final product classification

Acute toxicity	Acute Tox. 1 Acute Tox. 2 Acute Tox. 3
Specific target organ toxicity – repeated exposure Specific target organ toxicity – single exposure	STOT RE 1 or 2 STOT SE 1, 2 or 3
Carcinogenicity	Carc. 1A Carc. 1B Carc. 2
Germ cell mutagenicity	Muta. 1A Muta. 1B Muta. 2
Reproductive toxicity	Repr. 1A Repr. 1B Repr. 2
Hazardous to the aquatic environment	Aquatic Acute 1 Aquatic Chronic 1 or 2

Verification:	The tenderer shall provide appropriate documentation confirming that the products to be supplied are not classified with the listed hazards. The documentation of the mixture classification shall be provided in accordance with the rules provided in Regulation (EC) No 1272/2008 (CLP Regulation) and/or Safety Data Sheets.

Hazardous ingredients

The paint shall be compliant with the restrictions presented in Table 5, which either restrict the presence of or limit the concentration of the indicated hazardous substances in the paint.

Table 5 Paint hazardous ingredient requirements

Ingredient	Restriction or upper concentration limit
Preservatives:	Preservatives shall be non bio-accumulative[1] .
Phthalates: Phthalates2 identified as substances of very high concern and listed in the candidate list of the REACH Regulation3 shall not be present in any paint or varnish preparations or formulations thereof.	0.1% w/w

		Metals: Cadmium, lead, chromium VI, mercury, arsenic, selenium.	0.010% w/w per metal or metallic complex/salt, as appropriate
		[1] An ingredient is considered bio-accumulative when Log Kow ≤ 4.0 or bio-concentration factor (BCF) ≤ 500.	
	Verification:	The tenderer shall provide appropriate documentation confirming compliance with the criterion, namely: • for preservatives: Safety Data Sheets for the product mixture. • additionally for preservatives: a test report using OECD 305 Test Guideline can be used as an alternative to the Safety Data Sheet for the sole purpose of confirming that the preservatives used are nonbioaccumulative. • for phthalates: Safety Data Sheets for the product mixture and/or a REACH Article 33(1) 6 declaration that is valid for the products to be supplied	
	Content of hazardous ingredients in glass beads The glass beads used shall not contain arsenic, antimony and lead at individual concentrations exceeding 200 ppm.		
	Verification:	The tenderer shall provide a test report verifying the concentrations of the specified substances present in the glass beads according to EN 1423 or equivalent.	
	Quality and durability of road marking system The tenderer shall demonstrate that the road marking maintains the minimum performance requirements, namely for night time visibility, day time visibility, skid resistance and erosion, after a defined number of wheel passages1 , as specified by the procurer in the call for tender. *[1] Indicatively, a reasonable performance could be considered as 500.000 wheel passages, according to standards EN 1824 and EN 13197. If a higher level of performance is desired, then a higher number of wheel passages should be specified.*		
	Verification:	The tenderer shall provide a test report or the approval of a national test facility demonstrating compliance of the road marking system under the conditions appropriate to the contract and according to EN 1824, EN 13197 or equivalent. To ensure comparability, the contracting authority shall specify in the call for tender the test method to be used by all tenderers.	

Road marking works contracts		
4.1	**Subject Matter (suggestion on how to draft the tender title)**	
	The letting of works contracts which maximise the lifespan of road marking whilst minimising associated environmental impacts.	
4.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Use of road markings meeting the EU GPP criteria All work contracts shall be performed using road marking products that comply with the EU Green Public Procurement requirements as specified in Technical specifications for core criteria of EU GPP – Section 4.3 Road markings.	
	Verification:	The tenderer shall provide supporting documentation that the products used meet the criteria specified above
	Management of waste and unused road marking material The tenderer shall submit a waste management plan for road marking material leftover from the preparation of the substrate and application. The plan shall include: • Where demarking needs to be conducted, an assessment for the potential hazardous content of road marking material to be stripped from substrates and, if a risk is identified, a method statement for mitigating the risk by safe handling and disposal. • A method statement for on-site practices in the cleaning of equipment and the storage of waste and unused road marking material for safe disposal as hazardous waste. • Measures to minimise waste and unused road marking material	
	Verification:	The tenderer shall provide a documented waste management plan which shall include method statements for safe demarking, equipment cleaning and waste and unused road marking material handling and disposal, as well as the measures applied to minimise waste and unused road marking material.

Sanitary Tapware

Definition:

This document covers procurement actions for sanitary tapware. For the purpose of these criteria, sanitary tapware is defined as covering the following groups of products:

1) taps,
2) showerheads,
3) showers.

The definitions of these product groups are as follows:

• "tap" means a directly or indirectly, manually mechanically and/or automatically operated valve from which water is drawn.

• "showerhead" means;
a fixed overhead or side shower outlet, body jet shower outlet or similar device which may be adjustable, and which directs water from a supply system onto the user; or
a moveable hand held shower outlet which is connected to a tap with a shower hose and can be hung directly on the tap or on the wall with the aid of an appropriate support;

• "shower" means a combination of showerhead and interrelated control valves and/or devices packaged and sold as a kit;

Sanitary Tapware

1.1 Subject Matter (suggestion on how to draft the tender title)

Purchase of water-efficient sanitary tapware for new or refurbished buildings.

1.2 Technical Specification (to be included in the terms of reference / technical specifications)

Maximum available water flow rate

The maximum available water flow rates to the basin/sink shall, independent of the water pressure, not exceed values presented in Table 1.

Table 1 Maximum available water flow rates for sanitary tapware

Product sub-group	Water flow (l/ min)
Kitchen taps	8.0
Basin taps	7.0
Showerheads or showers[1]	9.0

Note [1]: Showerheads or showers with more than one spray pattern shall fulfil the requirement for the setting with the highest water flow.

Verification:

Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, results of sanitary tapware testing according to the test procedure contained in the relevant EN standard (see the list in Table 2 below) or an equivalent standard shall be submitted together with the tender to the contracting authority. The testing shall be conducted at pressure of 1.5, 3.0 and 4.5 bar (± 0.2 bar) for products declared by the manufacturer as being suitable for high pressure installations (typically 1.0 to 5.0 bar) or at pressure of 0.2, 0.3 and 0.5 bar (± 0.02 bar) for products declared by the manufacture as being suitable for low pressure installations (typically 0.1 to 0.5 bar). The mean value of the three measurements shall not exceed the maximum water flow rate value indicated in Table 1. The testing shall be performed by laboratories that meet the general requirements of EN ISO 17025 or equivalent.
A technical dossier from the manufacturer or other appropriate means of proof demonstrating that these requirements have been met will also be accepted.

Table 2 EN standards for sanitary tapware;

Number	Title
EN 200	Sanitary tapware. Single taps and combination of taps for water supply systems of type 1 and type 2 - General technical specification
EN 816	Sanitary tapware. Automatic shut-off valves (PN10)
EN 817	Sanitary tapware. Mechanical mixing valves (PN10) - General technical specifications
EN 1111	Sanitary tapware. Automatic shut-off valves (PN10)
EN 1112	Sanitary tapware. Shower outlets for sanitary tapware for water supply systems type 1 and type 2 - General technical specification
EN 1286	Sanitary tapware. Low pressure mechanical mixing valves. General technical specification
EN 1287	Sanitary tapware. Low pressure termostatic mixing valves. General technical specification
EN 15091	Sanitary tapware. Electronic opening and closing sanitary tapware .
EN 248	Sanitary tapware. General specification for electrodeposited coatings of Ni-Cr
EN60335-1	Household and Similar Electrical Appliances
EN60335-2-35	Household and Similar Electrical Appliances, Safety, Particular Requirements for Instantaneous Water heaters

Lowest maximum available water flow rate

Lowest maximum available water flow rate of the sanitary tapware, independent on the water pressure, shall not be lower that the values given in Table 3:

Table 3 Lowest maximum available water flow rates for sanitary tapware

Product sub-group	Water flow (l/ min)
Kitchen taps	2.0
Basin taps	2.0
Showerheads or showers	4.5
Electric shower and low pressure shower[2]	3.0

Note [1]: Showerheads or showers with more than one spray pattern shall fulfil the requirement for the setting with the highest water flow.

Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, result of sanitary tapware testing according to the test procedure contained in the relevant EN standard (see the list in Table 2) or an equivalent standard shall be submitted together with the tender to the contracting authority for verification. The testing shall be conducted at pressure of 1.5, 3.0 and 4.5 bar (± 0.2 bar) for products declared by the manufacture as being suitable for high pressure installations (typically 1.0 to 5.0 bar) or at pressure of 0.2, 0.3 and 0.5 bar (± 0.02 bar) for products declared by the manufacture as being suitable for low pressure installations (typically 0.1 to 0.5 bar). The mean value of the three measurements shall not be lower than the water flow rate value indicated in Table 3. The testing shall be performed by laboratories that meet the general requirements of EN ISO 17025 or equivalent. A technical dossier from the manufacturer or other appropriate means of proof demonstrating that these requirements have been met will also be accepted.

Temperature management

(criterion not applicable for showerheads and for sanitary tapware that shall be fitted to a water supply that is already temperature controlled)

Sanitary tapware shall be equipped with an advanced device or technical solution which allows for management of temperature.
According to their preferences, public authorities can choose one of the following options:

a) Sanitary tapware shall be equipped with a hot water barrier.
b) Sanitary tapware shall allow for thermostatic adjustment.
c) Sanitary tapware shall be designed with a cold water supply in middle position.

Double lever/handle showers do not fulfil the criterion.

Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted, e.g. manufacturer/supplier statement specifying the type of solution used and its technical parameters, as appropriate, shall be submitted. Where a water supply is already temperature controlled the tenderer shall explain the specific technical property that makes the sanitary tapware specifically designed to be fitted to this form of system.

Time control for sanitary tapware for multiple users and high frequency use

Sanitary tapware installed in non-domestic premises for multiple users and for frequent use (i.e. sanitary tapware used in public toilets or washrooms in schools, offices, in hospitals, swimming-pools and similar premises) shall allow for limiting time of a single water use (i.e. water volume consumed). This can be done by equipping the products with devices which stop water flow after certain time if they are not used (for example, sensors which stop water flow when a user leaves the sensor range) and/or after a set time period of use (for example, time limiters, which stop the water flow when the maximum flow time is reached).

a) If the public authority is wishing to have a time-controlled system:

For sanitary tapware equipped with time limiters the pre-set maximum flow should not exceed 15 seconds for taps and 35 seconds for showers. Nevertheless, the product shall be designed to allow the installer to adjust the flow time to the intended product's application.

b) If the public authority is wishing to have a sensor-controlled system:

For sanitary tapware equipped with the sensor, the shut off delay time after usage shall not exceed 2 second for taps and 3 seconds for showers. Furthermore, the sanitary tapware equipped with a sensor shall be equipped with an inbuilt 'security technical feature' with a pre-set shut-off time of maximum 2 minutes in order to prevent accidents or the continuous water flow from taps/showers when not in use.

	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted, e.g. manufacturer/supplier statement specifying the type of solution used and its technical parameters, as appropriate, shall be submitted. Where a water supply is already temperature controlled the tenderer shall explain the specific technical property that makes the sanitary tapware specifically designed to be fitted to this form of system.
	Exposed surface condition and quality of coating Sanitary products which have a metallic Ni-Cr coating (regardless of the nature of the substrate material) shall comply with the standard EN 248.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, results of sanitary tapware testing according to the test procedure contained in the EN 248 standard or equivalent shall be submitted together with the tender to the contracting authority for verification. The testing shall be performed by laboratories that meet the general requirements of EN ISO 17025 or equivalent. A technical dossier from the manufacturer or other appropriate means of proof demonstrating that these requirements have been met will also be accepted.
	Reparability and availability of spare parts The product shall be designed in such a way that its exchangeable components can be replaced easily by the end-user or a professional service engineer, as appropriate. Information about which elements can be replaced shall be clearly indicated in the information sheet attached to the product. The tenderer shall also provide clear instructions to enable the end-user or trained experts, as appropriate, to undertake basic repairs. The tenderer shall further ensure that spare parts are available for at least five years from the date of purchase.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted such as written evidence from the manufacturer that the above clause is met. The tenderer shall provide a description of how to replace components and provide a guarantee for the availability of spare parts.
	User information The product shall be supplied with the following information in printed (on the packaging and/or on documentation accompanying the product) and/or electronic format: (a) installation instructions, including information on the specific operating pressures that the product is suitable for, (b) recommendations on the proper use and maintenance (including cleaning and decalcification) of the product, mentioning all relevant instructions, particularly: (i) advice on maintenance and use of products, (ii) information about which spare parts can be replaced, (iii) instructions concerning the replacement of washers if taps drip water, (iv) advice on cleaning sanitary tapware with appropriate materials in order to prevent damage to their surfaces, (v) advice on regular and proper service of aerators.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted such as written evidence from the manufacturer that the above clause is met.

Toilets and Urinals

Definition:

This document covers procurement actions for flushing toilet equipment including toilet suites, toilet receptacles and toilet flushing systems, and urinal equipment including urinal suites, urinals, flush-free urinals and urinal flushing systems. To that respect, the following definitions apply:

– 'Flushing toilet equipment' means either a toilet suite, a toilet receptacle or a toilet flushing system.

– 'Toilet suite' means a sanitary appliance combining into a functioning unit a flushing system and a toilet receptacle for receiving and flushing away human urine and faece and directing it into a drainage system.

– 'Urinal equipment' means either a urinal suite, a urinal, a flush-free urinal or a urinal flushing system.

The GPP criteria for flushing toilets and urinals do not cover:

– toilet seats and covers, only when placed on the market and/or marketed independently from a flushing toilet or urinal equipment (i.e. when placed on the market and/or marketed as stand-alone item),
– toilet equipment which does not use water, use chemicals and water for flushing and toilets that require energy to aid the flushing system.

Flushing Toilet Equipment		
2.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Purchase of water-efficient flushing toilet equipment for new or refurbished buildings.	
2.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Full flush volume The nominal full flush volume, independent of the water pressure, of flushing toilet equipment when placed on the market shall not exceed 6.0 l/flush.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, test results according to the test procedure contained in standard EN 997 or equivalent standards shall be submitted. The testing shall be performed by laboratories that meet the general requirements of standard EN ISO 17025 or equivalent.
	Flushing system requirements Flushing systems shall comply with the requirements of the respective EN standards listed in Table 1.	

Table 1. EN standards on toilet flushing system requirements:

Number	Title
EN 14055	Wc and urinal flushing cisterns
EN 12541	Sanitary tapware - Pressure flushing valves and automatic closing urinal valves PN10
EN 15091	Sanitary tapware - Electronic opening and closing sanitary tapware

Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, a test report showing that the flushing system of the product complies with the requirements of the respective EN standards mentioned above or equivalent standards will be accepted.

Flush performance

The flush performance of toilet suites and toilet receptacles shall comply with the requirements of standard EN 997.

Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, a test report showing that the flush performance of the product complies with the requirements of Standard EN 997 or equivalent standard will be accepted.

Installation instructions / user information

The toilet flushing equipment shall be supplied with the following information in print (on the packaging and/or on documentation accompanying the product) and/or electronic format:

– Proper installation instructions, including information on which class(es) and/or type(s) the product has been tested for, information on the specific operating pressures that the product is suitable for, information on which drainage system types the product can work with, information describing how to adjust the flush volumes as well as the consequences (e.g. in terms of residual water level, filling level, etc.) and, in the case of toilet receptacles and toilet flushing systems placed on the market independently, information on which products they shall be combined with to make a full functioning unit that is water efficient;

– Advice on how rational use can minimise the environmental impact, in particular information on proper product's use to minimise consumption of water;

– Information on full and reduced flush volumes in l/flush;

– Recommendations on the proper use and maintenance of the product, including information on which spare parts can be replaced, instruction concerning replacement of washers and other fittings if the product leaks, cleaning advice, etc.;

– Information concerning appropriate disposal at product's end-of-life.

Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted, such as written evidence from the manufacturer that the above clause will be met.

Urinal Equipment

1.1 Subject Matter (suggestion on how to draft the tender title)

Purchase of water-efficient sanitary tapware for new or refurbished buildings.

1.2 Technical Specification (to be included in the terms of reference / technical specifications)

Full flush volume

The nominal flush volume, independent of the water pressure, of flushing urinal equipment when placed on the market shall not exceed 2.0 l/flush.

Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, test results according to the test procedure contained in standard EN 13407 or equivalent standards shall be submitted. The testing shall be performed by laboratories that meet the general requirements of standard EN ISO 17025 or equivalent. For slab urinals the full flush volume refers to the water flushed for 60 cm width of continuous wall.

Urinal flushing system requirements

Flushing systems shall comply with the requirements of the respective EN standards listed in Table 2. The requirements for measuring the nominal flush volume set in the relevant EN standards in Table 2 below are excluded from this criterion.

Table 2. EN standards on urinal flushing system requirements :

Number	Title
EN 14055	Wc and urinal flushing cisterns
EN 12541	Sanitary tapware - Pressure flushing valves and automatic closing urinal valves PN10
EN 15091	Sanitary tapware - Electronic opening and closing sanitary tapware

Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, a test report showing that the flushing system of the product complies with the requirements of the respective EN standards mentioned above or equivalent standards will be accepted.

Flush performance of urinal suites and urinals

The flush performance of urinal suites and urinals shall comply with the requirements of standard EN 13407.

Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, a test report showing that the flush performance of the product complies with the requirements of Standard EN 13407 or equivalent standard will be accepted.

Product longevity

The urinal flushing equipment shall be covered by a warranty for repair or replacement of minimum four years. The warranty terms shall clearly cover the leak tightness and any valve of the product. The tenderer shall further ensure that original spare parts or their equivalent are available for at least 10 years from the date of purchase.

Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted, such as self- declaration from the manufacturer stating that the above clause is met.

Installation instructions / user information

The urinal flushing equipment shall be supplied with the following information in print (on the packaging and/or on

	documentation accompanying the product) and/or electronic format: *- Proper installation instructions, including information on which class(es) and/or type(s) the product has been tested for, information on the specific operating pressures that the product is suitable for, information on which drainage system types the product can work with, information describing how to adjust the full flush volume as well as the consequences (e.g. in terms of residual water level, filling level, etc.), and, in the case of urinals and urinal flushing systems placed on the market independently, information on which products they shall be combined with to make a full functioning unit that is water efficient;* *- Advice on how rational use can minimise the environmental impact, in particular information on proper product's use to minimise consumption of water;* *- Information on full flush volume in l/flush;* *- Recommendations on the proper use and maintenance of the product, including advice on maintenance and use of products, information on which spare parts can be replaced, instruction concerning replacement of washers and other fittings if the product leaks, cleaning advice, etc.;* *- Information concerning appropriate disposal at product's end-of-life.*	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted, such as written evidence from the manufacturer that the above clause will be met.

Hospitality and Catering Services

Definition:

These product group criteria are applicable to all food and beverage items, with the exception of beverages whose containers are redeemable through the Beverage Container Refund Scheme operated locally.

Single Use Plastic products are defined as products made wholly or partly from plastic and that are not conceived, designed or placed on the market to accomplish, within their life span, multiple trips or rotations by being returned to the producer for refill or reused for the same purpose for which these were conceived. Examples of such include (not intended to be an exhaustive list) food containers or any food packaging, cups, cutlery, plates, stirrers, straws, packets & wrappers, beverage containers, their caps and lids.

Hospitality and Catering Services		
1.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Purchase of food taking into consideration seasonality and minimising waste generation	
1.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	(In cases where the contracted company defines the menus) The main fruit and vegetables used in carrying out the service shall, whenever possible, be selected according to the seasonality of produce.	
	Verification:	The Contractor shall submit a seasonal menu of fruit/vegetables reflecting the local seasonality of fruits and vegetables. This must be submitted for the approval of the Contracting Authority.
	Waste generation In order to reduce waste generation, food and beverages must be served using containers, utensils and related materials such as, but not limited to, cutlery, glassware, crockery, related accessories such as straws, stirrers and the like, and tablecloths which are re-usable. If single consumption of materials/containers is absolutely necessary for hygienic matters, then materials/containers must be biodegradable and/or compostable.	
	Verification:	A signed declaration from the bidder is required to corroborate serving of food using re-usable materials/ containers.If single consumption of materials/containers is absolutely necessary, a signed declaration from the manufacturer/producer is to be enclosed to the bid certifying biodegradability or compostability of the materials/containers.
	Waste generated in carrying out any hospitality and catering services shall be collected separately at source in the following fractions of organic, plastic, paper, glass and metal to be sent for recycling.	
	Verification:	Bidder is to enclose a signed declaration specifying the separate collection of waste generated during the provision of the service in the fractions mentioned above. Following award and upon termination of contract, bidders may be asked to produce evidence that such separately collected waste delivered to registered waste management facilities for sustainable waste treatment.
	Plastic packaging is to be compostable/biodegradable/ re-usable. Other sustainable alternatives which do not compromise food hygiene or food safety will also be considered.	
	Verification:	A signed declaration from the manufacturer/producer is to be enclosed to the bid certifying biodegradability or compostability of any materials/containers If re-usable options are resorted to, bidders shall enclose a signed declaration describing the reusable material/container.
1.3	**Award Criteria (to be considered when the BPQR is utilised)**	
	Points shall be awarded to tenders where some of the following (either from primary, secondary packaging or both) requirements are met: **Primary packaging** 1. Reusable packaging systems are provided by the tenderer 2. No single unit packaging shall be provided. When a food product is supplied in a single unit packaging the supplier must explain why this is more adequate than bulk. **Secondary packaging** 3. Returnable packaging systems are provided by the tenderer (e.g. returnable crates 4. Food and drinks are supplied with packaging with X % recycled content.	
	Verification:	The tenderer must provide a declaration of compliance indicating which of these criteria is able to be met and how. The contract authority will verify compliance during the contract period.

Furniture

Definition:

The product group "furniture" shall comprise free-standing or built-in units, whose primary function is to be used for the storage, placement or hanging of items and/or to provide surfaces where users can rest, sit, eat, study or work, whether for indoor or outdoor use. Bed mattresses are included within the scope.

The product group does not include the following products:

(a) Products whose primary function is not to be used as furniture. Examples include but are not limited to: streetlights, railings and fences, ladders, clocks, playground equipment, stand-alone or wall-hung mirrors, electrical conduits, road bollards and building products such as steps, doors, windows, floor coverings and cladding.

(b) Furniture fitted into vehicles used for public or private transit.

(c) Furniture products which consist of more than 5% (weight by weight) of materials other than: solid wood, wood-based panels, cork, bamboo, rattan, plastics, metals, leather, coated fabrics, textiles, glass or padding materials.

Furniture refurbishment services		
1.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Refurbishment requirements The tenderer shall refurbish the furniture items provided by the contracting authority according to the specified requirements. Depending on the kind of furniture to be refurbished and the condition of the existing furniture, the public authority shall detail as much as possible the operations to be carried out (e.g. respraying of metalwork, repair and/or re-finishing of wood surfaces, re-upholstery, desk conversions etc.).	
	Verification:	The tenderer shall provide a declaration from the leather supplier, textile fabric supplier or coated fabric supplier, as appropriate, supported by relevant test reports, that the upholstery covering material meets the physical requirements for leather, textile fabrics or coated fabrics as specified in Table 2, Table 3 or Table 4 of Appendix I, respectively. Upholstery materials which have been awarded the EU Ecolabel for textiles, as established in Commission Decision 2014/350/EU or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply.
	Blowing agents (only applicable to upholstered furniture) Where foam padding materials are used in furniture upholstery, halogenated organic compounds shall not be used as blowing agents or as auxiliary blowing agents in the manufacture of such padding materials.	
	Verification:	The tenderer shall provide a declaration of non-use from the manufacturer of the foam.
	Refurbished furniture product warranty	

	The tenderer shall provide a minimum two year warranty effective from the date of delivery of the product. This warranty shall cover repair or replacement and include a service agreement with options for pick-up and return or on-site repairs. The warranty shall guarantee that the goods are in conformity with the contract specifications at no additional cost.	
	Verification:	The tenderer shall provide a written declaration covering the abovementioned guarantee. A copy of the warranty shall be provided by the tenderer. They shall provide a declaration that they cover the conformity of the goods within the contract specifications.

Procurement of new furniture		
1.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Purchase of furniture produced with environmentally friendly materials and processes	
1.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Sourcing of legal timber for furniture production All timber used in furniture to be supplied under the contract must be legally harvested in accordance with Regulation (EU) 995/2010 (the 'EU Timber Regulation') 4. Any timber or timber products not covered by the Regulation (EU) 995/2010 should be either covered by FLEGT licences, covered by relevant CITES permits and certificates or subject to a due diligence system implemented by the tenderer which provides information on the country of harvest, species, quantities, supplier details and information on compliance with relevant national legislation. Where a risk of illegal timber in the supply chain is identified, the due diligence system should define procedures for mitigating this risk.	
	Verification:	A declaration that only timber from legal sources will be used in the furniture product
	Formaldehyde emissions from wood-based panels (This requirement applies regardless of the weight fraction of wood-based panels in the furniture product) Formaldehyde emissions from all supplied wood-based panels, in the form that they are used in the furniture product (in other words, unfaced, coated, overlaid, veneered), and which were manufactured using formaldehyde-based resins, shall be equal to or less than the E1 threshold limits for formaldehyde emissions as defined in Annex B of EN 13986.	
	Verification:	A declaration from the wood-based panel supplier shall be provided, stating that the panels supplied are compliant with E1 emission limits, supported by test reports carried out according to either EN 717-1, EN 717-2 / EN ISO 12460-3 or EN 120 / EN ISO 12460-5.9 Furniture products which have been awarded the EU Ecolabel for furniture, as established in Commission Decision (EU) 2016/1332 or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply.
	REACH Candidate List substance reporting The tenderer shall declare the presence of any REACH Candidate List substances that are present at a concentration of greater than 0.1% (weight by weight) in the product and any component parts/materials thereof.	
	Verification:	The tenderer shall provide a declaration identifying specific REACH Candidate List substances that are present according to the latest version of the Candidate List at the date of publication of the invitation to tender.
	Blowing agents	

	(only applicable to upholstered furniture) *Where foam padding materials are used in furniture upholstery, halogenated organic compounds shall not be used as blowing agents or as auxiliary blowing agents in the manufacture of such padding materials.*	
	Verification:	The tenderer shall provide a declaration of non-use from the manufacturer of the foam padding material. Upholstered furniture products which have been awarded the EU Ecolabel for furniture, as established in Commission Decision (EU) 2016/1332 or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply.
	Fitness for use The furniture product shall comply with the requirements set out in the latest versions of the following relevant EN standards that may relate to the durability, dimensional requirements, safety and strength of the product: (contracting authority to make reference to specific standards from Appendix IV or other sources that are most relevant to the furniture being procured)	
	Verification:	The tenderer shall provide a declaration of compliance with any relevant EN standards, supported by test reports from either the furniture manufacturer or component part/material suppliers, as appropriate. Furniture products which have been awarded the EU Ecolabel for furniture, as established in Commission Decision (EU) 2016/1332 or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply.
	Design for disassembly and repair The tenderer shall provide clear disassembly and repair instructions (e.g. paper or electronic copy, video) to enable a non-destructive disassembly of the furniture product for the purpose of replacing component parts/ materials. Instructions shall be provided in a hard copy together with the product and/or in electronic copy via the manufacturer's website. Disassembly and replacement operations should be capable of being carried out using common and basic manual tools and unskilled labour.	
	Verification:	A manual shall be provided by the tenderer which shall include an exploded diagram of the product, illustrating the parts that can be removed and replaced and the tools required. Furniture products which have been awarded the EU Ecolabel for furniture, as established in Commission Decision 2016/1332/EU or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply.
	Product warranty and spare parts The tenderer shall provide a minimum three-year warranty effective from the date of delivery of the product. This warranty shall cover repair or replacement and include a service agreement with options for pick-up and return or on-site repairs. The warranty shall guarantee that the goods are in conformity with the contract specifications at no additional cost. The tenderer shall guarantee the availability of spare parts, or elements which achieve an equivalent function, for a period of at least three years from the date of delivery of the furniture product. Contact details that should be used in order to arrange the delivery of spare parts shall be provided.	
	Verification:	The tenderer shall provide a written declaration detailing the offered period and stating that it covers the conformity of the goods with the contract specifications, including all indicated usage. The tenderer shall provide a declaration that compatible spare parts will be made available to the contracting authority or through a service provider. Furniture products which have been awarded the EU Ecolabel for furniture, as established in Commission Decision 2016/1332 or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply
	Packaging materials All packaging materials shall be easily separable by hand into recyclable parts consisting of one material (e.g. cardboard, paper, plastic, textile).	
	Verification:	A description of the product packaging shall be provided together with a corresponding declaration of compliance with these criteria.

	The tenderer is to take all packaging material for recycling.	
	Verification:	A declaration is to be provided by the tenderer that no packaging material will be left at the Contracting Authority's premises. Proof of the chain of custody to evidence the recycling of the packaging material is to be provided to the Contracting Authority , further to disassembly.

Procurement of furniture End-of-Life services		
1.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	Collection and reuse of existing furniture stock Tenderers shall collect the furniture directly from a site specified by the contracting authority and provide a re-use and recycling service for furniture that has reached the end of its service life. The tenderer shall provide a description of how they will extend the service life of the furniture by supplying it for reuse. Furniture items/parts that are considered not suitable to reuse, and according to the knowledge of the CA about appropriate recycling facilities in the region, one of the following options shall be chosen: Option a. Furniture items/parts that are not possible to re-use shall be disassembled into different material streams, as a minimum plastics, metals, textiles and wood before being sent to different recycling facilities15. Any remaining materials shall be sent to energy recovery facilities, wherever these are available at the regional level. Option b. Metal parts from furniture items/parts that are not possible to re-use shall be recycled and the remainder of the furniture product shall be sent to energy recovery facilities, wherever these are available at the regional level.	
	Verification:	The tenderer shall provide details of the arrangements for the collection of the furniture, as well as re-use and recycling routes to be used. This shall include the details of all involved parties in the re-use and recycling of the furniture.

Vending machines

Definition:

These product group criteria are applicable to the following range of products: fruit and vegetables; aquaculture, marine, meat and dairy products; and drinks and beverages.

List of product items:		Pages:
1	Food	2

Food		
1.1	**Subject Matter (suggestion on how to draft the tender title)**	
	Purchase of (food or a certain food product group) coming at least partially from organic sources.	
1.2	**Technical Specification (to be included in the terms of reference / technical specifications)**	
	At least 1% of [list of specific products, drawn by the procurer, selected according to the seasonality of produce] must be organically produced according to Regulation (EC) No 834/2007	
	Verification:	Products carrying the European Community organic label will be deemed to comply. Alternatively, the bidder shall provide the specifications of the products or other written evidence of conformity to demonstrate this criterion is met.
	(In cases where the contracted company defines the menus) The main fruit and vegetables used in carrying out the service shall, whenever possible, be selected according to the seasonality of produce.	
	Verification:	The Contractor shall submit a seasonal menu of fruit/vegetables reflecting the local seasonality of fruits and vegetables. This must be submitted for the approval of the Contracting Authority.
1.3	**Award Criteria (to be considered when the BPQR is utilised)**	
	Organic food Additional share of products coming from organic sources above the minimum requirement in the specification.	
	Verification:	Products carrying a Community or national organic label will be deemed to comply.
	Packaging Products must be supplied in either of the following means: • Are supplied in secondary and/or transport packaging with more than 45% recycled content • Are supplied in packaging materials based on renewable raw materials	
	Verification:	The supplier must provide a signed declaration indicating which of these criteria it is able to meet. The contracting authority will verify compliance during the contract period, and appropriate penalties will be applied for non-compliance.

Electric & electronic equipment used in health care

Definition:

This product group criteria is applicable for equipment provided with not more than one connection to a particular supply mains and intended to diagnose, treat, or monitor the patient under medical supervision and which makes physical or electrical contact with the patient and/or transfers energy to or from the patient and/or detects such energy transfer to or from the patient. The equipment includes those accessories as defined by the manufacturer which are necessary to enable the normal use of the equipment.

List of product items:		Pages:
1	Electric & electronic equipment used in health care	1

Electric & electronic equipment used in health care			
1.1	**Subject Matter (suggestion on how to draft the tender title)**		
	Purchase of (electrical and electronic equipment used in the health care) sector with reduced environmental impact.		
1.2	**Technical Specification (to be included in the terms of reference / technical specifications)**		
	User instructions for green performance management A guide shall be provided with instructions on how to maximise the environmental performance of the particular medical equipment in written form either as a specific part of the user manual, or in digital form accessible via the manufacturer's website, or on a CD, or in paper format on the packaging or on documentation accompanying the product. The instruction manual shall be made available together with the equipment. The documentation shall, as a minimum requirement and without detriment to the clinical performance of the equipment, include the following: Instructions for users on how to use the equipment to minimize the environmental impact during installation, use, service and recycling/disposal , including instructions on how to minimize consumption of energy, water, consumable materials/parts, emissions. Recommendations on the proper maintenance of the product, including information on which spare parts can be replaced, cleaning advice. Information on the content in the product(s) purchased under this contract of Candidate List Substances of Very High Concern (SVHC) identified under Article 57 of Regulation (EC) No 1907/2006 (REACH regulation) in order for the contracting authority to take appropriate precautionary measures.		
	Verification:	A copy of the relevant pages of the instruction manual shall be supplied to the authority. The tenderer should also provide a declaration that this manual shall be available for access on the tenderer's or manufacturer's website, on a CD, or in paper format. A list of the substances present in the product(s) purchased under this contract, which are included in the SVHC Candidate List, and complementary information according to Article 33 in REACH.	
	Product longevity and warranty The tenderer shall provide training that includes elements regarding adjustment and fine-tuning of the equipment's electricity using parameters (for example, standby mode) in order to optimise the electricity use. The training can be included in the clinical and technical education to be provided by the tenderer.		
	Verification:	Description of the energy education training to be provided.	

Training for energy efficiency optimisation

The tenderer shall provide training that includes elements regarding adjustment and fine-tuning of the equipment's electricity using parameters (for example, standby mode) in order to optimise the electricity use. The training can be included in the clinical and technical education to be provided by the tenderer.

Verification:	Description of the energy education training to be provided.

Installation with energy efficiency optimisation

The tenderer shall provide when installing the equipment, a needs assessment of the user (i.e. the ward) (for example frequency of use, type of examinations etc.). On the basis of the analysis, the tenderer shall provide documentation and information to the contracting authority on how to optimise the purchased equipment's electricity using parameters. If applicable, this process shall be repeated and revised at every preventive maintenance of the equipment done by the supplier.

Verification:	Description of the installation procedure and preventive maintenance procedure.

1.3 Award Criteria (to be considered when the BPQR is utilised)

Energy performance requirements

Energy performance of health care EEE except from CT, haemodialysis equipment, MRI, medical sterilizers and disinfectors.

Points will be awarded according to the daily energy consumption E (kWh)/day), as shown in the table below (the lower the daily energy consumption, the more points will be awarded).
Definitions of modes are according to Appendix 1. The proposed means of verification is indicated below the table.

For incubators and medical freezers, points will be awarded according to the daily energy consumption per volume, E (kWh/day and m3).

The procurer needs to indicate the expected daily use patterns of the equipment ("customised scenario"), the tenderer will need to state the energy use of the equipment in the different modes. The pre-determined use scenario is a recommendation to the procurer based on average use scenarios of European hospitals. The procurer is however free to adapt the use scenario to the specific needs.

Equipment	Mode	Customised scenario Stated by procurer	Pre-determined use scenario Guidance	Energy in use phase Stated by renderer	The Energy usage (E) calculation:
Active Respiratory Gas Humidifier	Active	T_1=24 hrs.	T_1 = 24	P_1	(T_1*P_1) = **E (kWh) per day**
	Definitions of modes according to appendix 1.	T=time, number of hours in the current mode per day	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 11.	
Bed side monitoring equipment	Active	T_1=24 hrs.	T_1 = 24	P_1	(T_1*P_1) = **E (kWh) per day**
	Definitions of modes according to appendix 1.	T=time, number of hours in the current mode per day	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 13.	

Equipment	Mode	Customised scenario Stated by procurer	Pre-determined use scenario Guidance	Energy in use phase Stated by renderer	The Energy usage (E) calculation:
ECG (Electro-cardiographic) equipment (diagnostic)	Active	T_1	$T_1 = 2$	P_1	$(T_1*P_1) + (T_2*P_2) + (T_3*P_3) =$ **E (kWh) per day**
	Standby (for those having this mode)	T_2	$T_2 = 2$	P_2	
	Off	T_3	$T_3 = 20$	P_3	
	Definitions of modes according to appendix 1.	T=time, number of hours in the current mode per day	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 7.	
Endoscopic equipment (camera unit, endoscope, light air pump)	Active	T_1 = number of hours in this mode per day, with the following conditions specified for the light source by procurer. Lux = Light intesity Ra = Colour rendering index T^o = Colour temperature (Ketvin). Life span in hours	$T_1 = 5$	P_1	$(T_1*P_1) + (T_2*P_2) =$ **E (kWh) per day**
	Off	T_2	$T_2 = 19$	P_2	
	Definitions of modes according to appendix 1.	T=time, number of hours in the current mode per day	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 8 and according to conditions specified by the procurer.	

Equipment	Mode	Customised scenario Stated by procurer	Pre-determined use scenario Guidance	Energy in use phase Stated by renderer	The Energy usage (E) calculation:
HF surgery, diathermy equipment	Active	T_1 = operation hours per day	$T_1 = 5$	P_1= (measured with load 500 Ω for mono polar and 50 Ω for bipolar with duration time 30 seconds)	$(T_1 * P_1) + (T_2 * P_2)$ = **E (kWh) per day**
	Off	T_2 = operation hours per day	$T_2 = 19$	P_2	
	Definitions of modes according to appendix 1.		Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 7.	
Incubator for babies (permanent)	Active	T_1 = 24 Specify: Space for patients, e.g. space for up to 6 kg and lenght of 60 cm	T_1 = 24 incubator shall fit patients up to 6 kg and lenght of 60 cm	$E_1 = (T_1 * P_1)$ per V	$(T_1 * P_1)$ V= **E (kWh) per day and m^3 of incubator**
	Definitions of modes according to appendix 1.	T=time, number of hours in the current mode per day	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 9. V= volume (m^3) of incubator following the conditions (space) specified by the procurer	
Infusion pumps and syringe pumps	Active	T_1	$T_1 = 14$	P_1	$(T_1 * P_1) + (T_2 * P_2)$ = **E (kWh) per day**
	Off	T_2 = operation hours per day	$T_2 = 19$	P_2	
	Definitions of modes according to appendix 1.	T=time, number of hours in the current mode per day	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 10.	

Equipment	Mode	Customised scenario Stated by procurer	Pre-determined use scenario Guidance	Energy in use phase Stated by renderer	The Energy usage (E) calculation:
Laser instruments for surgery, Continuous lasers	Active mode = Ready condition	T_1	$T_1 = 5$	P_1	$(T_1 * P_1) + (T_2 * P_2) + (T_3 * P_3) =$ **E (kWh) per day**
	Standby = laser standby	T_2	$T_2 = 4$	P_2	
	Off	T_3	$T_3 = 15$	P_3	
	Definitions of modes according to appendix 1. and active mode and standby mode are defined according to the definition in the standard SS=EN 50 501=2=22, 21.117- stand-by/ready condition	T=time, number of hours in the current mode per day	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 12.	
Medical freezers	Active	$T_1 = 24$ Specify: Useful capacity, the lenght the width and the height of the inner volume = V. volume (m^3) of the freezer as well as requested temperature	$T_1 = 24$	P_1	$(T_1 * P_1)$ V= **E (kWh) per day and m^3 of incubator**
	Definitions of modes according to appendix 1.	T= time V= volumen	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 17.	

Equipment	Mode	Customised scenario Stated by procurer	Pre-determined use scenario Guidance	Energy in use phase Stated by renderer	The Energy usage (E) calculation:
Medical lighting (surgical lamps)	Active	T_1= number of hours in this mode per day, with the following conditions specified for the light source by procurer. Lux = Light intesity Ra = Colour rendering index T^O = Colour temperature (Ketvin). Life span in hours	$T_1 = 8$	P_1= measured for lamp type fulfilling the conditions specified by the procurer	$(T_1*P_1) + (T_2*P_2) =$ **E (kWh) per day**
	Off	T_2	$T_2 = 16$	P_2	
	Definitions of modes according to appendix 1.	T=time, number of hours in the current mode per day	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 15.	
Patient warming systems (blankets, pads, mattresses)	Active	T_1	$T_1 = 16$	P_2	(T_1*P_1) V= **E (kWh) per day**
	Off	T_2	$T_2 = 15$	P_2	
	Definitions of modes according to appendix 1.	T=time, number of hours in the current mode per day	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 16.	
With forced air device	Active	T_1	$T_1 = 9$	P_1	$(T_1*(P_1+P_F)) + (T_2*P_2) =$ **E (kWh) per day**
	Off	T_2 = operation hours per day	$T_2 = 15$	P_2	
	Definitions of modes according to appendix 1.	T=time, number of hours in the current mode per day	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 16. P_F= power of the forced air device	

Equipment	Mode	Customised scenario Stated by procurer	Pre-determined use scenario Guidance	Energy in use phase Stated by renderer	The Energy usage (E) calculation:
Ultrasound equipment, excl. therapeutic	Scan / ready-to-scan	T_1	$T_1 = 6$	P_1	$(T_1*P_1) + (T_2*P_2) + (T_3*P_3) =$ **E (kWh) per day**
	Standby = laser standby	T_2	$T_2 = 6$	P_2	
	Off	T_3	$T_3 = 13$	P_3	
	Definitions of modes according to appendix 1.	T=time, number of hours in the current mode per day	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 14.	
	For battery powered ultrasound equipment: Energy consumption (kWh) to fully charge the battery: Echarge Daily consumption for battery powered models: Echarge*3				
Ventilator , intensive care ventilator (excluding transport ventilator anaesthesia ventilator (excluding home ventilators)	Active	T_1=24 hrs.	$T_1 = 24$	P_1	$(T_1*P_1) =$ **E (kWh) per day**
	Definitions of modes according to appendix 1.	T=time, number of hours in the current mode per day	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 18.	
X-ray incl. mammo-graphy, excl. osteoporosis	Standby	T_1	$T_1 = 15$	P_1	$(T_1*P_1) + (T_2*P_2) =$ **E (kWh) per day**
	Off	T_2	$T_2 = 9$	P_2	
	Definitions of modes according to appendix 1.	T=time, number of hours in the current mode per day	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 3.	

	Verification:	Tenderers shall provide. a test report according to the standard EN 50564:2011 (6.1, 6.2, 6.3, and 6.4) or equivalent. The test report shall include energy performance data for the equipment. The data shall be measured in the modes and according to the test conditions in the appendices and use scenarios stated for each equipment above. The testing shall be performed by laboratories according to the general requirements of EN ISO 17025, U.S. 21 CFR Part 820, ISO 13485 or equivalent according to the test conditions stated above.
	Energy performance for Computed Tomography (CT) Points will be awarded according to the daily energy consumption E (kWh)/day), see below (the lower the daily energy consumption, the more points will be awarded). Definitions of modes are according to Appendix 2. The procurer needs to indicate the expected daily use patterns of the equipment ("customised scenario"), the tenderer will need to state the power consumption of the equipment in the different modes. The pre-determined use scenario is a recommendation to the procurer. The procurer is however free to adapt the use scenario to the specific needs. Predetermined use scenario (to be used as the reference to compare CTs) Tenderers shall state the daily energy consumption, E (kWh)/day), for one of the 3 scenarios2 according to the methodology and test conditions in the COCIR SRI for Computed Tomography Equipment, see www.cocir.org, or equivalent. The procurer states for which scenarios the energy consumption shall be provided. • Scenario Off: energy consumption according to use scenario 20 scans per day with 12h in Off mode overnight • Scenario Idle: energy consumption according to use scenario 20 scans per day with 12h in Idle mode overnight • Scenario LowPower: energy consumption according to use scenario 20 scans per day with 12h in LowPower mode overnight **Customised use scenario** Tenderers deliver the following values according to the methodology and test conditions in the COCIR SRI for Computed Tomography Equipment, see www.cocir.org/site/index.php?id=46, or equivalent: POff :Power consumption (kW) in Off mode PIdle : Power consumption (kW) in Idle mode PLow: Power consumption (kW) in Low Power mode EScan: Energy consumption during abdomen scan TScan: duration of abdomen scan (from prescription to power back in idle mode) The daily energy consumption can be calculated with the following formula (values in italics to be determined by the purchaser, in bold declared by the supplier) **E=kWh/day = POff** *x TOff* + **PLow** *x TLow* + *NScan x* **EScan + PIdle x** *(24h – TOff - TLow - NScan x* **TScan)** Where: NScan is the number of scans per day. Considering the little influence of energy used in scan mode over 24 hours, results from the COCIR methodology have shown that energy usage for scan mode can be approximated by using the abdomen scan only. TLow,off is time in hours per day for each mode. TScan is time duration for each scan (stated by the tenderer).	
	Verification:	For CT: Tenderers shall provide a test report according to the COCIR SRI for Imaging Equipment, see www.cocir.org/site/index.php?id=46, or equivalent, showing the energy performance data. The testing shall be performed by laboratories according to the general requirements of EN ISO 17025, U.S. 21 CFR Part 820, ISO 13485 or equivalent according to the test conditions stated above.
	Energy performance for haemodialysis equipment: Points will be awarded according to the energy consumption per treatment, E (kwh) / treatment, and the test conditions below. (The lower the energy consumption per treatment, the more points will be awarded). io 20 scans per day with 12h in LowPower mode overnight • The treatment cycle shall be as follows, in accordance with IEC 60601-2-16 or equivalent:	

	• Test – time duration depends on machine • Filling/Rinsing - 10 Minutes • Pre-Circulation - 15 Minutes • Dialysis- 4h • Heat/Chemical Disinfection – time duration depends on machine Type of disinfection to be stated by the procurer. The energy usage per treatment shall be measured according to test conditions specified in Appendix 5. Points will be awarded if the dialysis equipment is equipped with an automatic function to reduce the dialysis flow during the time between priming and dialysis phase. The tenderer shall state the reduced dialysis flow. The larger the reduction of the dialysis flow, the more points will be awarded. Points will be awarded if the dialysis equipment turns itself off when not in use within 10 minutes after the disinfection.	
	Verification:	Tenderers shall provide. a test report according to the standard EN 50564:2011 (6.1, 6.2, 6.3, and 6.4) or equivalent. The test report shall include energy performance data for the equipment. The data shall be measured in the modes and according to the test conditions and use scenarios stated above. The testing shall be performed by laboratories according to the general requirements of EN ISO 17025, U.S. 21 CFR Part 820, ISO 13485 or equivalent according to the test conditions stated above.
	Energy performance for Magnetic Resonance Imaging (MRI) Points will be awarded according to the daily energy consumption E (kWh)/day), see below (the lower the daily energy consumption, the more points will be awarded). Definitions of modes are according to Appendix 2. The procurer needs to indicate the expected daily use patterns of the equipment ("customised scenario"), the tenderer will need to state the energy use of the equipment in the different modes. The pre-determined use scenario is a recommendation to the procurer. The procurer is however free to adapt the use scenario to the specific needs. **Predetermined use scenario** (to be used as the reference to compare MRIs) Tenderers deliver the daily energy consumption **E (kWh)/day),** according to the methodology and test conditions in the COCIR SRI for Magnetic Resonance Imaging Equipment or equivalent, see www.cocir.org/site/index.php?id=46. **Customised use scenario** Tenderers deliver the following values according to the methodology and test conditions in the COCIR SRI for Magnetic Resonance Imaging Equipment, see www.cocir.org/site/index.php?id=46, or equivalent: POff :Power consumption (kW) in Off mode PLow: Power consumption (kW) in Low Power mode PReady: Power consumption (kW) in Ready-to-scan mode EScan: Energy consumption during scan for 5 body regions (head, spine, abdomen, knee, angio) TScan: duration of scan (including sequences scan time and a fixed ready-to-scan time defined in the COCIR methodology) The daily energy consumption can be calculated with the following formula (values in italics to be determined by the purchaser, in bold declared by the supplier) kWh/d = **POff** x TOff + **PLow** x TLow + NScan x **EScan** + **PReady** x (24h - TOff - TLow - NScan x **TScan**) Where: NScan is the number of scan for each body region: NScan x **TScan** = NHead x **THead** + NAbdomen x **TAbdomen** + NSpine x **TSpine** + NKnee x **TKnee** + NAngio x **TAngio**. Tlow, off is time in hours per day for each mode. Tscan is time duration for each scan (stated by the tenderer).	
	Verification:	Tenderers shall provide. a test report according to the COCIR SRI for Imaging Equipment, see www.cocir.org/site/index.php?id=46, or equivalent, showing the energy performance data for the equipment. The testing shall be performed by laboratories according to the general requirements of EN ISO 17025, U.S. 21 CFR Part 820, ISO 13485 or equivalent according to the test conditions stated above.
	Energy performance for medical sterilizers **Pre-determined use scenario** The capacity and the loading of a sterilizer both have an impact on the energy performance depending on the usage of the available capacity. The more goods that are sterilized with one single cycle, the lower the energy consumption per good. The energy consumption of sterilizers can be either rated based on the usable chamber	

volume in litres or on the maximum load capacity in kg. The tenderer shall state both criteria in numbers to give the contracting authority an average impression of energy consumption.
Points will be awarded according to the energy consumption per cycle , i.e.:

• how low the reported energy consumption per litre is, **EV (Wh /l)**, according to the test conditions in appendix 4.
• how low the reported energy consumption per load is, **EW (Wh /kg),** according to the test conditions in appendix 4.

The lower the energy consumption per cycle, the more points will be awarded.
The tenderer will specify energy consumption:

• EV for empty chamber
• EW for maximum load as specified in Appendix 4
• the usable chamber volume (in litres)
• the applied product standard (EN 13060 or EN 285)

• Definitions of modes are according to Appendix 1.
• The measurements shall be carried out according to the test conditions specified in Appendix 4.

• Tenderers shall provide energy performance data, EV and EW for the equipment, based on test protocols according to the standard EN 50564:2011 (6.1, 6.2, 6.3, and 6.4) or equivalent. The data shall be measured in the modes and according to the test conditions in appendix 4. The testing shall be performed by laboratories according to the general requirements of EN ISO 17025, U.S. 21 CFR Part 820, ISO 13485 or equivalent according to the test conditions stated above.

Customised use scenario

Points will be awarded according to the daily energy consumption **E (kWh)/day)**, see table below (the lower the daily energy consumption, the more points will be awarded). Please, fill in the table below. Definitions of modes are according to Appendix 1. Verification description can be viewed below the table**.**

Equipment	Mode	Customised use scenario Stated by procurer	Energy in use phase Stated by tenderer	The Energy usage (E) calculation:
Medical sterilizer	Active	N = Number of specified cycles per day (Specify: L= load per cycle (kg), M= material type (metal or textille), T= Type of cycle (sterilized T) drying stage used (yes/no)	E_1= Energy usage (kWh) per cucle based on the specified cycle stated by procurer	[Σ (N1 E1)]+ (T2 P2)+ (T3 P3)= **E (kWh) per day**
		T_2	P_2	
	Standby	T_3	P_3	
	Definitions of modes according to appendix 1.	T= time, number of haours in the curremt mode per day	p= power (kw) Power and Energy usage measurments according to test conditions in app.4	

Verification:	Tenderers must provide a test report with included water consumption data and energy performance for the equipment, also demonstrating that the above standards and test conditions or equivalent are met. The testing shall be performed by laboratories according to the general requirements of EN ISO 17025, U.S. 21 CFR Part 820, ISO 13485 or equivalent according to the test conditions stated above.

Energy performance for flusher and washer disinfectant equipment

Points will be awarded according to the energy consumption per cycle, E (kwh) / cycle, see below (the lower the energy consumption per cycle, the more points will be awarded).

The procurer states the type of disinfector to be procured:

• Disinfector for flexible endoscopes
• Disinfector for all other instruments (General surgical instruments, MIS, Anaesthetics, Orthopaedics, etc.)
• Disinfector for bulky goods like Sterile Containers, Trolleys, OP-Theatre-Shoes, etc.
• Disinfector for human waste containers

and needs to specify the following:

• Specific required load (amount of load)
• Drying stage used (Yes/No)
• HW (Hot Water) (Yes/No)
• Treated Water in Final rinse (Yes/No)
• Heating methods (Steam or Electrical)
• Voltage

Measurements shall be carried out by manufacturer according to A0 Value:

• Disinfector for surgical and analytical instruments: A0 3000
• Disinfector for Instruments and bulky goods: A0 600
• Disinfector for human waste containers: A0 60

• CW (Cold Water) Max temperature 20°C
• HW (Hot Water) Max temperature 60°C
• Treated Water Max temperature 20°C
• Steam Max 500 kPa

Additional test conditions for energy performance measurements are found in Appendix 3.
The manufacturer states what acceptance criteria is for cleaning, disinfection and drying performance in accordance to EN ISO 15883.

The tenderer states the energy performance per cycle, based on above parameters.

Verification:	Tenderers must provide a test report with included water consumption data and energy performance for the equipment, also demonstrating that the above standards and test conditions or equivalent are met. The testing shall be performed by laboratories according to the general requirements of EN ISO 17025, U.S. 21 CFR Part 820, ISO 13485 or equivalent according to the test conditions stated above.

Automatic low power mode for medical sterilizer, disinfector, CT, ECG diagnostic, MRI, and ultrasound

Points will be awarded if the equipment can be configured to go automatically into a standby or off mode after a certain period of inactivity or after a predetermined schedule, according to the pattern below. For CT and MRI points will be awarded if the scanner is equipped with a low power mode which can be activated by the operator:

Equipment	From mode	To mode
Medical sterilizer and desinfector	Ready mode	Standby mode
CT	Idle	Low power mode
ECG, diagnostic	Active or standby mode	Off mode
MRI	Ready-to-scan mode	Low power mode
Ultrasound	Ready-to-scan mode The ultrasound unit is on and ready to acquire the image. All modules except the ones needed for the scan are on (the transducer is not activated).	Standby mode

Points will also be awarded if the equipment has a short and automated start-up to full functionality after its automatic function according to above has been activated. Specify the time in seconds and the active efforts required of the staff. The shorter time and the smaller active efforts needed, the more points will be awarded.
Definitions of modes are according to appendix 2 for CT and MRI and according to appendix 1 for the remaining equipment above.

	Verification:	Tenderers shall provide documentation such as a copy of the instruction manual, describing: The required automatic low power or off mode according to the above pattern, how it can be activated by the operator and the available configuration options, including individualized automatic behaviour and functions or description on how to best use low power modes to save energy, and The start-up time with its required active efforts of the staff. The tenderer shall declare that this documentation will be available for access on the tenderer's or manufacturer's website, on a CD, or in paper format.
	Equipment with a metering device Equipment with a metering device Points will be awarded if the equipment has or can be equipped with a metering device, so that a log of the current consumption (of electricity, water (if relevant), and gas (relevant for anaesthesia and intensive care equipment)) can be observed and registered. The user should also be able to obtain statistics from historic consumption in report form. The tenderer shall state the conditions for consumption metering, as well as if additional cost will be applied3. The tenderer shall also state the restrictions regarding what or how the staff can measure with the metering device. Points will be awarded if the acquired data can automatically be sent to a central point of data gathering.	
	Verification:	Tenderers shall provide documentation such as a copy of the instruction manual, describing the metering device and its functions, conditions and restrictions.
	Water consumption for haemodialysis equipment Points will be awarded according to the water consumption per treatment (the lower the water consumption, the more points will be awarded). The treatment cycle shall be as follows, in accordance with IEC 60601-2-16 or equivalent: • Test – time duration depends on machine • Filling/Rinsing - 10 Minutes • Pre-Circulation - 15 Minutes • Dialysis- 4h • Heat/Chemical Disinfection – time duration depends on machine Type of disinfection to be stated by the procurer. Points will be awarded for equipment with a low water consumption function (at least 50 % reduction of the water consumption for the pre-circulation phase). Points will be awarded for equipment with a no water consumption function during standby (100 % reduction in saving mode). Contracting authorities will have to indicate in the contract notice and tender documents how many points will be awarded for each award criterion.	
	Verification:	Tenderers must provide a test report with included water consumption data according to test conditions specified in IEC 60601-2-16 or equivalent and relevant pages of or link to instruction manual covering the low and no water consumption functions, also demonstrating that the above standards and test conditions or equivalent are met. The testing shall be performed by laboratories according to the general requirements of EN ISO 17025, U.S. 21 CFR Part 820, ISO 13485 or equivalent according to the test conditions stated above.