



## Sustainable Procurement Guidelines

# CAFETERIAS, FOOD & KITCHEN EQUIPMENT

## PRODUCT SHEET



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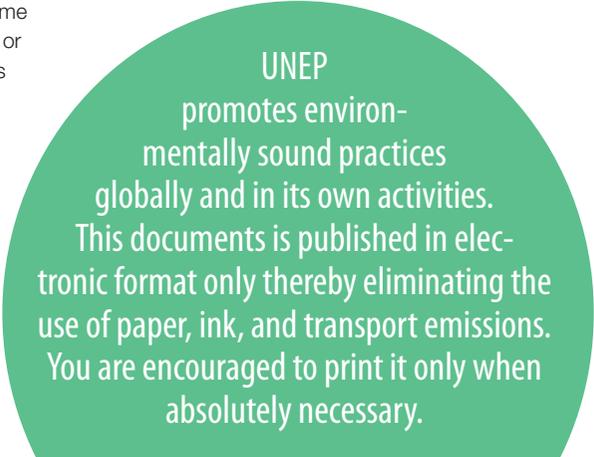
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## Section 1: Introduction and Scope

### *Sustainable Procurement*

“Sustainable Procurement practices integrate requirements, specifications and criteria that are compatible and in favour of the protection of the environment, of social progress and in support of economic development, namely by seeking resource efficiency, improving the quality of products and services and ultimately optimising costs.”<sup>1</sup>

### *Scope*

The “Sustainable procurement guidelines for UN Cafeterias - Product Sheet” provides example criteria that may be used by United Nations staff to purchase sustainable Catering Services. This document forms part of a series of guidelines on sustainable procurement for use by UN agencies. A Background Report is also available which presents the rationale behind the development of the criteria in this product sheet and provides additional guidance on implementing sustainable procurement in the United Nations.

In practice, the procurement of catering services for cafeterias precludes the need for the UN to procure food directly in most cases, as catering service providers are usually contracted to procure and supply food on behalf of the UN, as well as provide the cooking, service, and management, services associated with the day to day running of the facilities available. This can extend to the provision of equipment (both light

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<sup>1</sup> Definition adopted by the High Level Committee on Management Procurement Network.

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and heavy<sup>2</sup>), finishes and fittings in the catering areas which may be funded by either the catering company, or the UN. In some UN duty stations, catering is handled in house, and in these instances, the UN organisation will be procuring food directly.

The consultation of procurement practitioners as well as catering managers and those responsible for food sourcing from a variety of UN stations worldwide has assisted in developing a set of guidelines which should be practical and workable for the majority of users. However, sustainability, especially in the context of food, is changing and improving all the time, and expectations, as well as realistically achievable targets will continue to move closer to the ultimate goal of 100% sustainability. The targets set out in these documents should be considered as a starting point, subject to ongoing scrutiny and revision.

### *Structure*

Two sets of sustainability criteria are presented in the Sustainable Procurement guidelines:

- **Basic sustainability criteria** address the most significant environmental and social impacts, and are designed to be used with minimum additional verification effort or cost increases.
- **Advanced sustainability criteria** are intended for use by procurers who seek to purchase the best environmental and socially-responsible products available on the market, and may require additional administrative effort or imply a certain cost increase as compared to other products fulfilling the same function.

The criteria are divided into the typical steps in a procurement action: tender subject matter, technical specifications, supplier qualification requirements, evaluation criteria, and contract clauses. For each criterion guidance is also provided on verifying compliance.

An example weighting matrix is provided in the Section 4.

### *Regional applicability*

It should be possible to use these criteria in most world regions, however, it is advisable that the Basic criteria are used in the first instance. The Advanced criteria are more ambitious. In Europe and North America there will be sufficient supply on the market to ensure a competitive response. Elsewhere, it is advisable to carry out some initial market research to assess price and availability.

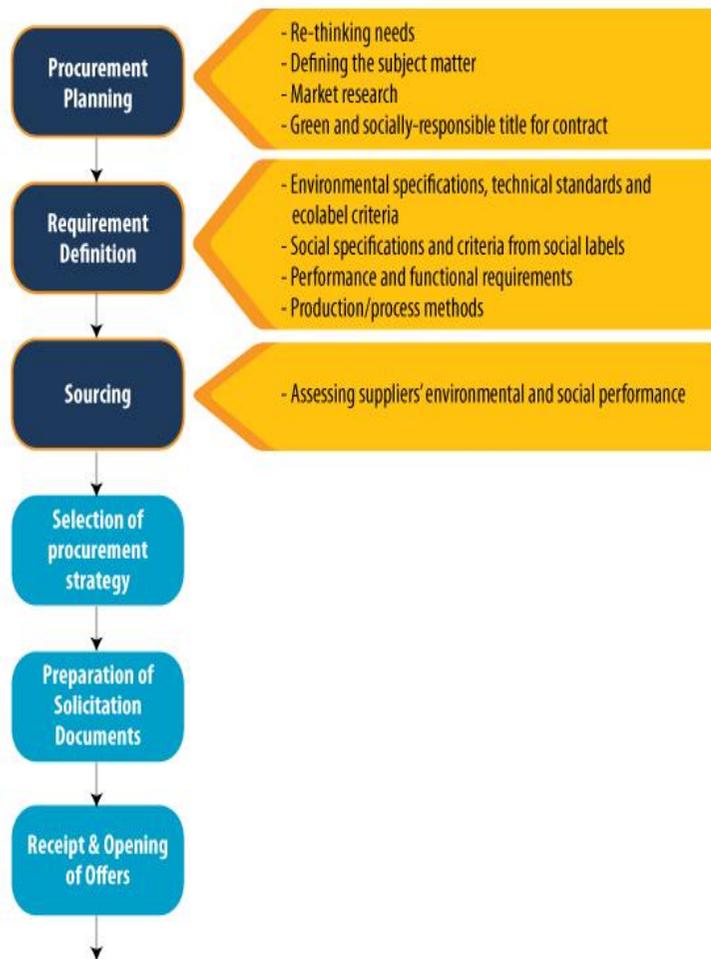
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<sup>2</sup> Heavy equipment refers to kitchen equipment such as ovens, serving counters, coffee machines etc. Light equipment refers to any more portable equipment such as electric whisks, knives, plates and ladles. Furniture used in the dining areas falls under light equipment.

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## Section 2: Incorporating Sustainability into the UN Procurement Process

This diagram highlights the stages at which sustainable procurement interventions should be integrated.



### A - Procurement planning

Procurement planning is essential to assess needs, define an appropriate budget and analyse the market to have a better idea of available products meeting sustainability criteria. The subject matter of the contract defines and, more importantly, communicates what the purchasing authority intends to purchase. Explicitly phrasing the subject matter of the contract in such a way that it integrates the sustainability goal to be achieved is an important first step to take in the tendering process. As all conditions stipulated in the other steps of the tendering process need to maintain a clear link to the subject matter of the contract, **clear and explicit wording of the subject matter is an effective way to ensure a sustainable purchase.**

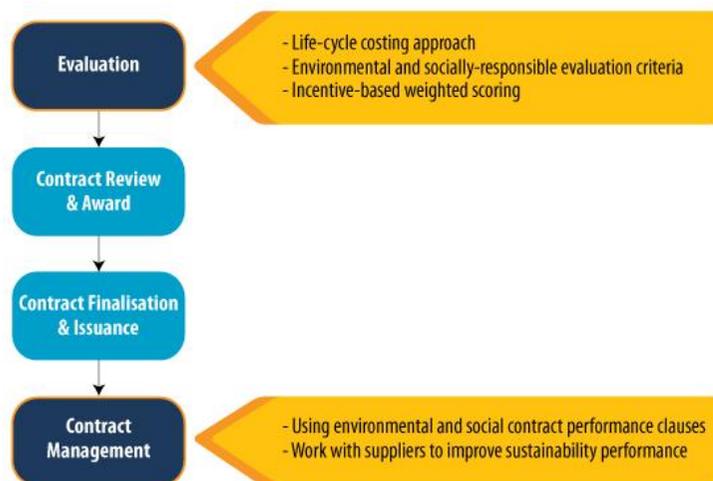
### B - Requirement definition

The tender specifications (or technical specifications) provide detailed information on the functionality, quality and other characteristics (e.g. packaging, disposal, etc.) of the product to be purchased. They provide the **opportunity to set minimum environmental and/or social requirements** which all bidders must meet.

### C - Sourcing

Criteria for sourcing (or pre-selecting) suppliers, vendors and manufacturers assess the technical and professional qualifications of vendors to produce and/or supply the requested products. **Sourcing criteria can be included that assess the sustainability performance of bidders** to ensure that only bids from 'eligible' companies are considered in the evaluation stage. They can assess the bidding company's operations (and the companies it subcontracts or uses) as a whole, rather than only the end products purchased. The criteria included in this stage can address issues such as the availability of information on products, (sustainability) experience of the bidder, and security of supply. This can be a useful approach to improve the general environmental management and corporate social responsibility of companies contracted by the UN.

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Source: Adapted from UNDP Environmental Procurement Practice Guide, 2008

## D - Evaluation

Evaluation criteria are used to evaluate and compare the bids received which meet the minimum specifications (i.e. compliant bids). In sustainable procurement, it is essential to indicate that the contract will be awarded to the offer that provides “**best value for money**” – the term used if criteria other than just the price will be assessed when comparing bids. Evaluation criteria evaluate the performance of a bid both in terms of price and other criteria, such as environmental performance.

As with all phases of the tendering process, the tender documents published by the purchasing authority must clearly set out the various evaluation criteria that will be used to evaluate bids (such as price, technical quality, environmental quality, social performance, etc.) as well as the weight in percentage terms allocated to each aspect. **In sustainable procurement, evaluation criteria can be used to encourage higher levels of sustainability performance than those demanded in the specifications, without risking significant increases in cost.**

## E - Contract management

Contract clauses are binding on any company winning the bid, and should therefore be possible for any company to comply with. **It makes sense to include sustainability criteria in the contract clauses only if they are not included in other sections of the tender.** Contract clauses also include reference to penalties for non-compliance with the specifications or for cases where a supplier has provided a false written guarantee.

**UN CAFETERIAS, FOOD AND KITCHEN EQUIPMENT****Section 3: Sustainability criteria and verification**

Sustainability criteria	Verification	Basic	Advanced
<b>A – Procurement Planning</b>			
Suppliers are able to source food according to the food procurement guidelines.	Sight of certification.	•	
Suppliers have read the Background Documents to these Guidelines.	Bidders are required to submit a statement acknowledging that at least one member of their bid team, and at least one member of the proposed operational team (can be the same person) have read the document.	•	
<b>B, C – Requirement definition / sourcing</b>			
Suppliers have an environmental management system (EMS) for catering services (such as EMAS, ISO 14001, US EPA Performance Track) or equivalent.	Sight of documentation.	•	
Participation in the UN Suppliers Global Compact.	Bidders are required to confirm the name under which their organisation is registered, in order to enable a confirmation of their participation. For more information see <a href="http://www.unglobalcompact.org">www.unglobalcompact.org</a> .		•

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Sustainability criteria	Verification	Basic	Advanced
<b>1. Fish and Seafood</b>			
Organically farmed fish to Soil Association certification standard or equivalent.	Soil Association standards are available at <a href="http://www.soilassociation.org/">http://www.soilassociation.org/</a> .	•	
Traceable / source assured.	The bidder should indicate the species and origin of fish to be supplied.	•	
Not a threatened species.	Threatened species available to the European consumer are listed on the 'fish to avoid' list <a href="http://www.fishonline.org/advice/avoid/">http://www.fishonline.org/advice/avoid/</a>	•	
From sustainable fisheries as defined by the Marine Stewardship Council ( <a href="http://www.msc.org/documents/scheme-documents/msc-standards/MSC_environmental_standard_for_sustainable_fishing.pdf">http://www.msc.org/documents/scheme-documents/msc-standards/MSC_environmental_standard_for_sustainable_fishing.pdf</a> )	For other markets, threatened species are listed on <a href="http://www.iucnredlist.org/">http://www.iucnredlist.org/</a> . The bidder is required to submit appropriate proof that these conditions are met, either through written declaration, supported by information as to the implementation and verification of this fact.	•	

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Sustainability criteria	Verification	Basic	Advanced
<b>2. Meat, Dairy and Eggs</b>			
Eggs must be produced hygienically according to standards in codex alimentarius.	The bidder should provide evidence of the immediate supplier (one step back in chain).	•	
<b>Animal inputs;</b>  Feed: <ul style="list-style-type: none"> <li>- allowing for natural eating habits</li> <li>- free from animal matter of same species / any species where applicable</li> </ul>	The bidder should provide evidence of the immediate supplier (one step back in chain).	•	
<ul style="list-style-type: none"> <li>- free from artificial additives</li> </ul>	For advanced criteria, the bidder should provide information to substantiate claims to any of the criteria.		•
<b>Hormone free;</b>  No routine antibiotics. Illness shall be treated first with 'alternative' medicine and then with conventional medicine to avoid distress or suffering.			•
Breeds enabling good health and welfare of animals with minimal medicinal input / mutilation.			•
<b>Animal welfare;</b>  Sufficient access to water, feed and natural bedding.		•	

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Sustainability criteria	Verification	Basic	Advanced
Animal have access to both outdoor runs/pasture and areas offering protection from climatic conditions (barns/sties etc).		•	
Indoor areas ventilated, temperature controlled and cage free.		•	
Natural animal group sizes, with no isolation (except on medical grounds e.g. illness, birthing etc or for male studs).			•
Stocking densities allowing for animals to assume all natural postures and movements.			•
Techniques are employed to reduce stress in transport or slaughter, such as:			
- minimal distance travelled		•	
- feed and water supplied during transport			•
- maintenance of social grouping		•	
- rest time			•
- appropriate transport medium			•
- separation of live animals from slaughter process and dead animals		•	
- stunning before killing		•	

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Sustainability criteria	Verification	Basic	Advanced
<b>3. Fruit, Vegetables, Grains, Pulses, Flours and other ingredients including Tea &amp; Coffee</b>			
Traceable / source assured.	Bidders must provide self declaration (as a minimum) or third party statement (which will be considered more valuable) to support claims related to any of the criteria listed.	•	
Non air freighted.	Bidders must state the origin (by nearest village/town as practical) and distance (in miles or kilometres) from UN point of delivery.	•	
Farmland not created by destruction of primary ecosystems.		•	
Wild harvesting – protection of stock numbers.		•	
Pest, disease and weed management using alternatives to agrochemicals.		•	
Harvesting methods minimise waste / loss of product.		•	
No genetically modified products/inputs (seed, root stock, fertilisers, soil conditioners etc).		•	

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Sustainability criteria	Verification	Basic	Advanced
Maintenance and development of soil health using animal and plant based matter.			•
Grown in season (defined as within the natural growing season of the product – i.e. not light or heat assisted) in the area of growth.			•
Local (defined as the practically available source of the required product the least distance from the area of consumption).			•
X% with organic certification from an IFOAM accredited certification scheme or equivalent.			•
<b>or</b>			
Provision of areas for wildlife refuge.			•
Varieties suited to local climate, pests and diseases.			•
<b>4. Fruit Juices, Chocolate and Other Processed Foods</b>			
Minimal processing allowing natural nutritional and dietary benefits of ingredients to be preserved.		•	
No irradiation - ingredients produced in accordance with any of the specifications detailed above.		•	

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Sustainability criteria	Verification	Basic	Advanced
No artificial additives.		•	
<b>5. Water (bottled)</b>			
From most local source possible.		•	
<b>6. Packaging</b>			
No polystyrene		•	
Minimal material used		•	
Packaging unit size appropriate for likely usage turnover – minimal individually packaged items		•	

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Sustainability criteria	Verification	Basic	Advanced
<b>7. Sourcing Suppliers</b>			
Production of food items must be with respect to basic workers rights as listed below, throughout the supply chain, from production, processing, trade and supply.	The bidder is required to submit appropriate proof that these conditions are met, either through written declaration, supported by information as to the implementation and verification of this fact.	•	
No forced labour.	Fair trade suppliers should demonstrate their compliance with the requirements of the Fairtrade mark certification or equivalent.	•	
Freedom of association.		•	
Healthy workplace environment (light, heat, ventilation, protection from noise, vibration, chemical exposure, accidents).		•	
Fair living wage.		•	
No child labour.		•	
Maximum regular 48 hour week, with paid overtime.		•	
Freedom from bullying, sexual or racial (or religious) harassment or discrimination.		•	
Regular employment.		•	
Suppliers trade fairly.			•

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### Section 4: Example of Weighting Matrix

In the evaluation of bids complying with the technical specifications, the sustainability criteria outlined above should be given a weighting of at least 20%. The following evaluation criteria should be considered alongside other evaluation criteria such as price and quality.

[This text should be included as an annex in tender documents. Please note that only the advanced evaluation criteria are included as an example below.]

Sustainability of the offered products and services (bonus points/ weighting of criteria) Advanced evaluation criteria						
Procurement Planning	Verification	Basic	Advanced	Weighting	Score	Total
B, C – Requirement definition / sourcing	Verification	Basic	Advanced	Weighting	Score	Total
Fruit, Vegetables, Grains, Pulses, Flours and other ingredients including Tea & Coffee	Verification	Basic	Advanced	Weighting	Score	Total
Fruit Juices, Chocolate and Other Processed Foods	Verification	Basic	Advanced	Weighting	Score	Total
Water (bottled)	Verification	Basic	Advanced	Weighting	Score	Total

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Sustainability of the offered products and services (bonus points/ weighting of criteria) Advanced evaluation criteria						
<b>Packaging</b>	<b>Verification</b>	<b>Basic</b>	<b>Advanced</b>	<b>Weighting</b>	<b>Score</b>	<b>Total</b>
<b>Sourcing Suppliers</b>	<b>Verification</b>	<b>Basic</b>	<b>Advanced</b>	<b>Weighting</b>	<b>Score</b>	<b>Total</b>

## SUSTAINABLE UNITED NATIONS

Sustainable United Nations (SUN) is a UNEP initiative that provides support to UN and other organisations to reduce their greenhouse gas emissions and improve their sustainability overall.

SUN was established in response to the call from UN Secretary General Ban Ki-Moon at the World Environment Day 2007 (5 June), to all UN agencies, funds and programmes to reduce their carbon footprints and “go green”. This call was echoed in October 2007 in a decision of the UN Chief Executives Board (CEB/2007/2, annex II) to adopt the UN Climate Neutral Strategy, which commits all UN organisations to move towards climate neutrality. Within this context, SUN is working with the UN Environment Management Group – the UN body coordinating common environmental work within UN – to provide guidance, and develop tools and models for emission reduction within organisations.



Sustainable  
United Nations

## THE RUSSEL PARTNERSHIP

The Russell Partnership is a Global Consultancy specialising within Food, Major Events, and Leisure Markets. Delivering creative solutions and commercially viable results from strategic direction to concept origination and implementation.



### WHAT WE DO

#### *Consultancy*

The Partnership has pioneered an innovative approach to the creation and development of commercially viable and effective strategy and business solutions. This strategic methodology is founded on practical experience, consumer research and supported by a collection of unique inter-related operational models.

#### *Design & Planning*

The Partnership combines International experience with local market knowledge and presence to deliver results and solutions from strategic design planning, through concept origination, to design implementation including food branding, interiors, kitchen and servery design.

#### *Innovation*

Innovation is one of the driving forces behind any business. The Russell Partnership deliver a range of innovative solutions across a broad range of business areas including technology, sustainability and the application of contemporary research.

The Russell Partnership has achieved an unrivalled reputation within the industry, endorsed by prestigious committee and accredited associations.



## About the Sustainable Procurement Guidelines

The UN operates to achieve the goals of peace, equality, sustainable development and respect for human rights. The way the UN manages its operations and procures products and services should reflect these goals.

Ensuring lowest environmental and most positive social impact of procurement does not only build on the international community commitments. It also manages the reputational risks associated with labour exploitation or environmental damage in the supply chain; it gives a strong signal to the market and encourages the innovative production of cleaner and more ethical products enhancing an economy based on social and environmental responsibility.

These guidelines are designed to assist UN procurers and requisitioners in their choice to include sustainability considerations in their procurement work. They are built on the recognition that market situations are different from one country to another and thus provide advice based on research made about availability of more sustainable products in world regions. Overall, the guidelines provide a comprehensive overview of the specific factors affecting the sustainability of a given product category and suggest a language and specific criteria to include sustainability in tenders.

Guidelines are specifically provided for the areas of:

- IT equipment
- Cleaning
- Furniture
- Stationary
- Vehicles
- Cafeterias, Food and Kitchen equipment.
- Freight Forwarding
- Generators and Batteries
- Carbon Credits

They are available at: [www.greeningtheblue.org](http://www.greeningtheblue.org) and [www.ungm.org](http://www.ungm.org)

## For more information

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