

Sustainable Procurement Guidelines

# CLEANING PRODUCTS AND SERVICES

*Cleaning Products*

## PRODUCT SHEET



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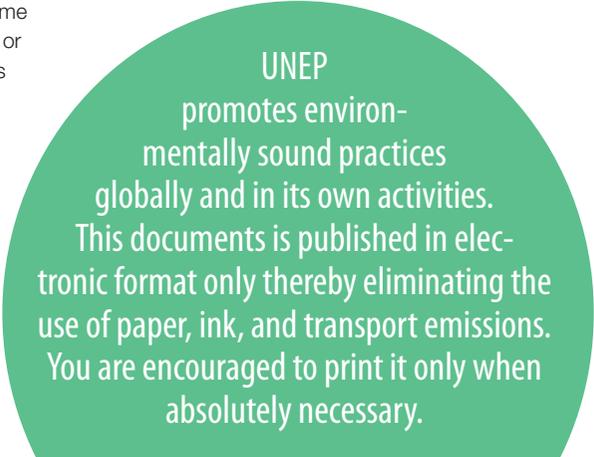
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## Section 1: Introduction and Scope

### *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 optimizing costs.”<sup>1</sup>

### *Scope*

These Product Sheets (on “Cleaning Products” and “Cleaning Services” - Basic and Advanced level), together with the background report, constitute the sustainable procurement guidelines for cleaning products and services for the UN system. The main objective of the background report is to give comprehensive information on the rationale behind the sustainable procurement recommendations made in the Product Sheets. This covers aspects such as “key environmental impacts”, “key social considerations”, “appropriate verification schemes”, “indicative market availability of sustainable products” amongst others.

The guidelines presented in the Product Sheets aim to cover all chemical products likely to be used by cleaning staff for cleaning. It does not include other cleaning products sometimes provided by contractors such as dish washing liquid or laundry detergents. It also does not include other products sometimes provided by cleaning contractors such as paper towels, toilet paper or bin liners.

In many organisations and offices, cleaning is carried out by private companies, and in others directly by the staff themselves. The guidance presented in these guidelines is relevant in both cases.

### *Level of ambition*

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.

### *Regional differences*

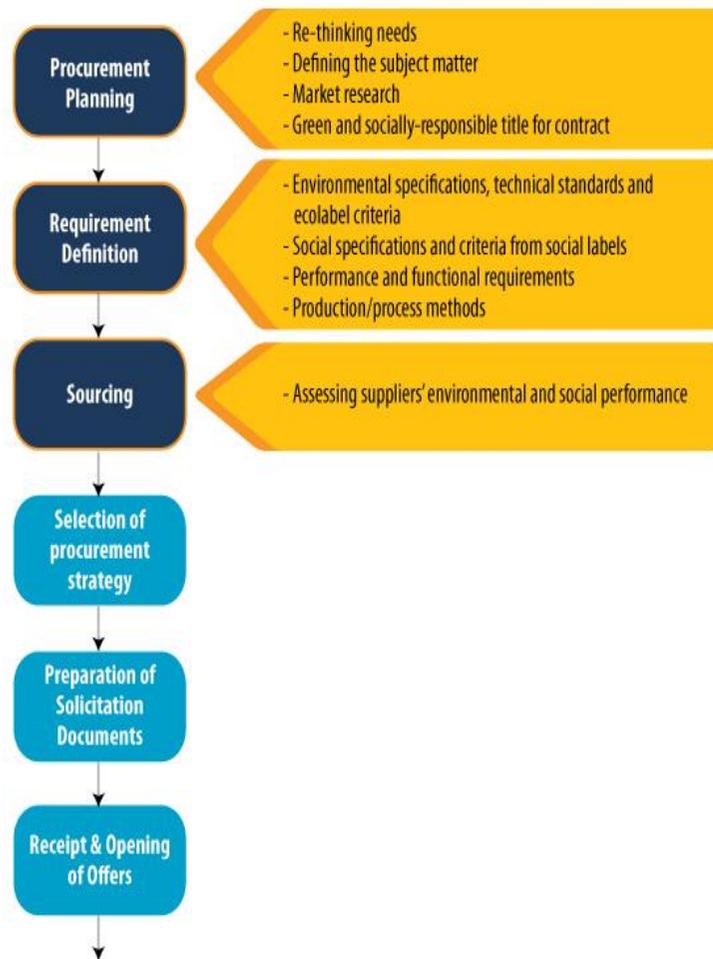
As market conditions vary from region to region, the possibilities for sustainable procurement may also vary. Therefore, the region for which this product sheet has been produced is Latin America, Africa and Asia.

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

## 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

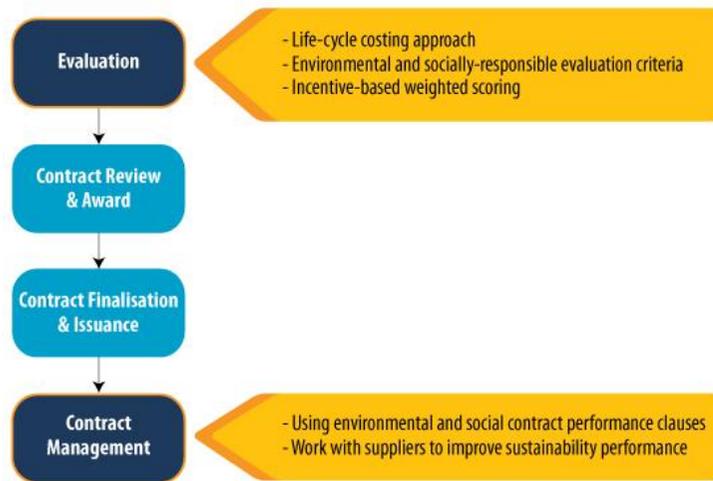
Procurement planning is essential to assess needs, define an appropriate budget and analyse the market to have a better idea of available products meeting sustainability criteria. The subject matter of the contract defines and, more importantly, communicates what the purchasing authority intends to purchase. 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.



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.

## Section 3: Sustainability and verification criteria

SUSTAINABLE CRITERIA	VERIFICATION	Basic	Advanced
<b>A - Procurement planning</b>			
Provision of sustainable cleaning products			
<b>B - Requirement definition</b>			
<p><b>Cleaning products (general restrictions)</b></p> <p>All offered cleaning products must meet the criteria of one of the following ecolabels: Ecologo, Green Seal, European Ecolabel, Nordic Swan, Umweltzeichen (Austrian ecolabel), Good Environmental Choice (or the Thai Green Label – see Implementation Note) or equivalent</p>	<p>Products carrying the Ecologo, Green Seal, European Ecolabel, Nordic Swan, Umweltzeichen (Austrian ecolabel), or Good Environmental Choice (or the Thai Green Label – see Implementation Note) will be deemed to comply.</p> <p>Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer. 'Recognised bodies' are test and calibration laboratories and certification and inspection bodies which comply with applicable regional, national and/or international standards.</p>	•	•
<p><b>Packaging - concentrated form and clear dosing instructions</b></p> <p>All products must be delivered with clear dosing instructions.</p> <p>The product must be delivered in bulk or in a concentrated form.</p>	<p>Data on the packaging or a sample of the packaging materials if appropriate shall be provided, together with a declaration of compliance with these criteria. Any other appropriate means of proof will also be accepted.</p>	•	•

SUSTAINABLE CRITERIA	VERIFICATION	Basic	Advanced
<p><b>Environmentally-friendly packaging</b></p> <p>Points shall be awarded for products for which:</p> <ul style="list-style-type: none"> <li>The packaging for the paper/paper consumables does not contain PVC or other chlorinated plastics.</li> <li>The packaging materials can be separated into mono-material parts, and at least 80% of the packaging by weight consists of materials that are readily recyclable (with locally available recycling systems) or can be composted.</li> <li>The cardboard packaging consists of 80% recycled material.</li> </ul>	<p>Bidders must provide a list of the different packaging materials used for the product, their weight and a declaration by the packaging producer/s where the percentage of recycled content for cardboard in their packaging is specified.</p>		•
<p><b>C - Sourcing</b></p>			
<p><b>Compliance with environmental legislation</b> (see Implementation note)</p> <p>Bidders shall not be permitted to take part in a contract if they:</p> <p>Have been found guilty of grave professional misconduct, including non-compliance with environmental legislation, proven by any means which the contracting authorities can demonstrate; or have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he/she is established or with those of the country of the contracting authority.</p>	<p>Bidders must provide a declaration that they meet this criterion. Upon request, they may be asked to provide documentary proof to support this declaration.</p>	•	•
<p><b>Production of the product according to international labour standards (self-declaration)</b></p> <p>The bidder shall provide proof that they and the manufacturers of the cleaning products comply with the international working standards (ILO Core Conventions) listed below throughout the whole supply chain. The supply chain includes producers and manufacturers of all cleaning products that are the subject of this contract. Furthermore it includes contracted labour (contract manufacturers) that may market, manufacture and/or provide goods and services that are used to</p>	<p>The bidder is required to submit appropriate proof that these requirements have been met, such as a written self-commitment/declaration (such as a current industry code of conduct declaration) that the requirements are met, together with documented support of the implementation and monitoring of measures</p>	•	

SUSTAINABLE CRITERIA	VERIFICATION	Basic	Advanced
<p>manufacture and supply the final product.</p> <ul style="list-style-type: none"> <li>• Freedom of Association and Protection of the Right to Organise (No. 87)</li> <li>• Right to Organise and Collective Bargaining (No. 98)</li> <li>• Forced Labour (No. 29)</li> <li>• Abolition of Forced Labour (No. 105)</li> <li>• Discrimination (Employment and Occupation) (No. 111)</li> <li>• Equal Remuneration (No. 100)</li> <li>• Minimum Age (No. 138)</li> <li>• Worst Forms of Child Labour (No. 182)</li> </ul>			
<p><b>Production of the product according to international labour standards (third party verification)</b></p> <p>The bidder shall provide certification from an independent third party that they and the manufacturers of the cleaning products comply with the international working standards (ILO Core Conventions) listed below throughout the whole supply chain. The supply chain includes producers and manufacturers of all cleaning products that are the subject of this contract. Furthermore it includes contracted labour (contract manufacturers) that may market, manufacture and/or provide goods and services that are used to manufacture and supply the final product.</p> <ul style="list-style-type: none"> <li>• Freedom of Association and Protection of the Right to Organise (No. 87)</li> <li>• Right to Organise and Collective Bargaining (No. 98)</li> <li>• Forced Labour (No. 29)</li> </ul>	<p>The bidder is required to submit independent third party verification that the requirements are met.</p>		<ul style="list-style-type: none"> <li>•</li> </ul>

SUSTAINABLE CRITERIA	VERIFICATION	Basic	Advanced
<ul style="list-style-type: none"> <li>• Abolition of Forced Labour (No. 105)</li> <li>• Discrimination (Employment and Occupation) (No. 111)</li> <li>• Equal Remuneration (No. 100)</li> <li>• Minimum Age (No. 138)</li> <li>• Worst Forms of Child Labour (No. 182)</li> </ul>			
<p><b>Written corporate environmental policy</b></p> <p>The bidder and the manufacturer of the final product(s) are required to demonstrate the existence and public availability of a written corporate environmental policy, consistent with ISO 14001 (International Organisation for Standardisation), or equivalent.</p>	<p>Proof of compliance is the written corporate environmental policy, consistent with ISO 14001 (International Organisation for Standardisation), or equivalent. Any other appropriate means of proof will also be accepted.</p>	•	
<b>D - Evaluation</b>			
<p><b>Environmentally-friendly packaging</b></p> <p>Points shall be awarded for products for which:</p> <ul style="list-style-type: none"> <li>• The packaging for the paper/paper consumables does not contain PVC or other chlorinated plastics.</li> <li>• The packaging materials are able to be separated into mono-material parts, and at least 80 percent of the packaging by weight consists of materials that are readily recyclable (with locally available recycling systems) or can be composted.</li> <li>• The cardboard packaging consists of 80% recycled material.</li> </ul>	<p>Bidders must provide a list of the different packaging materials used for the product, their weight and a declaration by the packaging producer/s where the percentage of recycled content for cardboard in their packaging is specified.</p>	•	

SUSTAINABLE CRITERIA	VERIFICATION	Basic	Advanced
<b>E - Contract management</b>			
<p><b>Production of the product according to international labour standards (self-declaration)</b></p> <p>The contractor shall ensure that the producers and manufacturers of the cleaning products comply with the international working standards (ILO Core Conventions) listed below throughout the whole supply chain during the term of the contract. The supply chain includes producers and manufacturers of all the cleaning products that are the subject of this contract. Furthermore it includes contracted (contract manufacturers) that may design, market, manufacture and/or provide goods and services that are used to manufacture and supply the final product.</p> <ul style="list-style-type: none"> <li>• Freedom of Association and Protection of the Right to Organise (No. 87)</li> <li>• Right to Organise and Collective Bargaining (No. 98)</li> <li>• Forced Labour (No. 29)</li> <li>• Abolition of Forced Labour (No. 105)</li> <li>• Discrimination (Employment and Occupation) (No. 111)</li> <li>• Equal Remuneration (No. 100)</li> <li>• Minimum Age (No. 138)</li> <li>• Worst Forms of Child Labour (No. 182)</li> </ul>	<p>Upon demand the contractor is required to submit appropriate proof that these requirements have been met, such as a written self-commitment/declaration (such as a current industry code of conduct declaration) that the requirements are met, together with documented support of the implementation and monitoring of measures</p>	•	
<p><b>Production of the product according to international labour standards (third party verification)</b></p> <p>The contractor ensure that the producers and manufacturers of the cleaning products comply with the international working standards (ILO Core Conventions) listed below throughout the whole supply chain</p>	<p>Upon demand the bidder is required to submit independent third party verification that the requirements are met.</p>		•

SUSTAINABLE CRITERIA	VERIFICATION	Basic	Advanced
<p>during the term of the contract. The supply chain includes producers and manufacturers of all cleaning products that are the subject of this contract. Furthermore it includes contracted labour (contract manufacturers) that may design, market, manufacture and/or provide goods and services that are used to manufacture and supply the final product.</p> <ul style="list-style-type: none"> <li>• Freedom of Association and Protection of the Right to Organise (No. 87)</li> <li>• Right to Organise and Collective Bargaining (No. 98)</li> <li>• Forced Labour (No. 29)</li> <li>• Abolition of Forced Labour (No. 105)</li> <li>• Discrimination (Employment and Occupation) (No. 111)</li> <li>• Equal Remuneration (No. 100)</li> <li>• Minimum Age (No. 138)</li> <li>• Worst Forms of Child Labour (No. 182)</li> </ul>			
<p><b>Emissions from transport of the product</b></p> <p>The contractor shall calculate annually the amount of CO<sub>2</sub> emissions caused directly by the transportation of products supplied for the contract, and report this information to the contracting organisation.</p> <p>By the end of the contract, the contractor shall demonstrate the efforts made of trying to reduce the emissions of CO<sub>2</sub> through transportation of products.</p>	<p>A report shall be provided annually by the contractor calculating the CO<sub>2</sub> emissions from transportation of products for the contract. A final report indicating reduction measures undertaken shall be submitted before the end of the contract.</p>		<ul style="list-style-type: none"> <li>•</li> </ul>

## Section 4: Implementation notes

### B - Requirement definition

#### Cleaning products (general restrictions)

In Europe and North America reference to the Thai Green Label should not be made. This reference should only be included in South-east Asia. This is because the criteria are slightly less strict than those for the other ecolabels.

Other relevant ecolabels may also exist in your region and may also be included here. Please check if they are a Type I ecolabel, according to ISO 14024. For more information on ecolabels and environmental labels and their use in the UN procurement process, please consult: "A Guide to Environmental Labels for United Nations Procurers" published by UNOPS and UNEP (as part of the SUN initiative) (May 2009).

#### Cleaning service done by in-house workers

Consider the sustainability criteria for Cleaning Services if the cleaning service is to be done by in-house workers or if the cleaning services are not procured (i.e. no tendering process is used). This is particularly relevant for issues such as dosage and dosage devices, new techniques, awareness of health and risk, and cleaning frequency.

#### References to labels in Verification

Other relevant ecolabels may also exist in your region which may also be used to verify compliance. Please check if they are a Type I ecolabel, according to ISO 14024, and ensure they demonstrate compliance with the criteria presented here. For more information on ecolabels and environmental labels and their use in the UN procurement process, please consult: "A Guide to Environmental Labels for United Nations Procurers" published by UNOPS and UNEP (as part of the SUN initiative) (May 2009). For more information regarding ecolabels available globally, please consult the website of the Global Ecolabelling Network (GEN): <http://www.globalecolabelling.net>

### C - Sourcing suppliers

#### Compliance with environmental legislation

Where appropriate, the contracting authorities should ask bidders to supply relevant documents and, where they have doubts concerning the personal situation of a bidder, they may seek the co-operation of the competent authorities in the particular country.

The exclusion of such economic operators should take place as soon as the contracting authority has knowledge of a judgement concerning such offences. If national law contains provisions to this effect, non-compliance with environmental legislation or legislation on unlawful agreements in public contracts which has been the subject of a final judgement or a decision having equivalent effect may be considered an offence concerning the professional conduct of the economic operator concerned or grave misconduct.

Exclusion of suppliers on the basis of non-compliance with environmental legislation may prove impractical in situations where a strong legal framework and enforcement is not in place. The procurer will need to assess their own situation.

#### D - Evaluation: Award/evaluation criteria

Where the market availability of products meeting the Specifications is less certain. The procurer may wish to use certain specifications as Evaluation/Award criteria instead, indicating that such characteristics are preferred but not required. It is advisable to do some small market research before procurement.

## Section 5: Information sources

- Austrian Ecolabel (Umweltzeichen). All purpose and sanitary cleaners, hand dishwashing detergents: <http://www.umweltzeichen.at/filemanager/list/15672>
- Bra Miljöval/Good Environmental Choice. Cleaning products: <http://www2.snf.se/bmv/english.cfm>
- European Ecolabel. All Purpose cleaners and household cleaners: [http://ec.europa.eu/environment/ecolabel/product/index\\_en.htm](http://ec.europa.eu/environment/ecolabel/product/index_en.htm)
- European Commission GPP Training Toolkit: [http://ec.europa.eu/environment/gpp/toolkit\\_en.htm](http://ec.europa.eu/environment/gpp/toolkit_en.htm)
- Green Seal Environmental Standard for industrial and institutional cleaners, cleaning services: <http://www.greenseal.org>
- Kenya United Nations Office at Nairobi, Sustainable Procurement Policy (unpublished)
- Kenya United Nations Office at Nairobi, Guaranteed Fair Employment Package (unpublished)
- Nordic Swan. Cleaning products, microfibre cloths and mops: <http://www.svanen.nu>
- Terrachoice Environmental Marketing Ecologo, general purpose cleaners, bathrooms cleaners, degreasers, hand dishwashing products, industrial cleaners, window and glass cleaners: <http://www.ecologo.org>
- Thai Green Label. Detergents, dishwashing detergents and surface cleaners: <http://www.tei.or.th/greenlabel>
- European Commission (2007) “Detergent Ingredient Database (DID list)”, available at [http://ec.europa.eu/environment/ecolabel/product/pg\\_did\\_list\\_en.htm](http://ec.europa.eu/environment/ecolabel/product/pg_did_list_en.htm)
- International Fragrance Association (2006) “The International Fragrance Association Code of Practice”. Geneva, available at <http://www.ifraorg.org/Home/Code,%20Standards%20Compliance/Code-of-Practice/page.aspx/88>
- International Labour Office (2001) “Guidelines on occupational safety and health management systems, OSH – 2001” Geneva, available at <http://www.ilo.org/public/english/protection/safework/cops/english/download/e000013.pdf>
- United Nations (2004) “Consolidated List of Products Whose Consumption and/or Sale Have Been Banned, Withdrawn, Severely Restricted or not Approved by Governments” United Nations Publications
- United Nations Economic Commission for Europe (2007) “Globally Harmonized System of Classification and Labelling of Chemicals (GHS) second revised edition”, United Nations, New York and Geneva, available at [http://www.unece.org/trans/danger/publi/ghs/ghs\\_rev02/02files\\_e.html](http://www.unece.org/trans/danger/publi/ghs/ghs_rev02/02files_e.html)
- UN High Level Committee on Management Procurement Network (HLCM-PN), Sustainable Procurement Statement, Revised 15th January 2009
- Council of the European Communities, Council Directive 76/769/EEC of 27 July 1976 on the approximation of the laws, regulations and administrative provisions of the Member States relating to restrictions on the marketing and use of certain dangerous substances and preparations, available at [http://eur-lex.europa.eu/smartapi/cgi/sqa\\_doc?smartapi!celexapi!prod!CELEXnumdoc&lg=EN&numdoc=31976L0769&model=guichett](http://eur-lex.europa.eu/smartapi/cgi/sqa_doc?smartapi!celexapi!prod!CELEXnumdoc&lg=EN&numdoc=31976L0769&model=guichett)

## Section 6: Checklist for selection of Sustainable Cleaning Products & Services

The following checklist is designed to:

- Provide an quick overview of the criteria presented above
- Be used by UN procurers/requisitioners in assessing different offers

The Check-list only includes general headings does not include the criteria themselves. The criteria are presented in the document above.

For specifications (or terms of reference for services) and sourcing criteria, the procurer should insert “yes” or “no” in the final column depending on whether the product or service meets the criteria presented above.

For each award/evaluation criteria, the procurer should assess the performance of the product or service being evaluated and decide how many points should be awarded.

Please note that only the basic criteria are included as an example below.

<b>Check-list: Cleaning Products</b>	
<b>B - Requirement definition</b>	<b>Yes/No</b>
<a href="#">Cleaning products (general restrictions)</a>	
<a href="#">Packaging - concentrated form and clear dosing instructions</a>	
<b>C - Sourcing suppliers</b>	<b>Yes/No</b>
<a href="#">Compliance with environmental legislation</a>	
<a href="#">Production of the product according to international labour standards, self declaration</a>	
<a href="#">Written corporate environmental policy</a>	
<b>D - Evaluation: award/evaluation criteria</b>	<b>Points</b>
<a href="#">Environmentally-friendly packaging</a>	
<b>E – Contract Management</b>	<b>Yes/No</b>
<a href="#">Production of the product according to international labour standards (self-declaration)</a>	

## Section 7: Evaluation/Award criteria matrix

This matrix provides a model which procurers may wish to use in the evaluation/award phase of the procurement process. The matrix (provided below) should serve as an example of how procurers can allocate bonus points for *basic* sustainability criteria when evaluating competing bids.

The evaluation criteria, for instance, in the form of the evaluation matrix, should be included as an annex in the tender documents published by the procurement/contracting authority.

The sustainability criteria included in the evaluation phase should be considered alongside other standard evaluation criteria, such as cost (ideally full costs over the lifetime of the product, i.e. life-cycle costing) and quality. As a rule of thumb, the total weighting given to sustainability criteria is recommended to be about 20% of the total points given to all evaluation criteria.

CLEANING PRODUCTS - Sustainability evaluation criteria	Bonus points (max. 100)	Score
<p><b>1. Environmentally-friendly packaging</b></p> <p>Points shall be awarded for products for which:</p> <ul style="list-style-type: none"> <li>- The packaging for the paper/paper consumables does not contain PVC or other chlorinated plastics.</li> <li>- The packaging materials is able to be separated into mono-material parts, and at least 80 percent of the packaging by weight consists of materials that are readily recyclable (with locally available recycling systems) or can be composted.</li> <li>- The cardboard packaging consists of 80% recycled material.</li> </ul>	<p>Fulfilment of criterion = 100 points</p> <p>Non-fulfilment of criterion = 0 points</p>	
<b>SUM</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.



## **ICLEI - LOCAL GOVERNMENTS FOR SUSTAINABILITY**

ICLEI – Local Governments for Sustainability is an international association of local governments and national and regional local government organisations founded in 1990. ICLEI currently has 1,200 members worldwide and almost 200 in Europe. Since 1996, ICLEI's Sustainable Procurement team has been providing professional information, advice, networking opportunities, training and tools to public authorities wanting to implement high quality, cost effective sustainable procurement practices ([www.iclei-europe.org/procurement](http://www.iclei-europe.org/procurement)).





## 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

### UNEP DTIE Sustainable Consumption and Production Branch

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[www.unep.org/sun](http://www.unep.org/sun)