

Sustainable Procurement Guidelines

# CLEANING PRODUCTS AND SERVICES

*Cleaning Products*

## PRODUCT SHEET



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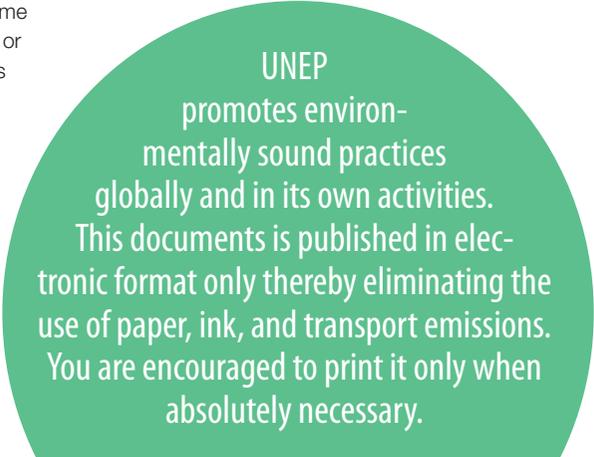
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## Section 1: Introduction and Scope

### *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*

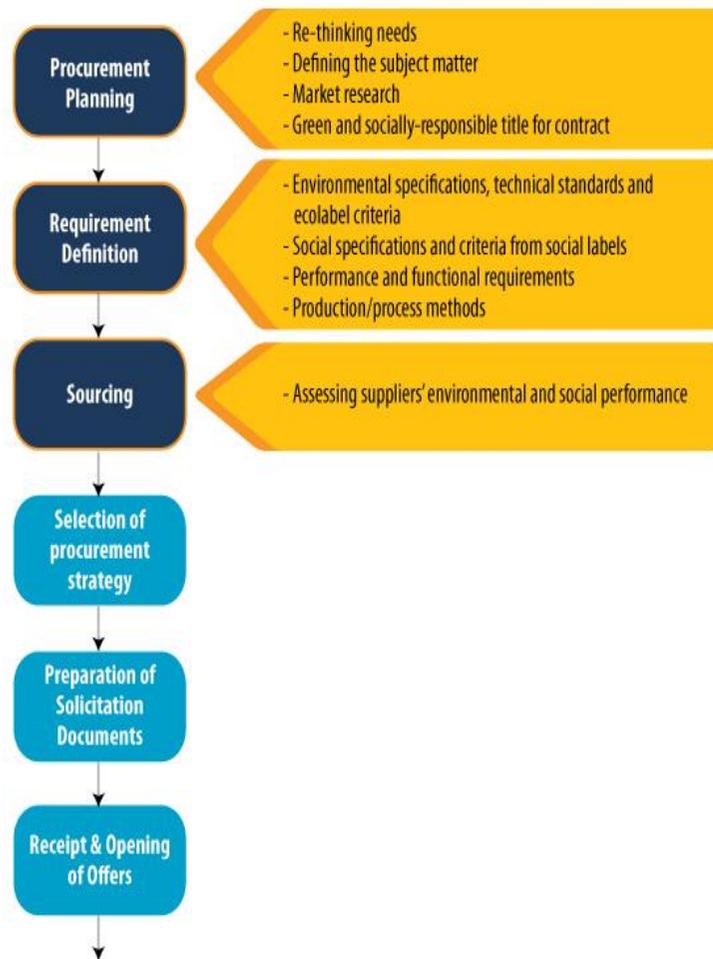
As market conditions vary from region to region, the possibilities for sustainable procurement may also vary. Therefore, the region for which this product sheet has been produced is Latin America, Africa and Asia.

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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

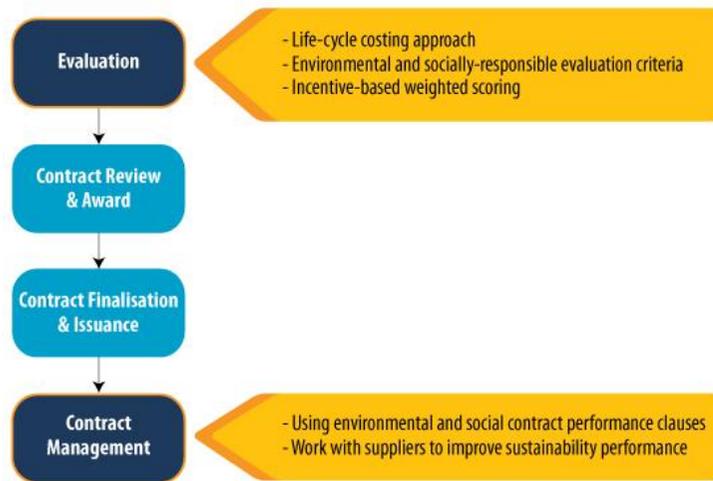
Procurement planning is essential to assess needs, define an appropriate budget and analyse the market to have a better idea of available products meeting sustainability criteria. The subject matter of the contract defines and, more importantly, communicates what the purchasing authority intends to purchase.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

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<b>A - Procurement planning</b>			
Provision of sustainable cleaning products			
<b>B - Requirement definition</b>			
<b>Restricted cleaning products</b> The portfolio of cleaning products may not include: Chlorine-based sanitary cleaners and strongly acidic toilet and bathroom cleaners with inorganic acids Chemical air fresheners Chemical drain cleaner Disposable wipes Sprays containing propellants.	A list of products within the cleaning product portfolio must be provided. This list should include the brand name, product name and intended use of the product.  A list of all ingredients constituting greater than 0.1% of the product for each of the cleaning products must be supplied.	•	•
<b>Harmful/hazardous categories of chemicals</b> All offered cleaning products must not be formulated or manufactured with any chemicals that are listed on the "Consolidated List of Products Whose Consumption and/or Sale Have Been Banned, Withdrawn, Severely Restricted or not Approved by Governments" annually updated and edited by the United Nations.	A list of all ingredients constituting greater than 0.1% of the product for each of the cleaning products must be supplied, together with a declaration stating that they do not contain these restricted chemicals.	•	•
<b>Heavy metals</b> All offered cleaning products must not contain the following heavy metals in concentrations greater than those listed below;	Products carrying the Ecologo, Green Seal or Thai Ecolabel will be deemed to comply.  Any other appropriate means of proof demonstrating that the	•	•

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<p>Arsenic must not exceed 0.5 mg/l. Lead must not exceed 0.5 mg/l. Cadmium must not exceed 0.1 mg/l. Chromium must not exceed 0.5 mg/l. Mercury must not exceed 0.02 mg/l.<sup>2</sup></p>	<p>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>Other restricted substances</b> All offered cleaning products must not contain the following ingredients: Ethylene-diamine-tetra-acetate (EDTA) and its salts Nitrilo-tri-acetate (NTA) Alkyl phenol ethoxylates (APEO) or derivatives thereof</p>	<p>A list of all ingredients constituting greater than 0.1% of the product for each of the cleaning products must be supplied, together with a declaration stating that they do not contain these restricted chemicals.</p> <p>Products carrying the Ecologo, European Ecolabel or Nordic Swan will be automatically deemed to comply.</p>	●	●
<p><b>Biodegradability</b> All offered cleaning products must only contain surfactants and organic ingredients that are aerobically readily biodegradable. Ready biodegradability is defined under OECD Guidelines for Testing of Chemicals (301 – A-F), ISO test methods - ISO 9439, ISO 10708, ISO 10707, or ISO 7828 or Thai Standard for Detergent, TISI 578.</p>	<p>A list of all surfactants and organic ingredients included in each product must be supplied.</p> <p>Ingredients listed as readily biodegradable on the Detergent Ingredient Database (DID list) of the European Union will also be deemed to comply.</p> <p>Products carrying the Ecologo, Green Seal, European Ecolabel, Nordic Swan or Thai Ecolabel 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</p>	●	●

2

Source: Thai Ecolabel

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
	manufacturer. 'Recognised bodies' are test and calibration laboratories and certification and inspection bodies which comply with applicable regional, national and/or international standards.		
<p><b>Phosphorous</b></p> <p>All offered cleaning products may not contain more than 1% by weight of phosphorus.</p>	<p>Products carrying the Ecologo, Green Seal, European Ecolabel, Nordic Swan or Thai Ecolabel 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>Volatile Organic Compounds (VOC's)</b></p> <p>All offered cleaning products may not contain more than 25% by weight of Volatile Organic Compounds.<sup>3</sup></p>	<p>Products carrying the Ecologo, Green Seal, European Ecolabel or Thai Ecolabel 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>		•

3

Source: Thai Ecolabel

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<p><b>Harmful/hazardous categories of chemicals</b></p> <p><i>Please note: only one of the following criteria sets needs to be used.</i></p> <p><b>Option a) Globally Harmonized System of Classification and Labelling of Chemicals (GHS)</b></p> <p>Any ingredient in the offered products that constitutes over 0.1% of the product must not be classified under the following categories under the GHS.</p> <p>Acute Toxicity Oral Categories 1,2,3</p> <p>Acute Toxicity Dermal Categories 1,2,3</p> <p>Acute Toxicity Inhalation – Aerosols and Particulates Dusts and Mists Categories 1,2,3</p> <p>Acute Toxicity Inhalation – Gases and Vapours Categories 1,2</p> <p>Carcinogenic Substances – Categories 1,2</p> <p>Mutagenic Substances – Categories 1,2</p> <p>Respiratory Sensitisation – Category 1</p> <p>Skin Sensitisation – Category 1</p> <p>Substances Toxic for Reproduction – Categories 1,2</p> <p>Specific Target Organ Systemic Toxicity – Single Exposure - Categories 1,2</p> <p>Specific Target Organ Systemic Toxicity – Repeated Exposure – Category 1</p> <p>Aquatic Environment - Acute Toxicity Categories Acute: I, II, III</p> <p>Aquatic Environment - Chronic toxicity Chronic: I, II,III, IV</p> <p>Effects on or via lactation</p>	<p>A list of all ingredients constituting greater than 0.1% of the product for each of the cleaning products supplied along with material safety data sheets for each product shall be provided.</p> <p>Products carrying the European Ecolabel (for options a and b) or Ecologo (option c) 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>		•

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<p><b>Option b) European Union categories</b></p> <p>Any ingredient in the product that constitutes over 0.1% of the product must not be classified with the following hazard symbols or R phrases according to European Council Directive 67/548/EEC and its amendments or Directive 1999/45/EC on the approximation of laws, regulations and administrative provisions relating to the classification, packaging and labelling of dangerous substances<sup>4</sup></p> <p>Toxic - T or Very Toxic – T+</p> <p>R31 (contact with acid liberates gas)</p> <p>R40 (limited evidence of carcinogenic effect)</p> <p>R42 (may cause sensitisation by inhalation)</p> <p>R43 (may cause sensitisation by skin contact)</p> <p>R45 (may cause cancer)</p> <p>R46 (may cause heritable genetic damage)</p> <p>R49 (may cause cancer by inhalation)</p> <p>R68 (possible risks of irreversible effects)</p> <p>R50-53 (very toxic to aquatic organism and may cause long term adverse effects in the aquatic environment)</p> <p>R51-53 (toxic to aquatic organism and may cause long term adverse effects in the aquatic environment)</p> <p>R59 (dangerous to the ozone layer)</p> <p>R60 (may impair fertility)</p> <p>R61 (may cause harm to the unborn child)</p> <p>R62 (possible risk of impaired fertility)</p> <p>R63 (possible risk of harm to the unborn child)</p> <p>R64 (may cause harm to breastfed babies)</p>			<ul style="list-style-type: none"> <li>•</li> </ul>

<sup>4</sup> This criteria is taken from the European Ecolabel for all-purpose cleaners and cleaners for sanitary facilities except for the Toxic classifications. These are not included in the European Ecolabel because they are banned from use in commercial products in the European Union. They have been included here because countries outside the European Union may not have this ban in place.

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<p><b>Option c) United States classifications</b></p> <p>Cleaners must not be formulated or manufactured with any chemicals that:</p> <p>In an undiluted state are toxic to humans. A product is considered toxic if any of the following criteria apply according to OECD Test Methods Acute Oral Toxicity Test (TG401, Acute Inhalation Toxicity Test (TG403) and Acute Dermal Toxicity Test (TG 402).</p> <p>Oral lethal dose 50 (LD<sub>50</sub>) ≤ 2,000mg/kg</p> <p>Inhalation lethal concentration (LC<sub>50</sub>) &lt;20mg/L, tested at its saturation concentration</p> <p>Are included in the International Agency for Research on Cancer (IARC) lists for proven (Group 1), probable (Group 2A), or possible (Group 2B) carcinogens.</p> <p>Are known to cause reproductive toxicity as defined by those listed by the State of California under the Safe Drinking Water and Toxic Enforcement Act of 1986 (California Code of Regulations , Title 22, Division 2, Subdivision 1, Chapter 3, Sections 1200, et seq.).</p> <p>Are identified as a priority for research by the European Union as endocrine disruptors.</p> <p>Require labelling as harmful or an irritant under the US Federal Hazardous Substances Act (16 CFR Part 1500) and/or in Canada, Part 1 and Part 2 of the Consumer Chemicals and Containers Regulations of the Hazardous Products Act.</p> <p>Are considered hazardous under the US Federal Hazardous Substances Act (16 CFR Part 1500) and/or in Canada Class D (Division 1 Subdivision A and Division 2 Subdivision A) or Class E of the Controlled Products Regulations (SOR/88-66) of the Hazardous Products Act.</p> <p>Are toxic to aquatic life. A compound is considered not toxic to aquatic life if</p>			<p>•</p>

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
it meets one or more of the following criteria according to ISO 7346.2 - Acute LC <sub>50</sub> for algae, daphnia or fish $\geq$ 100mg/L.			
<p><b>Fragrances</b></p> <p>Any ingredient added as a fragrance must follow the International Fragrance Association code of practice.</p>	<p>Products carrying a European Ecolabel, Ecologo or Nordic Swan 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>Bioaccumulation</b></p> <p>Biocides that are classified with R50-53 or R51-53 may not be bioaccumulating. Bioaccumulating is defined as having a log Pow equal to or greater than 3 (unless the BCF is less than 100). Biocides are also only allowed as preservatives.</p>	<p>Products carrying the Ecologo, Nordic Swan or European Ecolabel 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>	●	●

SUSTAINABILITY 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 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>		•
<b>C – Sourcing suppliers</b>			
<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</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>	•	•

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<p>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>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</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>	•	

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<p>systems) or can be composted.</p> <ul style="list-style-type: none"> <li>The cardboard packaging consists of 80% recycled material.</li> </ul>			
<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>	<ul style="list-style-type: none"> <li></li> </ul>	

## Section 4: Implementation notes

### B - Requirement definition

#### 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>

#### 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.

### 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

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 and 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.*

Check-list - Cleaning Products	
<b>B - Requirement definition</b>	<b>Yes/No</b>
<a href="#">Restricted cleaning products</a>	
<a href="#">Harmful/hazardous categories of chemicals</a>	
<a href="#">Heavy metals</a>	
<a href="#">Other restricted substances</a>	
<a href="#">Biodegradability</a>	
<a href="#">Phosphorous</a>	
<a href="#">Packaging - concentrated form and clear dosing instructions</a>	
<b>C - Sourcing</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>	
<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

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