

## Sustainable Procurement Guidelines

# FURNITURE PRODUCT SHEET

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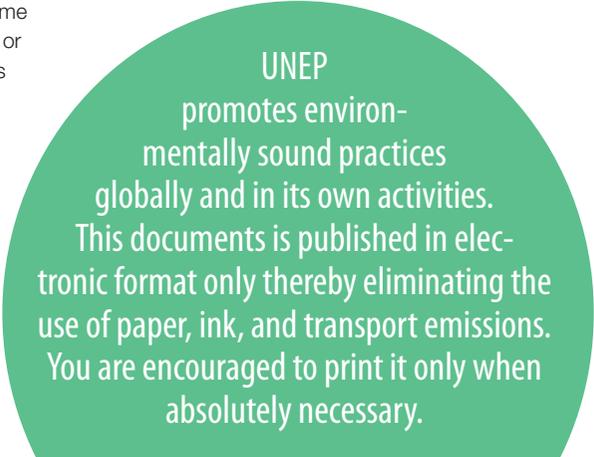
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## Section 1: Introduction and Scope

### *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*

Furniture is a broad product group that encompasses very different types of furniture (chairs, tables, wardrobes, shelves, cupboards, etc.) with very different uses (for schools, offices, kitchens, bathrooms, outdoors, special uses, etc.). It includes all free-standing or built-in furniture units, which are used for storing, hanging, lying, sitting, working and eating. It does not include, however, building products (e.g. steps, walls, mouldings, panels), sanitary equipment, carpets, fabrics, office supplies, and other products whose primary purpose is not to function as furniture.

These guidelines focus on the materials that tend to have generally the most weight in office furniture: wood, metals and plastics plus finishing (e.g. coatings). In this respect, these guidelines do not provide guidance on a product basis but are rather intended to be used as generic guidelines for all office furniture and are thus based on the materials used in the production phase and the usability of finished office furniture products.

### *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.

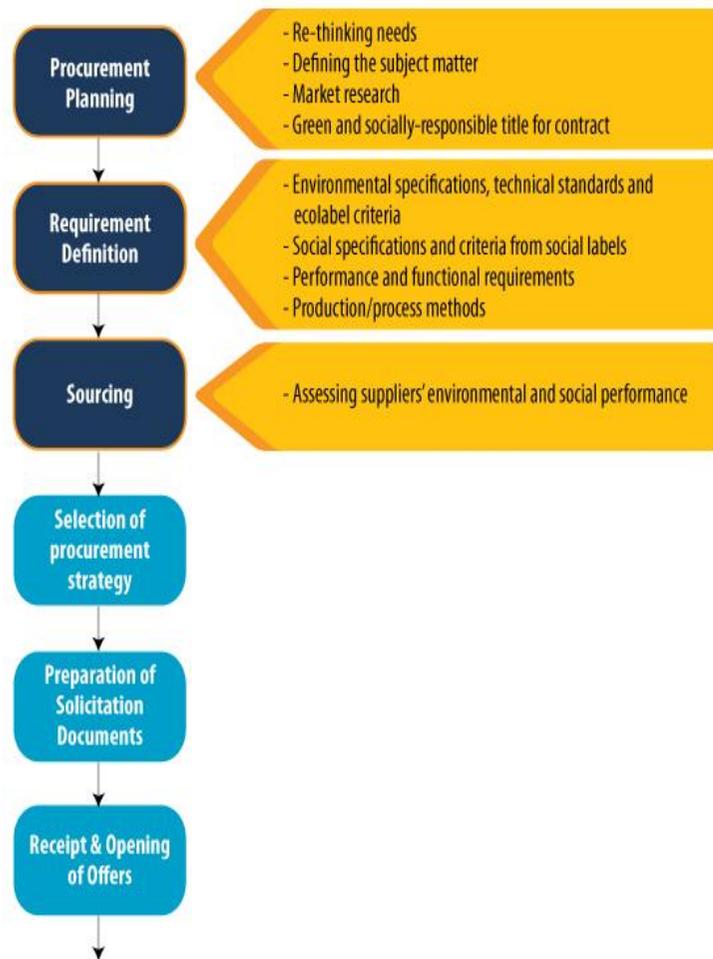
The criteria are divided into the typical steps in a procurement action: tender subject matter, technical specifications, supplier qualification requirements, evaluation criteria, and contract clauses. For each criterion guidance is also provided on verifying compliance.

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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

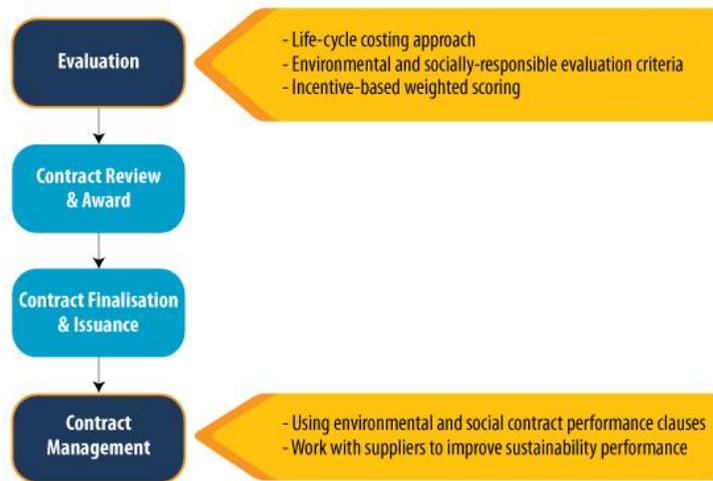
Procurement planning is essential to assess needs, define an appropriate budget and analyse the market to have a better idea of available products meeting sustainability criteria. The subject matter of the contract defines and, more importantly, communicates what the purchasing authority intends to purchase.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

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<b>A – Procurement planning</b>			
Provision of office furniture produced in a sustainable manner			
<b>B – Requirement definition</b>			
<b>SUSTAINABILITY CRITERIA BELOW ARE RELATED TO THE <u>MATERIALS</u> USED TO <u>PRODUCE</u> THE PRODUCTS</b>			
<p><b>Labelled plastic material for recycling</b></p> <p>All plastic parts ≥ 50g shall be marked for recycling according to ISO 11469 or equivalent and must not contain additions of other materials that may hinder their recycling.</p>	<p>Products carrying the Nordic Swan ecolabel will be deemed to comply.</p> <p>For products which do not carry this label bidders must provide a description of the plastic materials that are present and the quantities used, the way in which they are labelled and how they are attached to one another or to other materials.</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>Legally logged wood</b></p> <p>All virgin wood and wood-based materials (including solid, laminated, veneer and wood used for the production of plywood) shall come from legally logged timber. The wood shall not come from protected areas or areas in the official process of designation for protection, old growth forests and high conservation value forests defined in national stakeholder processes unless the purchases are clearly in line with</p>	<p>Products carrying the Nordic Swan, Umweltzeichen (Austrian ecolabel), or Eco Mark Japan will be deemed to comply.</p> <p>For products which do not carry one of these labels certificates of chain of custody for the wood certified as FSC, PEFC or any other sustainable forest management standard where the percentage of certified wood is indicated, will be accepted as proof of compliance for that percentage.</p>	•	

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<p>the national conservation regulations. The use of species covered by CITES is strictly prohibited.</p>	<p>In Europe, if wood stems from a country that has signed a Voluntary Partnership Agreement (VPA) with the EU, the FLEGT licence will serve as proof of legality.</p> <p>For the non-certified wood bidders shall indicate the types (species), quantities and origins of the wood used in production, together with a declaration of their legality. As such the wood shall be able to be traced throughout the whole production chain from the forest to the product.</p> <p>If wood stems from countries in war<sup>1</sup>, countries with a high level of corruption<sup>2</sup> or countries with a high risk of illegal logging<sup>3</sup>, then third party verification of its legality will be required.</p>		
<p><b>Sustainably logged wood</b></p> <p>At least 70% of the virgin wood or wood-based materials (including solid, laminated, veneer and wood used for the production of plywood) shall come from forests that are certified as being managed so as to implement the principles and measures aimed at ensuring legal and sustainable forest management.</p> <p>In Europe, these principles and measures shall at least correspond to those of the Pan-European Operational Level Guidelines for Sustainable Forest Management, as endorsed by the Lisbon Ministerial Conference on the Protection of Forests in Europe (2 to 4 June 1998). Outside Europe they shall at least correspond to the UNCED Forest Principles (Rio de Janeiro, June 1992) and, where applicable, to the criteria or guidelines for sustainable forest management as adopted under the respective international and regional initiatives (ITTO, Montreal Process, Tarapoto Process, UNEP/FAO Dry-Zone Africa Initiative).</p>	<p>Products carrying the Blaue Engel (German ecolabel), or the Nordic Swan will be deemed to comply.</p> <p>For products which do not carry one of these labels verification must be provided by a credible third party that the claimed percentage of timber meets the standards. Certificates of chain of custody for the wood fibres certified as FSC, PEFC or any other sustainable forest management standard where the percentage of certified wood is indicated, will be accepted as proof of compliance for that percentage.</p>		<ul style="list-style-type: none"> <li>●</li> </ul>

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<p><b>Adhesives and glues</b></p> <p>The VOC content of adhesives used in the assembly of furniture shall not exceed 10% by weight.</p>	<p>Products carrying the Nordic Swan or the Umweltzeichen (Austrian ecolabel) will be deemed to comply.</p> <p>For products which do not carry one of these labels bidders must present a list with all adhesives used in the assembly of furniture and their Security Data Sheet, or equivalent documentation, where the amount of VOCs is displayed, demonstrating compliance with the above criteria.</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>Surface coating of wood, plastic and/or metal parts</b></p> <p>The products used for the surface coating shall:</p> <ul style="list-style-type: none"> <li>- Not contain hazardous substances that are classified as carcinogenic, harmful to the reproductive system, mutagenic, allergenic when inhaled or harmful to the environment according to national or international classification standards.</li> <li>- Not contain halogenated organic flame retardants, phthalates, aziridine and polyaziridines or lead, cadmium, chrome, mercury and their compounds;</li> <li>- Not contain heavy metals;</li> <li>- Not contain more than 5% by weight of VOCs.</li> </ul>	<p>Products carrying the Nordic Swan (if they comply with the criteria R17 of the ecolabel) or the Blaue Engel (German ecolabel) will be deemed to comply.</p> <p>For products which do not carry one of these labels bidders must present a list with all surface treatment substances used for each material present in the furniture and their Security Data Sheet or equivalent documentation demonstrating compliance with these criteria.</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</p>		

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
	regional, national and/or international standards.		
<p><b>Recycled metal content</b></p> <p>At least 20% of the aluminium and/or steel used for the production of the aluminium and/or steel shall be recycled (second fusion).</p>	<p>Products carrying the Nordic Swan or the Umweltzeichen (Austrian 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>Plastic parts free of certain substances</b></p> <p>Plastic parts shall not contain halogenated flame retardants, phthalates or substances based on lead, cadmium, chrome (VI), mercury and their compounds.</p>	<p>Products carrying the Nordic Swan or the Umweltzeichen (Austrian ecolabel) will be deemed to comply.</p> <p>For products which do not carry one of these labels bidders must provide a list of the additives used in the different plastic materials present in the furniture pieces and the relevant documentation to prove compliance.</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>Environmentally-friendly foams and padding materials</b></p> <p>The padding material used for the furniture meet the ecological criteria related to the product itself and production processes of:</p> <p>- the Certipur standard (full criteria document available at</p>	<p>Products carrying the Blaue Engel (RAL-UZ 117 for upholstered furniture – German ecolabel), the Nordic Swan, the European Ecolabel or the Certipur label will be deemed to comply.</p> <p>For products which do not carry one of these labels bidders must provide a list of the substances used in foam and padding</p>		•

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<p><a href="http://www.europur.com/index.php?page=certipur">http://www.europur.com/index.php?page=certipur</a>)</p> <p>- the European Ecolabel (full criteria document available at: <a href="http://eur-lex.europa.eu/LexUriServ/site/en/oj/2002/l_133/l_13320020518en00290041.pdf">http://eur-lex.europa.eu/LexUriServ/site/en/oj/2002/l_133/l_13320020518en00290041.pdf</a>)</p> <p>or equivalent.</p>	<p>materials present in the furniture pieces and the relevant documentation to prove compliance.</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>Environmentally-friendly textiles</b></p> <p>The textile materials used for the furniture meet the ecological criteria relating to the product itself and production processes of:</p> <p>- the Oeko-Tex Standard 100 (full criteria document available at: <a href="http://www.oeko-tex.com/xdesk/ximages/470/16459_100def2007.pdf">http://www.oeko-tex.com/xdesk/ximages/470/16459_100def2007.pdf</a>)</p> <p>- the European Ecolabel (full criteria document available at: <a href="http://eur-lex.europa.eu/LexUriServ/site/en/oj/2002/l_133/l_13320020518en00290041.pdf">http://eur-lex.europa.eu/LexUriServ/site/en/oj/2002/l_133/l_13320020518en00290041.pdf</a>)</p> <p>- or equivalent.</p>	<p>All products carrying the Blaue Engel (RAL-UZ 117 for upholstered products – German ecolabel), Nordic Swan, Oeko-Tex, Umweltzeichen (Austrian ecolabel), European Ecolabel or the Eco Mark Japan 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><u>SUSTAINABILITY CRITERIA BELOW ARE RELATED TO THE FUNCTIONAL ASPECTS OF PRODUCTS AND HOW PRODUCTS ARE SUPPLIED</u></b></p>			
<p><b>Durability</b></p> <p>Minimum of 5 years guarantee and availability of replacement pieces for the same amount of time.</p>	<p>Bidders must provide appropriate documentation where the guarantee is stated.</p>		

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<p><b>Quality, reparability, fitness for use and ergonomics</b> (see Implementation Note)</p> <p>Furniture pieces must meet [insert relevant national, international quality standard] or equivalent regarding serviceability (e.g. safety, abrasion resistance, tensile strength, light fastness, rub fastness, deformation by compression, ergonomics).</p>	Bidders must provide the appropriate documentation to demonstrate compliance with these standards.		
<p><b>Maintenance</b></p> <p>Cleaning furniture pieces must be possible without the use of products containing organic solvents. For this reason, the product should be made of materials that can be easily separated for recycling purposes.</p>	Bidders must provide information regarding cleaning for maintenance purposes.		•
<p><b>Recycling and re-use</b></p> <p>The furniture pieces must be recyclable or adequate for reuse. To ensure this, the pieces must be made of materials that can be easily separated for recycling purposes.</p>	Bidders must provide appropriate documentation to demonstrate compliance with these standards.		
<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>	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.		•

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<b>C - Sourcing</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 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> </ul>	<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
<ul style="list-style-type: none"> <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 (independent third party certified)</b></p> <p>The bidder shall provide proof from an independent third party certification body that the manufacturer of the product complies with the international working standards (ILO Core Conventions) throughout the whole supply chain listed below. The supply chain includes producers and manufacturers of all furniture pieces 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>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>

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<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>	●	
<p><b>Operational, third-party certified, environmental management system</b></p> <p>The bidder shall provide certificates from the manufacturer(s) that they and all companies throughout the whole product supply chain engaged in the design or manufacture of the product have an operational, third-party certified, environmental management system that meets one of three recognised systems: ISO 14001, European EMAS, U.S. EPA Performance Track, or equivalent.</p>	<p>The bidder is required to provide certificates for all the companies in the supply chain of the third-party certified environmental management system, such as ISO 14001, European EMAS, U.S. EPA Performance Track, or equivalent.</p>		●
<b>D - Evaluation</b>			
<p><b>Sustainably logged wood &amp; recycled content</b></p> <p>Additional points shall be awarded for the percentage, by weight of the product which is made of either:</p> <ul style="list-style-type: none"> <li>recycled material (wood, metal, plastic), or</li> <li>virgin wood or wood-based materials (including solid, laminated, veneer and wood used for the production of plywood), which comes from forests that are certified as being managed so as to implement the principles and measures aimed at ensuring sustainable forest management.</li> </ul> <p>In Europe, these principles and measures shall at least correspond to those of the Pan-European Operational Level Guidelines for Sustainable Forest Management, as endorsed by the Lisbon</p>	<p>Bidders shall indicate the percentage by weight of the product which is made of either of these material types, together with appropriate proof.</p> <p>For wood or wood-based materials originating from sustainable forestry, verification must be provided by a credible third party that the claimed percentage of timber meets the standards. Certificates of chain of custody for the wood fibres certified as FSC, PEFC or any other sustainable forest management standard where the percentage of certified wood is indicated, will be accepted as proof of compliance for that percentage.</p>	●	

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<p>Ministerial Conference on the Protection of Forests in Europe (2 to 4 June 1998). Outside Europe they shall at least correspond to the UNCED Forest Principles (Rio de Janeiro, June 1992) and, where applicable, to the criteria or guidelines for sustainable forest management as adopted under the respective international and regional initiatives (ITTO, Montreal Process, Tarapoto Process, UNEP/FAO Dry-Zone Africa Initiative).</p>			
<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 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>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>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>Operational, third-party certified, environmental management system</b></p> <p>Points shall be awarded if the bidder provides certificates from the manufacturer(s) that they and all companies throughout the whole product supply chain engaged in the design or manufacture of the product have an operational, third-party certified, environmental management system that meets one of three recognised systems: ISO 14001, European EMAS, U.S. EPA Performance Track, or equivalent.</p>	<p>The bidder is required to provide certificates for all the companies in the supply chain of the third-party certified environmental management system, such as ISO 14001, European EMAS, U.S. EPA Performance Track, or equivalent.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<b>E - Contract Management</b>			
<p><b>Production of the product according to international labour standards (self-declaration)</b> 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>	•	

SUSTAINABILITY CRITERIA	VERIFICATION	basic	advanced
<p><b>Production of the product according to international labour standards (independent third party certified)</b> The contractor shall ensure that the producers and manufacturers of the stationery items 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 stationery items 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>Upon demand the bidder is required to submit independent third party verification that the requirements are met.</p>		•
<p><b>Emissions from transport of the product</b> The contractor shall provide information in terms of figures regarding the amount of CO<sub>2</sub> emissions from the transportation of products supplied for the contract.  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 by the contractor calculating the CO<sub>2</sub> emissions from transportation of products for the contract.</p>		

## Section 4: Implementation notes

### **B – Requirement definition – Specifications – Environmentally-friendly foams, padding materials and textiles**

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).

### **B – Requirement definition: specifications – Quality, reparability, fitness for use and ergonomics**

Quality standards that either refer to or are in line with international or European standards such as ISO and EN standards are usually in place at the national/federal level of each country. Smaller sized companies might be more familiar with the national standards than with European or international standards. Therefore, as it is not possible to provide a full list of all the different quality and durability standards, the contracting authority (purchaser) will need to identify the appropriate standard to refer to.

### **B – Requirement definition: specifications – Explanation of sustainability criteria regarding functional aspects and how the products are supplied**

The criteria “durability”, “quality, reparability and fitness for use” and “modularity” all concern quality and aesthetics regarding the furniture pieces purchased. However, these aspects have been included as sustainability criteria as they concern the extending or maximising the lifetime of a product, which can greatly reduce the overall environmental impacts of the product group for an organisation. This is because production impacts - the most important part of the life-cycle analysis for furniture - will be reduced if fewer products need to be made.

### **B – Requirement definition – Specifications – 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.

**E – Contract Management – Disposal**

Although not included as a Contract Clause, a take-back system is an effective way to guarantee the recycling of products, however its effectiveness would depend on the recycling options available to suppliers regionally. Therefore, it is recommended that the purchaser make an assessment prior to beginning the purchasing or tendering process to obtain information from potential suppliers about take-back schemes and then consider whether to include this point as part of the Contract Clauses.

## Section 5: Information sources

- Austrian ecolabel (“Österreichische Umweltzeichen” - the national Austrian ecolabel): <http://www.umweltzeichen.at/>. Specific criteria used:  
UZ 06: Wooden Furniture  
UZ 34: Office Stools and Chairs
- Bärsch, J (2001): The Feasibility of an EU Ecolabel for Furniture. Klaus Novy Institute e.V., prepared for the Umweltbundesamt (Federal German Environment Agency). Cologne/Deventer.
- Blue Angel (“Blaue Engel” - the German national ecolabel): <http://www.blauer-engel.de>. Specific criteria sets used:  
RAL-UZ 38: “Low-emission Wood Products and Wood-Base Products”  
RAL-UZ 117: “Low-Emission Upholstered Furniture”
- CertiPUR Label for Flexible Polyurethane Foams (from EUROPUR – European Association of Flexible Polyurethane Foam Blocks Manufacturers): <http://www.europur.com/>
- Clement, S (2006): The Procura<sup>+</sup> Manual 2nd edition: A guide to cost effective Sustainable Public Procurement. ICLEI – Local Governments for Sustainability, Freiburg, Germany.
- Eco Mark Japan (Japanese national ecolabel): <http://www.ecomark.jp/english/>. Specifically:  
Product Category 130, “Furniture Version 1.4”
- European Commission GPP Training Toolkit: [http://ec.europa.eu/environment/gpp/toolkit\\_en.htm](http://ec.europa.eu/environment/gpp/toolkit_en.htm)
- Forest Stewardship Council (FSC) (environmental and social third-party certification scheme that promotes responsible management of the world's forests): <http://www.fsc.org>
- Nordic Swan (Scandinavian ecolabel): <http://www.svanen.nu>. Specifically:  
Furniture and Fitments
- Programme for the Endorsement of Forest Certification (PEFC) (promotes sustainable forest management - environmentally, socially beneficial and economically viable management of forests for present and future generations - through independent third party forest certification): <http://www.pefc.org>
- Public Society of Environmental Management for the Basque Government (IHOBE) (2008): Manual on Green Public Procurement. Criteria for Office Furniture. Bilbao, Spain.
- Swedish Environmental Management (MSR) Council's procurement criteria for “furniture”:  
[http://www.msr.se/en/green\\_procurement/criteria/Furnishing-and-textiles/](http://www.msr.se/en/green_procurement/criteria/Furnishing-and-textiles/)
- UNON Supplier Sustainable Procurement Guidelines (Annex G)
- UNEP: UNEP Environmental Criteria for Office Furniture (RFP 230074/EM)
- UNOPS and UNEP (2009): A Guide to Environmental Labels for United Nations Procurers.

## Section 6: Checklist for selection of Office furniture

The following checklist is designed to:

- Provide a 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 advanced criteria are included as an example below.

Check-list: Office furniture	
B - Requirement definition	Yes/No
<a href="#">Labelled plastic material for recycling</a>	
<a href="#">Sustainably logged wood</a>	
<a href="#">Adhesives and glues</a>	
<a href="#">Surface coating of wood, plastic and/or metal parts</a>	
<a href="#">Recycled metal content</a>	
<a href="#">Plastic parts free of certain substances</a>	
<a href="#">Environmentally-friendly foams and padding materials</a>	
<a href="#">Environmentally-friendly textiles</a>	
<a href="#">Durability</a>	
<a href="#">Quality, reparability, fitness for use and ergonomics</a>	
<a href="#">Maintenance</a>	
<a href="#">Recycling and re-use</a>	

<a href="#">Environmentally-friendly packaging</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 (independent third party certified)</a>	
<a href="#">Operational, third-party certified, environmental management system</a>	
<b>E – Contract Management</b>	<b>Yes/No</b>
<a href="#">Production of the product according to international labour standards (independent third party certified)</a>	
<a href="#">Emissions from transport of the product</a>	

## Section 7: Evaluation/Award criteria matrix

The matrix (provided below) should serve as an example of how procurers can allocate bonus points for sustainability criteria when evaluating competing bids. The evaluation criteria 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.

FURNITURE - Sustainability evaluation criteria	Bonus points (max. 100)	Score
<p><b>1. Sustainably logged wood &amp; recycled content</b></p> <p>Additional points shall be awarded for the percentage, by weight of the product which is made of either:</p> <ul style="list-style-type: none"> <li>- Recycled material (wood, metal, plastic), or</li> <li>- Virgin wood or wood-based materials (including solid, laminated, veneer and wood used for the production of plywood), which comes from forests that are certified as being managed so as to implement the principles and measures aimed at ensuring sustainable forest management.</li> </ul>	<p>Points awarded on a sliding scale depending on the percentage achieved. Maximum = 70 points</p> <p>Non-fulfilment of criterion = 0 points</p>	
<p><b>2. 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 = 10 points</p> <p>Non-fulfilment of criterion = 0 points</p>	
<p><b>3. Operational, third-party certified, environmental management system</b></p> <p>Points shall be awarded if the bidding company can provide certificate(s) from the manufacturer(s) that they and all companies throughout the whole product supply chain engaged in the design or manufacture of the product have an operational, third-party certified, environmental management system that meets one of three recognised systems: ISO 14001, European EMAS, U.S. EPA Performance Track, or equivalent.</p>	<p>Fulfilment of criterion = 20 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

15 Rue de Milan

75441 Paris CEDEX 09, France

Tel: +33 1 4437 1450

Fax: +33 1 4437 1474

E-mail: [sustainable.un@unep.org](mailto:sustainable.un@unep.org)

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