

## Sustainable Procurement Guidelines

# STATIONERY

## *Paper Consumables*

## PRODUCT SHEET

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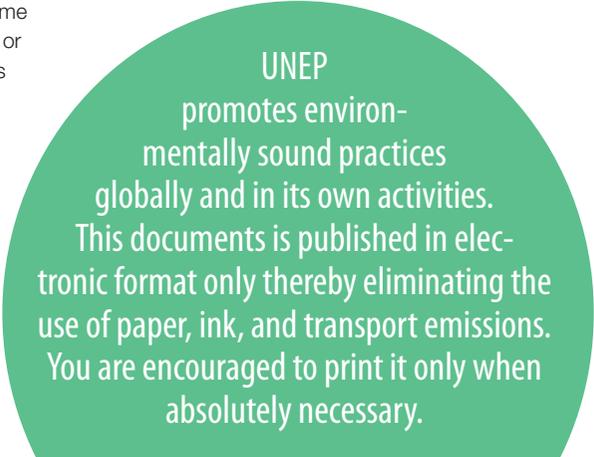
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## Section 1: Introduction and Scope

### *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*

Office stationery includes numerous products and is usually considered to be a relatively straightforward product area for sustainable procurement that ensures high visibility within the office or public administration. Users of office stationery, that is staff, will immediately realise that their management are making an effort to improve the sustainability performance of the organisation's operations which in turn can help build awareness of the (new sustainable procurement) policy.

Office stationery encompasses writing instruments (pens, pencils, markers, for example), plain (unused) paper for writing, printing and copying purposes (up to 170g/m<sup>2</sup>) sold in sheets or reels, and also finished paper products, such as: writing pads, drawing books, folders, files, etc.

This Product Sheet covers in particular paper consumables: envelopes, post-it notes and notepads.

### *Structure*

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

- **Basic sustainability criteria** address the most significant environmental and social impacts. They are designed to be used with minimum additional verification efforts 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 efforts or imply a certain cost increase as compared to other products fulfilling the same function.

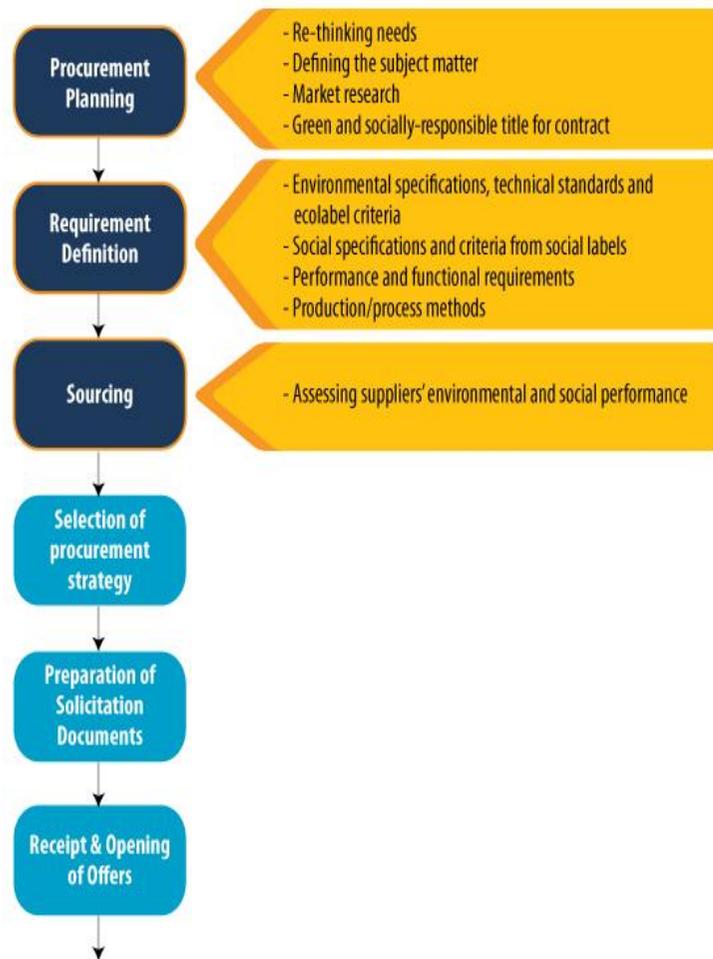
The criteria are divided into the typical steps in a procurement action: tender subject matter, technical specifications, supplier qualification requirements, evaluation criteria, and contract clauses. For each criterion guidance is also provided on verifying compliance.

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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

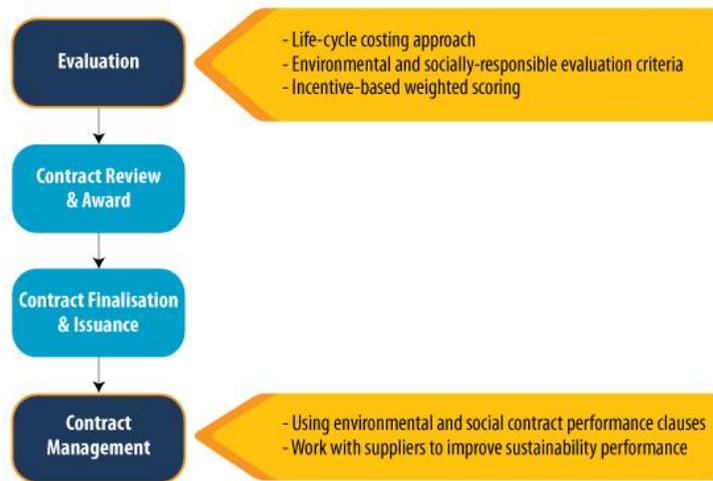
Procurement planning is essential to assess needs, define an appropriate budget and analyse the market to have a better idea of available products meeting sustainability criteria. The subject matter of the contract defines and, more importantly, communicates what the purchasing authority intends to purchase. 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 envelopes/notepads/post-it notes made in an environmentally and socially responsible way.			
<b>B – Requirement definition</b>			
<p><b>Recovered paper fibres</b></p> <p>Paper must be made from 75% recovered paper fibres (post and pre-consumer waste)</p> <p>Recovered paper fibres include both post-consumer recycled fibres and pre-consumer recycled fibres from paper mills, also known as broke. Post-consumer recycled fibres may come from consumers, offices, printing houses, bookbinders or similar.</p>	<p>All products carrying the Blaue Engel (German ecolabel), or Umweltzeichen (Austrian ecolabel) will be deemed to comply.</p> <p>The Green Seal, and the PEFC label can also serve as means of proof if it specified that the paper is made from at least 75% recovered paper fibres.</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>Virgin fibres from legally logged raw wood<sup>2</sup></b> (see Implementation Note)</p> <p>All virgin wood fibres for pulp production 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</p>	<p>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> <p>In Europe, if wood stems from a country that has signed a Voluntary Partnership Agreement (VPA) with the EU, the FLEGT licence will</p>	•	

<sup>2</sup> In the countries and regions where there is a good supply of products certified as originating from sustainably managed forests (e.g. bearing the FSC or PEFC labels), it is recommended that the "specification" used here is **virgin fibres from sustainably logged raw wood**, instead of virgin fibres from legally logged raw wood. Please refer to the Implementation Notes section at the end of this table for the recommended criteria and verification.

SUSTAINABILITY CRITERIA	VERIFICATION	Basic	Advanced
<p>unless the purchases are clearly in line with the national conservation regulations. The use of species covered by CITES is strictly prohibited.</p>	<p>serve as proof of legality. 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. If wood stems from countries in war<sup>3</sup>, countries with a high level of corruption<sup>4</sup> or countries with a high risk of illegal logging<sup>5</sup>, then third party verification of its legality will be required.</p>		
<p><b>Virgin fibres from sustainably logged raw wood</b></p> <p>All virgin wood fibres for pulp production shall come from forests that are managed so as to implement the principles and measures aimed at ensuring 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>All products carrying the Blaue Engel (German ecolabel), FSC label, Umweltzeichen (Austrian ecolabel), Nordic Swan, Ecologo and the Eco Mark Japan will be deemed to comply.</p> <p>Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body will also be accepted. 'Recognised bodies' are test and calibration laboratories and certification and inspection bodies which comply with applicable regional, national and/or international standards.</p>		<ul style="list-style-type: none"> <li>•</li> </ul>

<sup>3</sup> Identified using reports of reliable sources such as [http://www.globalwitness.org/media\\_library\\_get.php/150/0203\\_The%20Logs%20of%20War\\_by%20GW\\_Fafo.pdf](http://www.globalwitness.org/media_library_get.php/150/0203_The%20Logs%20of%20War_by%20GW_Fafo.pdf)

<sup>4</sup> Identified on the basis of the Corruption Perception Index, based on reliable sources such as [http://www.transparency.org/content/download/10825/92857/version/1/file/CPI\\_2006\\_presskit\\_eng.pdf](http://www.transparency.org/content/download/10825/92857/version/1/file/CPI_2006_presskit_eng.pdf)

<sup>5</sup> Identified through reliable sources, such as [http://assets.panda.org/downloads/keep\\_it\\_legal\\_final\\_no\\_fsc.pdf](http://assets.panda.org/downloads/keep_it_legal_final_no_fsc.pdf)

SUSTAINABILITY CRITERIA	VERIFICATION	Basic	Advanced
<p><b>Ecological criteria regarding production</b> (see Implementation Note)</p> <p>The ecological criteria of the Nordic Swan, Blaue Engel (German ecolabel), Austrian Ecolabel, Ecologo or the Eco Mark Japan, (<i>or the Thai Green Label – see Implementation Note</i>) or equivalent, directly related to the product or production process (and not the management practices of the factory) must be met. Full criteria documents are available at:</p> <p>Nordic Swan – paper envelopes:  <a href="http://www.svanen.nu/Default.aspx?tabName=CriteriaDetailEng&amp;menultemID=7056&amp;pgr=14">http://www.svanen.nu/Default.aspx?tabName=CriteriaDetailEng&amp;menultemID=7056&amp;pgr=14</a></p> <p>Blaue Engel (German ecolabel): <a href="http://www.blauer-engel.de/downloads/vergabegrundlagen_en/e-UZ-014.pdf">http://www.blauer-engel.de/downloads/vergabegrundlagen_en/e-UZ-014.pdf</a></p> <p>Austrian Ecolabel – UZ18 Recycled paper products:  <a href="http://www.umweltzeichen.at/filemanager/list/15672/">http://www.umweltzeichen.at/filemanager/list/15672/</a></p> <p>Marque NF Environnement - Envelopes: <a href="http://www.marque-nf.com/appli.asp?NumAppli=NF316&amp;lang=French">http://www.marque-nf.com/appli.asp?NumAppli=NF316&amp;lang=French</a></p> <p>Eco Mark Japan – packaging paper:  <a href="http://www.ecomark.jp/english/nintei.html">http://www.ecomark.jp/english/nintei.html</a></p> <p>Ecologo – Envelopes:  <a href="http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=305">http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=305</a></p> <p>(<i>Thai Green Label Scheme – paper TGL-8-97 (printing and writing paper requirements)</i>): <a href="http://www.tei.or.th/greenlabel/">http://www.tei.or.th/greenlabel/</a></p>	<p>Products carrying the the Nordic Swan, Blaue Engel (German ecolabel), Umweltzeichen (Austrian ecolabel), Ecologo or the Eco Mark Japan, (<i>or the Thai Green Label – see Implementation Note</i>) 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>Elementary chlorine free (ECF)</b></p> <p>The paper must be at least Elementary Chlorine Free (ECF).  Totally chlorine free (TCF) will also be accepted.</p>	<p>All products carrying the Blaue Engel (German ecolabel), Nordic Swan, Umweltzeichen (Austrian ecolabel), Eco Mark Japan, Chlorine-Free Products Association (CFPA) label or the Green Seal ecolabel, will be deemed to comply.</p>	•	

SUSTAINABILITY CRITERIA	VERIFICATION	Basic	Advanced
	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><b>Brightness</b> (see Implementation Note)</p> <p>The brightness level must be &lt;90 according to ISO 2470:1999 or equivalent.</p>	Bidders must provide written proof that they meet this criterion.	•	•
<p><b>Environmentally-friendly packaging</b></p> <p>The packaging for the paper/paper consumables shall not contain PVC or other chlorinated plastics.</p> <p>The packaging materials may be separated into mono-material parts, and at least 80 percent of the packaging by weight shall consist of materials that are readily recyclable (with locally available recycling systems) or can be composted.</p> <p>The cardboard packaging shall consist of 80% recycled material.</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.		•
<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 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>	Bidders must provide a declaration that they meet this criterion. Upon request, they may be asked to provide documentary proof to support this declaration.		

SUSTAINABILITY CRITERIA	VERIFICATION	Basic	Advanced
<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> <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 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 (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</p>	<p>Upon demand the bidder is required to submit independent third party verification that the requirements are met.</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>	•	
<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>		•

SUSTAINABILITY CRITERIA	VERIFICATION	Basic	Advanced
<b>D - Evaluation</b>			
<p><b>Recovered fibres &amp; virgin fibres from sustainably logged raw wood</b></p> <p>Beyond the minimum specification of 75% recovered paper fibres , points shall be awarded for the proportion of the remaining 25% which derives from p either:</p> <ul style="list-style-type: none"> <li>recovered paper fibres - including both post-consumer recycled fibres and pre-consumer recycled fibres from paper mills, also known as broke. Post-consumer recycled fibres may come from consumers, offices, printing houses, bookbinders or similar. - or -</li> <li>virgin wood fibres for pulp production which come from forests that are managed so as to implement the principles and measures aimed at ensuring sustainable forest management. 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).</li> </ul>	<p>All products carrying the Blaue Engel (German ecolabel), Nordic Swan, FSC label, Umweltzeichen (Austrian ecolabel), Ecologo or Eco Mark Japan will be deemed to be 100% derived from one of these sources.</p> <p>Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body will also be accepted. '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>Ecological criteria regarding production</b> (see Implementation Note)</p> <p>Points shall be awarded for products which meet the ecological criteria of the Nordic Swan, Blaue Engel (German ecolabel), Austrian Ecolabel, Ecologo or the Eco Mark Japan, (<i>or the Thai Green Label – see Implementation Note</i>) or equivalent, directly related to the product or</p>	<p>Products carrying the the Nordic Swan, Blaue Engel (German ecolabel), Umweltzeichen (Austrian ecolabel), Ecologo or the Eco Mark Japan, (<i>or the Thai Green Label – see Implementation Note</i>) 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</p>	•	

SUSTAINABILITY CRITERIA	VERIFICATION	Basic	Advanced
<p>production process (and not the management practices of the factory). Full criteria documents are available at:</p> <p>Nordic Swan – paper envelopes:  <a href="http://www.svanen.nu/Default.aspx?tabName=CriteriaDetailEng&amp;menultemID=7056&amp;pgr=14">http://www.svanen.nu/Default.aspx?tabName=CriteriaDetailEng&amp;menultemID=7056&amp;pgr=14</a></p> <p>Blaue Engel (German ecolabel): <a href="http://www.blauer-engel.de/downloads/vergabegrundlagen_en/e-UZ-014.pdf">http://www.blauer-engel.de/downloads/vergabegrundlagen_en/e-UZ-014.pdf</a></p> <p>Austrian Ecolabel – UZ18 Recycled paper products:  <a href="http://www.umweltzeichen.at/filemanager/list/15672/">http://www.umweltzeichen.at/filemanager/list/15672/</a></p> <p>Marque NF Environnement - Envelopes: <a href="http://www.marque-nf.com/appli.asp?NumAppli=NF316&amp;lang=French">http://www.marque-nf.com/appli.asp?NumAppli=NF316&amp;lang=French</a></p> <p>Eco Mark Japan – packaging paper:  <a href="http://www.ecomark.jp/english/nintei.html">http://www.ecomark.jp/english/nintei.html</a></p> <p>Ecologo – Envelopes:  <a href="http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=305">http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=305</a></p> <p>(Thai Green Label Scheme – paper TGL-8-97 (printing and writing paper requirements): <a href="http://www.tei.or.th/greenlabel/">http://www.tei.or.th/greenlabel/</a>)</p>	<p>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 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 percent 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>	•	

SUSTAINABILITY CRITERIA	VERIFICATION	Basic	Advanced
<p><b>Operational, third-party certified, environmental management system</b></p> <p>Points shall be awarded if the bidder provides 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>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></p> <p>The bidder shall provide proof that they, as the service provider comply with the international working standards (ILO Core Conventions) listed below during the term of the contract.</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 self-commitment/declaration that the requirements are met together with documentary support of the implementation and monitoring of measures.</p>	•	
<p><b>Production of the product according to international labour standards (independent third party certified)</b></p> <p>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</p>	<p>Upon demand the bidder is required to submit independent third party verification that the requirements are met.</p>		•

SUSTAINABILITY CRITERIA	VERIFICATION	Basic	Advanced
<p>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 provide information in terms of figures regarding the amount of CO<sub>2</sub> emissions from the transportation of products supplied for the contract.</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 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

#### Requirement or evaluation criteria

Where the purchasing/contracting authority is unsure about the price and availability of ecolabelled products on the local market, the above Specifications can be used instead as Award/Evaluation criteria. Where a points based evaluation system is used, these criteria could, for example, be given a 15% weighting in the final evaluation. Alternatively, carrying out some initial market research may help to indicate whether products are available on the market.

#### Brightness level

The purchasing/contracting authority may choose to use a brightness level of less than 90. A brightness level of above 90 would require that the paper is treated with optical brightening agents. Levels as low as 60 are of a good enough quality for everyday office use and have a shorter whitening process, therefore better environmental performance. In some countries, the term “brightness” is often used interchangeably with the term “whiteness”.

#### Virgin fibres from sustainably logged raw wood

The specifications for virgin fibres from sustainably managed forests are the following:

All virgin wood fibres for pulp production shall come from forests that are managed so as to implement the principles and measures aimed at ensuring sustainable forest management.

In Europe, these principles and measures shall at least correspond to those of the Pan-European Operational Level Guidelines for Sustainable Forest Management, as endorsed by the Lisbon Ministerial Conference on the Protection of Forests in Europe (2 to 4 June 1998). Outside Europe they shall at least correspond to the UNCED Forest Principles (Rio de Janeiro, June 1992) and, where applicable, to the criteria or guidelines for sustainable forest management as adopted under the respective international and regional initiatives (ITTO, Montreal Process, Tarapoto Process, UNEP/FAO Dry-Zone Africa Initiative).

Verification criteria: All products carrying the FSC label, Austrian ecolabel, Nordic Swan, Ecologo and the Eco Mark Japan will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body will also be accepted. 'Recognised bodies' are test and calibration laboratories and certification and inspection bodies which comply with applicable regional, national and/or international standards.

#### Ecological criteria regarding paper production

In Europe, North America & Japan 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).

**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****Production**

It is recommended that this criterion be used in regions where a Type I ecolabel exists which includes criteria on the paper production process (not on the management practices at the factory). It is likely that this criterion can only be used in Europe, North America, Japan and Thailand.

In Europe, North America & Japan 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).

## Section 5: Information sources

- Austrian ecolabel (“Österreichische Umweltzeichen” - the Austrian ecolabel): <http://www.umweltzeichen.at/>. Specific criteria used:  
UZ 57: Office and School Articles  
UZ 11: Toners  
UZ 18: Products made from Recycled Paper  
UZ 02: Graphic Paper
- Blue Angel (“Blaue Engel” - the German ecolabel): Specific criteria sets used:  
RAL-UZ 14: Recycled Paper (covering copy paper, envelopes, labels, paper, recycled paper, self-stick notes and writing paper)  
RAL-UZ 55: Recycled Printing Modules Refilled with Toner
- Chlorine-Free Products Association (CFPA) (a certification standard to address the bleaching process of paper, primarily):  
<http://www.chlorinefreeproducts.org/>
- Clement, S (2006): The Procura<sup>+</sup> Manual. A Guide to Cost-Effective Sustainable Public Procurement (2nd Edition). ICLEI – Local Governments for Sustainability (2007): <http://www.procuraplus.org/index.php?id=4611>
- Ecologo (North American ecolabel): <http://www.ecologo.org/>. Specific criteria used:  
CCD-077: Printing and writing paper  
CCD-080: Envelopes  
CD-075: Pulp  
CCD-040: Printing inks
- Eco Mark Japan (Japanese ecolabel): <http://www.ecomark.jp/english/>. Specific criteria sets used:  
Product Category 113, “Packaging Paper Version 2.3”  
Product Category 102, “Printing Ink Version 2.2”  
Product Category 135, “Toner Cartridge Version 1.4”  
Product Category 142, “Ink Cartridges Version 1.0”
- 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>
- Green Seal (National ecolabel for America, USA): <http://www.greenseal.org>. Specific criteria sets used:  
GS-7: Green Seal Environmental Standard for Printing and Writing Paper  
GS-10: Green Seal Environmental Standard for Coated printing paper

## PAPER CONSUMABLES

- NF Environnement (French ecolabel): <http://www.marque-nf.com/>. Specific criteria:  
REGNF 316: Envelopes  
REGNF 335: Toners
- Nordic Swan (Scandinavian ecolabel): Specific criteria sets used:  
Copying and Printing Paper: Basic Module, Supplementary Module  
Paper Envelopes: Supplementary Module  
Writing Instruments  
Toner Cartridges (remanufactured)
- Office Depot. Greener Office Guide: <http://www.officedepot.eu/GreenerOffice/>
- 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>
- Responsible Purchasing Guide: Copy Paper. Responsible Purchasing Network, 2008
- Thai Green Label Scheme (Thailand national ecolabel): <http://www.tei.or.th/greenlabel/>. Specific criteria sets used:  
TGL-8-97: Paper (covering printing and writing paper requirements)  
TGL-30-R1-03: Toner Cartridge  
TGL-29-00: Writing Instruments
- UNDP Environmental Procurement Practice Guide. Volumes 1 and 2. UNDP Bureau of Management, Procurement Support Office (2008):  
<http://www.undp.org/procurement>

## Section 6: 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 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.

PAPER CONSUMABLES Sustainability evaluation criteria	Bonus points (max. 100)	Score
<p><b>Recovered fibres &amp; virgin fibres from sustainably logged raw wood</b></p> <p>Beyond the minimum specification of 75% recovered paper fibres , points shall be awarded for the proportion of the remaining 25% which derives from either:</p> <ul style="list-style-type: none"> <li>- recovered paper fibres - including both post-consumer recycled fibres and pre-consumer recycled fibres from paper mills, also known as broke. Post-consumer recycled fibres may come from consumers, offices, printing houses, bookbinders or similar.</li> <li>- or -</li> <li>- virgin wood fibres for pulp production which come from forests that are 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 = 35 points</p> <p>Non-fulfilment of criterion = 0 points</p>	

<p><b>2. Ecological criteria regarding production</b></p> <p>Products which meet the ecological criteria of the Nordic Swan, Blaue Engel (German ecolabel), Austrian Ecolabel, Ecologo or the Eco Mark Japan, (or the <i>Thai Green Label</i> – see <i>Implementation Note</i>) or equivalent, directly related to the product or production process (and not the management practices of the factory).</p>	<p>Fulfilment of criterion = 35 points Non-fulfilment of criterion = 0 points</p>	
<p><b>3. Packaging</b></p> <p>The packaging for the paper/paper consumables shall not contain PVC.</p> <p>The packaging materials shall be able to be separated into mono-material parts. At least 80% of the packaging by weight shall consist of materials that are readily recyclable (with locally available recycling systems) or can be composted.</p> <p>The cardboard packaging shall consist of 80% recycled material.</p>	<p>Fulfilment of criterion = 10 points Non-fulfilment of criterion = 0 points</p>	
<p><b>4. 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 Non-fulfilment of criterion = 0 points</p>	
	<b>SUM</b>	

## Section 7: Checklist for selection of Paper Consumables

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 advanced criteria are included as an example below.*

Check-list: Paper consumables	
<b>B - Requirement definition</b>	<b>Yes/No</b>
<a href="#">Recovered paper fibres</a>	
<a href="#">Ecological criteria regarding paper production</a>	
<a href="#">Virgin fibres from sustainably logged raw wood</a>	
<a href="#">Brightness</a>	
<a href="#">Environmentally-friendly packaging</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 (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>	

## **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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