



MINISTRY FOR THE ENVIRONMENT,
SUSTAINABLE DEVELOPMENT AND CLIMATE CHANGE



GREEN PUBLIC PROCUREMENT NATIONAL ACTION PLAN 2019–2025

SEPTEMBER 2018





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FOREWORD

Green public procurement (GPP) seeks to reduce the environmental impact of the workings of government through the goods and services it purchases. Being the largest consumer, government can create a critical mass which makes it economically feasible for suppliers to invest accordingly. In doing so it is hoped that the private sector will follow suit and shift its procurement towards greener products. Malta's Waste Management Plan 2014-2020 had



identified GPP as a tool towards creating resources from waste. The Commission's Circular Economy Action Plan also identified GPP as a tool for promoting the creation of a market for secondary resources. This dovetails with this Government's intention to amend the Environment Protection Act to include provisions aimed at transiting Malta towards a more circular economy. GPP contributes to this agenda by establishing criteria to promote resource efficiency and lessen the environmental impact of the good and services procured by Government. This Second National Action Plan further reinforces the achievements of its predecessor plan which 'greened' 63% of tenders falling under the scope of GPP. This is a higher scoring than the 50% threshold established. Thus Malta is making good progress on greening its public procurement and this Plan seeks to keep this momentum and increase it further.

Public procurement is gaining increased traction as a market-based tool which can significantly enhance the impact from social, economic and environmental objectives. In fact the OECD considers public procurement as an important tool for achieving policy goals in environmental protection, innovation and job creation. From an environmental perspective GPP criteria reduce the overall environmental impact of procurement whilst creating a market for innovative and competitive substitute products which in turn command the creation of green jobs. Such metamorphosis is being addressed through specific criteria aimed at waste reduction, water and energy efficiency as well as climate change adaptation.

It is important to celebrate that this Plan is not just adhering to EU guidelines but in fact we have raised our level of ambition beyond it. Two examples of how we have decided to raise the bar lie in the promotion of recycling of construction and demolition waste to address the ever critical diminishing void space. We are convinced that this initiative can be one of a series of catalysts for the private sector to apply its entrepreneurial abilities to transform this waste stream into a profitable resource. The second example relates to the reduction of single use plastics in the hospitality and catering services provided to government, a move that is ahead of the Single Use Plastic Directive which is still being negotiated amongst Member States. We witnessed the public outcry that followed the fruit and vegetable containers distributed within schools and not only rectified the matter but we were inspired to factor it across all this type of procurement within Government circles.

The Maltese Government is silently but surely committing itself to a greener *modus operandi* not least through its public procurement. This Action Plan provides a series of targets and measures that sees a level of ambition that has never before prevailed in Malta. Implementing this Plan and achieving its targets will require the support and commitment of economic operators as well as those responsible for public procurement. I am sure that both sides are equally committed to achieving a sustainable environment that can be enjoyed by themselves and future generations. Greening public procurement should not be seen as a barrier but as an opportunity for economic growth, social wellbeing and a greener environment. I am sure that such values are upheld by each and every member of Maltese society.

Table of Abbreviations

BPQR	Best Price Quality Ratio
BRO	Building Regulation Office
CAs	Contracting Authorities
CDRT	Centre for Development, Research and Training
CPSU	Central Procurement and Supplies Unit
CTCO	Cheapest Technically Compliant Offer
DECC	Directorate of Environment and Climate Change
DLG	Department for Local Government
DoC	Department of Contracts
EEE	Electrical and Electronic Equipment
ERA	Environment and Resources Authority
EU	European Union
FTS	Foundation for Tomorrow's Schools
GPP	Green Public Procurement
IMTF	Inter-Ministerial Task Force
MCCAA	Malta Competition and Consumer Affairs Authority
MCST	Malta Council for Science and Technology
MEAE	Ministry for European Affairs and Equality
MEAT	Most Economically Advantageous Tender
MEIB	Ministry for the Economy, Investment and Small Business
MEPA	Malta Environment and Planning Authority
MFIN	Ministry for Finance
MITA	Malta Information Technology Agency
MRRA	Ministry for Resources and Rural Affairs
MESDC	Ministry for the Environment, Sustainable Development and Climate Change
NAP	National Action Plan
NGO	Non-Profit Organisation
NSO	National Statistics Office
PC	Personal Computer
PPCD	Planning and Priorities Coordination Division
SME	Small Medium Enterprise
TOF	Tender Originators Form

List of Figures

Figure 1: Percentage of GPP compliant tenders that fall within the scope of GPP for all sectors	23
Figure 2 - Percentage of tenders that fell within the scope of GPP and were GPP compliant for mandatory sectors	24
Figure 3- Percentage of tenders that fell within the scope of GPP and were GPP compliant for the non-mandatory	25
Figure 4 - GPP weekly monitoring template.....	50
Figure 5- GPP approval mechanism	54

List of Tables

Table 1- Targets set out in the first National Action Plan	30
Table 2- GPP core criteria for sanitary tapware	32
Table 3-GPP core criteria for toilets and urinals	34
Table 4- GPP core criteria for electrical and electronic equipment in the Health Care Sector	34
Table 5- GPP core criteria for computers and monitors	35
Table 6 - GPP core criteria for office building design, construction and management.....	37
Table 7- GPP core criteria for road design, construction and maintenance.....	39
Table 8- National Targets for Mandatory and Non-Mandatory Categories.....	43

Table of Contents

	Page
1. Context	10
2. Circular Public Procurement	12
3. Attaining Environmental Objectives.....	13
3.1. Waste Reduction	13
3.2. Water availability	15
3.3. Climate Change.....	15
3.4. Energy Efficiency.....	16
4. Local policy context.....	17
4.1. GPP Governance	18
4.2. GPP Post 2014	19
5. The First National Action Plan – Success Factors and Barriers.....	21
5.1. Results	22
5.2. Barriers	25
5.3. Difficulties	26
6. Mission, Vision and Objectives of the Second NAP.....	27
7. Targets.....	29
7.1. Targets for the Second National Action Plan	30
7.2. Revised and New Criteria.....	31
7.1. Country Specific Criteria.....	41

8.	Targets for the second NAP	42
9.	Further actions proposed in the second NAP	44
9.1.	Widening the scope of Procurement Instruments	44
9.2.	Greening award criteria	45
9.3.	Pooling of green advisory experts.....	46
9.4.	Training and constant refresher courses	46
9.5.	Incentivizing local councils through award schemes.....	47
9.6.	Greening EU funding	47
9.7.	Environmental Credentials	47
9.8.	Post-procurement auditing.....	48
9.9.	Enhancing the role of the Ministry GPP coordinator.....	48
10.	Monitoring and Evaluation.....	49
10.1.	Evaluation.....	52
11.	Corrective Actions and the Right to Cancel Tenders.....	53
	Appendices.....	56
	Appendix 1.....	57
	Appendix 2.....	76
	Appendix 3.....	80
	Appendix 4.....	86



1

CONTEXT

1. Context

The European Commission defines Green Public Procurement (GPP) as *‘a process whereby public authorities seek to procure, goods, services and works with a reduced environmental impact throughout their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured’*¹. The *raison d`etre* for this policy initiative stems from the fact that public authorities in Europe are major consumers spending approximately *‘1.8 trillion euros annually representing 14% of the EU’s gross domestic product’*². It was therefore deemed appropriate that public procurement be more environmentally sensitive, transform the European economy into a more circular, and green economy. By adopting this approach, Member States are setting an example and acting as a driving force for the private sector to invest and develop green products and services.

GPP offers a set of environmental, economic and social benefits for the private sector, governments and society alike³. Economically, the purchase of GPP compliant products tends to offer the purchaser savings throughout its lifecycle despite having, at times, a higher initial cost. Savings, which may result from lower energy and water consumption to an increased longevity of the actual product, are many a time not considered from a financial perspective at the time of purchase. For example, studies have shown that the implementation of the GPP criteria for Healthcare EEE would result in 50% less energy usage for dialysis, mammography, medical lighting, monitoring equipment and MRI. In terms of annual savings, this has been calculated at €6,700 per MRI equipment. Thus purchasing solely on capital costs may often be a short sighted approach to public procurement policy as it neglects lifetime performance and possibly aftercare costs. Socially, GPP will further improve the quality of life for citizens since it requires bidders to provide cleaning products with reduced use of toxic chemicals, cleaner transportation and the creation of less waste just to mention a few examples. Environmentally, GPP addresses issues of deforestation through the purchase of paper from legally harvested and sustainably managed forests, sustainable agriculture by purchasing organically produced food as well as air and noise abatement, amongst others.

¹ COM (2008) 400, Public Procurement for a Better Environment, p. 4.

² European Commission, What is GPP, at http://ec.europa.eu/environment/gpp/what_en.htm (viewed on 02.02.2017). ³ Ibid.

In light of these benefits, GPP is increasingly being mainstreamed in public procurement in order to achieve not only the national objectives in the environmental field but also in areas that impact upon or are impacted by public procurement. It is seen as a driver and an additional instrument to achieve numerous objectives namely those related to climate and waste, despite being a voluntary instrument.

This horizontal approach to GPP can in fact be observed in a number of strategic policy documents. The Resource-efficient flagship initiative launched in 2011 particularly highlights the need to ‘strengthen the requirements on (GPP) for products with significant environmental impacts; and assess where GPP could be linked to EU funded projects’. The Eco-Innovation Action Plan also issued in 2011 indicated that GPP has the potential of improving market conditions to promote eco-innovation. The new 2030 Agenda for Sustainable Development has dedicated a specific sustainable development goal to this effect to ‘ensure sustainable consumption and production patterns, has set as one of its targets to promote public procurement practices that are sustainable, in accordance with national policies and priorities’. The shift to a greener economy has also furthered the case for implementing GPP since it acts as a further tool to use resources efficiently. A recent Communication on the Circular Economy commits the Commission to support a greater uptake of the GPP criteria and reflect on how GPP could be used more widely across the EU, in particular for products or markets that have high relevance for the circular economy.

2

CIRCULAR PUBLIC PROCUREMENT



2. Circular Public Procurement

Circular procurement builds upon the principles of GPP enhancing the environmental credentials of the public procurement process. This novel concept bridges the gap between the consumption of resources by the public sector as a prime driver of the local economy and the introduction of circularity principles. Circular procurement offers an alternative model to Contracting Authorities since it considers recovered materials, reparability and recycling factors as an intrinsic element of the lifetime of the product. The circular economy aims to retain resources in the economy either by upgrading, reselling or reusing resources into secondary products. All of these notions aim to bolster the maximum reuse of products with a minimal loss of value.

Compared to GPP, circular public procurement is relatively new to purchasing practices. It adds another dynamic layer to other categories of procurement such as sustainable public procurement (SPP), strategic public procurement, innovative public procurement and green public procurement. Circular public procurement has become a priority at the EU level through the Circular Economy Action Plan, which recognises public procurement as instrumental in the transition towards the circular economy³. Government has a pivotal role in encouraging and implementing circular practices, both as a driver for economic operators and in its choices as a major consumer. From an economic perspective, the circular economy provides the market an opportunity to use resources better and create new and innovative products and services. This same goal is shared in the European Commission's public procurement strategy, which specifically has set as a priority the uptake of innovative, green and social procurement.⁴

The second national action plan on Green Public Procurement aims to facilitate and integrate this approach through the GPP criteria for buildings, computers, textiles and furniture, all of which have a reinforced focus on circularity. The European Commission has also committed to emphasise circular economy aspects in new or updated sets of EU GPP criteria⁵.

³ European Commission (2017), 'Public Procurement for a Circular Economy. Good practice and guidance', p.5.

⁴ European Commission (2017), 'Communication from the Commission to the European Parliament, the Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions. Making Public Procurement work in and for Europe', p.8.

⁵European Commission (2017), Ibid.

3

ATTAINING ENVIRONMENTAL OBJECTIVES



3. Attaining Environmental Objectives

GPP is increasingly seen as complementing and encouraging the attainment of other environmental objectives through the inclusion of criteria by means of which natural resources are better managed.

3.1. Waste Reduction

Reducing unnecessary waste and improved resource management underpin most of the GPP agenda. In fact, waste specific criteria can be found in at least eight different product and service groups.⁶ GPP could particularly contribute to the prevention of waste if the criteria for office building design, construction, management and maintenance; and road design are adopted. These criteria mainly necessitate that a waste marshalling area be dedicated at the design stage within the building, as well as measures aimed at minimising waste production on the construction site. GPP criteria for computers and monitors, sanitary tapware, toilets and urinals and electric and electronic equipment used in health care all include provisions for the availability of warranties, which secure increased durability, and spare parts, which promote repair and upgrading initiatives. Lengthening the life cycle of products generates lower waste volumes whilst maximising resource utilisation, hence having a lower impact on the environment. GPP also offers an opportunity to procure transport services specifically for waste collection trucks and services. Indeed the GPP criteria for this product group necessitate that the procurement of waste collection trucks meet the EURO V standard, whilst the criteria for waste collection services require the vehicles to be used in carrying out the service be of a EURO IV standard. The rationale for the differentiation between the specifications for such vehicles is a practical one, since a tender for the procurement of a service runs for a maximum of three years, whereas the procurement of a vehicle has a longer lifetime and hence the higher specifications required.

⁶ Copying and graphic paper, transport, office building design, construction and management, road design, construction and maintenance, computers and monitors, electric and electronic equipment used in the health care, sanitary tapware, and toilets and urinals.

The Second National Action Plan seeks to address this issue with increased importance in relation to two specific industries: the construction sector, and the hospitality and catering industry, both of which have been identified as having increased potential in further closing the resource loop.

Construction and demolition (C&D) waste accounted for 69.14%⁷ of the total solid waste generated in Malta in 2016, constituting by far, the largest fraction. The Waste Management Plan 2014-2020 stresses that a shift from recovery to recycling is needed to minimise the void space required for backfilling, whilst also reducing the impacts on the raw material. Clearly, the shift from recovery/backfilling to recycling can be stimulated through the greening of procurement criteria related to this sector. Thus, it is being proposed that a minimum recycled content is incorporated in masonry and concrete works for public buildings and road construction and maintenance, to create a market for reconstituted stone. Moreover, any demolition and excavation works will require a management plan by which a minimum percentage is identified for its subsequent preparation for reuse and recycling.

The revised criteria for the hospitality and catering industry target the reduction in use of plastic packaging and other containment methods or materials used for serving. The introduction of these GPP criteria, which are more ambitious than the EC guidelines, will further promote the use of re-usable, biodegradable and/or compostable plastics as opposed to plastic disposables and the separate collection of recyclables and organic waste arising from catering events. Adoption of these GPP criteria will create a stimulus for the importation of greener products, leading to enhanced environmental performance in this sector.

⁷ NSO (2018) Solid Waste Management: 2016. News Release 026/2018 dated 16 February 2018.

3.2. Water availability

Malta's rainfall provides only a fraction of an ever-increasing demand for water. Malta's 2nd Water Catchment Management Plan demonstrates the high water stress level our freshwater resources experience. Groundwater bodies are the only natural freshwater source of water as there are no surface water bodies such as rivers or lakes. Malta has therefore had to resort to the more energy intensive desalination to meet its potable demand. It is also currently trying to bring New Water closer to the agricultural and industrial sector with a view of providing an alternative source to groundwater abstraction.

The inclusion of GPP criteria for toilets and urinals, and sanitary tapware are seen as favourable for the local context since their performance will contribute towards more efficient water usage patterns, minimising water consumption levels. Other criteria such as those for gardening products and services complement the areas that address the use of water resources. The criteria for irrigation systems require them to be adjustable in terms of the volume of water they deliver as well as the duration for which such systems are active, thus taking into account climatic conditions and seasonal changes. The GPP criteria for electric and electronic equipment in the health care sector, have also addressed water consumption. Specific award criteria have been developed for haemodialysis equipment, flusher and washer disinfectant equipment, which lower water consumption. In this regard, the GPP criteria are supporting and encouraging the development of technology which maximises the utilisation of water per treatment.

3.3. Climate Change

GPP is considered representing one of many policy responses that may contribute towards addressing the threat posed by climate change. GPP provides various measures to a certain and variable degree for a tender and/or project to be considered as climate proof. For example, the GPP criteria for transport can clearly be classified as contributing to emission reductions since the technical specifications specify the fleet average of the vehicles in terms of CO₂ emissions.

On the other hand, the GPP criteria for sanitary tapware, and toilets and urinals can be categorised as adaptive initiatives since their inclusion is reducing risk, vulnerability and increasing adaptive capacity to climate change through specific training addressing energy efficiency optimisation, specifications which limit the energy consumption levels and water efficiency.

3.4. Energy Efficiency

The role of Government and public bodies in promoting energy efficiency is emphasised in Directive 2012/27/EU. The directive specifies that central government buildings are to ‘*gradually refurbish [...] energy performance standards of buildings, or otherwise reach equivalent savings. Buildings of other public bodies should also be good examples of energy efficiency of buildings.*’ Furthermore, purchasing by Public Bodies should incorporate high energy efficiency standards in the specifications for goods and services they purchase. To this end, promoting GPP addresses these matters to different degrees through four priority product and service groups; including computers and monitors, imaging equipment, electric and electronic equipment used in health care and street lighting.

4

LOCAL POLICY CONTEXT



4. Local policy context

During the Competitiveness Council of 2008, Malta accepted the proposal of the European Commission to an *‘overall political indicative target of 50% per Member State for GPP’*, by 2010. This target was one, which Malta could sign up to with full knowledge, and confidence since it had already, at the national level, identified GPP as a tool towards greening the economy through the National Reform Programme of 2005-2008. It addressed this target and called for the *‘preparation and implementation of a Green Public Procurement Plan’*. The finalisation of this process was announced at a national conference themed *‘EU green public procurement policy: National awareness-raising conference’*, in July 2010. This was in line with the government policy drive, whereby Government’s budget for 2010 referred to the concept of purchasing as being one, which will be sensitive to environmental protection across the public sector. The national procurement documentation templates that were launched during the same year also included optional references to environmental criteria as part of the environment plan which bidders may be required to submit in response to tenders.

Despite these early initiatives, it was found that whilst many tenders had indeed contained environmental considerations, none of the tenders were actually found to be fully compliant with the GPP criteria. This was largely due to lack of appropriate structures to oversee the implementation of GPP along with lack of information and practical guidance on GPP matters. It was therefore deemed necessary to design and set up a three-year National Action Plan to address these deficiencies. The GPP requirements apply to all public tenders within the scope of the Public Procurement Regulations irrespective of tender type (supply, works or service), value (departmental or tenders above EU thresholds) and tendering procedure (open, restricted, negotiated, etc.). This new procedure towards GPP was communicated to CAs by the Department of Contracts in December⁸. Under the new procedure all CAs were required to raise, for each tender, a Tender Originators Form (TOF) to screen the tender documents for compliance with the relevant, nationally adopted GPP criteria.

⁸ CT 5021/2011, ‘Green Public Procurement and Other Procedures’.

The framework to implement the requirements stemming from the GPP NAP were established. These included the GPP Focal Point, the National GPP task Force, a GPP Officer as well as a GPP Helpdesk (gpp@gov.mt), and website (www.gpp.gov.mt). The following section aims to highlight the main roles:

4.1. GPP Governance

The GPP Focal Point was tasked with the policy function. The duties of the Focal Point included coordinating stakeholder consultations, attending GPP AG meetings, providing information sessions to public procurers and drawing up reports related to GPP as well as advising and co-ordinating consultation on GPP criteria development.

- **National GPP Task Force**

In April 2011, an inter-ministerial national GPP Task Force was set up to oversee the finalisation of the NAP and to monitor its implementation. The task force was composed of several entities, namely the then MRRA, MEPA, MCST, DoC, Malta Enterprise, NSO, MCCAA and Department for Local Government.

- **GPP Helpdesk**

A GPP Helpdesk Facility was also established with a dedicated website and generic email address to which queries may be directed. These instruments established an administrative procedure, ensuring that all public sector tenders are screened for compliance with GPP criteria.

- **GPP Officer**

The role of the GPP Officer was to screen each tender and to determine whether it falls within the scope of GPP, and if so, whether the tender is compliant with the corresponding national criteria for the relevant GPP product or service groups. Upon completing the screening process, a confirmation of compliance or otherwise is issued- the former is a pre-requisite in order for the tender to be published.

4.2. GPP Post 2014

Government recognises that the implementation of GPP is a crosscutting responsibility mainstreamed through all public sector entities. Within this context, it has been reconfirmed that the lead in strengthening the GPP process would still be the Ministry responsible for the environment, with the necessity that CAs had to also participate. The impetus of this decision was that a full and comprehensive review of the GPP process needed to be undertaken in order to further facilitate its implementation.

The IMTF on GPP was reconvened in January 2015 wherein representatives from all Ministries were invited to attend with additional invites extended to the DoC, Department for Local Government, CDRT and MCST. The attendees were the nominated officials to act as GPP Coordinator for their respective entities. The main scope of the IMTF was to review the current NAP and draft the second NAP on GPP. In addition, it would also act as a strategic body overseeing the continued implementation of GPP.

The central and perhaps most significant change introduced is the mainstreaming process, whereby each contracting authority was obliged to incorporate a GPP function as a specific but integral part of its procurement function. The role of GPP Coordinator for each ministry was also introduced in order to guide its CAs and screen tenders similarly to the then GPP office. The mainstreaming process of GPP across Government took place between February and April 2015. During its implementation, teething problems were expected and did occur especially with regards to placing a new administrative requirement upon Ministries and CAs. To counter potential problems, the Directorate for the Environment and Climate Change (DECC) has provided support to each CA through issuing guidance documents as well as continuing to maintain the GPP Helpdesk for ad-hoc support.

Running in parallel with the mainstreaming process, DECC in conjunction with CDRT developed a training programme to deliver training to each Ministry on the correct implementation of GPP into their tenders as well as providing background to the policy developments at the national level. It felt necessary that each Ministry be individually trained in order to facilitate the mainstreaming process and to ensure compliance with the national GPP criteria.

The end goal of the training being for Ministries to become ‘self-regulating’ with regards to GPP compliance removing the bottleneck that had been present for three years in the procurement process, by which all tenders were required to receive GPP clearance from the then GPP office prior to publication.

As part of the ongoing support service offered by DECC with regards to mainstreaming the GPP function, it was deemed appropriate that following the completion of each Ministry’s training a three-month phasing in period would kick in for that Ministry. The aim of the phasing in period was to allow a transition time for each Ministry in which DECC would not provide an upfront screening and vetting service in order for each Ministry to develop the technical capacity to incorporate the applicable criteria, thereby reducing their dependency on the central coordination office.

In addition to the above, DECC also included a requirement for each Ministry upon completion of their training to provide weekly reports on the number of tenders published, the value of tenders and whether GPP criteria were incorporated. The aim of this measure was so that the DECC can monitor uptake as well as enable the office to provide feedback to Ministries submitting the reports on whether GPP criteria should/could have been incorporated. This process was also foreseen to allow DECC to determine how effective the training has been and to identify where additional effort may be required. This monitoring mechanism has to date been the means by which DECC monitors the uptake of GPP.

THE FIRST NATIONAL ACTION PLAN

- SUCCESS FACTORS AND BARRIERS



5. The First National Action Plan – Success Factors and Barriers

The NAP 2012-2014 was the first coordinated programme addressing GPP.

Outreach initiatives were critical in achieving a good level of acceptance amongst different stakeholders. At the outset, the GPP office recognised that promoting a new culture of sustainable public procurement would require dissemination of information. Consequently, a proactive approach was adopted to reach out to stakeholders with information on the benefits of GPP. In fact, during the first year of implementation around 16 information sessions and training seminars targeting over 600 stakeholders were held. These seminars helped raise the general level of awareness of the benefits of GPP to a completely new level. Recent studies have in fact confirmed this, despite the data not being sufficient to obtain a scientifically representative sample of the entire procurement system in Malta. An academic study published in September 2015⁹, aimed at establishing the level of awareness and support of economic operators in the Maltese market, indicated that 62.6% of operators have not attended any information session or training workshops, however 53.1% felt confident about GPP criteria. A further study⁷, which was commissioned by MSDEC in 2016, assessed the degree of implementation of the first NAP, by means of a series of consultation sessions with bidders. In general, the vast majority of the participants (75%) did not find any significant difficulties in satisfying the conditions imposed by the established GPP criteria. It is clear that these sessions have allowed the GPP Office to develop cooperative relationships with procurers and with industry representatives, which have helped us propel GPP forward in a genuine atmosphere of cooperation.

CAs and prospective bidders assessed the eighteen different product and service groups for their ease of implementation. The experience gained throughout these three years has been a vital component in this regard. This assessment has shown that, across most sectors, the ease of implementation and compliance is similarly perceived by both bidders and CAs. In general, non-mandatory sectors are perceived to be marginally more difficult to implement and satisfy when compared to the mandatory sectors.

⁹ I. Zammit (2015), 'The Introduction of GPP in the Local Government Procurement System- An Analysis', ⁷ AIS (2016), 'Undertaking of a Study on the Uptake of GPP in Malta and the Provision of Recommendations for the 2nd National Action Plan 2016-2020', Task 1 Report.

Indeed, this trend was anticipated as one would expect that the ease of implementing and satisfying GPP criteria within mandatory sectors should have, by now, reached a comfortable appreciable level. Such an expectation is attributed to the fact that the market should have adapted to the consistency of satisfying GPP criteria.

For a better understanding on the ease of implementation, it was pertinent to conduct a qualitative analysis by product group. The easiest criteria to implement and satisfy have been those for office IT equipment, paper, transport and street lighting. Indeed, the criteria for transport have been regarded as minimum technical specifications irrespective of GPP, since most tenders, prior to vetting, already include a EURO IV or V standard. The industries for IT equipment and paper have advanced so much that most products offered are GPP compliant even if the criteria do not form part of the technical specifications of the tender document. The environmental specifications put forward have become the common practice for the manufacturers and suppliers. On the other hand, persistent difficulties were experienced in sectors such as cleaning, construction, hard floor coverings and road construction. The same concerns resonated for the furniture GPP criteria, especially when procuring ‘tailor-made’ furniture. The difficulties experienced by the local industry have in fact been justified since the GPP criteria for hard floor coverings and construction have been removed or revised at EU level. The criteria for this sector now address office building design, construction and management.

5.1. Results

The first NAP has had wide-ranging results across the various criteria. Undoubtedly, it has instilled new environmental considerations for CAs and stakeholders alike. In terms of numbers, Figure 1 reveals that by 2013, the national target of achieving 50% of GPP¹⁰ for tenders that fall within the remit of GPP had been achieved. The trend decreased slightly in 2014, implying that the overall implementation of GPP criteria within the established 18 product/service groups has not been entirely successful.

¹⁰ The national target of achieving 50% of GPP compliance applies both to mandatory and non-mandatory criteria and is a holistic target above and beyond the sector specific ones by product and service groups.

However, the sector specific targets for each product group shed more light as to how the overall national target was achieved and where further action is warranted. The section to follow aims to discuss the outcomes for the mandatory and non mandatory criteria.



Figure 1: Percentage of GPP compliant tenders that fall within the scope of GPP for all sectors

- **Mandatory Criteria**

In terms of targets, the mandatory GPP criteria were not reached in 2012, 2013 and 2014, with the only exception being the copying and graphic paper product group in 2013, as clearly indicated in Figure 2. None of the criteria have managed to consistently meet this target throughout the three years of the action plan. Having said this, it is clear that some sectors have managed to achieve better results than other product groups. The criteria for gardening products and services could be termed as the most unsatisfactory despite having a mandatory status from the outset of the plan. However, it is to be noted that this product group encapsulates several criteria namely those for soil improvers, ornamental plants, irrigation systems, gardening machinery, machinery lubricant oils and gardening services. Merely omitting one of these sub criteria in a tender would render it as GPP non-compliant.

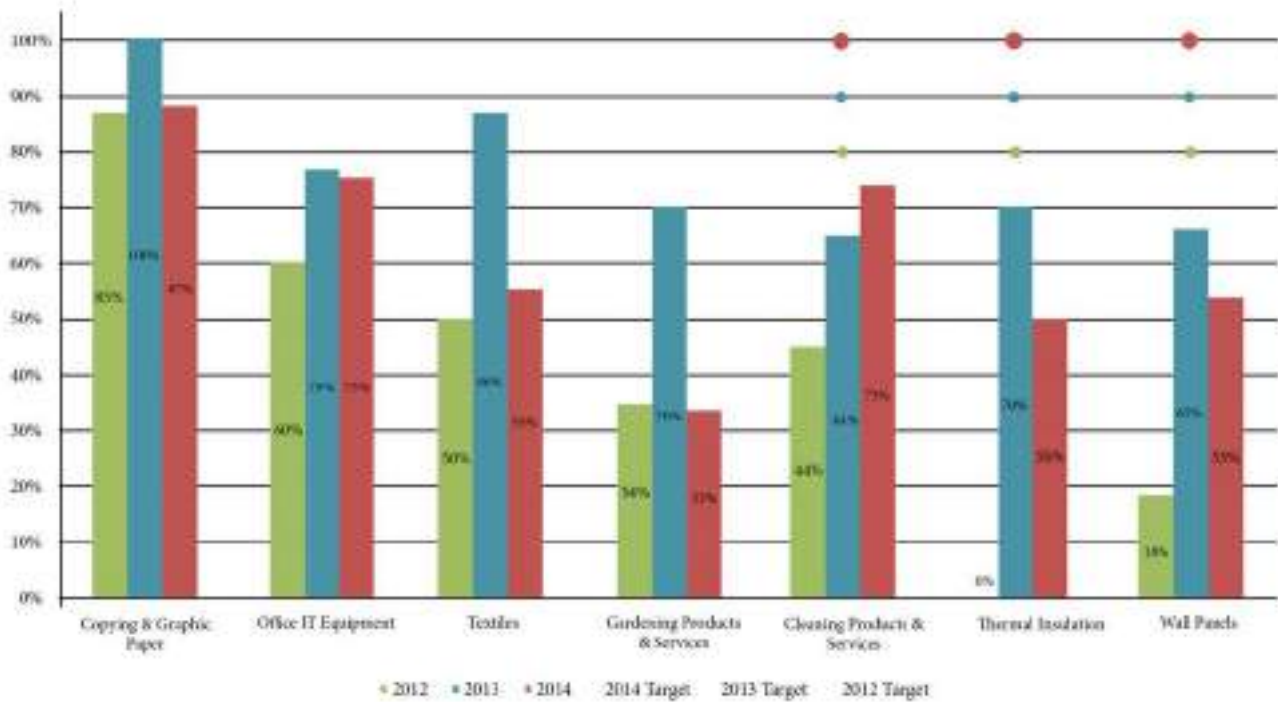


Figure 2 - Percentage of tenders that fell within the scope of GPP and were GPP compliant for mandatory sectors

- Non-Mandatory Criteria

In the case of the non-mandatory GPP sectors, the results fared better at reaching targets, with 60% of GPP sectors satisfying the 10% target for 2012, 100% satisfying the 20% GPP target for 2013; and 70% achieving the 30% GPP target in 2014. Figure 3 aims to illustrate these results by product and service group. Perhaps the difficulty in reaching the non-mandatory target lies in the ad-hoc nature of administering tenders within these sectors. A closer look at the statistics reveals that road construction, windows and hard floor coverings have had the least uptake by CAs during the three years. With regards to these criteria, experience has shown that given the specifications are quite onerous for the local market, CAs have preferred to include them when the tender would be limited to the procurement of these products. For example, a *tender for the removal of existing windows and the supply and installation of new windows* would tend to include the non-mandatory GPP criteria for windows, rather than a comprehensive *tender for finishing works*, which may include windows, plastering and tiling. In this case, the probability is that given the diversity of products within one tender document, the contracting authority would not opt for their inclusion. The aim being to attract the bidders specialised in the field rather than turnkey contractors. Unfortunately, most issued tenders have chosen to adopt this holistic procurement approach and hence the low uptake.

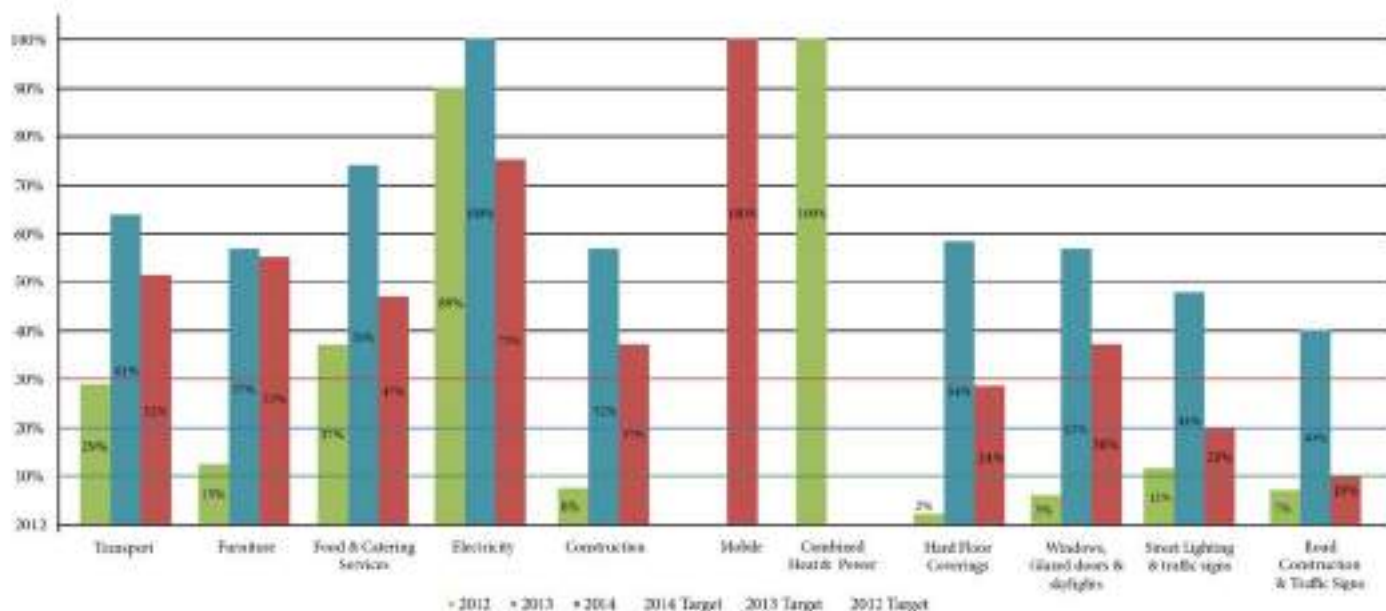


Figure 3- Percentage of tenders that fell within the scope of GPP and were GPP compliant for the non-mandatory

5.2. Barriers

One of the continuous challenges in implementing GPP in Malta has been striking a balance in setting an ambitious yet realistic agenda for GPP whilst operating in a market characterised by SMEs. The 1st NAP has shown that SMEs tend to be presented with a greater challenge in being GPP compliant due to the costs of introducing the necessary changes to achieve an environmental improvement, particularly when the tenders are utilising the cheapest technically compliant offer (CTCO) instead of the most economically advantageous tender (MEAT). Most of the economic operators also lack the resources to allocate specific personnel to address GPP. DECC has therefore been committed to support SMEs in dissemination of information and training sessions, and will continue to do so during the second NAP, in order to further facilitate its implementation.

5.3. Difficulties

Perhaps the greatest difficulty the GPP office came across during the implementation of the GPP NAP has been the need to keep procurement officials and bidders abreast with GPP updates. Unfortunately, most of whom are already overwhelmed with other public procurement procedures. Indeed, during the course of the first NAP, new rules, directives as well as templates came into force. The electronic public procurement system, which required CAs to publish a call for tenders online and suppliers to submit offers electronically, was also being introduced gradually. As a result, GPP was being increasingly perceived as an added burden to the already complex public procurement system.

Following the thorough evaluation of the first NAP and its performance, the main issues to be addressed in the second NAP will be discussed in the section to follow.

6

MISSION, VISION & OBJECTIVES OF THE SECOND NAP



6. Mission, Vision and Objectives of the Second NAP

The scope of the second NAP is twofold; to take stock of the experiences of the first NAP by strengthening what has already been achieved and address any weaknesses. Albeit, not a legally binding instrument, the NAP aims at providing policy impetus to further implement sustainable procurement practices.

- **Mission**

To enhance the greener public procurement function, recognising the opportunity to limit further the environmental footprint whilst driving markets towards greener products and services.

- **Vision**

To progressively increase the share of government's procurement in greener products to 90% of tenders which fall under the scope of Green Public Procurement.

- **Objectives**

The objectives of this action plan to be achieved by 2025 are the following:

- To continuously engage economic operators, contracting authorities and other relevant stakeholders by providing necessary training through information sessions, workshops and established communication channels.
- To facilitate GPP implementation by managing the GPP Helpdesk Facility and an interactive National GPP web portal; www.gpp.gov.mt enabling users to attain further knowledge on specific queries.
- To increase awareness amongst economic operators and contracting authorities on the benefits of GPP which extend beyond the provision of services and products, but instils an environmental conscience amongst the business community.

- To increase uptake of GPP product and service groups, having set the 1st NAP as a baseline with the aim of achieving the 90% target in the vision.

The set objectives will be measured by key performance indicators, which in addition to the monitoring mechanism established for this NAP, will illustrate the overall progress of the measures identified in the NAP. Progress on these instruments will be assessed on a six monthly basis. The below indicators have been identified as the fulcrum for this policy's performance.

- Percentage of public tenders expressed in number of tenders and € values in each product/service group.
- Number of training and information sessions held, number of participants attended, and a survey rating the training given.
- Frequency of meetings held with CAs, stakeholders and economic operators.
- Number of requests received on the GPP generic email and answered.

7

TARGETS



7. Targets

The first NAP set out GPP targets for eighteen product and service groups in a range of sectors, for which common GPP criteria have been set at EU level. The targets set out in the Plan were incremental, in order to avoid potential market distortions and to allow sufficient lead-time for the market operators to adapt to the government purchasing policy. The targets were expressed in terms of the percentage of the total public expenditure and the number of public contracts. Thus, a 100% target for office IT equipment implied that 100% of public expenditure and 100% of public contracts involving that included such equipment were compliant with the EU GPP Criteria for this product group.

The first NAP placed increased importance to the procurement of paper, gardening products and services, textiles, office IT equipment, cleaning products and services, thermal insulation and wall panels. In fact, the plan designated a mandatory status to these criteria over a three-year period, meaning that all tenders, which involved such product groups, were to be compliant. Copying and graphic paper, gardening products and services, textiles and office IT equipment had been given this status initially from 2012, whilst cleaning products and services, thermal insulation and the wall panels criteria attained this status by 2014. All of the other criteria were assigned a non-mandatory target as detailed in Table 1.

Product / service group	National Targets*		
	2012	2013	2014
Copying and graphic paper	100%	100%	100%
Gardening Products and services	100%	100%	100%
Textiles	100%	100%	100%
Office IT equipment	100%	100%	100%
Cleaning products and services	80%	90%	100%
Transport	10%	20%	30%
Furniture	10%	20%	30%
Food and catering services	10%	20%	30%
Electricity	10%	20%	30%
Mobile Phones	10%	20%	30%
Combined Heat and Power	10%	20%	30%
Construction	10%	20%	30%
Thermal insulation	80%	90%	100%

Wall panels	80%	90%	100%
Hard floor coverings	10%	20%	30%
Windows, glazed doors and skylights	10%	20%	30%
Street lighting and traffic signals	10%	20%	30%
Road construction and traffic signs	10%	20%	30%

Table 1- Targets set out in the first National Action Plan

7.1. Targets for the Second National Action Plan

The second NAP is set to be more ambitious in terms of targets, but still adopts a realistic and incremental approach. The plan also aims at being fit for purpose and in fact eliminates three existing GPP criteria from the first NAP. These include the criteria for electricity, mobile phones and combined heat and power. Essentially these criteria are either inapplicable to the local context¹¹ or monitoring of the previous NAP has shown that there are no tenders published for such supplies. The criteria for windows, glazed doors and skylights, hard floor coverings, thermal insulation, wall panels and construction have also been omitted for different reasons. The criteria for thermal insulation have been removed since the regulations quoted in the GPP criteria are no longer in force¹². Similarly the GPP criteria for wall panels have also been discontinued. The criteria have been developed approximately eight years ago based on prevailing EU policies and directives at their time. The majority of these have been amended or repealed. Therefore the criteria would most likely create significant problems in the procurement process with limited added value.

On the other hand, the criteria for windows, glazed doors and skylights have been removed at EU level because discussions held with stakeholders from the industry; NGOs and Member States have led to the conclusion that the GPP criteria for this sector are unjustified due to the minimal environmental benefits associated with this sector.

¹¹ The criteria for electricity are inapplicable since public procurers would require bidders to supply 50% of supplied electricity from renewable energy sources. The electricity market dynamics in Malta are such that electricity provision is governed by Enemalta Corporation. Renewable energy generation is mostly confined to households which use photovoltaics. The latter would not be able to cater for external capacities.

¹² These include Regulation 1999/45/EC, Regulation 67/548/CEE and Regulation 67/548/CEE.

On the other hand, the GPP criteria for construction and hard floor coverings are no longer applicable at the EU level because they have been replaced by additional and revised GPP criteria for ‘office building design construction and management’.

7.2. Revised and New Criteria

More criteria have been developed at an EU level since the adoption of Malta’s first NAP. An environmental and economic impact assessment for the introduction of new GPP criteria has been undertaken at an EU level. Moreover an assessment of the existing and revised GPP NAP criteria and how these are expected to influence the environment and the Maltese economy has also been undertaken. Particular emphasis was given to the new criteria, which relate to electrical and electronic equipment used in the health care sector, sanitary tapware, toilets and urinals, road design, construction and maintenance, office building design, construction and management, waste water infrastructure and water heaters. Whereas studies¹³ are considering including all such criteria, the criteria for wastewater infrastructure and those for water heaters are not being considered for inclusion in the second NAP. The criteria for water-based heaters are not being proposed for inclusion since such heaters are not typically installed in Malta due to its climatic conditions. Electric storage water heaters for the provision of hot sanitary water in bathrooms and kitchens are the most common types of water heaters in Malta. However, it is crucial to note that geysers do not form part of the product group defined at EU level. Therefore, the criteria established for this sector are not applicable to the Maltese islands. On the other hand, the criteria for wastewater infrastructure are not being considered for implementation in the second NAP due to their limited frequency of procurement. All of the other new criteria have been subject to a public consultation with the relevant bidders in the field¹⁴.

The following section aims at discussing the five new product groups, which are set to form part of the second NAP. A ‘traffic light’ rating system will be utilised so as to indicate the status of each technical specification.

¹³ AIS (2016), ‘Undertaking of a Study on the Uptake of GPP in Malta and the Provision of Recommendations for the 2nd National Action Plan 2016-2020’, Task 1,2,3 Report.

¹⁴ Consultation sessions were held on the 21st, 25th, 28th and 29th November 2016. Consultation sessions for the revised GPP criteria were held on the 5th and 14th December 2017.

The red colour will indicate that the proposed technical specification is difficult to implement in the local context, amber will illustrate that the proposed criterion is being foreseen in the near future but consultations and studies are still in the process, whilst green will imply that it is feasible.

It is pertinent to note that the second NAP has limited itself in adopting most of the core criteria rather than the comprehensive criteria, given that there are less administrative burdens associated with their implementation. This approach was also adopted given that the criteria are penetrating new markets, which still need to adapt to the elevated technical specifications being proposed. In order to further facilitate this transition, non-mandatory and realistic targets are being set for these sectors.

a) Criteria for Sanitary Tapware, Toilets and Urinals




The EU Commission introduced GPP criteria for these product groups in 2013. Their procurement is carried out by a range of CAs for installation in public toilets, hospitals, social housing, schools, public offices and other government owned buildings. Within this sector, it is the consumption of water that is most important and offers the best economic savings as exemplified in Table 2, which provides a summary of the proposed criteria for sanitary tapware.

Water consumption and related energy saving	
1. Maximum available water flow	●
2. Lowest maximum available water flow rate	●
3. Temperature management	●
4. Time control for sanitary tapware for multiple users and high frequency use	●
Product quality and longevity	
1. Exposed surface condition and quality of coating	●
2. Reparability and availability of spare parts	●
3. Warranty	●
4. User information	●

Table 2- GPP core criteria for sanitary tapware

Consultations have revealed little to no difficulties, since the local market is saturated with importers rather than producers within this field. Therefore, the implication of introducing the GPP criteria for this product group will merely result in switching or diversifying manufacturers, but not adjustment of the local enterprise's practices. Concerns were voiced merely on the prohibitive prices as a result of the very high specifications, which are being set as minimum standards. Given that water has been regarded as a scarce resource, the inclusion of such criteria comes as a natural measure to further address its efficient management. The inclusion of GPP criteria through public procurement offers further opportunities to address this important resource.

Whereas the GPP criteria for flushing toilets and urinals address similar concerns to those of sanitary tapware, stakeholders have expressed that these criteria are more restrictive and challenging to adhere to. CAs have also indicated that the criteria are very detailed in nature as oppose to the water saving installations measures, which the first NAP had introduced. Whilst the 'water saving installations' criteria instilled four generic technical specifications which address WCs, urinals, cisterns and taps, the criteria for sanitary tapware and toilets and urinals go into the merits of flush volumes, product longevity and requesting bidders to supply advice and recommendations on how CAs should better utilise the equipment. Consultations have revealed that the greatest hurdle would be in implementing the product longevity criterion. It transpires that in most cases the maintenance and management of contracts is not always carried out by the CA which issued the tender. For example, whilst maintenance works in schools is handled by the administration at their end, the initial procurement is carried out by FTS. It is therefore not always straightforward to follow up certain matters since the management would not be aware of the terms and conditions set out in the tender document and/or the contract.

Water efficiency	
1. Full flush volume	
2. Water saving	
3. Flush volume adjustment	
Product performance	





1. Flushing system requirements	
2. Flush performance	
3. Product longevity	
4. Installation instructions/user information	

Table 3-GPP core criteria for toilets and urinals

b) Criteria for electrical and electronic equipment used in the Health Care Sector

The GPP criteria for electrical and electronic equipment (EEE) used in the health sector were published in 2014. These criteria incorporate both high and low voltage equipment and cover the complete care cycle as referred to in the Medical Devices Directive 93/42/EEC. The criteria have been developed to encourage the purchase of Healthcare EEE with reduced environmental impacts while always giving priority to the safety and welfare of patients as well as that of medical staff, technicians and maintenance personnel.

It is also important to note that the rapid technology advancements within this sector have led to innovations in the variety of equipment available on the market, all of which are likely to increase the energy consumption of medical equipment in health care. Furthermore, the improved success of the health care sector is leading to better treatment methodologies and equipment that is causing higher energy consumption.





Criteria for all types of equipment	
1. User instructions for green performance management – a guide on how to maximise the environmental performance of the particular medical equipment	
2. Product longevity and warranty – at least 5 years over warranty	
3. Training for energy efficiency optimization	
4. Installation with energy efficiency optimization	

Table 4- GPP core criteria for electrical and electronic equipment in the Health Care Sector

In general, the public consultation session was well attended by the stakeholders within the industry. CPSU as well as the Energy and Water Agency were also participants of the consultation exercise. Stakeholders also submitted written feedback. The proposed criteria within this product group, contrary to most other GPP technical specifications, are designed to address training and information needs of end users rather than necessitating the procurement of ‘greener’ products. The overall purpose of the criteria is to address user behaviour which tends to increase energy and water consumption due to lack of knowledge of the utilisation of the equipment. The criteria are therefore being adopted fully within the second NAP, since their introduction is not set to introduce high costs in terms of verification methods.

c) Criteria for Computers and Monitors

The GPP office has already adopted GPP criteria for this sector in the first NAP. It had in fact, given a mandatory status to this product group from the outset. However, these criteria have been recently revised in 2016. The GPP Office is still adopting a mandatory status to this product group for the second NAP, and hence why a consultation session was held on the 25th November 2016. Bidders were encouraged to attend and familiarise themselves with the new and additional requirements for this product group, given its high presence in procurement documents.






Energy criteria	
1. Minimum energy performance for computers / monitors	
Hazardous Substances criteria	
1. Declaration for REACH Candidate List substances	
Product lifetime extension	
1. Warranty and service agreements	
2. Repairability and replacement of components and parts	
End of life management	
1. Marking of plastic casings, enclosures and bezels	

Table 5- GPP core criteria for computers and monitors

Consultations with economic operators as well as with MITA and the Energy and Water Agency revealed that the revised GPP criteria are generally straightforward to implement in the local market. An analysis of procurement documents has also revealed that some of the proposed technical specifications have already been integrated as minimum standards.

In terms of the energy sub-criteria proposed, the requirements have already been implemented for three years throughout the first NAP and no difficulties have surfaced during their implementation. The revised energy specifications have merely updated the version of the Energy star standard to the latest available version. Likewise, the sub-criteria, which address product lifetime extension, have also been regarded as feasible to adopt. MITA has in fact been requesting an extended warranty of three years when procuring IT equipment. Whilst, no guarantee on the availability of spare parts is requested, CAs do not foresee any difficulty when such a guarantee is introduced in the second NAP. A specific criterion has also been developed which requires batteries to be easily replaceable. A review of standard specifications across CAs has indicated that where PCs and laptops are concerned, current procurement already stipulates that battery, memory, hard disk and optical drive must be changeable.

On the other hand, the hazardous substances criteria, which requires bidders to submit a declaration, has been deemed as stringent. Similarly, and perhaps more challenging is the technical specification related to end of life management. To this end, consultations indicated that there are sufficient regulations and requirements, which address these environmental issues. As a result, Malta's second NAP will adopt all of the revised criteria excluding those related to hazardous substances and end of life management.

d) Criteria for office building design, construction and management

The EU Commission introduced the GPP criteria for this sector in 2016. Unlike most of the other product groups, the criteria for this sector focus on office buildings as a system rather than as individual components. Having said this, whilst the criteria have been specifically developed for office buildings, many of the requirements can also be used as a reference for the procurement of other types of buildings.













Design and performance requirements	
1. Minimum energy performance	
2. Building energy management system	
3. Low or zero carbon energy sources	
4. Staff travel plan and infrastructure	
5. Recyclable waste storage	
6. Thermal comfort conditions	
7. Daylighting and glare control	
8. Ventilation and air quality	
Strip-out, demolition and site preparation works	
1. Demolition waste audit and management plan	
Construction of the building or major renovation works	
1. Sourcing of legal timber by the lead construction contractor	
2. Installation and commissioning of building energy systems	
3. Site waste management	
4. Selection of fit-out materials and finishes	
Completion and handover	
1. Quality of the completed building fabric	

Table 6 - GPP core criteria for office building design, construction and management

The focus of this product group is on the design stage of the building, since research has proven that addressing environmental considerations at the preliminary state will offer significant benefits throughout the life cycle of the building. In fact, eight technical specifications have been specifically proposed for this stage.

Unfortunately, most of the suggestions recommended by this criterion cannot be adopted for Malta's case. This applies mainly to the criteria relating to building energy management systems, thermal comfort conditions, daylight and glare control, ventilation and air quality, sourcing of legal timber criteria, and quality of the completed fabric. In terms of building energy management systems, in the local context most buildings do not possess such a system since buildings are not

space conditioned for a significant part of the year. However, the occupiers have manual control of apertures to make use of free cooling. It is therefore less energy efficient for some buildings to have a building management system. Similarly, for ventilation and air quality, many buildings in Malta are designed to have natural ventilation, as is the case for thermal comfort conditions where many buildings in Malta use natural ventilation and free cooling for a large portion of the year. For the remaining months, thermal comfort is achieved by VRF or split air conditioning units. The criteria for daylight and glare control, propose daylight factors which would result in most cases the building to be illuminated excessively and create problems relating to overheating due to solar gain. In addition, the quality of the completed fabric requires air tightness limits which are regarded as excessive particularly when compared to the energy savings accrued from such air tightness. On the other hand, the criteria addressing timber cannot be adopted since no timber is used in new buildings in Malta. The only market for timber is in the form of timber beams for renovation of old buildings, therefore adopting this criterion will impose burdens for a very limited benefit.

Another set of criteria within this product group, although far reaching in their scope have not been taken on board after consultations were held. For example, the criteria addressing low or zero carbon energy sources has been regarded as unfeasible and only offering marginal environmental benefits. Similarly, the requirement for a staff travel plan at the design stage has been seen as onerous given the limited transportation systems that may be offered within the Maltese context. Therefore making a requirement for such a plan will prove ineffective. The criteria requiring site waste management has been regarded as imposing excessive bureaucratic burden. The economic viability of such a measure has also been questionable. The monitoring mechanism for the implementation of such a criterion also presents several challenges within the local context, which would hamper the development of the construction industry unnecessarily.

Having said this, this product group offers an opportunity to address construction and demolition waste (C &D) through a specific technical specification requiring a demolition waste audit and management plan. Given that the problem of C&D waste has becoming increasingly evident in recent years, it has been considered adamant to adopt such a criterion. In addition, the second NAP has taken a step further in this regard by including an award criterion as a minimum technical specification. This will address the recycled content in concrete and masonry whereby bidders will be required to supply a minimum of 15% for the sum of the main building elements.

e) Criteria for Road Design, Construction and Maintenance

The EU Commission has published the GPP criteria for road design, construction and maintenance in 2016. Contrary to the previous GPP criteria for this sector, the newly launched criteria also take into consideration the maintenance and rehabilitation of existing roads in addition to the construction of new roads. Road construction materials, their transportation, the construction processes, fuel consumption during the road service life, maintenance interventions, and the end of life stages have all been considered to effectively reduce the related environmental impacts.
















Criteria for detailed design and performance requirements	
1. Low temperature asphalt	
2. Excavated material and soil management plan	
3. Performance requirements for water pollution control components in drainage systems	
4. Performance requirements for storm water retention capacity in drainage systems	
5. Environmental integration and restoration plan	
6. Monitoring of noise emission during construction and maintenance	
7. Minimum requirement for low- noise pavement design	
8. Performance requirement for lighting installations	
9. Performance requirement for road markings	
10. Traffic congestion mitigation plan	
11. Performance requirements for durability of pavement –service lifetime of the road pavement	
12. Maintenance and rehabilitation plan	
Use of the road	
1. Durability of performance of low – noise pavements	
Criteria for maintenance and operation/end of life	
1. Tar-containing asphalt must not surpass established limit values	
2. Demolition waste audit and management plan	

Table 7- GPP core criteria for road design, construction and maintenance

The revised GPP criteria for road design, construction and maintenance are very extensive in scope. The criteria propose at least fifteen technical specifications mostly addressing the design stage of the road. Upon consultation with ERA, Transport Malta and economic operators, the general feedback has been that these criteria are very onerous to implement in the local context. It has therefore been recognised that a country specific approach towards the road construction industry needs to be adopted. The following section aims at discussing section specific feedback on the proposed criteria.

- Criteria for detailed design and performance requirements

The proposed criteria for the design stage are unlikely to feature in any procurement documents since most of this work is prepared internally by Transport Malta. In terms of local procurement, a design and build tender for this sector is usually issued for ‘large scale projects’. However, consultations have still taken into account the inclusion of such criteria within the local market. Reservations have been expressed on several fronts. The sub criteria for low temperature asphalt, has been disregarded since there is no local experience by the CA with this type of asphalt. As for the requirement addressing excavated materials and a soil management plan, there are already existing measures to recycle material from excavated sites. Moreover, in most cases the underlying foundation material is not homogenous but made up of mixed backfill material. Keeping accurate records of soil may pose a number of challenges. It is to be noted that existing legislation already prohibits its disposal. To this end economic operators are already required to re-use it on site or dispose of it in controlled areas. Other difficulties prevail in including the minimum requirement for low-noise pavement design since it would be difficult to obtain such verifications in the local context. Lastly, the possibility of a maintenance and rehabilitation plan is already being considered, however an analysis of its implications is still being evaluated. It is to be noted that similar to the office building design, construction and management criteria, the GPP criteria for roads will also adopt a proposed award criterion addressing recycled content as a minimum technical specification. Similarly, economic operators will be required to provide at least 15% for the sum of the main road elements.

- Use of the road

Similar to the design stage, this phase also targets low-noise levels that are likely to emanate from the utilisation of the road. Like, most other noise emission target suggestions, this specification is regarded as difficult to implement at this stage.

- Maintenance and operation

Similar to the above, consultations have shown that the proposed criteria for this section are burdensome for the local economic operators. Particularly for the tar containing asphalt, the challenges relate to unavailable data of old pavements, their homogeneity, small scale as well as the unavailability of specific equipment., As for the requirement of a demolition waste audit and management plan, the criteria have been amended slightly to require bidders to re-use and/or recycle 55% rather than 70% as suggested by the Commission. This will enable economic operators to meet the technical specification at a faster rate.

7.1. Country Specific Criteria

The GPP criteria for food and catering services which had been introduced in the first National Action Plan, have been revised and split into two sub groups; vending machines and hospitality and catering services. Whilst the criteria for vending machines retained the technical specifications set out in 2012, the criteria for hospitality and catering services target the reduction in use of plastic packaging and other containment methods or materials used for serving. The recent outcry related to the provision, by Government, of fresh fruit and vegetables as well as milk to school children bears witness to the expectations that currently prevail. With the onset of discussions related to curbing single- use plastics, driven by the European Commission with a proposed Single Use Plastic Directive, such action is deemed complementary. In fact Malta was one of the first member states to support this initiative, The 2nd National Action Plan sought to further integrate this through specific technical specifications which will become of a mandatory nature by 2025.

8

TARGETS FOR THE SECOND NAP



8. Targets for the second NAP

The second NAP sets out GPP targets for sixteen product and service groups. Six of the criteria will retain their status quo i.e. their mandatory nature from the first NAP. A mandatory status will be given to the procurement of seven additional criteria, including street lighting and traffic signals, transport, office building design, construction and management, road design, construction and maintenance, sanitary tapware, toilets and urinals and hospitality and catering services. The second GPP NAP, has sought to address this by designating the mandatory status initially to the street lighting and traffic signals criteria, by 2021 to transport, office building design, construction and management, and road design, construction and maintenance. Sanitary tapware, toilets and urinals, and hospitality and catering services, will be designated this status by 2025. On the other hand, only three product groups will retain their non-mandatory status. These include furniture, vending machines and electric & electronic equipment used in health care.

The table below has been arrived at after extensive consultations were held with stakeholders', benchmarking exercises and detailed analysis and assessment. The targets may be adjusted throughout the lifespan of the NAP, and MESDC reserves the right to update it with the revised criteria for cleaning products and services, and food and catering services.

Mandatory Product Groups	National Targets						
	2019	2020	2021	2022	2023	2024	2025
Copying and graphic paper	100%	100%	100%	100%	100%	100%	100%
Gardening products and services	100%	100%	100%	100%	100%	100%	100%
Computers and Monitors	100%	100%	100%	100%	100%	100%	100%
Imaging equipment	100%	100%	100%	100%	100%	100%	100%
Textiles	100%	100%	100%	100%	100%	100%	100%
Cleaning products and services	100%	100%	100%	100%	100%	100%	100%
Street lighting and traffic signals	100%	100%	100%	100%	100%	100%	100%
Transport	50%	80%	100%	100%	100%	100%	100%

Office building design, construction and management	50%	80%	100%	100%	100%	100%	100%
Road design, construction and maintenance	50%	80%	100%	100%	100%	100%	100%
Sanitary tapware	10%	20%	30%	50%	60%	80%	100%
Toilets and urinals	10%	20%	30%	50%	60%	80%	100%
Hospitality and Catering Services	10%	20%	30%	50%	60%	80%	100%
Non- Mandatory Product Groups	National Targets						
	2019	2020	2021	2022	2023	2024	2025
Furniture	30%	40%	50%	60%	70%	80%	90%
Vending Machines	30%	40%	50%	60%	70%	80%	90%
Electric & electronic equipment used in health care	10%	20%	30%	40%	50%	60%	70%

Table 8- National Targets for Mandatory and Non-Mandatory Categories

FURTHER ACTIONS PROPOSED IN THE SECOND NAP



9. Further actions proposed in the second NAP

The ambitious approach being adopted for the second NAP goes beyond setting higher targets for the forthcoming years, giving mandatory status to additional product and service groups and introducing GPP criteria for additional sectors within the NAP. In fact, the second NAP's prioritisation is to adopt a more comprehensive approach for public procurement procedures. Nine new initiatives have been identified in order to effectively address this vision, and enhance uptake further.

9.1. Widening the scope of Procurement Instruments

In the case of low value purchases¹⁵, CAs may procure works, supplies and services through a procedure of quotations or direct contracts¹⁶. Presently, procurement through these instruments is not covered by GPP as had been outlined in Contracts Circular N° 21/2011 which specifically indicated that the environmental requirements would merely apply to 'all calls for tenders', even when procuring works, supplies and services through a quotation that fall within the established mandatory GPP sectors.

At present, there is little understanding about the potential to green such procurement practices since monitoring for the previous NAP has been limited to call for tenders. Evidently, multiple quotations can lead to a considerable cumulative environmental contribution, and hence the potential to green such purchases remains untapped. In view of a more robust NAP, GPP criteria will be expanded to apply to low value purchases from €5,000 to €10,000. The 'mandatory' status for the respective product groups would also apply in this respect. The impact of this would be that all quotations in any form would be subject to the provisions of the GPP NAP including the need to ensure compliance with applicable GPP criteria.

¹⁵ This has been defined as up to €6,000 according to regulation LN296/10. The new public procurement regulations have elevated the thresholds to €10,000 for quotations. It is important to note that quotations have been further sub-categorised as those estimated up to €5,000 where public contracts can be awarded more easily whereas another category has been defined between €5,000- €10,000.

¹⁶ Direct Contracts can be approved at the discretion of the Head of Department.

The introduction of this measure has been assessed together with the Department of Contracts, estimating that around 17% of all quotations fall within the scope of GPP. It is therefore considered that its introduction will not have significant workload implications.

Inclusion of GPP criteria in direct contracts would also be ideal, however since this stream of procurement is already being limited through MFIN Circular no.3/13 and Procurement Policy Note 17 'Issues concerning Direct order approvals', adding additional GPP restrictions may prove cumbersome to contracting authorities who are already finding difficulties to procure through this route as a means of last resort. However, where possible, direct orders should take into consideration their environmental impacts by including the relevant GPP criteria.

9.2. Greening award criteria

The publication of the Public Procurement Regulations,¹⁷ has enabled a number of changes that directly effect the implementation of GPP. Perhaps most pertinent is the requirement that the award of the contract must be based solely on MEAT. This includes price, cost and the best price quality ratio (BPQR). In this regard, the GPP criteria for electrical and electronic equipment, imaging equipment, criteria for street lighting and traffic signals necessitate that environmental award criteria should altogether account for at least 15% of the total points available¹⁸. Therefore, CAs are obliged in this regard to take a step further and include the relevant award criteria. For all of the other criteria, the Commission does not set an indicative threshold and is thus up to each and every CA to allocate as many points as it deems fit for any GPP award criteria it may wish to include in the relevant tender document. This measure rewards bidders with additional points if the products and services provided are more environmentally sensitive.

¹⁷ Public procurement regulations (LN352/2016), concession contracts regulations 2016 (LN353/2016), the Public Procurement of Entities operating in the Water, Energy, Transport, and Postal Services Regulations (Utilities) (LN351/2016) and the Emergency Procurement Regulations 2016 (LN350/2016).

¹⁸ EU GPP criteria for electrical and electronic equipment, pg 22. EU GPP criteria for imaging equipment, pg. 11. EU GPP criteria for street lighting and traffic signals, pg.17.

9.3. Pooling of green advisory experts

Due to the technical nature of GPP criteria, DECC is often faced with queries requiring specialist and expert input. Proper undertaking would require expert involvement at each CA. However, in practice, it would be unfeasible to equip each CA with a team of experts to provide specialist input when the need arises. A pool of experts is thus being set up by MESDC stemming from various technical disciplines to be at the disposal of the CAs upon mobilisation of the GPP Focal Point. This service is to be provided through a rolling register identified through an expression of interest. This register of experts will then be disseminated to all GPP coordinators to forward to their respective Contracting Authorities. It is to be noted that the service will be limited to certain areas of expertise, which are likely to include a chemist, an architect, an engineer and representatives from CAs such as DoC, MCCAA and BRO. The list of independent experts will be determined by MESDC and is subject to availability of resources. Their role will be to assist and provide specialist advice to the CAs and particularly to the adjudication boards during the assessment of technical submissions. This service will not replace the role or responsibility of evaluators. On the contrary, its role would be a consultative one. It is expected that this initiative would improve the uncertainties that may arise and provide a much needed service that has been lacking to date.

9.4. Training and constant refresher courses

The first NAP proved that implementing GPP involved several public officers at various levels. It has therefore been difficult at times achieving targets since the procurement units do not necessarily take decisions. The addition of GPP requirements on top of the already complex public procurement practices has proven to be a daunting undertaking, even to the most determined officials. Throughout the first NAP, it has been persistently observed that the personnel involved at the various stages of the procurement chain are often not conversant with the GPP requirements or procedure. This shortcoming is often the reason as to why tender documents do not include the mandatory GPP criteria. In the light of the foregoing, it transpires that there is a need to establish a permanent training programme for all those involved in procurement, despite DECC providing it on an ad hoc basis during the first NAP.

This plan is therefore committed to provide a training strategy rather than one – off training courses, which would be specifically addressing the different audiences. Training for economic operators is also being organised, so as to facilitate bidders understanding when putting forward offers for tenders, which include GPP requirements.

9.5. Incentivizing local councils through award schemes

Monitoring of the first NAP as well as the mainstreaming exercise undertaken in 2015, has revealed that local councils have experienced the most difficulties in implementing GPP to date. The second NAP is setting up an award scheme to reward local councils, which adhere to GPP. This should not exclude other specific measures to enhance the existing capacity of Local Councils in their procurement.

9.6. Greening EU funding

Malta has also mainstreamed GPP in several sectorial policies, which are indirectly contributing to this overall drive of sustainable procurement. A key instrument has been EU funding instruments. Through this initiative, MESDC has managed to allocate a number of points towards the uptake of non-mandatory GPP so as to incentivise Contracting Authorities to consider the environmental impacts of their initiatives. It is also being proposed that the next Operational Programme will increase the number of points allocated to the uptake of GPP, so that Contracting Authorities have an increased incentive to include non-mandatory criteria.

9.7. Environmental Credentials

Small and medium enterprises, which are required to improve the company's environmental standards, will be encouraged to make use of financing mechanisms, which facilitate their compliance. MESDC is currently undertaking a feasibility study on the available financing mechanisms which could spearhead this measure.

9.8. Post-procurement auditing

The second NAP also seeks to address an evident gap of the first NAP monitoring mechanism. This plan proposes that post-procurement, goods and services delivered are audited to ascertain their GPP criteria. Indeed, this proposal stems from the need to ensure that the GPP criteria are actually being complied with throughout the entire procurement process. One practical and simple way to address this matter is to randomly select a tender or quotation and audit the GPP nature of the delivered product or service. At the outset, the GPP office will aim to address tenders and quotations, which fall under the scope of the mandatory GPP criteria.

9.9. Enhancing the role of the Ministry GPP coordinator

The role of the GPP coordinator is indispensable to the successful implementation of GPP. The mainstreaming process has continued to demonstrate that reinforcing this role within the Ministries is adamant if GPP is to be entrenched across the public administration. It is therefore deemed necessary to give further importance to this role. A further responsibility, which the second NAP introduces for the GPP coordinator, is the screening of quotations prior to publication.

10

MONITORING & EVALUATION



10. Monitoring and Evaluation

The first NAP measured its performance and its effectiveness by means of four broad quantitative indicators. These include percentage of all public tenders (expressed in € values) compliant with the GPP criteria, percentage of all public tenders (expressed in number of tenders) compliant with the GPP criteria, percentage of all public tenders (expressed in € values) in each product/service group compliant with the GPP criteria and percentage of all public tenders (expressed in number of tenders) in each product/service group compliant with the GPP criteria. It is pertinent to note that these are merely the main statistics produced, since the monitoring mechanism also provided percentage of compliance per product group. This required the GPP office to compute this data on a quarterly basis, within a month from the end of each quarter. This monitoring mechanism collated information on a pre-publication basis.

Following the mainstreaming of the GPP administrative function in 2015, the role of DECC shifted from a purely vetting and screening role to one that is more focused on post monitoring and training. As a result, the monitoring mechanism also had to change to take into account such a development in the system. To date, this data is collected by means of a GPP report that CAs are obliged to submit on a weekly basis. The requirement for each Ministry to furnish the GPP office with weekly reports has had varied results. Difficulties tended to vary in timeliness, misreporting, or simply not reporting at all. In addition to the weekly report, DECC also undertakes a quality assurance exercise that compares the data collected in each ministry GPP weekly report with the tenders published in the government gazette. Through this system, DECC is able to identify those tenders that were not reported in the GPP weekly report, and the respective GPP coordinator is then requested to follow up with the relevant CA.

GPP monitoring in Malta, will continue to operate in line with Contracts Circular No 20/2015 'Role of GPP CO-Coordinator', which necessitates ministry coordinators to 'coordinate and maintain an up to date GPP weekly report'. The weekly reporting template has been updated to take into account new features introduced in the second NAP. CAs are to include the following information in this template:

- The date the tender was published
- The details of the Ministry and/or CA publishing the tender
- Indication of whether the tender falls under the scope of the GPP criteria by entering 1 if applicable
- Indication of whether the tender is compliant or not (if all the applicable GPP criteria have been inserted the CA needs to enter 1)
- Indication of whether the tender can be classified as variant. This would be the case if the tender contains some GPP criteria but not all the applicable ones.
- The tender or quotation title
- The estimated budget of the tender or quotation
- Indication of which GPP criteria are included in the tender by entering a one under the relevant column

[illegible]

Figure 4 - GPP weekly monitoring template

Beyond this continued monitoring process, work will be ongoing to move towards a real time reporting mechanism in conjunction with DOC.

At EU level, various policy instruments are consistently referring to the need for a comprehensive monitoring system across the Member States. For example, the high level European Resource Efficiency Platform in its first set of policy recommendations has called for the development of a “(...) systematic monitoring mechanism based on real public tenders” in order to operationalise the existing 50% GPP objective. This priority has been stressed again in the 7th Environmental Action Programme (2014-2020), inviting the Commission to “*consider proposing (...) the scope*

for periodic monitoring of Member States' progress on the basis of adequate Member State data, while having regard for the need to minimize the level of administrative burden." In addition, the UN Agenda 2030 for Sustainable Development, the SD goal 12 on Ensuring sustainable production and consumption patterns is accompanied by a target on GPP; "12.7 Promote public procurement practices that are sustainable, in accordance with national policies and priorities". Most recently, the Circular Economy Communication¹⁹, has also recognized the role of GPP in moving to a circular economy. In fact, a monitoring framework on the circular economy will be put in place by 2017.

Given this current drive towards GPP, the European Commission has expressed its interest in setting up a comprehensive GPP monitoring system. The main aim would be to gather reliable and comparable data across the EU, in addition to facilitating the reporting on strategic procurement under the public procurement directives, where according to Art. 83 (3) of Directive 2014/24 and Art. 99 (3) of Directive 2014/25/EU, the European Commission can request Member States to provide information on the practical implementation of national strategic procurement policies with a periodicity of not more than every three years. One of its recommendations is to integrate GPP into the national e-procurement systems, so that data can be systematically collected at the moment of the procurement itself, making it easier and more likely for CAs to participate. Discussions are still ongoing at EU level, but a basic monitoring mechanism across the member states seems to be of an imminent nature, particularly since other policy areas are making reference to GPP.

In this regard, MESDC together with the Department of Contracts, are aiming at setting up a comprehensive monitoring system by the end of 2018 to set up a comprehensive monitoring system through the existing national e-procurement system. The proposed enhancement aims at simplifying the collection of GPP data from all contracting authorities on a pre-publication basis, by answering a set of questions prior to publishing a tender document. Failure to submit an answer would prohibit publishing since the proposed fields have been set as mandatory.

¹⁹ COM(2015) 614 - http://eur-lex.europa.eu/resource.html?uri=cellar:8a8ef5e8-99a0-11e5-b3b701aa75ed71a1.0012.02/DOC_1&format=PDF

The enhancement will no longer entail the GPP coordinator to manually collate the data from all of its respective Contracting Authorities and submit a weekly report. It aims at facilitating the already complex nature of public procurement practices, by further integrating GPP in the drafting of tender proposals. Moreover, the enhancement will also reduce the margin of error of statistics.

10.1. Evaluation

DECC will monitor the progress of the NAP on a six monthly basis. However, annual reports will also be produced to the IMTF. The reports will also recommend any revisions or updates that may be required in order to strengthen the implementation of GPP. The policy will in turn be reviewed at the end of 2020 with a view to adopting the third NAP.

11

CORRECTIVE ACTIONS & THE RIGHT TO CANCEL TENDERS

11. Corrective Actions and the Right to Cancel Tenders

During the course of the first NAP, it has been common practice to cancel published tenders which fell within the scope of the mandatory criteria²⁰, but which were published without the applicable mandatory GPP technical specifications. The *raison d'être* of this procedure was to ensure that the 100% targets are consistently met in line with the GPP NAP 2012-2014. Only actual omission resulted in cancellation of tenders. For other minor errors such as publishing tenders without the necessary greening of the title, greening of titles when the tender fell outside the scope of the GPP criteria, incorrect transposition of the criteria within the tender document and omitting the verification of the list of literature did not result in the cancelling of such tenders, even when the relevant product groups were of a mandatory nature.

Such corrective actions have been further emphasized to date with three circulars. Contracts Circular No 22/2014 'Mainstreaming Green Public Procurement across the Public Sector Contracting Authorities' stated that the '*GPP coordinator shall ensure that all Contracting Authorities within the respective Ministry comply to the provisions of the GPP NAP*'. Further to Contracts Circular No 22/2014, the need was felt to issue yet another circular; Circular 20/2015

'Role of GPP Coordinator', to clarify what is meant by the clause of ensuring that CAs are complying with the provisions of the GPP NAP. This circular has made it very clear that GPP coordinators have the '*right to cancel tenders which are not in compliance with the mandatory GPP criteria*'. An internal circular was also issued on behalf of the IMTF and the GPP office, 'Guiding Principles for Contracting Authorities', the purpose of which was to clearly indicate the steps that need to be undertaken prior to the issuing of a tender document. Once again, the document made specific reference to the fact that '*Failure to do this, may lead the GPP coordinator to cancel tenders which fall under the mandatory scope of the GPP criteria*'. All of these circulars can be easily accessed in the Appendix section of the NAP.

Given the already lengthy procurement cycle and the urgent need of certain projects, the mainstreaming of GPP introduced a reporting obligation on a weekly basis so as to address such inconsistencies imminently upon publication.

²⁰ GPP criteria for paper, gardening products and services, textiles, office IT equipment and eventually also for cleaning products and services, thermal insulation and wall panels.

In fact, most missteps are usually addressed through the issuance of a clarification by the Contracting Authorities rather than outright cancellation. The role of the GPP coordinator was also instilled in order to provide a further safety net to CAs in doubt as to whether the mandatory GPP criteria would be applicable or not. In fact, all tenders are subject to a screening process by the Ministry GPP coordinator to ensure that all tenders are in line with the GPP requirements.

The second NAP is set to further enforce this common practice of cancelling tenders, which has now been entrenched into general procurement practices. This initiative is also being extended to quotations, which omit the applicable mandatory criteria. For ease of reference, the procedural guidelines that CAs and the GPP coordinator should abide to have been crystallized yet again. Figure 5 has been provided in order to explain the GPP approval mechanism.

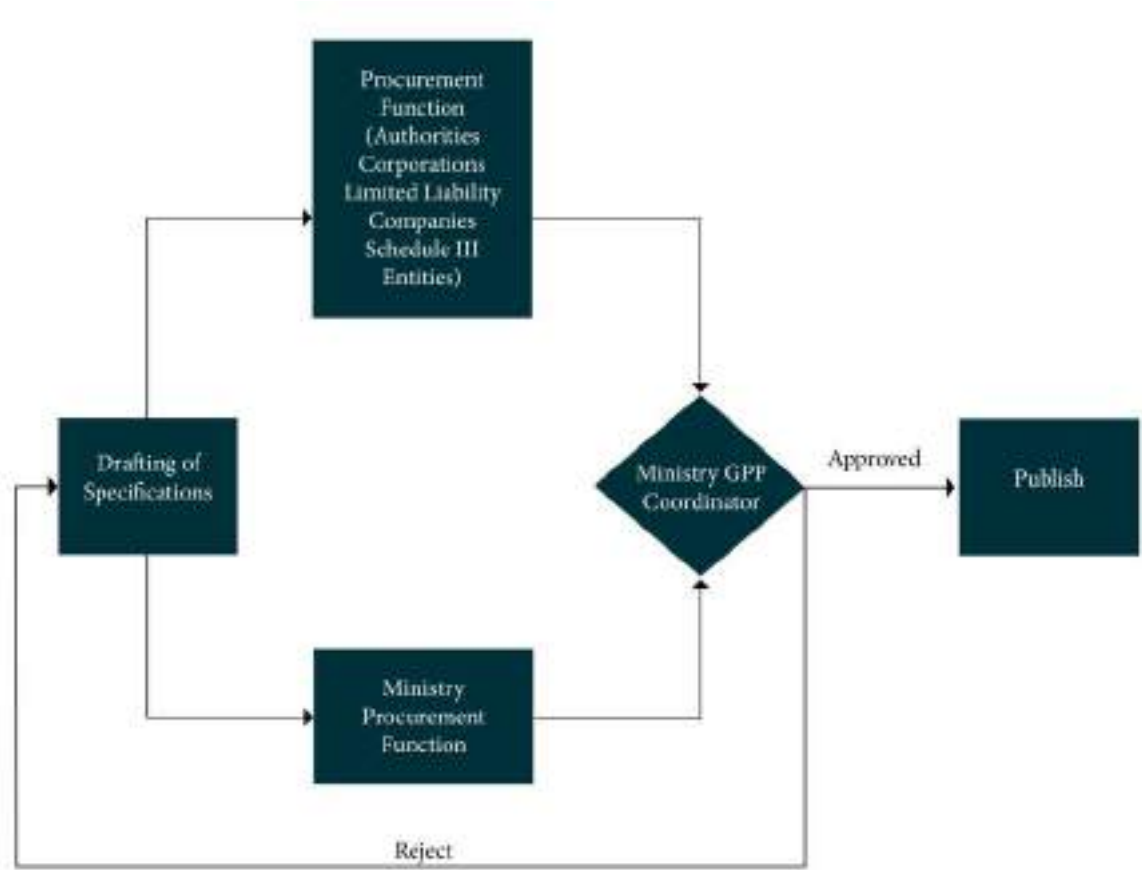


Figure 5- GPP approval mechanism

Actions, which need to be taken prior to issuance of a tender:

1. TOF filled in and signed by both the Project Leader/Drafter and Head of Department.
2. Finalized tender document and the TOF to be forwarded electronically to the GPP coordinator for screening to ensure correct transposition of the GPP criteria (if applicable)
3. GPP coordinator to send back tender document to drafter with feedback which may include confirmation of compliance, considerations of the inclusion of non-mandatory GPP criteria, or advise on the applicable mandatory GPP criteria.

It is to be noted that tender documents together with quotations are to be forwarded at least 3 working days prior to publication to allow the GPP coordinator sufficient time for feedback. In case of voluminous tender documents, these are to be forwarded beforehand. CAs are not to publish until GPP coordinator approval is forthcoming.

Appendices

Appendix 1

To Ministries and
Heads of Department

GREEN PUBLIC PROCUREMENT AND OTHER PROCEDURES

Green Public Procurement (GPP) is a process whereby public authorities seek to procure goods, services and works with a reduced environmental impact throughout their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured.

Public procurement is increasingly being used as a means to implement policy decisions. Given that the environment is one of the priorities of the Government, through the National Action Plan for Green Public Procurement published in November this year, the Government has committed itself to implementing green public procurement targets for 18 product and service groups.

Green public procurement will be implemented in an organized manner with effect from 2nd January, 2012. The Office of the Prime Minister, which has the overall responsibility for coordinating GPP in Malta will be monitoring GPP initiatives and take the necessary policy decisions, while the Department of Contracts will be implementing procedures to ensure that GPP forms part of the mainstream public procurement process, and is in compliance with the respective public procurement regulations.

In this regard with effect from January, 2012 **all calls for tenders**, including Departmental tenders and those published by the Department of Contracts, must be supported by the Tender Originators Form. This form has been revised in order to address issues related to GPP. A copy of this form is available at the Department of Contracts' website at www.contracts.gov.mt/tof and at the national GPP website www.gpp.gov.mt. Originators of Departmental tenders must submit a scanned signed copy of this form to the Office of the Prime Minister on the following email address: gpp@gov.mt.

The Department of Contracts will be sending a copy of this form to OPM in respect of tenders being published through this Department. Eventually, all tenders may be audited for GPP compliance. In respect of Departmental tenders, Departmental Contracts Committees of each Ministry are being directed not to approve the award of tenders for the chosen GPP products or services without the confirmation that the mandatory technical specifications have been adopted.

Ministries and Departments are to note that with effect from January 2012, the procurement of paper, IT equipment, textiles, as well as gardening products and services, must be fully compliant with the GPP criteria. Procurers of these products or services are to ensure that when the tender specifications are drafted, they should be based on the GPP criteria. Such criteria and guidance for their application are available online on the website www.gpp.gov.mt.

The application of GPP criteria for the procurement of cleaning products and services, transport, furniture, food and catering services, electricity, construction, mobile phones, combined heat and power, thermal insulation, wall panels, hard floor coverings, windows, glazed doors and skylights, street lighting and traffic signals, and road construction and traffic signs **is voluntary during 2012, but is strongly encouraged**. GPP criteria and guidance for these product groups is available from www.gpp.gov.mt.

If difficulties are encountered, contracting authorities are to consult with the GPP helpdesk at OPM at the following e-mail address gpp@gov.mt.

The evaluation of the offers received should remain in accordance with the published tender conditions. The principles of public procurement should continue to apply. Evaluation Committees should ensure that the award of tenders should be based on fairness, transparency and non discrimination. However, every bidder will have to compete on the basis of the adopted green technical specifications.

Francis Attard
Director General (Contracts)

Department of Contracts
Notre Dame Ravelin
Floriana

To Permanent Secretaries

10 December 2014

Directors General

Director

Heads of Government Entities

Local Councils

MAINSTREAMING GREEN PUBLIC PROCUREMENT ACROSS THE PUBLIC SECTOR CONTRACTING AUTHORITIES

The GPP National Action Plan (NAP), as adopted since January 2012, set out Green Public Procurement (GPP) targets which were incorporated within the national procurement framework for eighteen product and service groups for which common GPP criteria have been set at EU level. The targets set out in the Plan were purposely incremental so as to avoid potential market distortions and allowed sufficient lead time for the market operators to adapt to the new government purchasing policy.

Following the implementation of GPP in line with Contracts Circular N° 21/2011 (Green Public Procurement and Other Procedures), the need was felt to take stock of the positive impact that GPP can have on greening the national economy and to review this important function by mainstreaming it across Government with each contracting authority regulating up its own GPP processes. This review of operations is intended to maximise the benefit of the GPP compliance cycle also at a time when the current NAP is being reviewed.

To date the GPP function is being implemented by the GPP office within the Ministry for Sustainable Development the Environment and Climate Change (MSDEC). As such, the GPP office screens all tenders to be issued by public contracting authorities to verify their compliance with GPP criteria. Whilst MSDEC shall continue to take a leading role in the policy development and oversight of the

GPP function, it has to be recognised that all public sector contracting authorities have a shared collective responsibility of contributing towards the wider objective of greening the economy. To this end all public sector contracting authorities will assume the GPP function in recognition of its cross-cutting nature and its contribution towards this goal.

In order for the Government to strengthen the GPP function while at the same time simplifying the relevant procedures also in preparation for the launch of the second National Action Plan, the following measures shall be implemented:

- (i) The Director Corporate Services of each Ministry or his representative shall act as Ministry GPP Coordinator for the respective Ministry and Contracting Authorities falling under its portfolio as outlined in the Memorandum to Cabinet dated 23 June 2014;
- (ii) Details of the appointed Ministry GPP Coordinator shall be forwarded to GPP Office at MSDEC by no later than 31 December 2014. Details are to be forwarded on gpp@gov.mt;
- (iii) The Ministry GPP Coordinator shall ensure that all Contracting Authorities within the respective Ministry comply to the provisions of the GPP NAP;
- (iv) Each Contracting Authority shall in turn set up a GPP function as a specific but integral part of its procurement function;
- (v) To this aim, Contracting Authorities shall carry out effective verification of compliance of public procurement procedures with GPP criteria at all stages of the procurement process including design, tender, award and implementation;
- (vi) Contracting Authorities shall use the compliance system to extract valid and meaningful data that can be used for the monitoring and evaluation of the NAP. This data shall be communicated to the GPP office within the MSDEC through the Ministry GPP Coordinator on a quarterly basis or as required; and
- (vii) The Ministry GPP Coordinator shall sit on the GPP Inter-Ministerial Task Force (IMTF) and shall contribute to the work of the Task Force in accordance to its terms of reference.

It is acknowledged that in order to bring about this review successfully, there is a need to address the existing knowledge gaps with regards to the implementation of GPP through increasing of awareness and the provision of training. To this end a number of GPP training courses will be held over the coming months for public officers involved in the procurement process at all levels.

The GPP training is expected to be completed by May 2015. Further instructions will be issued at a later date.

A Cachia

Director General (Contracts)

CT 5068/2014

Contracts Circular N° 20/2015

Department of Contracts

Notre Dame Ravelin

FLORIANA

To Permanent Secretaries

12 October 2015

Directors General

Directors

Heads of Public Sector Organisations

ROLE OF GPP CO-COORDINATOR

Further to Contracts Circular No 22/2014 ‘**Mainstreaming GPP across the public sector contracting authorities**’ published on the 10 December 2014, this circular aims to clarify the role of the GPP coordinator within the respective Ministries, namely with regards to the clause:

(iii) The Ministry GPP coordinator shall ensure that all Contracting Authorities within the respective Ministry comply with the provisions of the GPP NAP.

This department would like to expand further on the GPP co-coordinator’s role of ensuring compliance with the NAP (National Action Plan). Whilst a flexible approach has been adopted, the GPP weekly reports have indicated that additional effort is required in order to ensure the success of the Green Public Procurement initiative. It is being emphasized that the GPP coordinator shall ensure that the following measures are implemented:

- a) Ongoing screening of tenders to ensure that all tenders are in line with the GPP requirements;

- b) Identify tenders not submitted for screening by relevant Contracting Authorities and ensure necessary follow up is carried out;
- c) Coordinate and maintain an up to date GPP weekly report;
- d) Participate in training sessions related to GPP;
- e) Enforce the right to cancel tenders which are not in compliance with the mandatory GPP criteria;
- f) Ensure that drafters are aware that the self certification of the Tender Originators Form (TOF) is only one step in verifying compliance to the GPP criteria.

Whilst appreciating the efforts of all concerned, one has to acknowledge the fact that the role of GPP coordinator can only be fulfilled if every measure is complied with in a diligent manner. This will ensure that the whole exercise is of benefit to each particular organization and the Public Administration as a whole.

Anthony Cachia
Director

Ref. Tagħna LGO 13/1994/XIX

15 ta' Settembru 2015

Lis-Segretarji Eżekuttivi
Assoċjazzjoni Kunsilli Lokali
Kumitati Reġjonali u
Kunsilli Lokali

MEMO 25/2015 - GREEN PUBLIC PROCUREMENT (GPP)

Nirreferi għad-dokumenti meħmuża li jitrattaw il-kriterji tal-*Green Public Procurement (GPP)*, liema kriterji għandhom ikunu inklużi fid-dokumenti tal-offerti speċjalment meta l-kriterji huma mandatorji.

Il-kriterji mandatorji huma sebġha (7) biss, li jitrattaw *IT equipment, cleaning products and services, gardening products and services, paper, textiles, thermal insulation and wall panels*.

Wara li sar it-taħriġ neċessarju u spicċa l-*phasing in period*, issa s-Segretarji Eżekuttivi, bħala kapijiet amministrattivi tal-Kunsilli Lokali, ser ikunu responsabbli li jimplimentaw il-kriterji tal-*Green Public Procurement*. Dawn il-kriterji jistgħu jiġu mnizzla minn fuq is-sit www.gpp.gov.mt.

Id-Dipartiment għall-Gvern Lokali ser jiehu hsieb li, bħala *GPP Coordinator*, ser ikun responsabbli BISS biex jiġbor ir-rapporti tagħkom u jgħaddihom lill-*GPP Office*. Dawn ir-rapporti għandkom tibagħtuhom kull ġimgħa kemm-il darba tkunu hriġtu sejha għall-offerti f'dik il-ġimgħa partikulari. It-*template* meħmuża għandha timtela hekk kif spjegat fid-dokument *Weekly Reporting Memo* u tintbagħat sa mhux iktar tard minn kull nhar ta' Ġimgħa f'nofsinhar lis-Sur Joseph Azzopardi fuq l-email joseph.j.azzopardi@gov.mt.

Meta ma jkunux saru sejhiet għall-offerti matul ġimgħa partikolari, is-Segretarju Eżekuttiv għandu jibgħat *email* lis-Sur Joseph Azzopardi, fiż-żmien stipulat, fejn javżah li ma sarux sejhiet għall-offerti.

Id-Dipartiment qiegħed jiġbed l-attenzjoni li kull Segretarju Eżekuttiv ser ikun responsabbli li din l-informazzjoni mitluba timtela kif suppost u kemm il-darba ma ssirx tajba, mhux ser tiġi aċċettata mill-*GPP Coordinator* u terġġhu tintalbu timlewha mill-ġdid. Barra minn hekk, kemm-il darba jkun hemm xi sejhiet għall-offerti li ma jkunux ħargu skont il-kriterji mandatorji tal-*GPP*, id-Dipartiment għall-Gvern Lokali jista' jitwaqqaf il-proċess ta' din l-offerta partikolari wara li l-*GPP Office* javża lill-*GPP Coordinator* u tintalab li tinhareġ mill-ġdid.

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+ 356 2200 2300 e info.dlg@gov.mt | www.dlg.gov.mt

Għaldaqstant, is-Segretarju Eżekuttiv ser ikun responsabbli li jibgħat l-informazzjoni korretta u, jekk ma jagħmilx dan, jista' jkun suġġett għall-passi dixxiplinari. L-ewwel rapport huwa mistenni **minnhar il-Ġimgħa, 18 ta' Settembru 2015.**

Grazzi tal-koperazzjoni.



Carmel Abela
Direttur, Gvern
Lokali

Mehmuża: (i) *Memo tal-Inter-Ministerial Task Force on GPP dwar il-Phasing In Period - 4 2 2015*; (ii) *Memo tal-Inter-Ministerial Task Force on GPP dwar il-Weekly Reporting - 2 3 2015*; (iii) *Template tal-GPP Weekly Report*; (iv) *Contracts Circular No 22 2014*; u (v) *Contracts Circular No 21 2011*.

Kopji: Ministru għall-Ġustizzja, Kultura u Gvern
Lokali Segretarju Parlamentari għall-Gvern
Lokali
Segretarju Permanenti, Ministeru għall-Iżvilupp Sostenibbli, l-Ambjent u Tibdil fil-Klima
Segretarju Permanenti, Ministeru għall-Ġustizzja, Kultura u Gvern Lokali
Kelliem Ewlieni tal-Oppożizzjoni għall-Gvern
Lokali Awditur Ġenerali
Ombudsman
President, Assoċjazzjoni Kunsilli Lokali President, Assoċjazzjoni Nazzjonali tas-Segretarji
Eżekuttivi tal-Kunsilli Lokali u Reġjuni

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Directorate Policy Development and Programme Implementation

Procurement Policy Note #24

Title:

GPP Certificates

Date issued: 19.01.2016

Purpose

Green Public Procurement is a tool which promotes economic and environmental objectives in line with national and international targets.

On the one hand, it assists the Public Administration in obtaining the best value for money and in procuring low-carbon, environmentally-friendly goods, works and services. On the other hand, it can be a business opportunity for environmentally positive products and services.

In a nutshell, it represents an efficient use of public finances and endorses environmental improvement.

Organisational Scope

This is a Government-wide policy. It shall apply to all Ministries/Departments/Entities falling under Schedule 1 of the Public Procurement Regulations – Subsidiary Legislation 174.04.

Definitions

GPP Certificate – An official document attesting that the products/supplies, works and/or services are compliant with the requested environmental criteria.

MINISTERU TAL-FINANZI - MINISTRY FOR FINANCE

Policy Content and Guidelines

GPP criteria shall be included in the Technical Specifications/Terms of Reference, wherever applicable, and hence will be evaluated as part of the adjudicating process. Certificates requested to prove adherence to the GPP criteria shall be requested as part of the Literature to be submitted for a given tender and will therefore be under Note 2. Consequently, the submission of GPP certificates shall be rectifiable.

Effective

Immediate

Applicability

All CfT published departmentally or through the Department of Contracts.

Legislative Compliance

Laws of Malta, Subsidiary Legislation 174.04 – Public Procurement Regulations

References

eTender Document Template v1.14;

Contracts Circular No 22/2014 – *Mainstreaming Green Public Procurement across the Public Sector Contracting Authorities.*

Appendices

Nil

Other related policy notes published

Nil

The new rules aim at facilitating a better integration of environmental considerations in procurement procedures. They include a horizontal clause relating inter alia to environmental requirements, provisions on the use of environmental labels, and the option to take account of environmental factors in the whole production process and a life-cycle costing approach.

Horizontal clause

- In the performance of public contracts enterprises have to comply with the applicable environmental obligations stemming from EU, international and national law.
- An enterprise which does not respect these environmental obligations can be **excluded** from the tender procedure.
- The enterprise that has submitted the best tender may be not awarded the contract if the tender does not comply with these environmental obligations.
- A tender has to be **rejected** where it is **abnormally low** in relation to the works, supplies or services because it does not comply with these environmental obligations.

Labels

- A **label** is a mark/document attesting that a given product fulfils established and predefined quality conditions and requirements. The new rules allow public purchasers to refer to a specific label or eco-label when laying down the environmental characteristics of the works, goods or services they wish to purchase.
- Certain **conditions** must however be met:
 - **all the requirements** that have to be met to obtain the concerned label must be **linked to the specific works, goods or services** to be purchased, i.e. they must characterise them. If the label includes requirements which relate to the enterprise itself or its policy in general, the label cannot be referred to by the public purchaser. In this case,

reference can only be made to the specific requirements of the label which are linked to the purchased works, goods or services;

- labels must be laid down in a transparent procedure by **independent bodies** in which all relevant stakeholders, such as government bodies, consumers, manufacturers, distributors and non-governmental organisations, can participate;
- the label has to be based on **objective and non-discriminatory criteria** and **available to all interested parties**;
- if an enterprise has been unable to obtain the label on time, **equivalent labels** or **other means of proof must be accepted** by public purchasers.

Production process

- Public purchasers can consider **all factors of the production process, provision or trading**, even where such factors do not form part of the material substance of the product. For example:
 - - when technically describing the products or services they want to purchase, they may require that they do not involve toxic chemicals or are produced/provided using energy-efficient machines;
 - public purchasers may also decide that the contract will be awarded to the enterprise offering the products/services which meet these conditions in the best possible way; or they may favour the product which is of fair trade origin;
 - public purchasers can assess value for money on the basis of environmental aspects, e.g. whether books were printed on recycled paper or paper from sustainable timber.

Life-cycle costing

- The new rules promote a life-cycle costing approach. The notion of life-cycle costing includes **all costs over the life cycle** of a works, supplies or services contract. This means **internal costs as well as costs related to environmental factors**:
 - internal costs include costs for research and development, production, transport, consumption of energy, maintenance and end-of-life disposal;

- externalities may include the emission of greenhouse gases, pollution caused by the extraction of raw materials used in the product or caused by the product itself or its manufacturing.
- **Costs related to environmental externalities** can only be taken into account if their monetary value can be determined and verified. If no common EU method exists for the calculation of life-cycle costs such methods can be established at national, regional or local level. However, they have to be general in the sense that they should not be exclusively designed for one specific public procurement procedure, be objective and the data required can be provided with reasonable effort by enterprises.

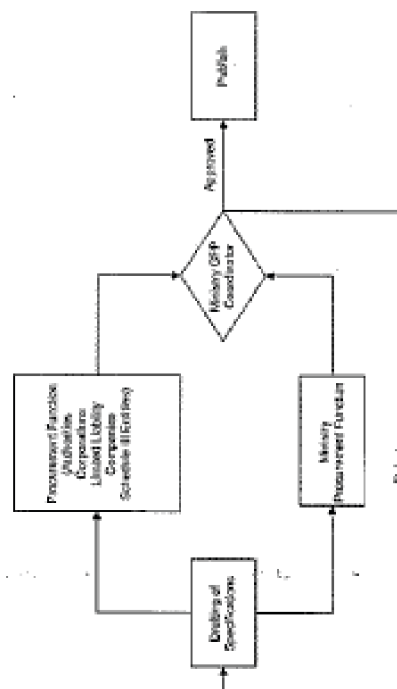
GPP Procedural Guidelines for Contracting Authorities

Contracts Circular 20/2015 on Green Public Procurement (GPP) re-emphasised the importance of GPP screening as an integral part of the procurement process. This circular made it obligatory that *"the Ministry GPP coordinator shall ensure that all Contracting Authorities within the respective Ministry comply with the provisions of the GPP NAP"*.

MANDATORY	NON-MANDATORY
<ul style="list-style-type: none"> • Textiles • Cleaning products/services • Thermal insulation 	<ul style="list-style-type: none"> • Electricity • Road construction/traffic signs • Street lighting/traffic signals • Construction works • Mobile Phones • Windows • Transport • Combined Heat & Power • Furniture • Hard floor coverings • Food & catering services

Ministry GPP Coordinators are empowered to screen all tenders for GPP purposes and to enforce the right to cancel tenders which are not in compliance therewith. The MSDEC GPP Office together with the Inter Ministerial Task Force (IMTF) would like to crystallize the GPP workflow to be adopted by Contracting Authorities prior to issuing a tender document so as to avoid unnecessary delays due to GPP non-compliance.

- Tender Originators Form filled in and signed both by the Project Leader/Drafter and Head of Department.
- Finalized tender document and Tender Originators Form to be forwarded electronically to the GPP Coordinator for screening for the correct incorporation of applicable GPP criteria.
- GPP Coordinator to send back tender document to drafter if GPP criteria are incorrectly incorporated or mandatory criteria excluded. Consideration of the inclusion of non-mandatory criteria should be advised where appropriate.
- Tender documents are to be forwarded at least 3 working days prior to publication to allow the GPP Coordinator sufficient time for feedback. In case of voluminous tender documents, these are to be forwarded beforehand.
- Contracting Authorities are not to publish until GPP Coordinator approval is forthcoming.
- Non-compliance can lead to cancellation of tenders.



Appendix 2

TENDER ORIGINATORS FORM

A – General Details	
Department/Ministry	
Department Reference	
Tender Description/Title	
Tender Type	Works <input type="checkbox"/> Services <input type="checkbox"/> Supplies <input type="checkbox"/>
Tender Procedure	Open <input type="checkbox"/> Other (specify) _____
Funding Source (specify)	
Estimated Value <u>Exc. VAT</u> ²¹	€
CPV Number/s ²²	
Completion/Delivery Period	
Project Leader/Manager	

B – Tender Documents		
Officers that prepared:	Name	Grade/Position
Instructions to Tenderers		
Special Conditions of Contract		
Specifications/Terms of Ref.		
Estimate/Bill of Quantities		
Tender Drawings/Plans ²³		

²¹ If the tender is divided into lots, please fill in **Section C**.

²² CPVs are mandatory. A searchable list is available from www.contracts.gov.mt/cpv.

²³ If the tender documentation includes drawings/plans, please fill in **Section D**.

C – Lots (if applicable)		
Lot Description	Estimated Value <u>Exc. VAT</u>	CPV Number/s (12345678-9)
1.	€	
2.	€	
3.	€	
4.	€	
(... etc.)		

D – Drawings (if applicable)	
Reference Number	Description
1.	
2.	
3.	
4.	
5.	
(... etc.)	

E – Green Public Procurement	
Questions	Answers (cross out those not applicable)
1. Does this call for tenders include the procurement of paper, IT equipment, textiles, gardening products or services, thermal insulation, wall panels, cleaning products and services? (mandatory criteria)	Yes/No
2. Does this call for tenders include, transport, furniture, food and catering services, electricity, construction, mobile phones, combined heat and power, hard floor coverings, windows, glazed doors and skylights, street lighting and traffic signals, road construction and traffic signs? (non-mandatory criteria)	Yes/No
3. If the answer to question 1 is yes, have the tender specifications been drawn up on the basis of the GPP criteria and guidance available for download from www.gpp.gov.mt ?	Yes/No
4. If the answer to question 2 is yes, have the tender specifications been drawn up on the basis of the GPP criteria and guidance available for download from www.gpp.gov.mt ?	Yes/No

GPP Weekly Monitoring Report

[illegible]

Appendix 3

Inter-ministerial Task Force (IMTF) on Green Public Procurement (GPP)

Memorandum

Issued by: Chair IMTF

Copies to: Members of IMTF, Ministry GPP Coordinator

Title: Phasing In Period for Ministry Green Public Procurement Following Training of Public Officers Date: 04/02/2015

Introduction

The purpose of this memo is to outline a proposed phasing period for each ministry following training for decentralizing the green public procurement (GPP) administrative function. As outlined at the recent IMTF meeting (held on 22/01/15) a comprehensive training programme is currently being undertaken in conjunction with CDRT targeted at public officers involved in the drafting and evaluation of public tender vis-à-vis compliance with national GPP criteria. This is a necessary step in the decentralisation of the GPP administrative function to all line ministries. Also central to the decentralisation process is each ministry taking ownership of their GPP compliance checks. To this end this memo will outline a phasing in period for each ministry following attendance at the dedicated training sessions.

The Phasing in Process

As outlined above each ministry will have a dedicated training session for its public officers involved in the procurement process. It is essential that attendance at these training events is undertaken by public officers and each ministry GPP Coordinator should reinforce this message. Following completion of training each ministry will have a **three month phasing in period** during which they will assume responsibility for screening their own tenders for compliance with national GPP criteria. During this three month period the GPP Office within MSDEC will continue to provide an advice service but will not be performing an upfront screening/compliance check role. It is considered that this is essential in order for ministries to assume the role of screening within their own procurement processes. Upon completion of the phasing in period it is expected that the GPP Office in MSDEC will cease to offer the screening service for compliance with GPP criteria to that particular ministry. The GPP Office will however still perform an advisory role. For example should a ministry have training on the 20th of February the phasing in period will run until 20th of May.

Ministry GPP Coordinator – reporting

Running in parallel to the phasing in period it is essential that quality checks with regards to compliance and incorporating GPP criteria into public tenders is undertaken. To this end each ministry GPP Coordinator shall

provide weekly reports to the MSDEC GPP Office via email (gpp@gov.mt). This weekly report is to include the tenders issued that week by a particular ministry, the value of tenders issued and information on which GPP criteria (if any) were incorporated into the tender. This information will be verified by the MSDEC GPP Office who will then provide a summary report outlining where required any suggestions and amendments regarding incorporating the GPP criteria.

Dissemination of the Memo

It is kindly requested that this memo is disseminated by the ministry GPP Coordinator to all relevant public officers in their respective ministries outlining the phasing in period.

Inter-ministerial Task Force (IMTF) on Green Public Procurement (GPP)

Memorandum

Issued by: Chair IMTF, Ministry for Sustainable Development, the Environment and Climate Change

Copies to: Members of IMTF, Ministry GPP Coordinators

Title: Clarification of weekly reporting to the GPP Office – UPDATE April 2014 Date:
14/04/2015

Update

Please note this is an updated version of the Memo first issued on 02/03/15. It has come to our attention that the thresholds for EU co-funded projects have been amended from €47,000 to €120,000 as per Contracts Circular 02/2015. Therefore please find below the amended advice on how to fill in the weekly reporting template.

Please see extract below from Circular 02/2015 for clarification:

.....EU co-funded tenders with an estimated value equal to or lower than €120,000 (exclusive of VAT) can be published departmentally without seeking the approval of the Department of Contracts. Calls for Tender with an estimated value higher than this threshold will continue to be published by the Department of Contracts.

Introduction

The purpose of this memo is to provide clarification on the weekly reporting by each Ministry GPP Coordinator to the GPP Office within the Ministry for Sustainable Development, the Environment and Climate Change with regards to tenders published. As outlined in the recent memo regarding the proposed phasing in period for each Ministry following completion of a Ministry's training (dated 04/02/15) it has come to our attention it may be of benefit to provide a short clarification on the weekly reporting requirements.

The Weekly Report

An essential part of the ongoing decentralisation and mainstreaming of the GPP function across Government is the need to provide status reports on this process to the Ministry for Sustainable Development, the Environment and Climate Change. The GPP Office within this Ministry requires accurate and up-to-date information on the number and value of tenders published per ministry. Therefore the GPP Office kindly requested that each GPP Coordinator undertakes a weekly exercise of compiling the requested data on a weekly basis, in line with the Cabinet memo of June 2014. **Please note that the requirement for the weekly report only applies upon completion of training. An email from the GPP Office will be sent to each GPP Coordinator indicating that training for that ministry is complete.**

The Required Information

To facilitate the compilation of the weekly report the GPP Office has developed the accompanying template to this memo.

The report should be completed as follows:

- Under column A please enter the date the tender was published
- Under column B please enter the details of the Ministry/Contracting authority publishing the tender e.g. MSDEC - DFA
- **Under column C please enter whether the tender was a departmental level tender – if yes please enter 1 if not please enter a 0. Departmental tenders are tenders under or equal to a value of €120,000 (exclusive of VAT) irrespective of whether they are EU funded or not.**
- **Under column D please enter whether the tender is a DoC level tender – if yes enter a 1 if no then enter 0. DoC level tenders are those above €120,000 (exclusive of VAT).**
- Under column E please enter whether the tender contained GPP criteria – if yes enter 1 if no enter 0.
- Under column F please indicate whether the tender was compliant with the national GPP criteria – if yes enter 1 if no enter 0
- Under column G please indicate whether the tender was variant from the GPP criteria i.e. if a tender contains some GPP criteria but not all then this would be considered variant e.g. a tender might contain the mandatory criteria for thermal insulation but not all the other nonmandatory construction criteria e.g. for energy efficiency. Please enter 1 if tender was variant and 0 if not.
- Under column H enter the tender title
- Under column I please indicate whether the EU funds are being utilised – 1 for yes 0 for no
- Under column J please indicate whether local funds are being utilised – 1 for yes 0 for no
- Under column K please enter the total tender value
- Under columns L to AC please indicate which GPP criteria are included in the tender by entering a 1 under the relevant column.

The current GPP criteria do not apply to quotations and as such the GPP Office does not require information on quotations published each week. Likewise the report should only contain information on those tenders published not tenders proposed to be published in any given week.

Nil-returns

In the case of no tenders being issued by a Ministry in any given week there is not a requirement to send a completed report. Instead an email should be sent (in line with the timeframes proposed below) to the GPP Office stating that no tenders were issued in that week.

Submission of weekly report

On a weekly basis the completed report must be forwarded to the GPP Office by email to gpp@gov.mt.

The report should reach the GPP Office **by 12 noon on the Monday** of each week reporting the previous weeks published tenders e.g. for week ending the 06/03/15 the report is to be issued on 09/03/2015.

Dissemination of the Memo

It is kindly requested that this memo is disseminated by the Ministry GPP Coordinator to all relevant Public Officers in their respective Ministries.

Appendix 4

Copying and Graphic Paper

Definition:

These product group criteria are applicable to unprinted paper for writing, printing and copying purposes (up to 170g/m²) sold in sheets or reels. Finished paper products such as writing pads, drawing books, calendars, manuals, etc. have not been included.

List of product items:		Pages:
1	Paper based on recovered fibres – Normal Paper	1
2	Paper based on recovered fibres – Professional Paper	2
or		
3	Paper based on sustainable and/or legal virgin fibre	3

Paper based on recovered fibres – Normal Paper		
1.1	Subject Matter (suggestion on how to draft the tender title)	
	Purchase of recycled office paper made from 100% recovered paper fibres.	
1.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Paper must be made from 100% recovered paper fibres. ²⁴	
	Verification:	Tenderers must provide appropriate proof of compliance. This may be in the form of technical dossier of the manufacturer or a test report from a recognised body. All products carrying the EU Ecolabel will be deemed to comply.
	The paper must be at least Elementary Chlorine Free (ECF). Totally Chlorine Free (TCF) will also be accepted.	
	Verification:	Tenderers must provide appropriate proof of compliance. This may be in the form of technical dossier of the manufacturer or a test report from a recognised body. All products carrying the EU Ecolabel will be deemed to comply.
	In order to guarantee the suitability of the paper offered for office machines, a sample of the product must be provided to the authority to conduct quality tests.	
	Verification:	N/A

²⁴ 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.

Paper based on recovered fibres – Professional Paper		
2.1	Subject Matter (suggestion on how to draft the tender title)	
	Purchase of recycled office paper made from at least 75% recovered paper fibres.	
2.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	<p>Paper must be made from at least 75% recovered paper fibres.</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>	
	Verification:	Tenderers must provide appropriate proof of compliance. This may be in the form of technical dossier of the manufacturer or a test report from a recognised body. All products carrying the EU Ecolabel will be deemed to comply.
	The paper must be at least Elementary Chlorine Free (ECF). Totally Chlorine Free (TCF) will also be accepted.	
	Verification:	Tenderers must provide appropriate proof of compliance. This may be in the form of technical dossier of the manufacturer or a test report from a recognised body. All products carrying the EU Ecolabel will be deemed to comply.
	In order to guarantee the suitability of the paper offered for office machines, a sample of the product must be provided to the authority to conduct quality tests.	
	Verification:	N/A

Paper based on sustainable and/or legal virgin fibre

3.1	Subject Matter (suggestion on how to draft the tender title)	
	Purchase of office paper based on virgin fibre stemming from legally and/or sustainably harvested sources (also potentially containing a percentage of recovered fibres).	
3.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	The virgin fibre for pulp production shall come from legal sources.	
	Verification:	Certificates of chain of custody for the virgin fibre 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. The legal origin of wood can also be demonstrated with a tracing system being in place. These voluntary systems may be 3rd party certified, often as part of ISO 9001:2008 and/or ISO 14001:2004 or EMAS management system. If wood stems from a country that has signed a Voluntary Partnership Agreement (VPA) with the EU, the FLEGT license may serve as proof of legality. For the non-certified virgin fibre, bidders shall indicate the types (species), quantities and origins of fibres used in the pulp and paper production, together with a declaration of their legality. As such the fibres shall be able to be traced throughout the whole production chain from the forest to the product. In specific cases, where the evidence provided is not considered sufficient to prove compliance with the requested technical specifications, contracting authorities may ask suppliers for further clarifications or proof.
	The paper must be at least Elementary Chlorine Free (ECF)	
	Verification:	A technical dossier of the manufacturer will serve as means of proof.
3.3	Award Criteria (to be considered when BPQR is utilised)	
	<p>Additional points will be awarded in proportion to the amount of virgin wood fibres for pulp production coming from forests that are verified as being managed so as to implement the principles and measures aimed at ensuring sustainable forest management, on condition that these criteria characterize and are relevant for the product.</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).</p> <p>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>	
	Verification:	All products carrying the EU Ecolabel will be deemed to comply. Certificates of chain of custody for the wood fibres certified as FSC, PEFC or any other equivalent means of proof, will also be accepted as proof of compliance. 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.

Gardening Products and Services

Definition:

These product group criteria are applicable for the direct procurement of the main products/elements used in garden maintenance: plant species, soil improvers, gardening materials and tools, machinery (lawnmowers, shredders...), irrigation systems; and for the procurement of gardening service.

List of product items:		Pages:
1	Soil improvers	1
2	Ornamental plants	3
3	Irrigation systems	4
4	Gardening machinery	5
5	Machinery lubricant oils (except 4-stroke engine lubricants)	7
6	Gardening services	8

Soil improvers	
1.1	Subject Matter (suggestion on how to draft the tender title)
	Purchase of environmentally friendly soil improvers.
1.2	Technical Specification (to be included in the terms of reference / technical specifications)
	<p>General constituents</p> <p>The product shall not contain the following substances:</p> <ul style="list-style-type: none"> • Peat²⁵ • Sewage sludge
	Organic matter content must be derived from the processing and/or re-use of waste (as defined in Council Directive 2006/12 /EC of 5 April 2006 on waste and its Annex I).
	<p>(Non-sewage) sludges are allowed only if they are identified as one of the following wastes according to the European list of wastes (as defined by Commission Decision 2001/11 8/EC of 16 January 2001 amending Decision 2000/532/EC as regards the list of wastes and when these have not been mixed with effluents or sludge outside the specific production process):</p> <ul style="list-style-type: none"> • 020305 sludges from on-site effluent treatment in the preparation and processing of fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco; conserve production; yeast and yeast extract production, molasses preparation and fermentation. • 020403 sludges from on-site effluent treatment in sugar processing. • 020502 sludges from on-site effluent treatment in dairy products industry. • 020603 sludges from on-site effluent treatment in baking and confectionery industry • 020705 sludges from on-site effluent treatment in the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa).

²⁵ Peat is an accumulation of partially decayed vegetal matter which is somewhere between biomass and coal. Peat forms when plant material, usually in marshy areas (or wetlands), is inhibited from decaying fully by acidic conditions. Even though it has a biological origin, its slow regeneration rate (about a millimetre per year) makes it considered almost non-renewable.

	Maximum concentrations of heavy metals in the waste before treatment (mg/kg dry weight) must meet the requirements of the next criterion on hazardous substances.														
	Verification:	Bidders must provide the detailed composition of the product, the origin of organic matter and a declaration of compliance with the above requirements. Products carrying the EU Ecolabel will be deemed to comply. Other appropriate means of proof, such as a technical dossier of the manufacturer or a test report of an independent body, will also be accepted.													
	Hazardous substances In the final product, the content of the following elements shall be lower than the values shown below, measured in terms of dry weight: Element - mg/kg (dry weight) <table><tr><td>Zn - 300</td><td>Cr - 100</td><td>Cd - 1</td><td>Mo (*) - 2</td></tr><tr><td>Cu - 100</td><td>Pb - 100</td><td>As (*) - 10</td><td>Se (*) - 1.5</td></tr><tr><td>Ni - 50</td><td>Hg - 1</td><td>F (*) - 200</td><td></td></tr></table> (*)Data relating to the presence of these elements are needed only for products containing material from industrial processes.			Zn - 300	Cr - 100	Cd - 1	Mo (*) - 2	Cu - 100	Pb - 100	As (*) - 10	Se (*) - 1.5	Ni - 50	Hg - 1	F (*) - 200	
Zn - 300	Cr - 100	Cd - 1	Mo (*) - 2												
Cu - 100	Pb - 100	As (*) - 10	Se (*) - 1.5												
Ni - 50	Hg - 1	F (*) - 200													
	Verification:	Bidders must provide the relevant test reports (EN 13650, ISO 16772 or equivalent) demonstrating that the above criterion is met. Products carrying the EU Ecolabel will be deemed to comply. Other appropriate means of proof, such as a technical dossier of the manufacturer or a test report of an independent body, will also be accepted													

Ornamental plants		
2.1	Subject Matter (suggestion on how to draft the tender title)	
	Purchase of ornamental plants and trees	
2.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Plant characteristics Vegetation to be used has to selected based on the " <i>Guidelines on Trees, Shrubs and Plants for planting and landscaping in the Maltese Islands</i> " issued by the Environment Management Unit Planning Directorate dated January 2002, or any other subsequent updated version.	
	Verification:	Bidders must present a list of all the species they propose to supply, together with the prices and the total number of units to be delivered. Within this list bidders must ensure that the list conforms with the guidelines set out in the " <i>Guidelines on Trees, Shrubs and Plants for planting and landscaping in the Maltese Islands</i> " issued by the Environment Management Unit Planning Directorate dated January 2002.

Irrigation systems		
3.1	Subject Matter (suggestion on how to draft the tender title)	
	Procurement of automatic irrigation systems	
3.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	The irrigation system must be adjustable in terms of volume of dispensed water by zones.	
	The irrigation system must have adjustable timers, to programme the watering period.	
	The irrigation system must have hygrometers that measure soil humidity levels and automatically block irrigation when the humidity level of soil is high enough (for example after rain).	
	Verification:	Bidders must provide appropriate technical documentation demonstrating that these criteria are met.

Gardening machinery

The following criteria apply only to the following gardening machines:

- Lawn-mowers (incl. lawn tractors) and scarifiers
- Brush saws
- Chainsaws
- Trimmers
- Trimmers and hedge trimmers
- Leaf collectors and leaf blowers
- Auto-scyths
- Rotary cultivators
- Compost shredders

4.1 Subject Matter (suggestion on how to draft the tender title)

Procurement of environmentally friendly [insert the type/s of garden machine/s to be purchased according to the list above].

4.2 Technical Specification (to be included in the terms of reference / technical specifications)

Fuel types

If the machine has a combustion engine, this shall be designed so that it can be run on one or more of the following fuel grades: unleaded petrol with a benzene content of <1.0 % by volume, alkylate petrol, class A diesel oil, or biofuel-based engine fuel.

Verification:

Bidders must present a signed declaration of compliance. Machines carrying a type I ecolabel meeting the above requirement will be deemed to comply.

Engine lubricants and fuel

The machines shall allow the use of biodegradable engine lubricant oils (for 2 stroke engines) or regenerated engine lubricant oils (for 4 stroke engines).

Verification:

Bidders must present a signed declaration of compliance.

Noise Emissions

The noise emission level of the machine shall be below the noise levels outlined in the table below. The machine shall be tested for noise output in accordance with the general standard specified in the EU Noise Directive (2000/14/EC), EN-ISO 3744/1995 and by a testing laboratory qualified under Article 15 of the same Directive.

	Maximum admissible value of :		
	Machine	Details	Sound power level L _{WA}
	Lawn-mowers (incl.tractors), lawn scarifiers	L ≤ 50 cm: 50 < L ≤ 12 0 cm: L > 12 0 cm:	94 dB/1 pW 98 dB/1 pW 103 dB/1 pW
	Brush saws	1,5 kW: > 1,5 kW:	107 dB/1 pW 11 0 dB/1 pW
	Chainsaws	2,5 kW: > 2,5 kW:	105 dB/1 pW 11 0 dB/1 pW
	Strimmers	Electric engine Combustion engine	94 dB/1 pW 104 dB/1 pW
	Trimmers and hedge trimmers	Electric engine Combustion engine	96 dB/1 pW 103 dB/1 pW
	Leaf collectors and leaf blowers	For professional use	105 dB/1 pW
	Auto-scythes	1,5 kW: > 1,5 kW:	107 dB/1 pW 110 dB/1 pW
	Auto-hoes		96 dB/1 pW
	Rotary cultivators		93 dB/1 pW
	Verification:	The bidder must present the laboratory test results or an appropriate technical dossier demonstrating compliance. Machines carrying a type I ecolabel meeting the above requirements will be deemed to comply.	
4.3	Award Criteria (to be considered when BPQR is utilised)		
	Noise Emissions		
	Machines with lower noise emissions than the maximum included in the specifications		
	Verification:	Bidders must present the laboratory test results, or an appropriate technical dossier indicating noise emission values according to the test methods outlined in the specifications or equivalent	

Machinery lubricant oils (except 4-stroke engine lubricants)		
5.1	Subject Matter (suggestion on how to draft the tender title)	
	Purchase of readily biodegradable lubricants	
5.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Renewable raw materials The formulated product shall have a carbon content derived from renewable raw materials (derived from vegetal oils or animal fats) that shall be equal or bigger than: <ul style="list-style-type: none"> • ≥ 50 % (m/m) for hydraulic oils • ≥ 45 % (m/m) for greases • ≥ 70 % (m/m) for chainsaw oils and other total loss lubricants • ≥ 50 % (m/m) for two-stroke oils 	
	Verification:	Bidders must provide the detailed composition of the product, the origin of renewable raw materials and a declaration of compliance with the above requirement. Products carrying the EU Ecolabel will be deemed to comply.
	Environmental and human health hazards The product shall not have been assigned any R-phrases indicating environmental and human health hazards according to Directive 1999 /45/EC. The following R-phrases are considered relevant for this product group: R 20, R 21 , R 22 , R 23, R 24, R 25 , R 26, R 27, R 28, R 33, R 34, R 35, R 36, R 37, R 38, R 39, R 40, R 41, R 42, R 43, R 45, R 46, R 48, R 49, R 50, R 51 , R 52 , R 53, R 59 , R 60, R 61, R 62, R 63, R 64, R 65, R 66, R 67, R 68, and combinations thereof.	
	Verification:	Products carrying the EU Ecolabel will be deemed to comply. Alternatively bidders must present: a list of all the main components (any substance accounting for more than 5 % by weight of the lubricant) included in the product, giving their names and where applicable, their Einecs or Elincs number and the concentrations in which they are used; the product safety data sheet (meeting the requirements of Commission Directive 91 /155 /EEC); and the safety data sheets of each main component (meeting the requirements of Directive 91 /155 /EEC and Council Directive 67/548/EEC).

Gardening services		
6.1	Subject Matter (suggestion on how to draft the tender title)	
	Gardening services using environmentally friendly products and practices	
6.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Fertilisation with soil improvers The soil improvers to be used in carrying out the service must comply with the following criteria: <i>(Insert criteria relating to the purchase of soil improvers, section 1.).</i>	
	Verification:	Bidders must present a list with the products to be used in carrying out the service (manufacturer and commercial name). If the products are certified with the European Ecolabel they will be deemed to comply. If not, bidders must provide the documentation mentioned with the specifications for each product they propose.
	New Ornamental Plants [If they are to be provided by the contractor] The new ornamental plants to be planted in carrying out the service must comply with the following criteria: <i>(Insert criteria relating to the purchase of ornamental plants, section 2.).</i>	
	Verification:	Bidders must present all the documentation mentioned with the specifications corresponding to the nursery or nurseries from which they will buy the plants.
	Machinery Bidders must have shredders to treat woody organic waste and transform it into mulch.	
	Verification:	Bidders must present all the documentation to show that this criterion is met.

Computer and Monitors

Definition:

The criteria encompass computers and display devices. These include stationary computers, desktop computers, small-scale servers, workstations, computer monitors, notebook computers, two in one notebook, tablet computers, portable all in one computer, mobile thin client.

List of product items:		Pages:
1	Computer and Monitors	1

Computer and Monitors		
1.1	Subject Matter (suggestion on how to draft the tender title)	
	Purchase of energy efficient <i>[PCs/notebooks/monitors/tablets/workstations]</i> .	
1.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Minimum Energy performance for computers	
	The energy efficiency performance of computers shall meet the energy efficiency requirements of the latest version of the Energy Star standard. The version in force at the time of publication is 6.1	
	Verification:	The tenderer shall provide test reports carried out according to the test methods laid down in the latest version of the Energy Star. These shall be provided upon award of the contract or prior to that upon request. Models that have qualified for EU Energy Star and are registered on the programme's database shall be deemed to comply. Energy Star registrations under the latest version in the USA shall also be accepted provided that testing according to European input power requirements has been carried out. Products holding the EU Ecolabel for personal, notebook and tablet computers or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.
	Minimum energy performance of monitors	
	The energy efficiency performance of monitors shall meet the energy efficiency requirements of the latest version of the Energy Star standard. The version in force at the time of publication is 6.0	
	Verification:	The tenderer shall provide test reports carried out according to the test methods laid down in the latest version of Energy Star. These shall be provided upon request <i>prior to or following [to be specified]</i> award of the contract. Models that have qualified for EU Energy Star and are registered on the programme's database shall be deemed to comply. Energy Star registrations in the USA shall also be accepted provided that testing according to European input power requirements has been carried out. Products holding a relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.
	Warranty and service agreements	
	The tenderer shall provide a minimum two-year warranty effective from delivery of the product. This warranty shall cover repair or replacement and include a service agreement with options for pick-up and return or on-site repairs. The warranty shall guarantee that the products are in conformity with the contract specifications at no additional cost. This shall cover battery defects.	
	Verification:	The tenderer shall provide a written declaration that the products supplied will be warrantied in conformity with the contract specifications and service requirements.
	Reparability and replacement of components and parts	
	a) Continued availability of spare parts	

	The tenderer shall guarantee the availability of spare parts, including as a minimum those identified in criterion TS5(b), for at least three years from the date of purchase.	
	Verification:	The tenderer shall provide a declaration that compatible spare parts, including rechargeable batteries (if applicable), will be made available to the contracting authority or through a service provider. Equipment holding the EU Ecolabel or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.
	b) Design for repairability The following parts, if applicable, shall be easily accessible and replaceable by the use of universally available tools (i.e. screwdriver, spatula, plier or tweezers): Computers (i) HDD/SSD, (ii) Memory, (iii) Rechargeable battery, Displays (i) Screen assembly and LCD backlight (ii) Power and control circuit boards (iii) Stands (excluding those integrated with the enclosure) The tenderer shall provide clear disassembly and repair instructions (e.g. hard or electronic copy, video) to enable a non-destructive disassembly of products for the purpose of replacing key components or parts for upgrades or repairs. This shall be made available in hard copy or via the manufacturer's webpage.	
	Verification:	A manual shall be provided by the tenderer, which shall include an exploded diagram of the device illustrating the parts that can be accessed and replaced, and the tools required. It shall also be confirmed which parts are covered by service agreements under the warranty. Equipment holding the EU Ecolabel or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.
	Ease of replacement for rechargeable batteries Rechargeable batteries shall not be glued or soldered into portable products. It shall be possible for a professional user or repair service provider to replace the rechargeable battery. Instructions on how the rechargeable battery packs are to be removed shall be provided in the user instructions or via the manufacturer's webpage	
	Verification:	The tenderer shall illustrate how the battery is installed in the product, the steps required to remove and cover markings. A copy of relevant user instructions shall also be provided. The Contracting Authority reserves the right to request a visual inspection of a random selection of the supplied products. Equipment holding the EU Ecolabel or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.
1.3	Award Criteria (to be considered when BPQR is utilised)	

	<p>Improvement in the energy consumption upon the specified Energy Star standard</p> <p>It is recommended to use this criterion in conjunction with TS1 for desktop computers if the products specified are for graphics intensive uses.</p> <p>Points will be awarded If the product is more energy efficient than the ETEC_MAX value 6 for computers and the PON_MAX value for monitors 7. These shall be calculated in comparison with the minimum performance required under Energy Star. A maximum of x points [to be specified] may be awarded. Points shall be awarded in proportion to the improvement in energy efficiency in comparison to the ETEC_MAX or PON_MAX value:</p> <ul style="list-style-type: none"> <input type="checkbox"/> over 80% lower: x points <input type="checkbox"/> -79% lower: 0.8x points <input type="checkbox"/> -59% lower: 0.6x points <input type="checkbox"/> -39% lower: 0.4x points <input type="checkbox"/> -19% lower: 0.2x points <p>Alternatively, instead of using the ETEC_MAX value for computers or the PON_MAX value for monitors a Life Cycle Costing calculation could be requested, whereby the offered improvement potential would lead to a relative decrease in the overall running costs of a product compared to a less energy efficient model.</p>		
	<table border="1"> <tr> <td data-bbox="245 1043 427 1144">Verification:</td><td data-bbox="427 1043 1375 1144">The tenderer shall provide test reports carried out according to the test methods laid down in the latest version of the Energy Star. The ETEC value or the Pon value from a test report or for qualified models as entered on the EU Energy Star database shall be accepted. These shall be provided upon award of the contract or prior to that upon request.</td></tr> </table>	Verification:	The tenderer shall provide test reports carried out according to the test methods laid down in the latest version of the Energy Star. The ETEC value or the Pon value from a test report or for qualified models as entered on the EU Energy Star database shall be accepted. These shall be provided upon award of the contract or prior to that upon request.
Verification:	The tenderer shall provide test reports carried out according to the test methods laid down in the latest version of the Energy Star. The ETEC value or the Pon value from a test report or for qualified models as entered on the EU Energy Star database shall be accepted. These shall be provided upon award of the contract or prior to that upon request.		
	<p>Cost competitiveness of spare parts.</p> <p>The tenderer shall provide a price list for, as a minimum, the following component parts:</p> <p>For the component parts listed above indicative labour costs for replacements carried out by the tenderer's authorised service providers shall be provided. Points shall be awarded according to the most costcompetitive offers. Additional component parts, if considered important to the price comparison, should be added to the list provided.</p>		
	<table border="1"> <tr> <td data-bbox="245 1541 427 1601">Verification:</td><td data-bbox="427 1541 1375 1601">The tenderer shall provide a price list for original or compatible spare parts and indicative labour costs for their replacement, including rechargeable batteries (if applicable).</td></tr> </table>	Verification:	The tenderer shall provide a price list for original or compatible spare parts and indicative labour costs for their replacement, including rechargeable batteries (if applicable).
Verification:	The tenderer shall provide a price list for original or compatible spare parts and indicative labour costs for their replacement, including rechargeable batteries (if applicable).		
	<p>Longer warranties and services agreements</p> <p>Additional points shall be awarded to each additional year of warranty and service agreement offered that is more than the minimum technical specification. This shall be awarded A maximum of x points [to be specified] may be awarded.</p> <ul style="list-style-type: none"> <input type="checkbox"/> +4 years or more: x points <input type="checkbox"/> +3 years: 0.75x points <input type="checkbox"/> +2 years: 0.5x points <input type="checkbox"/> +1 year: 0.25x points 		

	Verification:	A copy of the warranty and service agreement shall be provided by the tenderer. They shall provide a declaration that they cover the conformity of the goods with the contract specifications.
	Tablet and all-in-one notebook memory and storage Points shall be awarded for products that incorporate the following features: (i) RAM memory - Soldered RAM with a minimum capacity of 4GB, or; - The potential to replace and upgrade the RAM (socketed design). (ii) Mass storage - The potential to expand the storage by using slots supporting mass storage media, or - Additional mass storage incorporated into the keyboard (for all in-one notebooks). The RAM memory sub-criteria are not suitable for devices designed to run their main applications from the cloud. This criterion should not be used to compare bids that offer differing solutions i.e. integrated or cloud storage.	
	Verification:	The tenderer shall provide details of the physical design of the memory and/or storage capacity of the model(s) to be supplied.
	Rechargeable battery life and endurance. Points shall be awarded for improved endurance greater than 300 cycles (with 80% capacity retention) respectively. A maximum of x points [to be specified] may be awarded. <input type="checkbox"/> 1000 cycles or more: x points <input type="checkbox"/> 800 cycles or more : 0.75x points <input type="checkbox"/> 500 cycles or more: 0.5x points <input type="checkbox"/> Up to 499 cycles: 0.25x points The minimum battery life in hours shall be set according to the Contracting Authority's requirements.	
	Verification:	The tenderer shall provide a test report for the battery cells or packs showing compliance according to the IEC EN 61960 'endurance in cycles' test carried out at 25oC and at a rate of either 0.2 It A or 0.5 I _t A (accelerated test procedure). Partial charging may be used to comply as long as the software is factory-installed as the default setting and the tender requirements on battery life are met at the partial charging level complying with the cycle requirement. Equipment holding the EU Ecolabel or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.

Imaging Equipment

Definition:

*This document covers procurement actions for the **purchase** and the **leasing** of **imaging equipment**.*

For the purposes of these criteria, the product group of “Imaging equipment” shall comprise products which are marketed for office or domestic use, or both, and whose function is one or both of the following:

- a) To produce a printed image in the form of paper document or photo through a marking process either from a digital image, provided by a network/card interface or from a hardcopy through a scanning/copying process;*
- b) To produce a digital image from a hard copy through a scanning/copying process.*

List of product items:		Pages:
1	Imaging equipment	1

Imaging devices		
1.1	Subject Matter (suggestion on how to draft the tender title)	
	Purchase of energy efficient imaging equipment with reduced environmental impact.	
1.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Double side printing Imaging equipment shall be equipped with an automatic double-side print/copy unit. The duplex printing and/or copying function shall be set as default in the original software provided by the manufacturer	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements and products holding the Energy Star v.2.0 label (or if applicable a more recent one) will be deemed to comply. A statement from the manufacturer demonstrating that these requirements have been met is also accepted.
	Multiple images on single sheet of paper Imaging equipment shall offer as a standard feature the capability to print and/or copy 2 or more pages of a document on one sheet of paper when the product is managed by original software provided by the manufacturer (printer driver).	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. A statement from the manufacturer demonstrating that these requirements have been met is also accepted.
	Energy efficiency for use mode The energy consumption in the use mode of the product shall fulfil as a minimum the energy efficiency requirements of Energy Star v.2.0 criteria for imaging equipment. The energy consumption has to be measured according to the Test Method for Determining Imaging Equipment Energy Use Version 2.01 – Final May-2012 or equivalent.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements and products awarded the Energy Star v.2.0 label (or if applicable a more recent one) will be deemed to comply. A technical dossier of the manufacturer or a test report demonstrating that these requirements have been met is also accepted.
	User instructions for green performance management A guide shall be provided with instructions on how to maximise the environmental performance of the particular imaging equipment (covering paper management functions, energy efficiency functions and of any consumables such as ink and/or toner cartridges) in written form as a specific part of the user manual and/or in digital form accessible via the manufacturers website.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted, such as written evidence from the manufacturer that the above clause will be met.

	Product longevity and warranty (not relevant for lease contracts including maintenance) Repair or replacement of the product shall be covered by the warranty terms for minimum five years. The tenderer shall further ensure that genuine or equivalent spare parts are available (direct or via other nominated agents) for at least five years from the date of purchase. This clause will not apply to unavoidable temporary situations beyond the manufacturer's control such as natural disasters.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted, such as a self- declaration from the manufacturer stating that the above clause is met.
	Resource efficiency for cartridges: Design for reuse of toner and/or ink cartridges (Requirement not applicable for imaging equipment not using cartridges) The products must accept remanufactured toner and/or ink cartridges. Devices and practices that would prevent reuse of toner and/or ink cartridge (i.e. anti-reutilisation devices/ practices) should not be present or applied.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. A technical dossier of the manufacturer or a test report demonstrating that these requirements have been met is also accepted.
1.3	Award Criteria²⁶ (to be included when BPQR is utilised)	
	Higher Energy Efficiency in use mode Points will be awarded for every 5% of lower energy consumption than specified in the technical specifications for the use mode measured according to the Test Method for Determining Imaging Equipment Energy Use Version 2.0 – Final May-2012 or equivalent.	
	Verification:	A technical dossier of the manufacturer or a test report indicating the energy consumption in the use phase will be accepted.
	Energy efficiency in standby mode Points will be awarded according to the power consumption in a condition providing networked standby into which the equipment is switched by the power management function, or a similar function. The lower the power consumption, the more points will be awarded. The energy consumption has to be measured according to the Test Method for Determining Imaging Equipment Energy Use Version 2.0 – Final May-2012 or equivalent.	
	Verification:	A technical dossier of the manufacturer or a test report demonstrating that these requirements have been met is also accepted.

²⁶ Award Criteria should altogether account for at least 15% of the total points available as indicated in the EU technical background report.

Textiles

Definition:

The criteria for textile products encompass the following products, which include finished products as well as intermediate products and accessories:

- Textile clothing and accessories: uniforms, workwear, personal protective equipment (PPE) and accessories consisting of at least 80 % by weight of textile fibres in a woven, non-woven or knitted form.*
- Interior textiles: textile products for interior use consisting of at least 80 % by weight of textile fibres in a woven, non-woven or knitted form. This includes bed linen, towels, table linen and curtains.*
- Textile fibres, yarn, fabric and knitted panels: intermediate products intended for use in textile clothing and accessories and interior textiles, including upholstery fabric and mattress ticking prior to the application of backings and treatments associated with the final product.*
- Non-fibre elements: intermediate products that are to be incorporated into textile clothing and accessories, and interior textiles. This includes zips, buttons and other accessories, as well as membranes, coatings and laminates that form part of the structure of clothing or interior textiles and which may also have a functional purpose.*

For the purposes of these criteria, textile fibres comprise natural fibres, synthetic fibres and man-made cellulose fibres. The scope of textile fibres for which GPP criteria are provided is as follows:

- natural fibres: cotton and other natural cellulosic seed fibres, wool and other keratin fibres;*
- synthetic fibres: polyamide and polyester;*
- man-made cellulose fibres: lyocell, modal and viscose.*

List of product items:		Pages:
1	Procurement of textile products	1
2	Procurement of textile services	4

Textile products		
1.1	Subject Matter (suggestion on how to draft the tender title)	
	Purchase of textile products with a reduced environmental impact	
1.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Cotton Fibres A minimum of 20 % of the content of cotton goods used to fulfil the contract must be either: <ol style="list-style-type: none"> 1. Organic: grown according to the requirements laid down in Regulation (EC) No 834/2007, the US National Organic Programme (NOP) or equivalent legal obligations set by trade partners of the EU; or 2. Integrated Pest Management (IPM): grown according to IPM principles as defined by the UN Food and Agricultural Organisation (FAO) IPM programme or EU Directive 2009/128/EC 	
	Verification:	The cotton origin and content of the goods will be verified upon delivery by means of a third party certification scheme for IPM or organic cotton production together with documented transaction records that allow for the cotton content of individual items or batches of goods to be verified and traced back to the point of certification. This includes valid certification for organic or IPM production, ⁹ as well as documentation of transactions that demonstrate the purchase of the claimed cotton content and provide traceability. If relevant, a screening test ¹⁰ to verify non-genetically modified cotton will be provided upon request if conventional and IPM cotton are blended with organic cotton.
	Wool Fibres (It is recommended to use this criterion only where the wool content of the textile products is greater than 50 %). The wastewater discharges from wool scouring, either directly from treatment on-site or indirectly from off-site wastewater treatment, measured in g COD (chemical oxygen demand)/kg greasy wool must be ≤25 g for coarse wool and lambswool and ≤45 g for fine wool. ²⁷	
	Verification:	The tenderer will upon delivery of the goods provide compliant monitoring data for the processing lots from which wool used in the contract comes from. COD calculations will relate to the wool throughput in kg to the wastewater flow in litres from each processed lot of wool. Monitoring data must be obtained by third party testing according to ISO 6060 or equivalent wastewater from each wool scouring site that wool is purchased from. Transaction records will be provided that verify the wool scouring site for the wool used to manufacture the products.
	Sulphur emissions to air For viscose and modal fibres, the sulphur content of the emissions of sulphur compounds to air from the fibre production process, expressed as an annual average, must not exceed the values in table (a).	

²⁷ Fine wool is defined as merino wool of ≤23.5 micron in diameter.

	Fibre type	Performance value (g S/kg)
	Staple fibre	30g/kg
	Filament fibre -Batch washing -Integrated washing	40g/kg 170g/kg
	Verification:	The tenderer will upon award provide monitoring data, transaction records and batch production records demonstrating the compliance of supplier(s) and associated production sites used to manufacture the fibres used in the contract. Compliant monitoring data will be provided for those production sites used to make the specific fibre product to be used in execution of the contract
	Declaration for REACH Candidate List substances	
	The tenderer must declare the presence of any REACH Candidate List substances at a concentration of greater than 0.1 % (weight by weight) in the finished product.	
	Verification:	The tenderer must provide a valid REACH Article 33(2) declaration upon delivery of the finished article(s). If Candidate List substances are declared as being present, they must be identified
	Substances to be tested for on the final product	
	The final supplied product must not contain the substances listed in Annex 1 ²⁸ at greater than the individual or sum total concentration limits. This must be demonstrated by laboratory testing of a sample of each product type supplied during execution of the contract. The contracting authority will reserve the right to also request a further random check.	
	Verification:	Each product sample must be analysed by a laboratory accredited to carry out the relevant tests according to ISO 17025 or by the accreditation body for a textile testing scheme that requires product testing. Certificate(s) demonstrating compliance must be provided upon delivery of the goods. Where the test methods are the same, test results from valid Type I ecolabels, including the EU Ecolabel, as well as third-party textile testing schemes, must be accepted. ²⁹
	Durability standards	
	The textile products must meet the relevant durability requirements identified in Annexes 2 and 3 ³⁰ . In the case of functional workwear that can demonstrate inherent performance characteristics that negate the need for water, dirt or stain repellents and/or flame retardant treatments to be applied to the textile fabric, the product will be exempted from testing requirements 3.7 and/or 3.8 in Annex 3.	
	Verification:	The tenderer will, for each distinct product design or item of workwear to be supplied, provide upon delivery of the goods reports from tests carried out in accordance with the standards specified in Annex 3. The reports will verify that each product type or model meets the specified durability requirements.
	Fabric selection to minimise energy use for drying and ironing	

²⁸ Annexes will be uploaded on www.gpp.gov.mt

²⁹ At the time of writing the schemes Oeko Tex 100, Bluesign and GOTS are considered to provide a sufficient level of assurance.

³⁰ Annexes will be uploaded on www.gpp.gov.mt

	The fabric will be selected to have a moisture retention content after spinning of less than 35 % and a fabric smoothness grade after drying of SA3 for fabrics with cotton content of >50 % and SA4 where the cotton content is <50 %.	
	Verification:	The tenderer will upon delivery of the goods provide a test report demonstrating the fabric(s) performance according to the following methods: <ul style="list-style-type: none"> • moisture retention content: EN ISO 15797 (or equivalent) washing procedure. • easy care: EN ISO 15487 (or equivalent) appearance after washing and drying.
	Care labelling (For textiles intended to be washed at home) The textile care labelling must promote washing at lower temperatures, if possible at 30°C or less and using the washing machine's low energy programme, unless there is a technical reason otherwise (e.g. hygiene, safety, soiling).	
	Verification:	The tenderer must provide examples of the care labelling and additional instructions to the user and provide, if applicable, information on why textiles should be washed at higher temperatures than 30°C.
	Design for reuse and recycling Garments must be designed so that any logos or distinctive identification features can be easily removed or overprinted without damaging the item.	
	Verification:	The tenderer must upon delivery of the goods provide clear, easy to understand instructions for reuse contractors on how to remove or overprint logos or branding.

Textile services		
2.1	Subject Matter (suggestion on how to draft the tender title)	
	The contracting of textile services with a reduced environmental impact	
2.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Laundry (For textiles that will be washed on a daily or weekly basis) The textile fabrics will be selected to have a moisture retention content after spinning of less than 35 % and a fabric smoothness grade after drying of SA3 for fabrics with cotton content of >50 % and SA4 where the cotton content is <50 %.	
	Verification:	The tenderer must provide a test report demonstrating the fabric(s) performance according to the following methods: <ul style="list-style-type: none"> • moisture retention content: EN ISO 15797 (or equivalent) washing procedure • easy care: EN ISO 15487 (or equivalent) appearance after washing and dying
	Maintenance of the textile assets	
	The tenderer of textile services, as part of their asset management plan, will extend the useful life of workwear and interior textiles by providing ongoing maintenance and repair services. This will, as a minimum, include (as relevant to the textiles to be provided): <ul style="list-style-type: none"> • provision of basic repairs, including repairing seam splits and stitching, the replacement of broken/lost parts and the fixing/replacement of zips and fastenings; • fabric panel replacement for workwear; • the retreating and proofing of functional coatings 	
	Verification:	The tenderer will provide a detailed specification for the maintenance services offered including, where appropriate, documented evidence from the maintenance facilities that they have under operation or under sub-contract arrangements.

Cleaning Products and Services

Definition:

This product group criteria are applicable to

- *All purpose cleaners, sanitary cleaners and window cleaners*
- *Detergents for domestic (or similar) dishwashers*
- *Hand dishwashing detergents*
- *Laundry detergents for domestic washing machines*

List of product items:		Pages:
1	Cleaning Products and Services	1

Cleaning Products		All purpose cleaners	Sanitary cleaners	Window cleaners	Hand dishwashing detergents	Laundry detergents	Dishwasher detergents
<p>These criteria should be applied only to products for cleaning operations where:</p> <p>a) The cleaning need and performance standard required is similar to that for households and;</p> <p>b) The cleaning process, conditions and equipment used are similar to those used in households.</p>							

1.1 Subject Matter

Purchase of environmentally friendly cleaning products.	X	X	X	X	X	X
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1.2 Technical Specification

No ingredients (substances) shall be listed on the product label, in the safety data sheet (SDS) or in other relevant technical data sheets that have been identified as substance of very high concern and have been included in the list foreseen in Article 59 of Regulation (EC) No 1907/2006 (the REACH Regulation). The list of substances referred to (the candidate list) can be found at: http://echa.europa.eu/chem_data/authorisation_process/candidate_list_table_en.asp .	X	X	X	X	X	X
Verification						
Products carrying a relevant Type I Ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof will also be accepted, such as the provision of the ingredients listed on the product label, the safety data sheet (SDS), the manufacturer's website and any other	X	X	X	X	X	X

relevant technical data sheets, along with their CAS-Number (where available) and a declaration that none of the listed ingredients are on the candidate list.						
All products must be delivered with clear dosing instructions	X	X	X	X	X	X
Verification						
Supply of instruction documents to the contracting authority	X	X	X	X	X	X
Sprays containing propellants must not be used.	X	X	X			
Verification						
Written declaration confirming that no propellants are used	X	X	X			
Products packaged as trigger sprays must be sold as part of a refillable system.	X	X				
Verification						
Written declaration confirming the trigger sprays are refillable, together with details of how to obtain refills and their prices.	X	X				
The following ingredients must not be included in the ingredients listed on the product label, in the safety data sheet (SDS) or in other relevant technical data sheets.						
<ul style="list-style-type: none"> Phosphates 					X	X

Verification						
Products carrying a relevant Type 1 Ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof will also be accepted, such as the provision of the ingredients listed on the product label, the safety data sheet (SDS), the manufacturer's website and any other relevant technical data sheets, along with their CAS-Number (where available) and a declaration that none of the listed ingredients are on the candidate list.					X	X
<p>The recommended dosage for a water hardness of 2.5 mmol CaCO₃/l ("medium" water hardness") shall not exceed the following amounts for normally soiled textiles (heavy duty detergents, colour-safe detergents) and lightly soiled textiles (low-duty detergents) respectively.</p> <ul style="list-style-type: none"> • Heavy-duty laundry detergent – 17.0 g/kg wash (powders/tablets) or 17.0 ml/kg wash (liquids) • Colour-safe detergent - 17.0 g/kg wash (powders/tablets) or 17.0 ml/kg wash (liquids) • Low-duty laundry detergent - 17.0 g/kg wash (powders/tablets) or 17.0 ml/kg wash (liquids). <p>If recommendations for both prewash and subsequent wash apply, the total recommended dosage (prewash and subsequent wash) shall comply with the maximum dosage.</p>					X	
Verification						
The recommended dosage for medium water hardness must be provided for normally soiled textiles and lightly soiled textiles. Where the recommended dosage is per load, this should relate to a 4.5 kg (dry textile) load for heavy-duty detergents and colour-safe detergents and a 2.5 kg (dry textile) load for low-duty detergents.					X	

The cardboard packaging shall consist of $\geq 80\%$ recycled material.						X
Verification						
Products carrying a relevant Type I Ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof will also be accepted, such as a technical dossier of the manufacturer or a test report from a recognised body.						X

Street Lighting and Traffic Signals

Definition:

This product group criteria are applicable to

Street Lighting defined as “Fixed lighting installation intended to provide good visibility to users of outdoor public traffic areas during the hours of darkness to support traffic safety, traffic flow and public security”

Traffic Signals defined as “Red, yellow and green signal lights for road traffic with 200mm and 300mm roundels. Portable signal lights are specifically excluded from the scope of this European Standard.”

List of product items:		Pages:
1	Street Lighting	1
2	Traffic Signals	5

Street Lighting

1.1	Subject Matter (suggestion on how to draft the tender title)																										
	Purchase of high efficiency lamps																										
1.2	Technical Specification (to be included in the terms of reference / technical specifications)																										
	<p>High Pressure Sodium lamps with a colour rendering index Ra 60 shall have at least the following lumen efficacy</p> <table><tr><th>Nominal Lamp Wattage (W)</th><th>Rated Lamp Efficacy (lm/W) – Clear</th><th>Rated Lamp Efficacy (lm/W) – Coated</th></tr><tr><td>W≤45</td><td>≥60</td><td>≥60</td></tr><tr><td>45<W≤55</td><td>≥80</td><td>≥70</td></tr><tr><td>55<W≤75</td><td>≥90</td><td>≥80</td></tr><tr><td>75<W≤105</td><td>≥100</td><td>≥95</td></tr><tr><td>105<W≤155</td><td>≥110</td><td>≥105</td></tr><tr><td>155<W≤255</td><td>≥125</td><td>≥115</td></tr><tr><td>255<W≤605</td><td>≥135</td><td>≥130</td></tr></table> <p>High Pressure Sodium lamps with Ra > 60 shall meet the efficacies indicated below for metal halide lamps.</p> <p>Lamps that meet the above specification shall be purchased for existing street lighting installations where the existing installation permits the use of lamps that meet these standards. All new installations shall include fittings for lamps that meet the above specification.</p>			Nominal Lamp Wattage (W)	Rated Lamp Efficacy (lm/W) – Clear	Rated Lamp Efficacy (lm/W) – Coated	W≤45	≥60	≥60	45<W≤55	≥80	≥70	55<W≤75	≥90	≥80	75<W≤105	≥100	≥95	105<W≤155	≥110	≥105	155<W≤255	≥125	≥115	255<W≤605	≥135	≥130
Nominal Lamp Wattage (W)	Rated Lamp Efficacy (lm/W) – Clear	Rated Lamp Efficacy (lm/W) – Coated																									
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	Verification:	The bidder shall provide the technical specification of the lamp or a written declaration to demonstrate this criterion is met.																									
	<p>Metal Halide lamps and High Pressure Sodium lamps with Ra > 60 shall have at least the following lumen efficacy:</p> <table><tr><th>Nominal Lamp Wattage (W)</th><th>Rated Lamp Efficacy (lm/W) - Clear</th><th>Rated Lamp Efficacy (lm/W) - Coated</th></tr><tr><td>W≤55</td><td>≥60</td><td>≥60</td></tr><tr><td>55<W≤75</td><td>≥75</td><td>≥70</td></tr><tr><td>75<W≤105</td><td>≥80</td><td>≥75</td></tr></table>			Nominal Lamp Wattage (W)	Rated Lamp Efficacy (lm/W) - Clear	Rated Lamp Efficacy (lm/W) - Coated	W≤55	≥60	≥60	55<W≤75	≥75	≥70	75<W≤105	≥80	≥75												
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Verification:	The bidder shall provide the technical specification of the lamp or a written declaration to demonstrate this criterion is met.													
	<p>Ballasts for high intensity discharge lamps shall have the following efficiency</p> <table><tr><td>Nominal Lamp Wattage (W)</td><td>Minimum ballast efficiency (ηballast) %</td></tr><tr><td>P<30</td><td>65</td></tr><tr><td>30<P≤75</td><td>75</td></tr><tr><td>75<P≤105</td><td>80</td></tr><tr><td>105<P≤405</td><td>85</td></tr><tr><td>P≤405</td><td>90</td></tr></table> <p>Where: Ballast efficiency (ηballast) means the ratio between the lamp power (ballast output) and the input power of the lamp-ballast circuit with possible sensors, network connections and other auxiliary loads disconnected.</p>		Nominal Lamp Wattage (W)	Minimum ballast efficiency (ηballast) %	P<30	65	30<P≤75	75	75<P≤105	80	105<P≤405	85	P≤405	90
Nominal Lamp Wattage (W)	Minimum ballast efficiency (ηballast) %													
P<30	65													
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P≤405	90													
	<table><tr><td>Verification:</td><td>The bidder shall provide the technical specification of the ballast or a written declaration to demonstrate that this criterion is met. Note: Standards covering the measurement of efficiency of HID ballasts are currently in preparation and will be a requirement at stage 3 of Regulation 245/2009.</td></tr></table>	Verification:	The bidder shall provide the technical specification of the ballast or a written declaration to demonstrate that this criterion is met. Note: Standards covering the measurement of efficiency of HID ballasts are currently in preparation and will be a requirement at stage 3 of Regulation 245/2009.											
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1.3	Award Criteria ³¹ (to be included when BPQR is utilised)													

³¹ Award Criteria should altogether account for at least 15% of the total points available as indicated in the EU technical background report.

Where metal halide lamps are identified as the most suitable lamp type, additional points shall be awarded for those metal halide lamps that meet the following rate luminous efficacies:																						
<table><tr><th>Nominal Lamp Wattage (W)</th><th>Rated Lamp Efficacy (lm/W) – Clear</th><th>Rated Lamp Efficacy (lm/W) – Coated</th></tr><tr><td>W≤55</td><td>≥70</td><td>≥65</td></tr><tr><td>55<W≤75</td><td>≥80</td><td>≥75</td></tr><tr><td>75<W≤105</td><td>≥85</td><td>≥80</td></tr><tr><td>105<W≤155</td><td>≥85</td><td>≥80</td></tr><tr><td>155<W≤255</td><td>≥85</td><td>≥80</td></tr><tr><td>255<W≤405</td><td>≥90</td><td>≥85</td></tr></table>		Nominal Lamp Wattage (W)	Rated Lamp Efficacy (lm/W) – Clear	Rated Lamp Efficacy (lm/W) – Coated	W≤55	≥70	≥65	55<W≤75	≥80	≥75	75<W≤105	≥85	≥80	105<W≤155	≥85	≥80	155<W≤255	≥85	≥80	255<W≤405	≥90	≥85
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255<W≤405	≥90	≥85																				
Verification:	The bidder shall provide the technical specification of the lamp or a written declaration to demonstrate that this criterion is met.																					
Additional points shall be awarded for lamps that meet the following lamp lumen maintenance factors (LLMF) and lamp survival factors (LSF):																						
<table><tr><th>Burning Hours</th><th>2000</th><th>4000</th><th>8000</th><th>16000</th></tr><tr><td>LLMF</td><td>0.98</td><td>0.97</td><td>0.95</td><td>0.92</td></tr><tr><td>LSF</td><td>0.99</td><td>0.98</td><td>0.95</td><td>0.92</td></tr></table>		Burning Hours	2000	4000	8000	16000	LLMF	0.98	0.97	0.95	0.92	LSF	0.99	0.98	0.95	0.92						
Burning Hours	2000	4000	8000	16000																		
LLMF	0.98	0.97	0.95	0.92																		
LSF	0.99	0.98	0.95	0.92																		
Verification:	The bidder shall provide the technical specification of the lamp or a written declaration to demonstrate this criterion is met.																					

Transport

Definition:

These product group criteria are applicable to all vehicles for ordinary use (for example official vehicles, vehicles of inspection bodies, delivery vans or equipment for gardening), emergency vehicles (ambulances, fire engines, cars and police vans...), and special vehicles (sweeping trucks, garbage trucks, buses, etc.).

List of product items:		Pages:
1	Passenger cars and light-duty vehicles	1
2	Bus procurement	2
3	Public transport services	3
4	Waste collection trucks	4
5	Waste collection services	5

Passenger cars and light-duty vehicles		
1.1	Subject Matter (suggestion on how to draft the tender title)	
	Purchase or lease of low-emission vehicles.	
1.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	CO ² emissions <ul style="list-style-type: none"> • The fleet average for cars should not exceed 130 g CO²/km • The fleet average for vans should not exceed 175 g CO²/km 	
	Verification:	The bidder must provide the technical sheet of the vehicle where the CO2 emissions are stated.
1.3	Award Criteria (to be considered when BPQR is utilised)	
	Capability to use renewable energy (biofuels, renewable electricity or hydrogen from renewable energy sources)	
	Verification:	The bidder must provide the technical sheet of the vehicle where these technical or fuel technology specifications are displayed.
	Noise emission levels Noise emissions must be lower than those corresponding to this vehicle category as provided for in EU Directive 2007/34/EC.	
	Verification:	The bidder must present the technical sheet of the vehicle where this information is displayed, or the test results

Bus Procurement		
2.1	Subject Matter (suggestion on how to draft the tender title)	
	Purchase or lease of low-emission buses.	
2.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Exhaust Gas Emissions Vehicle engines must be certified as meeting the EURO V standard for emissions, according to EC Directive 2005/55/EC.	
	Verification:	The bidder must provide the technical documents of the vehicle where it states that it meets the standard.
2.3	Award Criteria (to be considered when BPQR is utilised)	
	Exhaust gas emissions The vehicle is certified as meeting the Euro VI standard (where available) for emissions	
	Verification:	The bidder must provide the technical documents of the vehicle where it states that buses meet that standard.
	Capability to use renewable energy (biofuels, renewable electricity or hydrogen from renewable energy sources)	
	Verification:	The bidder must provide the technical sheet of the vehicle where these technical or fuel technology specifications are displayed
	Noise emission levels Noise emissions must be lower than those corresponding to this vehicle category as provided for in EU Directive 2007/34/EC.	
	Verification:	The bidder must present the technical sheet of the vehicle where this information is displayed, or the test results.

Public transport services		
3.1	Subject Matter (suggestion on how to draft the tender title)	
	Contract for the provision of bus services in an environmentally friendly manner	
3.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Exhaust gas emissions All vehicles used in carrying out the service must have engines meeting EURO IV standards, according to EC Directive 2005/55 /EC. Where vehicles are not certified as EURO IV, but technical after-treatment has achieved the same standard, this should be documented in the tender application.	
	Verification:	The bidder must provide the technical sheets of the vehicles where emission standards are defined. For those vehicles where technical upgrade has achieved EURO IV standard the measures must be documented and included in the tender application, and this must be approved by a credible third party.
3.2	Award Criteria (to be considered when BPQR is utilised)	
	Exhaust gas emissions Proportion of vehicles to be used in carrying out the service complying with stricter EURO standards (EURO V or VI where applicable).	
	Verification:	The bidder must provide a list of all the vehicles to be used in the service with their EURO standard and their respective technical sheets where emission standards are defined.
	Capability to use renewable energy (biofuels, renewable electricity or hydrogen from renewable energy sources)	
	Verification:	The bidder must provide the technical sheet of the vehicle where these technical or fuel technology specifications are displayed.
	Noise emissions Average noise level of the vehicles to be used in carrying out the must be lower than those corresponding to this vehicle category as provided for in EU Directive 2007/34/EC.	
	Verification:	The bidder must provide a list of all the vehicles that will be used to carry out the service with the noise levels for each one and the average noise emissions. After awarding the contract, the contracting authority reserves the right to ask for the appropriate documents to check the information.

Waste collection truck		
4.1	Subject Matter (suggestion on how to draft the tender title)	
	Purchase or lease of low-emission waste collection trucks	
4.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Exhaust gas emissions Vehicle engines must be certified as meeting the EURO V standard for emissions, according to EC Directive 2005/55 /EC.	
	Verification:	The bidder must provide the technical documents of the vehicle where it states that it meets the standard.
4.3	Award Criteria (to be considered when BPQR is utilised)	
	Exhaust gas emissions The vehicle is certified as meeting the Euro VI standard for emissions (where applicable).	
	Verification:	The bidder must provide the technical documents of the vehicle where it states that it meets the standard.
	Capability to use renewable energy (biofuels, renewable electricity or hydrogen from renewable energy sources)	
	Verification:	The bidder must provide the technical sheet of the vehicle where these technical or fuel technology specifications are displayed.
	Noise emissions are below 102 dB (A) measured according to Directive 2000/14 /EC.	
	Verification:	The bidder must present the technical sheet of the vehicle where this information is displayed, or the test results.

Waste collection services		
5.1	Subject Matter (suggestion on how to draft the tender title)	
	Contract for the provision of waste collection services using environmentally friendly transportation services	
5.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Exhaust Gas emissions All vehicles used in carrying out the service must have engines meeting EURO IV standards, according to EC Directive 2005/55/EC. Where vehicles are not certified as EURO IV, but technical after-treatment has achieved the same standard, this should be documented in the tender application.	
	Verification:	The bidder must present the technical sheets of the vehicles where emission standards are defined. For those vehicles where technical upgrade has achieved EURO IV standard the measures must be documented and included in the tender application, and this must be approved by a credible third party.
5.3	Award Criteria (to be considered when BPQR is utilised)	
	Exhaust gas emissions Proportion of vehicles to be used in carrying out the service complying with stricter EURO standards (EURO V or VI where applicable).	
	Verification:	The bidder must present a list of all the vehicles to be used in the service with their EURO standard and their respective technical sheets where emission standards are defined.
	Capability to use renewable energy (biofuels, renewable electricity or hydrogen from renewable energy sources)	
	Verification:	The bidder must provide the technical sheet of the vehicle where these technical or fuel technology specifications are displayed.
	Noise emissions Average noise level of the vehicles to be used in carrying out the service below 102dB (A) measured according to Directive 2000/14/EC.	
	Verification:	The bidder must provide a list of vehicles that will be used to carry out the service with the noise levels for each one and the average noise emissions. After awarding the contract, the contracting authority reserves the right to ask for the appropriate documents to check the information.

Office Building Design, Construction and Management

Definition:

This GPP criteria set addresses the procurement process for office buildings, including their design, site preparation, construction, servicing and ongoing management. For the purposes of the criteria, the product group “Office buildings” shall comprise buildings where mainly administrative, bureaucratic and clerical activities are carried out. An office building is, moreover, defined as being:

"A building whose primary function is to provide space for administrative, financial, professional or customer services. The office area must make up a significant majority of the total building's gross area. The building may also comprise other type of spaces, like meeting rooms, training classrooms, staff facilities, or technical rooms".

Major renovations of office buildings are also addressed within the scope of the criteria. Such renovations are defined by the Energy Performance of Buildings Directive 2010/31/EU as instances where:

- a) the total cost of the renovation relating to the building envelope or the technical building systems is higher than 25 % of the value of the building, excluding the value of the land upon which the building is situated; or*
- b) more than 25 % of the surface of the building envelope undergoes renovation.*

List of product items:		Pages:
1	Detailed Design and Performance requirements	1
2	Construction of the building or major renovation works	3

Detailed Design and Performance requirements		
1.1	Subject Matter (suggestion on how to draft the tender title)	
	The construction of new office buildings to high energy and environmental performance standards or The carrying out of major renovations to exiting office buildings to high energy and environmental performance standards	
1.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Minimum Energy performance For new-build and major renovation projects, the cost optimum primary energy demand for a public office building expressed in kWh/m ² as calculated according to the methodology in Commission Delegated Regulation No 244/2012. Where the national minimum requirement is stricter than these requirements, the award criterion 8.1 shall be used instead of this criterion to encourage further cost effective improved performance.	
	Verification:	The Design team <i>or</i> the Design & Build tenderer <i>or</i> the DBO tenderer shall submit information demonstrating that the building design to be submitted to the local building control for permitting complies with the GPP requirements. This shall consist of the energy performance of the building calculated according to EN 15603 or equivalent, or the national calculation methodology applicable where the building is situated.
	Recyclable waste storage Dedicated storage space shall be provided within the building, or within the curtilage of the building, to facilitate the segregation of organic, recyclable and mixed materials and end-of-life products by occupiers. The waste collection area(s) shall be sized based on the likely level of occupation in order to accommodate sufficient containers to maximise recycling whilst also handling residual waste.	
	Verification:	Design teams or contractors shall provide plans of the building showing the space(s) that have been designated for waste segregation and collection as well as the assumptions made in order to estimate the space provision.
	Incorporation of recycled content in concrete and masonry A minimum of 15% by value of recycled content, reused content and/or by-products ³² shall be incorporated for the sum of the main building elements in the table below.	
	New-build	Renovation

³² A by-product is defined in art.5 of the Waste Framework Directive as ‘A substance or object, resulting from a production process, the primary aim of which is not the production of that item...’

	<ul style="list-style-type: none"> - The structural frame, including beams, columns and slabs - External walls - Floors and ceilings - Internal walls - Roofs - Foundations and substructure 	<ul style="list-style-type: none"> - External walls - Internal walls - Re-roofing <p>Where additional floors or building extensions are foreseen that account for .25% of the existing useable floor area the list of new-build elements shall also apply.</p>
	<p>The recycled content shall be calculated on the basis of an average mass balance of re-used, recycled materials and/or by-products according to how they are produced and delivered to site (<i>as applicable</i>):</p> <ul style="list-style-type: none"> - For each ready mixed batch from which deliveries are dispatched to the construction site, in accordance with EN 12620 (aggregates for concrete) and EN 206 (concrete) or equivalent; - On an annual basis for factory made panels, columns, blocks and elements with claimed content levels, in accordance with EN 12620 (aggregates for concrete) and EN 206 (concrete) or equivalent; 	
	<p>Verification:</p>	<p>The tenderers for main contractor, the Design & Build contractor or the DBO contractor shall indicate the total recycled content quantifying the proportional contribution of the total recycled content to the overall value of the specified building elements, based on the information provided by the producer(s) of the construction product.</p> <p>The tenderers for main contractor, the Design & Build contractor or the DBO contractor shall describe how the overall value will be calculated and verified, including, as a minimum, batch documentation, factory production control documentation and delivery documentation, and how the third party verification will be arranged during the construction phase.</p>

Construction of the building or major renovation works		
	<p>Demolition waste audit and management plan</p> <p>A minimum of 55% by weight of the non-hazardous waste generated during demolition and strip-out works, and excluding excavations and backfilling, shall be prepared for re-use, recycling and other forms of material recovery (excluding backfilling in existing quarries). This shall include:</p> <ul style="list-style-type: none"> (i) Timber, glass, metal, brick, stone, ceramic and concrete materials recovered from the main building structures; (ii) Fit-out and non-structural elements, to include doors and their frames, flooring, ceiling tiles, gypsum panels, plastic profiles, insulation materials window frames, window glass, bricks, concrete in the form of blocks and precast elements, steel rebars. <p>The contractor shall carry out a pre-demolition/strip-out audit in order to determine what can be re-used, recycled or recovered. This shall comprise:</p> <ul style="list-style-type: none"> (i) Identification and risk assessment of hazardous waste (including WEEE) that may require specialist handling and treatment, or emissions that may arise during demolition; (ii) A bill of quantities with a breakdown of different building materials and products, (iii) An estimate of the % re-use and recycling potential based on proposals for systems of separate collection during the demolition process, <p>The materials, products and elements identified shall be itemised in the Demolition Bill of Quantities.</p>	
	<p>Verification:</p>	<p>The lead construction contractor, Design & Build contractor or DBO contractor shall submit a pre-demolition/strip-out audit that contains the specified information.</p> <p>A system shall be used to monitor and account for waste arisings. The destination of consignments of waste and end-of-waste materials shall be tracked using consignment notes and invoices. Monitoring data shall be provided to the contracting authority.</p>
	<p>Installation and commissioning of building energy systems</p> <p>The following systems shall be designed, installed and commissioned in conformance with the agreed designs and specifications:</p> <ul style="list-style-type: none"> - Heating, cooling and ventilation (HVAC) - Low and Zero Carbon energy technologies - Building Energy Management System (BEMS) - Lighting controls <p>Each system shall be subjected to functional performance testing, including measurement of performance.</p> <p>HVAC systems shall be in conformance with EN12599 or equivalent and, as relevant to other systems installed, other applicable EN, ISO or national standards, or their equivalent.</p>	
	<p>Verification:</p>	<p>The main construction contractor or the DBO contractor shall describe and commit to carrying out a functional performance testing routine in order to ensure that the systems perform within design parameters.</p>

Road Design, construction and maintenance

Definition:

This GPP criteria set addresses the procurement process for road design, construction and maintenance.

A **road** is defined as:

"Line of communication (travelled way) open to public traffic, primarily for the use of road motor vehicles, using a stabilized base other than rails or air strips" (Eurostat, 2009)

Road construction is defined as:

"The preparation and building of a road using materials, including aggregate, bituminous and hydraulic binders and additives that are used for the sub-base, road-base and surfacing layers of the road "

Road maintenance is defined as:

"all actions undertaken to maintain and restore the serviceability and level of service of roads (PIARC Road Dictionary), with the following two sub-categories:

List of product items:		Pages:
1	Criteria for detailed design and performance requirements	1
2	Maintenance and operation	4

Detailed Design and Performance requirements		
1.1	Subject Matter (suggestion on how to draft the tender title)	
	<p>The construction of new resource efficient roads whose design considers wider environmental impacts.</p> <p style="text-align: center;">or</p> <p>The maintenance works or major rehabilitation of existing roads in a resource efficient manner which considers wider environmental impacts.</p>	
1.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	<p>Environmental Integration and Restoration Plan (This criterion shall apply when suitable land for planting is available, which may include planting in any soft-engineered drainage infrastructure such as retention basins, ponds or artificial wetlands)</p> <p>An Environmental Integration and Restoration Plan shall be provided as part of the road design that includes the following details:</p> <ul style="list-style-type: none"> - A site map indicating the type, location and quantities/densities of all plant species (only non-invasive and native plant species shall be included); - A description of the procedure used to select plant species and a brief rationale as to why each species is suitable for the particular environmental conditions on the site; - Planting bed requirements: soil/compost/growing media used and their depths, initial fertiliser application, use of mulch, sowing of grass seeds; - Planned measures to avoid soil erosion both prior to and after the establishment of vegetation cover; - Expected maintenance requirements of the vegetated areas. Included any irrigation, grass cutting, pruning or replacement of plants. <p>The plan should be compiled in accordance with best practice guidelines such as those outlined in the COST 341 report or other similar literature.</p>	
	Verification:	The design team <i>or</i> the DB tenderer <i>or</i> the DBO tenderer shall provide a copy of the Environmental Integration and Restoration Plan to the contracting authority.
	<p>Monitoring of noise emissions during construction and maintenance (When planning permission or local/national legislation requires, or when specifically requested by the contracting authority)</p> <p>The design team or the DB tenderer or the DBO tenderer shall provide details of how temporary noise barriers (or permanent if part of the final design) shall be erected to reduce noise levels in the defined receptor area to less than X dB(A) as averaged L_{dEN} and Y dB(A) as averaged L_{night} values as defined in Annex I of the Environmental Noise Directive (2002/49/EC).</p>	
	Verification:	<p>The design team <i>or</i> the DB tenderer <i>or</i> the DBO tenderer shall submit:</p> <ul style="list-style-type: none"> - a plan of the works site and receptor area as defined by the Environmental Impact Assessment, legislation or contracting authority where relevant; - a timetable of works, highlighting when the loudest works are to take place; - specification of the noise barrier location and approximate properties coupled with basic acoustic calculations that demonstrate that noise mitigation in the receptor area will be feasible.
	Traffic Congestion Mitigation Plan	

	<p>A Traffic Congestion Mitigation Plan to be implemented during construction and maintenance activities, shall be presented with the road design and include:</p> <ul style="list-style-type: none">- A timeline with expected construction and/or maintenance activities for the road service life;- Alternative routes for diverted traffic during such activities, if necessary. <p>If the design team or the DB tenderer or the DBO tenderer includes congestion solutions during the use phase and any maintenance actions based on tidal flow lanes or hard shoulders to be used as lanes, they shall present an LCC analysis, including user cost externalities due to congestion.</p> <p>For those roads where intelligent traffic systems (ITS) are implemented for traffic management, the road shall be equipped with the devices needed to support the ITS: cameras, traffic lights, information screens and variable road signs.</p>					
	Verification:	The design team <i>or</i> the DB tenderer <i>or</i> the DBO tenderer shall provide the detailed traffic congestion mitigation plan, the LCC analysis in accordance with ISO 15686-5 (if required) and the descriptions of the ITS devices (if required).				
	<p>Performance requirements for durability of pavement</p> <p>The nominal minimum service lifetime of the road pavement, excluding the surface course, shall be specified by the contracting authority but should not be shorter than:</p> <ul style="list-style-type: none">- 15 years for the binder course, with the option to reduce to no less than 10 years in case of specific conditions (such as an aggressive climate - to be specified in the ITT);- 20 years for the base course for flexible/semi-rigid pavements and for the concrete slab for rigid pavements;- 40 years for the sub-base.					
	Verification:	The design team <i>or</i> the DB tenderer <i>or</i> the DBO tenderer shall provide a technical report specifying the minimum nominal service lifetime of the binder and base courses and the sub-base course, which must not be shorter than indicated above. The report shall include the evaluation of the bearing capacity and the fatigue resistance, and the critical stresses and strains in the road pavement layers. The report shall include appropriate data and information, specifically related to: the physico-mechanical performance of materials, the construction techniques and processes used, and the construction activity workplan				
	<p>Incorporation of recycled content</p> <p>A minimum of 15% by weight of recycled content, re-used content and/or by-products³³ shall be incorporated for the sum of the main road elements in the table below:</p> <table><tr><th>New construction or major extension</th><th>Maintenance and rehabilitation</th></tr><tr><td><ul style="list-style-type: none">• Sub-grade, including earthworks and ground works;• Sub-base• Base, binder and surface or concrete slabs.</td><td><ul style="list-style-type: none">• Base, binder and surface <i>or</i> concrete slabs.</td></tr></table> <p>The recycled content as well as the re-used content shall be calculated on the basis of an average mass balance of re-used, recycled materials and/or by-products according to how they are produced and delivered to site:</p> <ul style="list-style-type: none">- For each ready mixed batch from which deliveries are dispatched to the construction site in accordance with standards on:		New construction or major extension	Maintenance and rehabilitation	<ul style="list-style-type: none">• Sub-grade, including earthworks and ground works;• Sub-base• Base, binder and surface or concrete slabs.	<ul style="list-style-type: none">• Base, binder and surface <i>or</i> concrete slabs.
New construction or major extension	Maintenance and rehabilitation					
<ul style="list-style-type: none">• Sub-grade, including earthworks and ground works;• Sub-base• Base, binder and surface or concrete slabs.	<ul style="list-style-type: none">• Base, binder and surface <i>or</i> concrete slabs.					

³³ A by-product is defined in art. 5 of the Waste Framework Directive as 'A substance or object, resulting from a production process, the primary aim of which is not the production of that item...'

	<ul style="list-style-type: none"> • Aggregates EN 13242, EN 13285; • Asphalt pavement EN 13043, EN13108-1, EN 13108-2, EN 13108-3, EN 13108-4, EN 13108-5, EN 13108-6, EN 13108-7, EN 13108-8; • Concrete pavement EN 206, EN 12620, EN13877; • Hydraulically bound granular mixtures EN 14227 part 1 to 5; • Stabilised soil EN 14227 part 10 to 15 <p>- On an annual basis for factory made slabs and elements with claimed content levels in accordance with EN 12620 an EN 206, EN 13877 and national legislation.</p>
	<div> <div>Verification:</div> <div> <p>The design team <i>or</i> the DB tenderer <i>or</i> the DBO tenderer shall indicate the recycled content, re-used content and/or by-products quantifying the proportional contribution of the recycled content and/or re-used content to the overall weight of the specified road elements, based on the information provided by the producer(s) of the construction material.</p> <p>The design team <i>or</i> the DB tenderer <i>or</i> the DBO tenderer shall describe how the recycled content will be calculated and verified, including, as a minimum, batch documentation as the Type Test report, factory production control documentation and delivery documentation, and how the third party verification will be arranged during the construction phase.</p> </div> </div>

Maintenance and operation

Demolition waste audit and management plan

A minimum of 55% by weight of the non-hazardous waste generated during demolition, including backfilling, shall be prepared for re-use, recycling and other forms of material recovery. This shall include:

- (iii) Concrete, RAP, aggregates recovered from the main road elements;
- (iv) Materials recovered from ancillary elements.

Backfilling shall not be allowed in greenfield sites outside the roadway. Backfilling in permeable areas of the roadway shall be realised only with excavated materials and soils. Re-used, recycled and recovered materials shall only be used for backfilling in impermeable areas of the roadway.

The main construction contractor or the DB contractor or the DBO contractor shall carry out a pre-demolition audit in order to determine what can be re-used, recycled or recovered. This shall comprise:

- (i) Identification and risk assessment of hazardous waste;
- (ii) A bill of quantities with a breakdown of different road materials;
- (iii) An estimate of the % re-use and recycling potential based on proposals for systems of separate collection during the demolition process.

The materials, products and elements identified shall be itemised in a Demolition Bill of Quantities.

Verification:

The main construction contractor or the DB contractor or the DBO contractor shall submit a pre-demolition audit that contains the specified information. A system shall be implemented to monitor and account for waste production. The destination of consignments of waste and end-of- waste material shall be tracked using consignment notes and invoices. Monitoring data shall be provided to the contracting authority.

Sanitary Tapware

Definition:

This document covers procurement actions for sanitary tapware. For the purpose of these criteria, sanitary tapware is defined as covering the following groups of products:

- 1) taps,*
- 2) showerheads,*
- 3) showers.*

The definitions of these product groups are as follows:

- *"tap" means a directly or indirectly, manually mechanically and/or automatically operated valve from which water is drawn.*
- *"showerhead" means;
a fixed overhead or side shower outlet, body jet shower outlet or similar device which may be adjustable, and which directs water from a supply system onto the user; or
a moveable hand held shower outlet which is connected to a tap with a shower hose and can be hung directly on the tap or on the wall with the aid of an appropriate support;*
- *"shower" means a combination of showerhead and interrelated control valves and/or devices packaged and sold as a kit;*

List of product items:		Pages:
1	Sanitary tapware	1

Sanitary Tapware										
1.1	Subject Matter (suggestion on how to draft the tender title)									
	Purchase of water-efficient sanitary tapware for new or refurbished buildings.									
1.2	Technical Specification (to be included in the terms of reference / technical specifications)									
	<p>Maximum available water flow rate</p> <p>The maximum available water flow rates to the basin/sink shall, independent of the water pressure, not exceed values presented in Table 1.</p> <p>Table 1 Maximum available water flow rates for sanitary tapware</p> <table><tr><th>Product sub-group</th><th>Water flow rate [l/min]</th></tr><tr><td>Kitchen taps</td><td>8.0</td></tr><tr><td>Basin taps</td><td>7.0</td></tr><tr><td>Showerheads or showers ^[1]</td><td>9.0</td></tr></table> <p>Note [1]: Showerheads or showers with more than one spray pattern shall fulfil the requirement for the setting with the highest water flow.</p>		Product sub-group	Water flow rate [l/min]	Kitchen taps	8.0	Basin taps	7.0	Showerheads or showers ^[1]	9.0
Product sub-group	Water flow rate [l/min]									
Kitchen taps	8.0									
Basin taps	7.0									
Showerheads or showers ^[1]	9.0									
	Verification:	<p>Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, results of sanitary tapware testing according to the test procedure contained in the relevant EN standard (see the list in Table 2 below) or an equivalent standard shall be submitted together with the tender to the contracting authority. The testing shall be conducted at pressure of 1.5, 3.0 and 4.5 bar (± 0.2 bar) for products declared by the manufacturer as being suitable for high pressure installations (typically 1.0 to 5.0 bar) or at pressure of 0.2, 0.3 and 0.5 bar (± 0.02 bar) for products declared by the manufacture as being suitable for low pressure installations (typically 0.1 to 0.5 bar). The mean value of the three measurements shall not exceed the maximum water flow rate value indicated in Table 1. The testing shall be performed by laboratories that meet the general requirements of EN ISO 17025 or equivalent.</p> <p>A technical dossier from the manufacturer or other appropriate means of proof demonstrating that these requirements have been met will also be accepted.</p> <p>Table 2 EN standards for sanitary tapware;</p>								

	<table><tr><th>Number</th><th>Title</th></tr><tr><td>EN 200</td><td>Sanitary tapware. Single taps and combination of taps for water supply systems of type 1 and type 2 – General technical specification</td></tr><tr><td>EN 816</td><td>Sanitary tapware. Automatic shut-off valves (PN10)</td></tr><tr><td>EN 817</td><td>Sanitary tapware. Mechanical mixing valves (PN10) – General technical specifications</td></tr><tr><td>EN 1111</td><td>Sanitary tapware. Thermostatic mixing valves (PN10) – General technical specification</td></tr><tr><td>EN 1112</td><td>Sanitary tapware. Shower outlets for sanitary tapware for water supply systems type 1 and type 2 – General technical specification</td></tr><tr><td>EN 1286</td><td>Sanitary tapware. Low pressure mechanical mixing valves. General technical specification</td></tr><tr><td>EN 1287</td><td>Sanitary tapware. Low pressure thermostatic mixing valves. General technical specifications</td></tr><tr><td>EN 15091</td><td>Sanitary tapware. Electronic opening and closing sanitary tapware</td></tr><tr><td>EN 248</td><td>Sanitary tapware. General specification for electrodeposited coatings of Ni-Cr</td></tr><tr><td>EN60335-1</td><td>Household and Similar Electrical Appliances</td></tr><tr><td>EN60335-2-35</td><td>Household and Similar Electrical Appliances, Safety, Particular Requirements for Instantaneous Water heaters</td></tr></table>	Number	Title	EN 200	Sanitary tapware. Single taps and combination of taps for water supply systems of type 1 and type 2 – General technical specification	EN 816	Sanitary tapware. Automatic shut-off valves (PN10)	EN 817	Sanitary tapware. Mechanical mixing valves (PN10) – General technical specifications	EN 1111	Sanitary tapware. Thermostatic mixing valves (PN10) – General technical specification	EN 1112	Sanitary tapware. Shower outlets for sanitary tapware for water supply systems type 1 and type 2 – General technical specification	EN 1286	Sanitary tapware. Low pressure mechanical mixing valves. General technical specification	EN 1287	Sanitary tapware. Low pressure thermostatic mixing valves. General technical specifications	EN 15091	Sanitary tapware. Electronic opening and closing sanitary tapware	EN 248	Sanitary tapware. General specification for electrodeposited coatings of Ni-Cr	EN60335-1	Household and Similar Electrical Appliances	EN60335-2-35	Household and Similar Electrical Appliances, Safety, Particular Requirements for Instantaneous Water heaters
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<table><tr><th>Product sub-group</th><th>Water flow rate [l/min]</th></tr><tr><td>Kitchen taps</td><td>2.0</td></tr><tr><td>Basin taps</td><td>2.0</td></tr><tr><td>Showerheads and showers</td><td>4.5</td></tr><tr><td>Electric showers and low pressure showers²</td><td>3.0</td></tr></table>		Product sub-group	Water flow rate [l/min]	Kitchen taps	2.0	Basin taps	2.0	Showerheads and showers	4.5	Electric showers and low pressure showers ²	3.0														
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Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, result of sanitary tapware testing according to the test procedure contained in the relevant EN standard (see the list in Table 2) or an equivalent standard shall be submitted together with the tender to the contracting authority for verification. The testing shall be conducted at pressure of 1.5, 3.0 and 4.5 bar (± 0.2 bar) for products declared by the manufacturer as being suitable for high pressure installations (typically 1.0 to 5.0 bar) or at pressure of 0.2, 0.3 and 0.5 bar (± 0.02 bar) for products declared by the manufacturer as being suitable for low pressure installations (typically 0.1 to 0.5 bar). The mean value of the three measurements shall not be lower than the water flow rate value indicated in Table 3. The testing shall be performed by laboratories that meet the general requirements of EN ISO 17025 or equivalent. A technical dossier from the manufacturer or other appropriate means of proof demonstrating that these requirements have been met will also be accepted.																								

	<p>Temperature management (criterion not applicable for showerheads and for sanitary tapware that shall be fitted to a water supply that is already temperature controlled)</p> <p>Sanitary tapware shall be equipped with an advanced device or technical solution which allows for management of temperature. According to their preferences, public authorities can choose one of the following options:</p> <ul style="list-style-type: none"> a) Sanitary tapware shall be equipped with a hot water barrier. b) b) Sanitary tapware shall allow for thermostatic adjustment. c) c) Sanitary tapware shall be designed with a cold water supply in middle position. <p>Double lever/handle showers do not fulfil the criterion.</p>	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted, e.g. manufacturer/supplier statement specifying the type of solution used and its technical parameters, as appropriate, shall be submitted. Where a water supply is already temperature controlled the tenderer shall explain the specific technical property that makes the sanitary tapware specifically designed to be fitted to this form of system.
	<p>Time control for sanitary tapware for multiple users and high frequency use</p> <p>Sanitary tapware installed in non-domestic premises for multiple users and for frequent use (i.e. sanitary tapware used in public toilets or washrooms in schools, offices, in hospitals, swimming-pools and similar premises) shall allow for limiting time of a single water use (i.e. water volume consumed). This can be done by equipping the products with devices which stop water flow after certain time if they are not used (for example, sensors which stop water flow when a user leaves the sensor range) and/or after a set time period of use (for example, time limiters, which stop the water flow when the maximum flow time is reached).</p> <p>a) If the public authority is wishing to have a time-controlled system:</p> <p>For sanitary tapware equipped with time limiters the pre-set maximum flow should not exceed 15 seconds for taps and 35 seconds for showers. Nevertheless, the product shall be designed to allow the installer to adjust the flow time to the intended product's application.</p> <p>b) If the public authority is wishing to have a sensor-controlled system:</p> <p>For sanitary tapware equipped with the sensor, the shut off delay time after usage shall not exceed 2 second for taps and 3 seconds for showers. Furthermore, the sanitary tapware equipped with a sensor shall be equipped with an inbuilt 'security technical feature' with a pre-set shut-off time of maximum 2 minutes in order to prevent accidents or the continuous water flow from taps/showers when not in use.</p>	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted, e.g. manufacturer/supplier statement specifying the type of solution used and its technical parameters, as appropriate, (a pre-set water flow time for time limiters, the shut off delay time after usage for sensors) shall be submitted.
	<p>Exposed surface condition and quality of coating</p>	

	Sanitary products which have a metallic Ni-Cr coating (regardless of the nature of the substrate material) shall comply with the standard EN 248.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, results of sanitary tapware testing according to the test procedure contained in the EN 248 standard or equivalent shall be submitted together with the tender to the contracting authority for verification. The testing shall be performed by laboratories that meet the general requirements of EN ISO 17025 or equivalent. A technical dossier from the manufacturer or other appropriate means of proof demonstrating that these requirements have been met will also be accepted.
	Reparability and availability of spare parts	
	The product shall be designed in such a way that its exchangeable components can be replaced easily by the end-user or a professional service engineer, as appropriate. Information about which elements can be replaced shall be clearly indicated in the information sheet attached to the product. The tenderer shall also provide clear instructions to enable the end-user or trained experts, as appropriate, to undertake basic repairs. The tenderer shall further ensure that spare parts are available for at least five years from the date of purchase.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted such as written evidence from the manufacturer that the above clause is met. The tenderer shall provide a description of how to replace components and provide a guarantee for the availability of spare parts.
	Warranty	
	The tenderer shall give a warranty for repair or replacement of minimum four years.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted such as written evidence from the manufacturer that the above clause is met.
	User information	
	The product shall be supplied with the following information in printed (on the packaging and/or on documentation accompanying the product) and/or electronic format:	
	(a) installation instructions, including information on the specific operating pressures that the product is suitable for, (b) recommendations on the proper use and maintenance (including cleaning and decalcification) of the product, mentioning all relevant instructions, particularly: (i) advice on maintenance and use of products, (ii) information about which spare parts can be replaced, (iii) instructions concerning the replacement of washers if taps drip water, (iv) advice on cleaning sanitary tapware with appropriate materials in order to prevent damage to their surfaces, (v) advice on regular and proper service of aerators.	
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted such as written evidence from the manufacturer that the above clause is met.

Toilets and Urinals

Definition:

This document covers procurement actions for flushing toilet equipment including toilet suites, toilet receptacles and toilet flushing systems, and urinal equipment including urinal suites, urinals, flush-free urinals and urinal flushing systems. To that respect, the following definitions apply:

- ‘Flushing toilet equipment’ means either a toilet suite, a toilet receptacle or a toilet flushing system.*
- ‘Toilet suite’ means a sanitary appliance combining into a functioning unit a flushing system and a toilet receptacle for receiving and flushing away human urine and faeces and directing it into a drainage system.*
- ‘Urinal equipment’ means either a urinal suite, a urinal, a flush-free urinal or a urinal flushing system.*

The GPP criteria for flushing toilets and urinals do not cover:

- toilet seats and covers, only when placed on the market and/or marketed independently from a flushing toilet or urinal equipment (i.e. when placed on the market and/or marketed as stand-alone item),*
- toilet equipment which does not use water, use chemicals and water for flushing and toilets that require energy to aid the flushing system.*

List of product items:		Pages:
1	Flushing Toilet Equipment	1
2	Urinal Equipment	3

Flushing Toilet Equipment										
2.1	Subject Matter (suggestion on how to draft the tender title)									
	Purchase of water-efficient flushing toilet equipment for new or refurbished buildings.									
2.2	Technical Specification (to be included in the terms of reference / technical specifications)									
	Full flush volume									
	The nominal full flush volume, independent of the water pressure, of flushing toilet equipment when placed on the market shall not exceed 6.0 l/flush.									
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, test results according to the test procedure contained in standard EN 997 or equivalent standards shall be submitted. The testing shall be performed by laboratories that meet the general requirements of standard EN ISO 17025 or equivalent.								
	Flushing system requirements									
	Flushing systems shall comply with the requirements of the respective EN standards listed in Table 1.									
	Table 1. EN standards on toilet flushing system requirements:									
	<table><tr><th>Number</th><th>Title</th></tr><tr><td>EN 14055</td><td>WC and urinal flushing cisterns</td></tr><tr><td>EN 12541</td><td>Sanitary tapware – Pressure flushing valves and automatic closing urinal valves PN 10</td></tr><tr><td>EN 15091</td><td>Sanitary tapware - Electronic opening and closing sanitary tapware</td></tr></table>		Number	Title	EN 14055	WC and urinal flushing cisterns	EN 12541	Sanitary tapware – Pressure flushing valves and automatic closing urinal valves PN 10	EN 15091	Sanitary tapware - Electronic opening and closing sanitary tapware
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EN 14055	WC and urinal flushing cisterns									
EN 12541	Sanitary tapware – Pressure flushing valves and automatic closing urinal valves PN 10									
EN 15091	Sanitary tapware - Electronic opening and closing sanitary tapware									
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, a test report showing that the flushing system of the product complies with the requirements of the respective EN standards mentioned above or equivalent standards will be accepted.								
	Flush performance									
	The flush performance of toilet suites and toilet receptacles shall comply with the requirements of standard EN 997.									
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, a test report showing that the flush performance of the product complies with the requirements of Standard EN 997 or equivalent standard will be accepted.								
	Installation instructions / user information									
	The toilet flushing equipment shall be supplied with the following information in print (on the packaging and/or on documentation accompanying the product) and/or electronic format:									

	<ul style="list-style-type: none"> – Proper installation instructions, including information on which class(es) and/or type(s) the product has been tested for, information on the specific operating pressures that the product is suitable for, information on which drainage system types the product can work with, information describing how to adjust the flush volumes as well as the consequences (e.g. in terms of residual water level, filling level, etc.) and, in the case of toilet receptacles and toilet flushing systems placed on the market independently, information on which products they shall be combined with to make a full functioning unit that is water efficient; – Advice on how rational use can minimise the environmental impact, in particular information on proper product's use to minimise consumption of water; – Information on full and reduced flush volumes in l/flush; – Recommendations on the proper use and maintenance of the product, including information on which spare parts can be replaced, instruction concerning replacement of washers and other fittings if the product leaks, cleaning advice, etc.; – Information concerning appropriate disposal at product's end-of-life. 		
	<table border="1"> <tr> <td style="background-color: #92d050;">Verification:</td><td> Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted, such as written evidence from the manufacturer that the above clause will be met. </td></tr> </table>	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted, such as written evidence from the manufacturer that the above clause will be met.
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	Urinal Equipment									
2.1	Subject Matter (suggestion on how to draft the tender title)									
	Purchase of water-efficient urinal equipment for new or refurbished buildings.									
2.2	Technical Specification (to be included in the terms of reference / technical specifications)									
	Full flush volume									
	The nominal flush volume, independent of the water pressure, of flushing urinal equipment when placed on the market shall not exceed 2.0 l/flush.									
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, test results according to the test procedure contained in standard EN 13407 or equivalent standards shall be submitted. The testing shall be performed by laboratories that meet the general requirements of standard EN ISO 17025 or equivalent. For slab urinals the full flush volume refers to the water flushed for 60 cm width of continuous wall.								
	Urinal flushing system requirements									
	Flushing systems shall comply with the requirements of the respective EN standards listed in Table 2. The requirements for measuring the nominal flush volume set in the relevant EN standards in Table 2 below are excluded from this criterion.									
	Table 2. EN standards on urinal flushing system requirements :									
	<table><tr><th>Number</th><th>Title</th></tr><tr><td>EN 14055</td><td>WC and urinal flushing cisterns</td></tr><tr><td>EN 12541</td><td>Sanitary tapware – Pressure flushing valves and automatic closing urinal valves PN 10</td></tr><tr><td>EN 15091</td><td>Sanitary tapware - Electronic opening and closing sanitary tapware</td></tr></table>		Number	Title	EN 14055	WC and urinal flushing cisterns	EN 12541	Sanitary tapware – Pressure flushing valves and automatic closing urinal valves PN 10	EN 15091	Sanitary tapware - Electronic opening and closing sanitary tapware
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	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, a test report showing that the flushing system of the product complies with the requirements of the respective EN standards mentioned above or equivalent standards will be accepted.								
	Flush performance of urinal suites and urinals									
	The flush performance of urinal suites and urinals shall comply with the requirements of standard EN 13407.									
	Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Otherwise, a test report showing that the flush performance of the product complies with the requirements of Standard EN 13407 or equivalent standard will be accepted.								
	Product longevity									
	The urinal flushing equipment shall be covered by a warranty for repair or replacement of minimum four years. The warranty terms shall clearly cover the leak tightness and any valve of the product. The tenderer shall further ensure that original spare parts or their equivalent are available for at least 10 years from the date of purchase.									

Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted, such as self- declaration from the manufacturer stating that the above clause is met.
Installation instructions / user information	
<p>The urinal flushing equipment shall be supplied with the following information in print (on the packaging and/or on documentation accompanying the product) and/or electronic format:</p> <ul style="list-style-type: none"> - Proper installation instructions, including information on which class(es) and/or type(s) the product has been tested for, information on the specific operating pressures that the product is suitable for, information on which drainage system types the product can work with, information describing how to adjust the full flush volume as well as the consequences (e.g. in terms of residual water level, filling level, etc.), and, in the case of urinals and urinal flushing systems placed on the market independently, information on which products they shall be combined with to make a full functioning unit that is water efficient; - Advice on how rational use can minimise the environmental impact, in particular information on proper product's use to minimise consumption of water; - Information on full flush volume in l/flush; - Recommendations on the proper use and maintenance of the product, including advice on maintenance and use of products, information on which spare parts can be replaced, instruction concerning replacement of washers and other fittings if the product leaks, cleaning advice, etc.; - Information concerning appropriate disposal at product's end-of-life. 	
Verification:	Products holding a relevant Type 1 Eco-label fulfilling the listed requirements will be deemed to comply. Other appropriate means of proof will also be accepted, such as written evidence from the manufacturer that the above clause will be met.

Hospitality and Catering Services

Definition:

These product group criteria are applicable to all food and beverage items, with the exception of beverages whose containers are redeemable through the Beverage Container Refund Scheme operated locally.

Single Use Plastic products are defined as products made wholly or partly from plastic and that are not conceived, designed or placed on the market to accomplish, within their life span, multiple trips or rotations by being returned to the producer for refill or reused for the same purpose for which these were conceived. Examples of such include (not intended to be an exhaustive list) food containers or any food packaging, cups, cutlery, plates, stirrers, straws, packets & wrappers, beverage containers, their caps and lids.

List of product items:		Pages:
1	Hospitality and Catering Services	1

Hospitality and Catering Services

1.1	Subject Matter (suggestion on how to draft the tender title)	
	Purchase of food taking into consideration seasonality and minimising waste generation	
1.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	(In cases where the contracted company defines the menus) The main fruit and vegetables used in carrying out the service shall, whenever possible, be selected according to the seasonality of produce.	
	Verification	The Contractor shall submit a seasonal menu of fruit/vegetables reflecting the local seasonality of fruits and vegetables. This must be submitted for the approval of the Contracting Authority.
	Waste generation In order to reduce waste generation, food and beverages must be served using containers, utensils and related materials such as, but not limited to, cutlery, glassware, crockery, related accessories such as straws, stirrers and the like, and tablecloths which are re-usable. If single consumption of materials/containers is absolutely necessary for hygienic matters, then materials/containers must be biodegradable and/or compostable.	
	Verification:	A signed declaration from the bidder is required to corroborate serving of food using re-usable materials/containers.If single consumption of materials/containers is absolutely necessary, a signed declaration from the manufacturer/producer is to be enclosed to the bid certifying biodegradability or compostability of the materials/containers.
	Waste generated in carrying out any hospitality and catering services shall be collected separately at source in the following fractions of organic, plastic, paper, glass and metal to be sent for recycling.	
	Verification:	Bidder is to enclose a signed declaration specifying the separate collection of waste generated during the provision of the service in the fractions mentioned above. Following award and upon termination of contract, bidders may be asked to produce evidence that such separately collected waste delivered to registered waste management facilities for sustainable waste treatment.
	Plastic packaging is to be compostable/biodegradable/ re-usable. Other sustainable alternatives which do not compromise food hygiene or food safety will also be considered.	
	Verification:	A signed declaration from the manufacturer/producer is to be enclosed to the bid certifying biodegradability or compostability of any materials/containers If re-usable options are resorted to, bidders shall enclose a signed declaration describing the reusable material/container.
1.3	Award Criteria (to be considered when the BPQR is utilised)	
	Points shall be awarded to tenders where some of the following (either from primary, secondary packaging or both) requirements are met: Primary packaging 1. Reusable packaging systems are provided by the tenderer	

	<p>2. No single unit packaging shall be provided. When a food product is supplied in a single unit packaging the supplier must explain why this is more adequate than bulk.</p> <p>Secondary packaging</p> <p>3.Returnable packaging systems are provided by the tenderer (e.g. returnable crates</p> <p>4. Food and drinks are supplied with packaging with X % recycled content.</p>	
	Verification:	<p>The tenderer must provide a declaration of compliance indicating which of these criteria is able to be met and how.</p> <p>The contract authority will verify compliance during the contract period.</p>

Furniture

Definition:

The product group “furniture” shall comprise free-standing or built-in units, whose primary function is to be used for the storage, placement or hanging of items and/or to provide surfaces where users can rest, sit, eat, study or work, whether for indoor or outdoor use. Bed mattresses are included within the scope.

The product group does not include the following products:

- (a) Products whose primary function is not to be used as furniture. Examples include but are not limited to: streetlights, railings and fences, ladders, clocks, playground equipment, stand-alone or wall-hung mirrors, electrical conduits, road bollards and building products such as steps, doors, windows, floor coverings and cladding.*
- (b) Furniture fitted into vehicles used for public or private transit.*
- (c) Furniture products which consist of more than 5% (weight by weight) of materials other than: solid wood, wood-based panels, cork, bamboo, rattan, plastics, metals, leather, coated fabrics, textiles, glass or padding materials.*

List of product items:		Pages:
1	Furniture refurbishment services	1
2	Procurement of new furniture	2
3	Procurement of furniture End-of-Life services	4

Furniture refurbishment services		
1.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Refurbishment requirements <p>The tenderer shall refurbish the furniture items provided by the contracting authority according to the specified requirements. Depending on the kind of furniture to be refurbished and the condition of the existing furniture, the public authority shall detail as much as possible the operations to be carried out (e.g. respraying of metalwork, repair and/or re-finishing of wood surfaces, re-upholstery, desk conversions etc.).</p>	
	Verification	The tenderer shall provide details of all the refurbishing operation(s) to be carried out.
	Durable upholstery coverings <p>(This criterion shall only apply when the refurbishment operations involve the introduction or replacement of upholstery covers).</p> <p>The tenderer shall use upholstery covering materials, which may be based on either leather, textile fabrics or coated fabrics that comply with all of the physical quality requirements set out in Table 2, Table 3 or Table 4 of Appendix I³⁴, as appropriate.</p>	
	Verification:	The tenderer shall provide a declaration from the leather supplier, textile fabric supplier or coated fabric supplier, as appropriate, supported by relevant test reports, that the upholstery covering material meets the physical requirements for leather, textile fabrics or coated fabrics as specified in Table 2, Table 3 or Table 4 of Appendix I, respectively. Upholstery materials which have been awarded the EU Ecolabel for textiles, as established in Commission Decision 2014/350/EU or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply.
	Blowing agents <p>(only applicable to upholstered furniture)</p> <p>Where foam padding materials are used in furniture upholstery, halogenated organic compounds shall not be used as blowing agents or as auxiliary blowing agents in the manufacture of such padding materials.</p>	
	Verification:	The tenderer shall provide a declaration of non-use from the manufacturer of the foam.
	Refurbished furniture product warranty <p>The tenderer shall provide a minimum two year warranty effective from the date of delivery of the product. This warranty shall cover repair or replacement and include a service agreement with options for pick-up and return or on-site repairs. The warranty shall guarantee that the goods are in conformity with the contract specifications at no additional cost.</p>	
	Verification:	The tenderer shall provide a written declaration covering the abovementioned guarantee. A copy of the warranty shall be provided by the tenderer. They shall provide a declaration that they cover the conformity of the goods within the contract specifications.

³⁴ Appendix will be uploaded on www.gpp.gov.mt

Procurement of new furniture		
1.1	Subject Matter (suggestion on how to draft the tender title)	
	Purchase of furniture produced with environmentally friendly materials and processes	
1.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	Sourcing of legal timber for furniture production All timber used in furniture ³⁵ to be supplied under the contract must be legally harvested in accordance with Regulation (EU) 995/2010 (the 'EU Timber Regulation') 4. Any timber or timber products not covered by the Regulation (EU) 995/2010 should be either covered by FLEGT licences, covered by relevant CITES permits and certificates or subject to a due diligence system implemented by the tenderer which provides information on the country of harvest, species, quantities, supplier details and information on compliance with relevant national legislation. Where a risk of illegal timber in the supply chain is identified, the due diligence system should define procedures for mitigating this risk.	
	Verification	A declaration that only timber from legal sources will be used in the furniture product
	Formaldehyde emissions from wood-based panels (This requirement applies regardless of the weight fraction of wood-based panels in the furniture product) Formaldehyde emissions from all supplied wood-based panels, in the form that they are used in the furniture product (in other words, unfaced, coated, overlaid, veneered), and which were manufactured using formaldehyde-based resins, shall be equal to or less than the E1 threshold limits for formaldehyde emissions as defined in Annex B of EN 13986.	
	Verification:	A declaration from the wood-based panel supplier shall be provided, stating that the panels supplied are compliant with E1 emission limits, supported by test reports carried out according to either EN 717-1, EN 717-2 / EN ISO 12460-3 or EN 120 / EN ISO 12460-5.9 Furniture products which have been awarded the EU Ecolabel for furniture, as established in Commission Decision (EU) 2016/1332 or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply.
	REACH Candidate List substance reporting The tenderer shall declare the presence of any REACH Candidate List ³⁶ substances that are present at a concentration of greater than 0.1% (weight by weight) in the product and any component parts/materials thereof.	
	Verification:	The tenderer shall provide a declaration identifying specific REACH Candidate List substances that are present according to the latest version of the Candidate List at the date of publication of the invitation to tender.

³⁵ For timber and timber products within the remit of EU Timber Regulation.

³⁶ Candidate List of substances of very high concern for Authorisation published in accordance with Article 59(10) of the REACH Regulation <https://echa.europa.eu/candidate-list-table>

	<p>Blowing agents (only applicable to upholstered furniture)</p> <p>Where foam padding materials are used in furniture upholstery, halogenated organic compounds shall not be used as blowing agents or as auxiliary blowing agents in the manufacture of such padding materials.</p>
	<p>Verification: The tenderer shall provide a declaration of non-use from the manufacturer of the foam padding material. Upholstered furniture products which have been awarded the EU Ecolabel for furniture, as established in Commission Decision (EU) 2016/1332 or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply.</p>
	<p>Fitness for use</p> <p>The furniture product shall comply with the requirements set out in the latest versions of the following relevant EN standards that may relate to the durability, dimensional requirements, safety and strength of the product: (contracting authority to make reference to specific standards from Appendix IV or other sources that are most relevant to the furniture being procured)</p>
	<p>Verification: The tenderer shall provide a declaration of compliance with any relevant EN standards, supported by test reports from either the furniture manufacturer or component part/material suppliers, as appropriate. Furniture products which have been awarded the EU Ecolabel for furniture, as established in Commission Decision (EU) 2016/1332 or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply.</p>
	<p>Design for disassembly and repair</p> <p>The tenderer shall provide clear disassembly and repair instructions (e.g. paper or electronic copy, video) to enable a non-destructive disassembly of the furniture product for the purpose of replacing component parts/materials. Instructions shall be provided in a hard copy together with the product and/or in electronic copy via the manufacturer's website. Disassembly and replacement operations should be capable of being carried out using common and basic manual tools and unskilled labour.</p>
	<p>Verification: A manual shall be provided by the tenderer which shall include an exploded diagram of the product, illustrating the parts that can be removed and replaced and the tools required. Furniture products which have been awarded the EU Ecolabel for furniture, as established in Commission Decision 2016/1332/EU or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply.</p>
	<p>Product warranty and spare parts</p> <p>The tenderer shall provide a minimum three-year warranty effective from the date of delivery of the product. This warranty shall cover repair or replacement and include a service agreement with options for pick-up and return or on-site repairs. The warranty shall guarantee that the goods are in conformity with the contract specifications at no additional cost. The tenderer shall guarantee the availability of spare parts, or elements which achieve an equivalent function, for a period of at least three years from the date of delivery of the furniture product. Contact details that should be used in order to arrange the delivery of spare parts shall be provided.</p>
	<p>Verification: The tenderer shall provide a written declaration detailing the offered period and stating that it covers the conformity of the goods with the contract specifications, including all indicated usage. The tenderer shall provide a declaration that compatible spare parts will be made available to the contracting authority or through a service provider. Furniture products which have been awarded the EU Ecolabel for furniture, as established in Commission Decision 2016/1332 or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply.</p>

Procurement of furniture End-of-Life services

1.2	Technical Specification (to be included in the terms of reference / technical specifications)		
	<p>Collection and reuse of existing furniture stock</p> <p>Tenderers shall collect the furniture directly from a site specified by the contracting authority and provide a re-use and recycling service for furniture that has reached the end of its service life. The tenderer shall provide a description of how they will extend the service life of the furniture by supplying it for reuse. Furniture items/parts that are considered not suitable to reuse, and according to the knowledge of the CA about appropriate recycling facilities in the region, one of the following options shall be chosen:</p> <p>Option a. Furniture items/parts that are not possible to re-use shall be disassembled into different material streams, as a minimum plastics, metals, textiles and wood before being sent to different recycling facilities¹⁵. Any remaining materials shall be sent to energy recovery facilities, wherever these are available at the regional level.</p> <p>Option b. Metal parts from furniture items/parts that are not possible to re-use shall be recycled and the remainder of the furniture product shall be sent to energy recovery facilities, wherever these are available at the regional level.</p>		
	<table border="1"> <tr> <td data-bbox="277 943 427 1046">Verification</td><td data-bbox="427 943 1439 1046">The tenderer shall provide details of the arrangements for the collection of the furniture, as well as re-use and recycling routes to be used. This shall include the details of all involved parties in the re-use and recycling of the furniture.</td></tr> </table>	Verification	The tenderer shall provide details of the arrangements for the collection of the furniture, as well as re-use and recycling routes to be used. This shall include the details of all involved parties in the re-use and recycling of the furniture.
Verification	The tenderer shall provide details of the arrangements for the collection of the furniture, as well as re-use and recycling routes to be used. This shall include the details of all involved parties in the re-use and recycling of the furniture.		

Vending machines

Definition:

These product group criteria are applicable to the following range of products: fruit and vegetables; aquaculture, marine, meat and dairy products; and drinks and beverages

List of product items:		Pages:
1	Food	2

Food		
1.1	Subject Matter (suggestion on how to draft the tender title)	
	Purchase of (food or a certain food product group) coming at least partially from organic sources.	
1.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	At least 1% of <i>[list of specific products, drawn by the procurer, selected according to the seasonality of produce]</i> must be organically produced according to Regulation (EC) No 834/2007	
	Verification:	Products carrying the European Community organic label will be deemed to comply. Alternatively, the bidder shall provide the specifications of the products or other written evidence of conformity to demonstrate this criterion is met.
	(In cases where the contracted company defines the menus) The main fruit and vegetables used in carrying out the service shall, whenever possible, be selected according to the seasonality of produce.	
	Verification:	The Contractor shall submit a seasonal menu of fruit/vegetables reflecting the local seasonality of fruits and vegetables. This must be submitted for the approval of the Contracting Authority.
1.3	Award Criteria (to be considered when the BPQR is utilised)	
	Organic food Additional share of products coming from organic sources above the minimum requirement in the specification.	
	Verification:	Products carrying a Community or national organic label will be deemed to comply.
	Packaging Products must be supplied in either of the following means: <ul style="list-style-type: none"> • Are supplied in secondary and/or transport packaging with more than 45% recycled content • Are supplied in packaging materials based on renewable raw materials 	
	Verification:	The supplier must provide a signed declaration indicating which of these criteria it is able to meet. The contracting authority will verify compliance during the contract period, and appropriate penalties will be applied for non-compliance.

Electric & electronic equipment used in health care

Definition:

This product group criteria is applicable for equipment provided with not more than one connection to a particular supply mains and intended to diagnose, treat, or monitor the patient under medical supervision and which makes physical or electrical contact with the patient and/or transfers energy to or from the patient and/or detects such energy transfer to or from the patient. The equipment includes those accessories as defined by the manufacturer which are necessary to enable the normal use of the equipment.

List of product items:

Pages:

1	Electric & electronic equipment used in health care
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1

Electric & electronic equipment used in health care		
1.1	Subject Matter (suggestion on how to draft the tender title)	
	Purchase of (<i>electrical and electronic equipment used in the health care</i>) sector with reduced environmental impact.	
1.2	Technical Specification (to be included in the terms of reference / technical specifications)	
	<p>User instructions for green performance management</p> <p>A guide shall be provided with instructions on how to maximise the environmental performance of the particular medical equipment in written form either as a specific part of the user manual, or in digital form accessible via the manufacturer's website, or on a CD, or in paper format on the packaging or on documentation accompanying the product. The instruction manual shall be made available together with the equipment. The documentation shall, as a minimum requirement and without detriment to the clinical performance of the equipment, include the following:</p> <p>Instructions for users on how to use the equipment to minimize the environmental impact during installation, use, service and recycling/disposal , including instructions on how to minimize consumption of energy, water, consumable materials/parts, emissions.</p> <p>Recommendations on the proper maintenance of the product, including information on which spare parts can be replaced, cleaning advice.</p> <p>Information on the content in the product(s) purchased under this contract of Candidate List Substances of Very High Concern (SVHC) identified under Article 57 of Regulation (EC) No 1907/2006 (REACH regulation) in order for the contracting authority to take appropriate precautionary measures.</p>	
	Verification:	A copy of the relevant pages of the instruction manual shall be supplied to the authority. The tenderer should also provide a declaration that this manual shall be available for access on the tenderer's or manufacturer's website, on a CD, or in paper format. A list of the substances present in the product(s) purchased under this contract, which are included in the SVHC Candidate List, and complementary information according to Article 33 in REACH.
	Product longevity and warranty	
	Repair or replacement of the product shall be covered by the warranty terms given by the manufacturer. The tenderer shall further ensure that genuine or equivalent spare parts are available (direct or via other nominated agents) for the expected service life of the equipment, at least for 5 years over warranty.	
	Verification:	The tenderer has to declare that the above clause will be met.
	Training for energy efficiency optimisation	
	The tenderer shall provide training that includes elements regarding adjustment and fine-tuning of the equipment's electricity using parameters (for example, standby mode) in order to optimise the electricity use. The training can be included in the clinical and technical education to be provided by the tenderer.	
	Verification:	Description of the energy education training to be provided.

	Installation with energy efficiency optimisation <p>The tenderer shall provide when installing the equipment, a needs assessment of the user (i.e. the ward) (for example frequency of use, type of examinations etc.). On the basis of the analysis, the tenderer shall provide documentation and information to the contracting authority on how to optimise the purchased equipment's electricity using parameters. If applicable, this process shall be repeated and revised at every preventive maintenance of the equipment done by the supplier.</p>	
	Verification:	Description of the installation procedure and preventive maintenance procedure.
1.3	Award Criteria³⁷ (to be included when BPQR is utilised)	
	Energy performance requirements <p>Energy performance of health care EEE except from CT, haemodialysis equipment, MRI, medical sterilizers and disinfectors.</p> <p>Points will be awarded according to the daily energy consumption E (kWh)/day), as shown in the table below (the lower the daily energy consumption, the more points will be awarded). Definitions of modes are according to Appendix 1. The proposed means of verification is indicated below the table.</p> <p>For incubators and medical freezers, points will be awarded according to the daily energy consumption per volume, E (kWh/day and m3).</p> <p>The procurer needs to indicate the expected daily use patterns of the equipment ("customised scenario"), the tenderer will need to state the energy use of the equipment in the different modes. The pre-determined use scenario is a recommendation to the procurer based on average use scenarios of European hospitals. The procurer is however free to adapt the use scenario to the specific needs.</p>	

³⁷ Award Criteria should altogether account for at least 15% of the total points available as indicated in the EU technical background report.

Equipment	Mode	Customised scenario <i>Stated by procurer</i>	Pre-determined use scenario <i>Guidance</i>	Energy in use phase <i>Stated by tenderer</i>	The Energy usage (E) calculation:
Active Respiratory Gas Humidifier	Active	$T_1 = 24$ hrs.	$T_1 = 24$	P_1	$(T_1 * P_1) = E$ (kWh) per day
	Definitions of modes according to appendix 1.	T =time, number of hours in the current mode per day	Recommended use scenario.	P = power (kW), Power measurements according to test conditions in appendix 11.	
Bed side monitoring equipment	Active	$T_1 = 24$ hrs.	$T_1 = 24$	P_1	$(T_1 * P_1) = E$ (kWh) per day
	Definitions of modes according to appendix 1.	T =time, number of hours in the current mode per day	Recommended use scenario.	P = power (kW), Power measurements according to test conditions in appendix 13.	

Equipment	Mode	Customised scenario <i>Stated by procurer</i>	Pre-determined use scenario <i>Guidance</i>	Energy in use phase <i>Stated by tenderer</i>	The Energy usage (E) calculation:
ECG (Electro-cardio-graphic) equipment (diagnostic)	Active	T_1	$T_1 = 2$	P_1	$(T_1 * P_1) + (T_2 * P_2) + (T_3 * P_3) = E \text{ (kWh) per day}$
	Standby <i>(for those having this mode)</i>	T_2	$T_2 = 2$	P_2	
	Off	T_3	$T_3 = 20$	P_3	
	Definitions of modes according to appendix 1.	T =time, number of hours in the current mode per day	Recommended use scenario.	P = power (kW), Power measurements according to test conditions in appendix 7.	
Endoscopic equipment (camera unit, endoscope, light, air pump)	Active	T_1 =number of hours in this mode per day, with the following conditions specified for the light source by procurer: Lux= Light intensity Ra= Colour rendering index T°= Colour temperature (Kelvin), <i>life span</i> in hours	$T_1 = 5$	P_1	$(T_1 * P_1) + (T_2 * P_2) = E \text{ (kWh) per day}$
	Off	T_2	$T_2 = 19$	P_2	
	Definitions of modes according to appendix 1.	T =time, number of hours in the current mode per day	Recommended use scenario.	P = power (kW), Power measurements according to test conditions in appendix 8 and according to conditions specified by the procurer.	

Equipment	Mode	Customised scenario <i>Stated by procurer</i>	Pre-determined use scenario <i>Guidance</i>	Energy in use phase <i>Stated by tenderer</i>	The Energy usage (E) calculation:
HF surgery, diathermy equipment	Active	T_1 = operation hours per day	$T_1 = 5$	P_1 = (measured with load 500 Ω for mono polar and 50 Ω for bipolar with duration time 30 seconds)	$(T_1 \cdot P_1) + (T_2 \cdot P_2) = E$ (kWh) per day
	Off	T_2 = operation hours per day	$T_2 = 19$	P_2	
	Definitions of modes according to appendix 1.		Recommended use scenario.	P = power (kW), Power measurements according to test conditions in appendix 6.	
Incubator for babies (permanent)	Active	$T_1 = 24$ Specify: space for patients, e.g. space for patients up to 8 kg and length of 60 cm	$T_1 = 24$, incubator shall fit patients up to 8 kg and length of 60 cm	$E_{1m} (T_1 \cdot P_1)$ per V	$(T_1 \cdot P_1) / V = E$ (kWh) per day and m^3 of incubator
	Definitions of modes according to appendix 1.	T = time, number of hours in the current mode per day	Recommended use scenario.	P = power (kW), Power measurements according to test conditions in appendix 9. V = volume (m^3) of incubator fulfilling the conditions (space) specified by the procurer	
Infusion pumps and syringe pumps	Active	T_1	$T_1 = 14$	P_1	$(T_1 \cdot P_1) + (T_2 \cdot P_2) = E$ (kWh) per day
	Off	T_2	$T_2 = 10$	P_2	
	Definitions of modes according to appendix 1.	T = time, number of hours in the current mode per day	Recommended use scenario.	P = power (kW), Power measurements according to test conditions in appendix 10.	

Equipment	Mode	Customised scenario <i>Stated by procurer</i>	Pre-determined use scenario <i>Guidance</i>	Energy in use phase <i>Stated by tenderer</i>	The Energy usage (E) calculation:
Laser instruments for surgery, Continuous lasers	Active mode = Ready condition	T_1	$T_1 = 5$	P_1	$(T_1 \cdot P_1) + (T_2 \cdot P_2) + (T_3 \cdot P_3) = E$ (kWh) per day
	Standby = laser standby	T_2	$T_2 = 4$	P_2	
	Off	T_3	$T_3 = 15$	P_3	
	Definitions of modes according to appendix 1 and the active mode and standby mode are defined according to the definition in the standard SS-EN 60 601-2-22, 2.1.117 – stand-by/ready condition.	T =time, number of hours in the current mode per day	Recommended use scenario.	P = power (kW), Power measurements according to test conditions in appendix 12.	
Medical freezers	Active	$T_1 = 24$ hrs. Specify: Useful capacity, the length, the width and the height of the inner volume = V , volume (m^3) of the freezer, as well as requested temperature.	$T_1 = 24$	P_1	$(T_1 \cdot P_1) / V = E$ (kWh) per day and m^3 of freezer
	Definitions of modes according to appendix 1.	T =time V = volume	Recommended use scenario.	P = power (kW), Power measurements according to test conditions in appendix 17.	

Equipment	Mode	Customised scenario <i>Stated by procurer</i>	Pre-determined use scenario <i>Guidance</i>	Energy in use phase <i>Stated by tenderer</i>	The Energy usage (E) calculation:
Medical lighting (surgical lamps)	Active	T_1 = number of hours in this mode per day, with the following conditions specified by procurer: L_{ux} = Light intensity R_a = Colour rendering index T^* = Colour temperature (Kelvin) $Life\ span$ in hours	$T_1 = 8$	P_1 = measured for lamp type fulfilling the conditions specified by the procurer	$(T_1 * P_1) + (T_2 * P_2) = E$ (kWh) per day
	Off	T_2	$T_2 = 16$	P_2	
	Definitions of modes according to appendix 1.	T = time, number of hours in the current mode per day	Recommended use scenario.	P = power (kW), Power measurements according to test conditions in appendix 15.	
Patient warming systems (blankets, pads, mattresses)	Active	T_1	$T_1 = 9$	P_1	$(T_1 * P_1) + (T_2 * P_2) = E$ (kWh) per day
	Off	T_2	$T_2 = 15$	P_2	
	Definitions of modes according to appendix 1.	T = time, number of hours in the current mode per day	Recommended use scenario.	P = power (kW), Power measurements according to test conditions in appendix 16.	
With forced air device	Active	T_1	$T_1 = 9$	$P_1 + P_F$	$(T_1 * (P_1 + P_F)) + (T_2 * P_2) = E$ (kWh) per day
	Off	T_2	$T_2 = 15$	P_2	
	Definitions of modes according to appendix 1.	T = time, number of hours in the current mode per day	Recommended use scenario.	P = power (kW), Power measurements according to test conditions in appendix 16. P_F = power of the forced air device	

Equipment	Mode	Customised scenario <i>Stated by procurer</i>	Pre-determined use scenario <i>Guidance</i>	Energy in use phase <i>Stated by tenderer</i>	The Energy usage (E) calculation:
Ultrasound equipment, excl. therapeutic	Scan / ready-to-scan	T ₁	T ₁ = 6	P ₁	(T ₁ *P ₁) + (T ₂ *P ₂) + (T ₃ *P ₃) = E (kWh) per day
	Standby	T ₂	T ₂ = 6	P ₂	
	Off	T ₃	T ₃ = 12	P ₃	
	Definitions of modes according to COCIR SRI v1 (2009)	T=time, number of hours in the current mode per day	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 14.	
	For battery powered ultrasound equipment: Energy consumption (kWh) to fully charge the battery: E _{charge} Daily Consumption for battery powered models: E _{charge} *3				
Ventilator , intensive care ventilator (excluding transport ventilator), anaesthesia ventilator (excluding home ventilators)	Active	T ₁ = 24 hrs.	T ₁ = 24	P ₁	(T ₁ *P ₁) = E (kWh) per day
	Definitions of modes according to appendix 1.	T=time, number of hours in the current mode per day	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 18.	
X-ray incl. mammo-graphy, excl. osteoporosis	Standby	T ₁	T ₁ = 15	P ₁	(T ₁ *P ₁) + (T ₂ *P ₂) = E (kWh) per day
	Off	T ₂	T ₂ = 9	P ₂	
	Definitions of modes according to appendix 1.	T=time, number of hours in the current mode per day	Recommended use scenario.	P= power (kW), Power measurements according to test conditions in appendix 3.	
Verification:	Tenderers shall provide. a test report according to the standard EN 50564:2011 (6.1, 6.2, 6.3, and 6.4) or equivalent. The test report shall include energy performance data for the equipment. The data shall be measured in the modes and according to the test conditions in the appendices and use scenarios stated for each equipment above. The testing shall be performed by laboratories according to the general requirements of EN ISO 17025, U.S. 21 CFR Part 820, ISO 13485 or equivalent according to the test conditions stated above.				
Energy performance for Computed Tomography (CT) Points will be awarded according to the daily energy consumption E (kWh)/day), see below (the lower the daily energy consumption, the more points will be awarded). Definitions of modes are according to Appendix 2. The procurer needs to indicate the expected daily use patterns of the equipment ("customised scenario"), the tenderer will need to state the power consumption of the equipment in the different modes. The pre-determined use scenario is a recommendation to the procurer. The procurer is however free to adapt the use scenario to the specific needs.					

	<p>Predetermined use scenario (to be used as the reference to compare CTs)</p> <p>Tenderers shall state the daily energy consumption, E (kWh)/day, for one of the 3 scenarios2 according to the methodology and test conditions in the COCIR SRI for Computed Tomography Equipment, see www.cocir.org, or equivalent. The procurer states for which scenarios the energy consumption shall be provided.</p> <p>Scenario Off: energy consumption according to use scenario 20 scans per day with 12h in Off mode overnight</p> <p>Scenario Idle: energy consumption according to use scenario 20 scans per day with 12h in Idle mode overnight</p> <p>Scenario LowPower: energy consumption according to use scenario 20 scans per day with 12h in LowPower mode overnight</p> <p>Customised use scenario</p> <p>Tenderers deliver the following values according to the methodology and test conditions in the COCIR SRI for Computed Tomography Equipment, see www.cocir.org/site/index.php?id=46, or equivalent:</p> <p>POff :Power consumption (kW) in Off mode</p> <p>PIidle : Power consumption (kW) in Idle mode</p> <p>PLow: Power consumption (kW) in Low Power mode</p> <p>EScan: Energy consumption during abdomen scan</p> <p>TScan: duration of abdomen scan (from prescription to power back in idle mode)</p> <p>The daily energy consumption can be calculated with the following formula (values in <i>italics</i> to be determined by the purchaser, in bold declared by the supplier)</p> <p>E=kWh/day = POff x TOff + PLow x TLow + NScan x EScan + PIidle x (24h – TOff - TLow - NScan x TScan)</p> <p>Where:</p> <p>NScan is the number of scans per day.</p> <p>Considering the little influence of energy used in scan mode over 24 hours, results from the COCIR methodology have shown that energy usage for scan mode can be approximated by using the abdomen scan only.</p> <p>TLow,off is time in hours per day for each mode.</p> <p>TScan is time duration for each scan (stated by the tenderer).</p>
<p>Verification</p>	<p>For CT: Tenderers shall provide a test report according to the COCIR SRI for Imaging Equipment, see www.cocir.org/site/index.php?id=46, or equivalent, showing the energy performance data. The testing shall be performed by laboratories according to the general requirements of EN ISO 17025, U.S. 21 CFR Part 820, ISO 13485 or equivalent according to the test conditions stated above.</p>
	<p>Energy performance for haemodialysis equipment:</p> <p>Points will be awarded according to the energy consumption per treatment, E (kwh) / treatment, and the test conditions below. (The lower the energy consumption per treatment, the more points will be awarded).</p> <ul style="list-style-type: none"> • The treatment cycle shall be as follows, in accordance with IEC 60601-2-16 or equivalent: • Test – time duration depends on machine • Filling/Rinsing - 10 Minutes • Pre-Circulation - 15 Minutes • Dialysis- 4h • Heat/Chemical Disinfection – time duration depends on machine <i>Type of disinfection to be stated by the procurer.</i>

	<p>The energy usage per treatment shall be measured according to test conditions specified in Appendix 5.</p> <p>Points will be awarded if the dialysis equipment is equipped with an automatic function to reduce the dialysis flow during the time between priming and dialysis phase. The tenderer shall state the reduced dialysis flow. The larger the reduction of the dialysis flow, the more points will be awarded. Points will be awarded if the dialysis equipment turns itself off when not in use within 10 minutes after the disinfection.</p>
Verification	<p>Tenderers shall provide a test report according to the standard EN 50564:2011 (6.1, 6.2, 6.3, and 6.4) or equivalent. The test report shall include energy performance data for the equipment. The data shall be measured in the modes and according to the test conditions and use scenarios stated above.</p> <p>The testing shall be performed by laboratories according to the general requirements of EN ISO 17025, U.S. 21 CFR Part 820, ISO 13485 or equivalent according to the test conditions stated above.</p>
	<p>Energy performance for Magnetic Resonance Imaging (MRI)</p> <p>Points will be awarded according to the daily energy consumption E (kWh)/day, see below (the lower the daily energy consumption, the more points will be awarded).</p> <p>Definitions of modes are according to Appendix 2.</p> <p>The procurer needs to indicate the expected daily use patterns of the equipment ("customised scenario"), the tenderer will need to state the energy use of the equipment in the different modes. The pre-determined use scenario is a recommendation to the procurer. The procurer is however free to adapt the use scenario to the specific needs.</p> <p>Predetermined use scenario (to be used as the reference to compare MRIs)</p> <p>Tenderers deliver the daily energy consumption E (kWh)/day, according to the methodology and test conditions in the COCIR SRI for Magnetic Resonance Imaging Equipment or equivalent, see www.cocir.org/site/index.php?id=46.</p> <p>Customised use scenario</p> <p>Tenderers deliver the following values according to the methodology and test conditions in the COCIR SRI for Magnetic Resonance Imaging Equipment, see www.cocir.org/site/index.php?id=46, or equivalent:</p> <p>POff :Power consumption (kW) in Off mode</p> <p>PLow: Power consumption (kW) in Low Power mode</p> <p>PReady: Power consumption (kW) in Ready-to-scan mode</p> <p>EScan: Energy consumption during scan for 5 body regions (head, spine, abdomen, knee, angio)</p> <p>TScan: duration of scan (including sequences scan time and a fixed ready-to-scan time defined in the COCIR methodology)</p> <p>The daily energy consumption can be calculated with the following formula (values in <i>italics</i> to be determined by the purchaser, in bold declared by the supplier)</p> $\text{kWh/d} = \text{POff} \times \text{TOff} + \text{PLow} \times \text{TLow} + \text{NScan} \times \text{EScan} + \text{PReady} \times (24\text{h} - \text{TOff} - \text{TLow} - \text{NScan} \times \text{TScan})$ <p>Where:</p> <p>NScan is the number of scan for each body region: $\text{NScan} \times \text{TScan} = \text{NHead} \times \text{THead} + \text{NAbdomen} \times \text{TAbdomen} + \text{NSpine} \times \text{TSpine} + \text{NKnee} \times \text{TKnee} + \text{NAngio} \times \text{TAngio}$.</p> <p>Tlow, off is time in hours per day for each mode.</p> <p>Tscan is time duration for each scan (stated by the tenderer).</p>
Verification	<p>Tenderers shall provide a test report according to the COCIR SRI for Imaging Equipment, see www.cocir.org/site/index.php?id=46, or equivalent, showing the energy performance data for the equipment.</p> <p>The testing shall be performed by laboratories according to the general requirements of EN ISO 17025, U.S. 21 CFR Part 820, ISO 13485 or equivalent according to the test conditions stated above.</p>

	<p>Energy performance for medical sterilizers</p> <p>Pre-determined use scenario</p> <p>The capacity and the loading of a sterilizer both have an impact on the energy performance depending on the usage of the available capacity. The more goods that are sterilized with one single cycle, the lower the energy consumption per good. The energy consumption of sterilizers can be either rated based on the usable chamber volume in litres or on the maximum load capacity in kg. The tenderer shall state both criteria in numbers to give the contracting authority an average impression of energy consumption.</p> <p>Points will be awarded according to the energy consumption per cycle , i.e.:</p> <ul style="list-style-type: none"> • how low the reported energy consumption per litre is, EV (Wh /l), according to the test conditions in appendix 4. • how low the reported energy consumption per load is, EW (Wh /kg), according to the test conditions in appendix 4. <p>The lower the energy consumption per cycle, the more points will be awarded.</p> <p>The tenderer will specify: energy consumption:</p> <ul style="list-style-type: none"> • EV for empty chamber • EW for maximum load as specified in Appendix 4 • the usable chamber volume (in litres) • the applied product standard (EN 13060 or EN 285) • Definitions of modes are according to Appendix 1. • The measurements shall be carried out according to the test conditions specified in Appendix 4. • • Tenderers shall provide energy performance data, EV and EW for the equipment, based on test protocols according to the standard EN 50564:2011 (6.1, 6.2, 6.3, and 6.4) or equivalent. The data shall be measured in the modes and according to the test conditions in appendix 4. The testing shall be performed by laboratories according to the general requirements of EN ISO 17025, U.S. 21 CFR Part 820, ISO 13485 or equivalent according to the test conditions stated above. <p>Customised use scenario</p> <p>Points will be awarded according to the daily energy consumption E (kWh)/day), see table below (the lower the daily energy consumption, the more points will be awarded). Please, fill in the table below. Definitions of modes are according to Appendix 1. Verification description can be viewed below the table.</p>
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Equipment	Mode	Customised use scenario <i>Stated by procurer</i>	Energy in use phase <i>Stated by tenderer</i>	The Energy usage (E) calculation:
Medical sterilizer	Active	N= Number of specified cycles per day (Specify: L= load per cycle (kg), M= material type (metal or textile), T=Type of cycle (sterilizing T°), drying stage used (yes/no))	E ₁ = Energy usage (kWh) per cycle based on the specified cycle stated by the procurer	$[\sum (N_1 \cdot E_1)] + (T_2 \cdot P_2) + (T_3 \cdot P_3) = E \text{ (kWh) per day}$
	Ready	T ₂	P ₂	
	Standby	T ₃	P ₃	
	Definitions of modes according to appendix 1.	T=time, number of hours in the current mode per day	P= power (kW), Power and Energy usage measurements according to test conditions in appendix 4.	
Verification	Tenderers shall provide a test report according to the standard EN 50564:2011 (6.1, 6.2, 6.3, and 6.4) or equivalent. The test report shall include energy performance data EV and EW. The data shall be measured in the modes and according to the test conditions in appendix 4 and to the use scenarios stated by the procurer. The testing shall be performed by laboratories according to the general requirements of EN ISO 17025, U.S. 21 CFR Part 820, ISO 13485 or equivalent according to the test conditions stated above.			
Energy performance for flusher and washer disinfectant equipment				
<p>Points will be awarded according to the energy consumption per cycle, E (kwh) / cycle, see below (the lower the energy consumption per cycle, the more points will be awarded).</p> <p>The procurer states the type of disinfectant to be procured:</p> <ul style="list-style-type: none">Disinfectant for flexible endoscopesDisinfectant for all other instruments (General surgical instruments, MIS, Anaesthetics, Orthopaedics, etc.)Disinfectant for bulky goods like Sterile Containers, Trolleys, OP-Theatre-Shoes, etc.Disinfectant for human waste containers <p>and needs to specify the following:</p> <ul style="list-style-type: none">Specific required load (amount of load)Drying stage used (Yes/No)HW (Hot Water) (Yes/No)Treated Water in Final rinse (Yes/No)Heating methods (Steam or Electrical)Voltage <p>Measurements shall be carried out by manufacturer according to:</p> <p>A0 Value:</p> <ul style="list-style-type: none">Disinfectant for surgical and analytical instruments: A0 3000Disinfectant for Instruments and bulky goods: A0 600Disinfectant for human waste containers: A0 60CW (Cold Water) Max temperature 20°C				

	<ul style="list-style-type: none">• HW (Hot Water) Max temperature 60°C• Treated Water Max temperature 20°C• Steam Max 500 kPa <p>Additional test conditions for energy performance measurements are found in Appendix 3.</p> <p>The manufacturer states what acceptance criteria is for cleaning, disinfection and drying performance in accordance to EN ISO 15883.</p> <p>The tenderer states the energy performance per cycle, based on above parameters.</p>																		
Verification	<p>Tenderers must provide a test report with included water consumption data and energy performance for the equipment, also demonstrating that the above standards and test conditions or equivalent are met.</p> <p>The testing shall be performed by laboratories according to the general requirements of EN ISO 17025, U.S. 21 CFR Part 820, ISO 13485 or equivalent according to the test conditions stated above.</p>																		
<p>Automatic low power mode for medical sterilizer, disinfectors, CT, ECG diagnostic, MRI, and ultrasound</p> <p>Points will be awarded if the equipment can be configured to go automatically into a standby or off mode after a certain period of inactivity or after a predetermined schedule, according to the pattern below. For CT and MRI points will be awarded if the scanner is equipped with a low power mode which can be activated by the operator:</p> <table><tr><th>Equipment</th><th>From mode</th><th>To mode</th></tr><tr><td>Medical sterilizer and disinfectors</td><td>Ready mode</td><td>Standby mode</td></tr><tr><td>CT</td><td>Idle</td><td>Low power mode</td></tr><tr><td>ECG, diagnostic</td><td>Active or standby mode</td><td>Off mode</td></tr><tr><td>MRI</td><td>Ready-to-scan mode</td><td>Low power mode</td></tr><tr><td>Ultrasound</td><td>Ready-to-scan mode (The ultrasound unit is on and ready to acquire the image. All modules except the ones needed for the scan are on (the transducer is not activated).</td><td>Standby mode</td></tr></table> <p>Points will also be awarded if the equipment has a short and automated start-up to full functionality after its automatic function according to above has been activated. Specify the time in seconds and the active efforts required of the staff. The shorter time and the smaller active efforts needed, the more points will be awarded.</p> <p>Definitions of modes are according to appendix 2 for CT and MRI and according to appendix 1 for the remaining equipment above.</p>		Equipment	From mode	To mode	Medical sterilizer and disinfectors	Ready mode	Standby mode	CT	Idle	Low power mode	ECG, diagnostic	Active or standby mode	Off mode	MRI	Ready-to-scan mode	Low power mode	Ultrasound	Ready-to-scan mode (The ultrasound unit is on and ready to acquire the image. All modules except the ones needed for the scan are on (the transducer is not activated).	Standby mode
Equipment	From mode	To mode																	
Medical sterilizer and disinfectors	Ready mode	Standby mode																	
CT	Idle	Low power mode																	
ECG, diagnostic	Active or standby mode	Off mode																	
MRI	Ready-to-scan mode	Low power mode																	
Ultrasound	Ready-to-scan mode (The ultrasound unit is on and ready to acquire the image. All modules except the ones needed for the scan are on (the transducer is not activated).	Standby mode																	
Verification	<p>Tenderers shall provide documentation such as a copy of the instruction manual, describing:</p> <p>The required automatic low power or off mode according to the above pattern, how it can be activated by the operator and the available configuration options, including individualized automatic behaviour and functions or description on how to best use low power modes to save energy, and</p> <p>The start-up time with its required active efforts of the staff.</p> <p>The tenderer shall declare that this documentation will be available for access on the tenderer's or manufacturer's website, on a CD, or in paper format.</p>																		
<p>Equipment with a metering device</p> <p>Points will be awarded if the equipment has or can be equipped with a metering device, so that a log of the current consumption (of electricity, water (if relevant), and gas (relevant for anaesthesia and intensive care equipment)) can be observed and registered. The user should also be able to obtain statistics from historic consumption in report form. The tenderer shall state the conditions for consumption metering.</p>																			

	<p>as well as if additional cost will be applied³. The tenderer shall also state the restrictions regarding what or how the staff can measure with the metering device.</p> <p>Points will be awarded if the acquired data can automatically be sent to a central point of data gathering.</p>	
	Verification	Tenderers shall provide documentation such as a copy of the instruction manual, describing the metering device and its functions, conditions and restrictions.
	<p>Water consumption for haemodialysis equipment</p> <p>Points will be awarded according to the water consumption per treatment (the lower the water consumption, the more points will be awarded).</p> <p>The treatment cycle shall be as follows, in accordance with IEC 60601-2-16 or equivalent:</p> <ul style="list-style-type: none"> • Test – time duration depends on machine • Filling/Rinsing - 10 Minutes • Pre-Circulation - 15 Minutes • Dialysis- 4h • Heat/Chemical Disinfection – time duration depends on machine Type of disinfection to be stated by the procurer. <p>Points will be awarded for equipment with a low water consumption function (at least 50 % reduction of the water consumption for the pre-circulation phase).</p> <p>Points will be awarded for equipment with a no water consumption function during standby (100 % reduction in saving mode).</p> <p>Contracting authorities will have to indicate in the contract notice and tender documents how many points will be awarded for each award criterion.</p>	
	Verification	Tenderers must provide a test report with included water consumption data according to test conditions specified in IEC 60601-2-16 or equivalent and relevant pages of or link to instruction manual covering the low and no water consumption functions, also demonstrating that the above standards and test conditions or equivalent are met. The testing shall be performed by laboratories according to the general requirements of EN ISO 17025, U.S. 21 CFR Part 820, ISO 13485 or equivalent according to the test conditions stated above.