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**Capacity Building for the Implementation of  
Sustainable Public Procurement in Mauritius**

Procurement Policy Office, Government of Mauritius

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**Training Manual  
For  
Suppliers**

*(Office furniture)*

November 2013

Environmental Management Centre LLP, India

[www.emcentre.com](http://www.emcentre.com)

*The training manual has been designed for duplex printing and it is encouraged that the manual is printed as double-sided on suitable paper.*

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# Acknowledgement

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The *Training Manual for Suppliers* is part of the package developed for conducting capacity building training courses on Sustainable Public Procurement in Mauritius. These have been developed by Environmental Management Centre LLP (EMC), India under the project commissioned by the Ministry of Finance and Economic Development, Government of the Republic of Mauritius for Capacity Building for the implementation of Sustainable Public Procurement in Mauritius. The EMC team involved in developing the package was led by Shantanu Roy with support from Lucille Andrade and guided by Dr Prasad Modak.

The officials of the Procurement Policy Office (PPO) provided support in finalization of the training material through review and suggestions.

The constructive inputs and feedback received from the participants of the pilot Training Workshops for Suppliers organized in September 2013 is grateful acknowledged. These have directly or indirectly contributed in the development and finalization of the package for the training course.

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# INTRODUCTION TO THE TRAINING MANUAL

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The Government of the Republic of Mauritius has initiated the implementation of Sustainable Public Procurement (SPP) under the aegis of Ministry of Finance and Economic Development (MOFED) with Procurement Policy Office (PPO) as the focal point. The SPP program was introduced in Mauritius through the United Nations Environment Programme (UNEP) supported project titled "Capacity building for Sustainable Public Procurement (SPP) in developing countries" launched in January 2009.

Since then, under the SPP program, various activities have been undertaken such as status assessment, legal review and market readiness analysis. Subsequently, in August 2011, the 'National Action Plan on Sustainable Public Procurement for Mauritius (2011-2015)' was drafted. In order to operationalize the Action Plan, the project titled "*Capacity Building for the implementation of Sustainable Public Procurement in Mauritius*" was commissioned by MOFED.

A set of goods and services have been taken up in the pilot phase viz. paper for general office use, cleaning materials, passenger cars, personal computers/ laptops and printers, office furniture,; and cleaning services. For these goods sustainability criteria and their evaluation mechanism have been developed. Using these, corresponding standard bidding documents for each of the aforementioned goods and services have been developed incorporating appropriate modifications in the Standard Bidding Documents used for Public Procurement in Mauritius. A contract management manual has also been prepared to manage contracts under SPP.

Currently SPP is in the implementation phase wherein interaction with suppliers has been initiated for successful implementation of the program. As part of the training program, this manual has been prepared to aid participants in the process.

This Training Manual for Suppliers consists of the following modules:

- Module 1: Introduction to Sustainable Public Procurement
- Module 2: Sustainable Public Procurement of Goods

Each module has been organized with a covering note that provides brief description of the topics included in the module; and a set of slides with space for notes which participants could take during the training sessions.

It must be noted that this training package is designed to act as introductory material on the topic of SPP in the Mauritian context, material which will help the users to establish, operate and maintain an SPP process at their organization. It is expected that the participants undergoing training through this training package have basic understanding of Public Procurement as practiced in Mauritius.

Note that in providing examples from various sources, this training package does not endorse any of the cited web sites or books.

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## **1. INTRODUCTION TO SUSTAINABLE PUBLIC PROCUREMENT**

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**Module 1** introduces the concept of sustainable public procurement as a technique for implementation of sustainable consumption and production.

The concept of Sustainable Consumption and Production (SCP) as a solution to arrest environmental degradation has been introduced. The life cycle of products or goods and associated environmental impacts are discussed. The discussion leads to the concept of a sustainable product. The various attributes of a sustainable product have been provided.

Further the role of public procurements in boosting use of sustainable products has been discussed.

The above discussion leads to the concept of sustainable public procurement. Price and quality generally are the most important criteria in terms of the procurement of goods and services. However, under SPP the concept of 'value for money' is applied and this is discussed in detail. The need for SPP and its benefits has been elaborated.

In order to bring out the benefits of SPP some of the initiatives on SPP undertaken by various countries across the globe in SPP or green public procurement have been provided. Further the benefits of procuring sustainable products within the public procurement systems have also been included.

The module also provides an overview of the status of activities and their outcomes under the SPP program in Mauritius. The module ends through a sub-section identifying the various policies, programs and the associated institutions in Mauritius that can directly or indirectly promote SPP. The 'Maurice Ile Durable' vision (MID vision) in particular can be considered to be of specific relevance in promoting and practicing SPP in Mauritius.

## 2. SUSTAINABLE PUBLIC PROCUREMENT OF GOODS AND SERVICES

Module 2 comprises of the following three sub-modules:

- Sustainability Criteria for Goods and Services
- Modifications for SPP Integration in Standard Bidding Document
- Evaluation of Bids for SPP

The contents of each of the three sub-modules is described in the subsequent sections.

### A. DEVELOPMENT OF SUSTAINABILITY CRITERIA

This sub-module focusses on the process followed for development of the sustainability criteria and the criteria that have been developed for goods in the pilot phase. The verification guidance for the criteria are also presented.

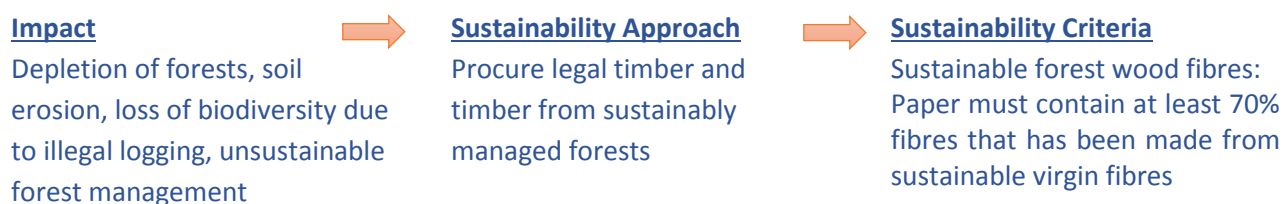
Development of the sustainability criteria for goods involves the following:

- a) Review of Mauritian Procurement Process
- b) Review of national environmental and social regulations applicable to the goods (general & goods specific)
- c) Identification of environmental and social impacts across the life cycle of the goods
- d) Review of the common core criteria of sustainability developed by Green Productivity Network of India
- e) Review of UNEP Sustainable Procurement Guidelines and resources from similar other agencies

The stages in the Mauritian procurement process where SPP interventions can be implemented were identified. The environmental and social regulations applicable to goods in general and specific to particular goods were reviewed.

During the identification of environmental and social impacts across the life cycle of the goods, focus was directed towards those that are pertinent in the Mauritian context. Since a majority of goods are imported into Mauritius, emphasis was laid on impacts manifested in the use and disposal phases of the goods.

Based on the impacts identified, a sustainability approach was derived to overcome the same. The sustainability approach was further utilized to develop the sustainability criteria. For example:



In the process of developing the sustainability criteria for goods, the eight common core criteria developed by GPNI were also referred. The common criteria set enables assessment of sustainability performance of products across their life cycle.

The UNEP Sustainable Procurement Guidelines for the product along with the Product Sheets, European Commission Guidelines and relevant ecolabels which are independent sources of environmental performance criteria were also reviewed for developing the sustainability criteria.

The criteria identified from the various sources have been adapted in a manner to include those that are important in the Mauritian context based on the lifecycle. For each criteria a verification method has also been identified in terms of manufacturer's certificate, supplier declaration, test certificates etc.

**For all the goods in the pilot phase, pre-qualification sustainability criteria and sustainability requirement criteria have been developed.** The pre-qualification sustainability criteria refer to environmental and social legal compliance and are primarily applicable to the Bidder and their operations in Mauritius. These are common across all the goods.

The sustainability requirement criteria are applicable to the respective goods. The criteria specify the parameters to be evaluated, the requirements that the goods should comply to be sustainable and the means of verification of compliance to the criterion.

## **B. INTEGRATION OF SPP IN STANDARD BIDDING DOCUMENT**

The Standard Bidding Documents (SBDs) for Goods Ref: G/SBD1/12-12 has been adapted for Sustainable Public Procurement (SPP) of goods in the pilot phase. The SBDs have been adapted based on sustainability criteria developed for the above goods and services.

**This sub-module outlines the modifications carried out in the SBDs during adaptation for SPP.**

The sections of the SBDs for Goods within which SPP requirements have been integrated are as follows:

### **PART 1 Bidding Procedures**

- Section I. Instructions to Bidders (ITB)
- Section II. Bidding Data Sheet (BDS)
- Section III. Evaluation and Qualification Criteria
- Section IV. Bidding Forms

### **PART 2 Supply Requirements**

- Section V. Schedule of Requirements

### **PART 3 Contract**

- Section VI. General Conditions of Contract (GCC)
- Section VII. Special Conditions of Contract (SCC)
- Section VIII. Contract Forms

In **Section I: Instructions to Bidders (ITB)**, sub-clauses have been added to prevailing clauses as instructions for SPP requirements, where relevant. Reference to Sustainability Schedule in clauses referring to bidding forms and preliminary examination of bids have been provided. Also reference to pre-qualification criteria for evaluation of bids has been inserted.

Documents required as evidence for verification of compliance to the sustainability criteria of the goods have been listed in **Section II: Bidding Data Sheet (BDS)**, under ITB 12.1(h).

In **Section III: Evaluation and Qualification Criteria**, the pre-qualification sustainability criteria has been provided. The pre-qualification sustainability criteria refer to environmental and social legal compliance and are primarily applicable to the Bidder and their operations in Mauritius.

In **Section IV: Bidding Forms**, the prevailing Bid Submission Form has been modified to include items required as a declaration from the Bidder on their compliance to environmental and social regulations of Mauritius as per the pre-qualification criteria.

Further, a Sustainability Schedule has been inserted for goods under SPP. The key parameters of the sustainability criteria; the goods specification required for the criteria in the form of numbers/confirmation/availability; reference to supporting documents required for verification of compliance; and reference to the particular sustainability criterion are provided in the schedule. The Bidder is required to complete the fields on specifications of goods offered in the bid as per the sustainability requirement criteria; and reference to supporting documents annexed to the bid as per verification guidance of the sustainability requirement criteria.

In **Section V: Schedule of Requirements**, the sustainability requirement criteria developed for the goods have been incorporated. The criteria specify the parameters to be evaluated, the requirements that the goods should comply to be sustainable and the means of verification of compliance to the criterion.

The sustainability criteria are referred to in the general conditions of contract in Clause 22 – Specifications and Standards of **Section VI: General Conditions of Contract**. For goods that are offered with a warranty such as passenger cars, personal computers/ laptops and printers, the warranty period and maintenance period are mentioned in **Section VII: Special Conditions of Contract**.

In **Section VIII: Contract Forms**, the Contract Agreement has been modified to include SPP. The documents constituting the Contract include the Sustainability Criteria under item 2(d) Technical Requirements.

### **C. EVALUATION OF BIDS**

**This sub-module outlines the process for evaluation of bids to be adopted for procurement of goods under Sustainability Public Procurement (SPP) program.** The process has been integrated with the Standard Bidding Documents (SBDs) for Goods Ref: G/SBD1/12-12 which have been adapted for SPP of goods in the pilot phase.

The process of evaluation under SPP is as follows:

- a) While checking the completeness of the bid at the stage of acceptance of bids, the submission of Sustainability Schedule should also be validated.
- b) On opening the bid, Bidder's compliance to pre-qualification sustainability criteria will be evaluated. The pre-qualification sustainability criteria refer to environmental and social legal compliance and are primarily applicable to the Bidder and their operations in Mauritius.
- c) The Bidder's that pass the pre-qualification stage will be evaluated for their responsiveness to sustainability requirement criteria along with technical specifications. The criteria specify the



parameters to be evaluated, the requirements that the goods should comply to be sustainable and the means of verification of compliance to the criterion. The Bidder's that do not comply with all the criteria mentioned in the bidding document will be disqualified.



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## **Module – 1**

# **INTRODUCTION TO SUSTAINABLE PUBLIC PROCUREMENT**

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Capacity Building for the implementation of Sustainable Public Procurement in Mauritius

WORKSHOP FOR SUPPLIERS ON  
OPERATIONALIZATION OF SPP IN MAURITIUS

**Sustainable Public Procurement**



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**Development of Mauritius has resulted in greater demands being made on the environment**



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### Key Environmental Indicators of Mauritius

Key Indicator	Units	2001	2010 <sup>1</sup>
Total forest area (as a % of total land area)	%	30.4	25.3
Total Carbon dioxide emission	000 tons	2,647.9	3,583.2
Per capita carbon dioxide emission	tons	2.3	2.8
Daily per capita solid waste generated (estimate)	Kg	0.7	0.9
Annual fresh water abstraction	Mm <sup>3</sup>	677	695

<sup>1</sup> provisional

<http://www.gov.mu/portal/sites/mid/file/Env%20Ind.pdf>

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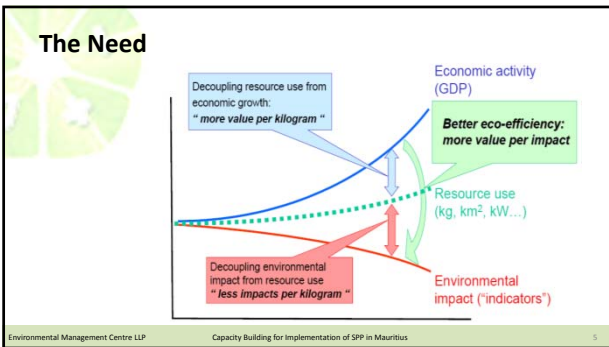
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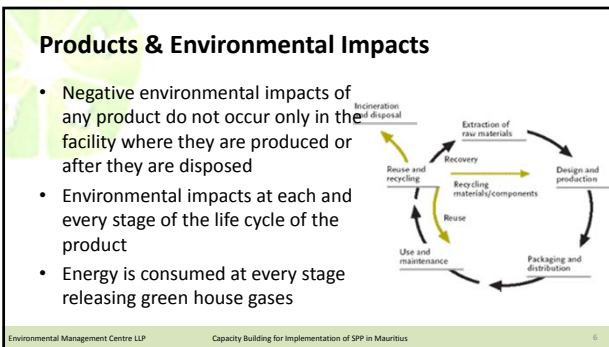
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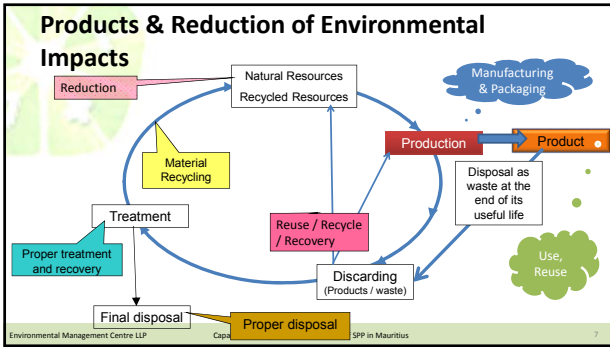
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**Sustainable Product**

A Sustainable Product is considered to be an item or service which **minimizes its impact on the environment and society at large at each phase of its life cycle**, while also bringing about a better quality of life and maintaining competitiveness.

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**Public Procurement can push Sustainable Products**

- Public authorities are major consumers
  - For Mauritius, it is in the range of 15-20%
- Range of products covered under Public Procurement very wide spread and far impacting
- Can set an example and influence the market
- Industry gets real incentives for developing sustainable products

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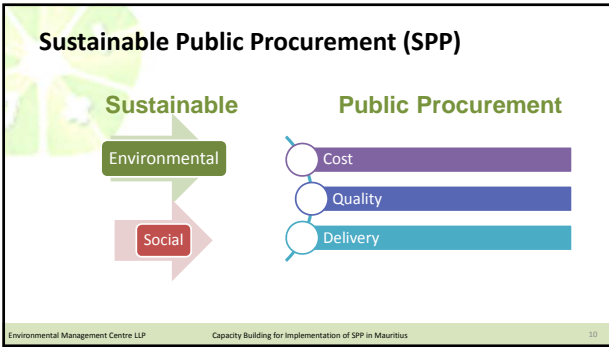
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### Definition of SPP

- Sustainable Public Procurement (SPP) is

*"... the process whereby organizations meet their needs for goods, services, works and utilities in a way that achieves **value for money** on a **whole life basis** in terms of generating benefits not only to the organization, but also to society and the economy, whilst minimizing damage to the environment. "*

*Defra, UK Sustainable Procurement Task Force (2006).*

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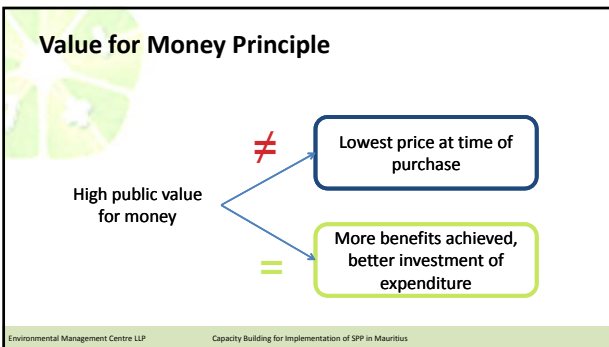
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### Why SPP is essential?

- Set an example---snowball effect
- Allow public authorities to buy products / services / work with reduced environmental impact and more social outcomes
- Drives the market to develop cleaner technologies and products
- Involves people in a more sustainable market and to increase their awareness
- Incentive for environmental technologies

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Case Examples

### SPP / GPP IN DIFFERENT COUNTRIES

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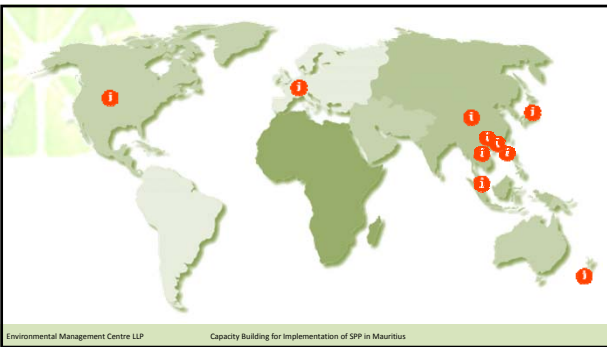
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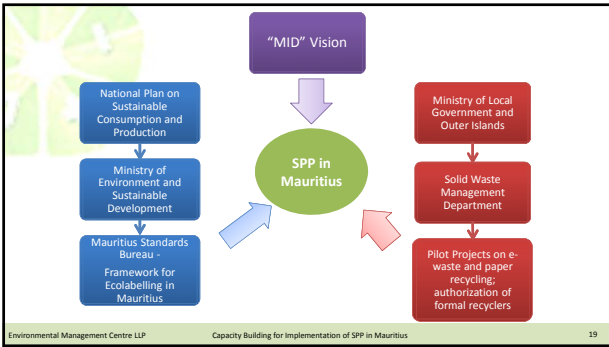
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## **Module – 2**

# **SUSTAINABLE PUBLIC PROCUREMENT OF GOODS AND SERVICES**

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Capacity Building for the implementation of Sustainable Public Procurement in Mauritius

WORKSHOP FOR SUPPLIERS ON OPERATIONALIZATION OF  
SPP IN MAURITIUS

**Sustainability Criteria for Mauritius –  
Furniture for Office Use**



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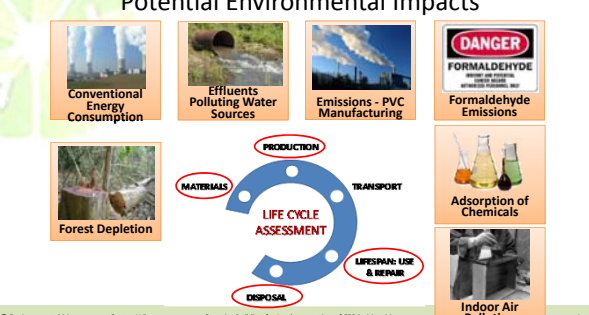
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Potential Environmental Impacts



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Mauritian Social Regulations

- Employment Relations Act 2008 and Employment Rights Act 2008
- Occupational Safety and Health Act 2005
- Sex discrimination Act 2002



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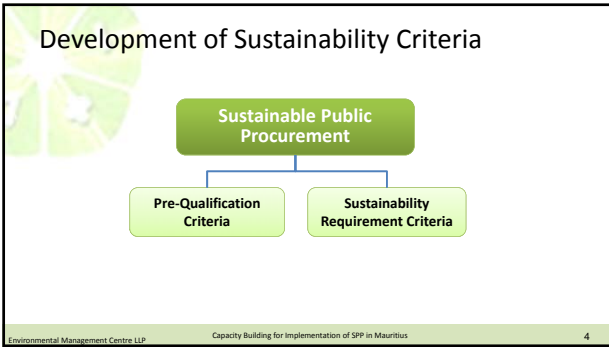
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### Sustainability Criteria - Prequalification

- Compliance with **environmental** legislation
- Adherence to national **social** regulations and standards

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### Pre-Qualification Criteria (1)

Pre-Qualification Criteria	Verification Guidance
<p><b>Compliance with environmental legislation</b></p> <p>Bidders shall not be permitted to take part in a contract if they:</p> <ul style="list-style-type: none"> <li>Have been found <b>guilty</b> of grave professional misconduct, including <b>non-compliance with environmental legislation</b>, proven by any means which the contracting authorities can demonstrate; or</li> <li>Have not fulfilled obligations relating to the payment of <b>social security</b> contributions in accordance with the legal provisions of the country in which s/he is established or with those of Mauritius.</li> </ul>	<p>Bidders must provide a <b>declaration</b> that they meet this criterion.</p> <p>Upon request, they may be asked to provide documentary proof to support this declaration</p>

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## Declaration

We hereby declare that:

- i. We comply with environmental legislations of Mauritius and fulfil social security obligations in accordance with the legal provisions of Mauritius. We have ensured that the manufacturers from whom goods are procured and supplied comply with legal regulations in their respective countries of establishment

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## Pre-Qualification Criteria (2)

Pre-Qualification Criteria	Verification Guidance
<p><b>Adherence to national social regulations and standards</b></p> <p>Bidders shall not be permitted to take part in a contract if they do not adhere to the national social standards and legislations. The following are the basic requirements:</p> <ul style="list-style-type: none"> <li>• Employment Relations Act 2008 and Employment Rights Act 2008</li> <li>• Occupational Safety and Health Act 2005</li> <li>• Sex discrimination Act 2002</li> </ul>	<p>Bidders must provide a <a href="#">declaration</a> that they meet this criterion in the Bid Submission form.</p> <p>Upon request, they may be asked to provide documentary proof to support this declaration</p>

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## Sustainability Criteria

- Wood and wood-based materials – Legally logged wood
- Plastic parts
- Warranty and Durability
- Quality, reparability, fitness for use and ergonomics
- Maintenance
- Packaging



- Metal content
- Foams and padding materials
- Adhesives and glues
- Surface coating of wood, plastic and/or metal parts
- Textiles used in furniture

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### Sustainability Requirement Criteria (1)

Sustainability Requirement Criteria	Verification Guidance
<p><b>Wood and wood-based materials – Legally logged wood</b></p> <p>All wood and wood-based materials (including solid, laminated, veneer and wood used for the production of plywood) shall come from <u>legally sourced timber</u>.</p>	<p>The legal origin of wood can be demonstrated with a <u>tracing system</u> being in place. These voluntary systems may be 3rd party certified, <u>often as part of ISO 9000 and/or ISO 14000 or EMAS</u> management system.</p> <p>For products which do not carry one of these labels verification must be provided by a credible third party that the claimed percentage of timber meets the standards. Certificates of chain of custody for the wood fibres certified as <u>FSC, PEFC or any other sustainable forest management standard</u> where the percentage of certified wood is indicated, will be accepted as proof of compliance for that percentage.</p> <p>Products carrying the <u>Blaue Engel (German ecolabel), the Nordic Swan or any other equivalent type 1 ecolabel will be deemed to comply</u>. FSC (Forest Stewardship Council): <a href="http://www.fsc.org/en/">http://www.fsc.org/en/</a> PEFC (Programme for the Endorsement of Forest Certification): <a href="http://www.pefc.org/internet/html">http://www.pefc.org/internet/html</a></p>

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### Sustainability Requirement Criteria (2)

Sustainability Requirement Criteria	Verification Guidance
<p><b>Plastic parts</b></p> <p>All plastic parts <u>≥ 50g</u> shall be <u>marked for recycling</u> according to <u>ISO 11469</u> or equivalent and must not contain additions of other materials that may hinder their recycling</p>	<p>Bidders must provide a <u>description of the plastic materials that are present</u> and the quantities used, the way in which they are labelled and <u>how they are attached</u> to one another or to other materials.</p> <p>Products carrying a <u>Type I ecolabel</u> fulfilling the selected criteria will be deemed to comply</p>

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### Sustainability Requirement Criteria (3)

Sustainability Requirement Criteria	Verification Guidance
<p><b>Warranty and Durability</b></p> <p><u>Minimum 3 years</u> of warranty and availability of replacement parts / pieces</p>	<p>Bidders must provide <u>appropriate documentation</u> to indicate period the complete furniture is under warranty; further <u>guarantee on availability of parts / pieces</u> need be stated.</p>

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### Sustainability Requirement Criteria (4)

Sustainability Requirement Criteria	Verification Guidance
<p><b>Quality, reparability, fitness for use and ergonomics</b></p> <p>Furniture pieces must meet ISO or equivalent standards regarding <u>serviceability</u> (e.g. safety, abrasion resistance, tensile strength, light fastness, rub fastness, deformation by compression, ergonomics)</p>	<p>Bidders must provide the <u>appropriate documentation</u> to demonstrate compliance with these standards</p>

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### Sustainability Requirement Criteria (5)

Sustainability Requirement Criteria	Verification Guidance
<p><b>Maintenance</b></p> <p>Cleaning furniture pieces must be possible <u>without the use of products containing organic solvents</u>.</p>	<p>Bidders must provide information regarding cleaning for maintenance purpose</p>

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### Sustainability Requirement Criteria (6)

Sustainability Requirement Criteria	Verification Guidance
<p><b>Packaging</b></p> <p>The packaging paper (for product and consumables) <u>does not contain PVC</u> or other chlorinated plastics.</p> <p>The packaging materials are <u>separable into mono-material parts</u>, and at least <u>80 percent of the packaging by weight consists of materials that are readily recyclable</u> (with locally available recycling systems) or can be <u>composted</u>.</p> <p>The cardboard packaging consists of <u>80% recycled material</u>.</p>	<p>Bidders must provide a <u>list of the different packaging materials</u> used for the product, their weight and a declaration by the packaging producer/s where the percentage of <u>recycled content for cardboard in their packaging</u> is specified.</p>

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### Sustainability Requirement Criteria (7)

Sustainability Requirement Criteria	Verification Guidance
<p><b>Wood and wood-based materials – Sustainably logged wood</b></p> <p>At least <b>70% of the virgin wood or wood-based materials</b> (including solid, laminated, veneer and wood used for the production of plywood) shall come <b>from forests that are certified</b> as being managed so as to implement the principles and measures aimed at ensuring <b>legal and sustainable</b> forest management.</p>	<p>Certificates of chain of custody for the wood fibres certified as <b>FSC, PEFC</b> or any other sustainable forest management standard will be accepted as proof of compliance. Any other appropriate means of proof, such as a <b>technical dossier</b> of the manufacturer or a <b>test report</b> from a recognised body will also be accepted.</p>

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### PEFC Certified Products




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### Sustainability Requirement Criteria (8)

Sustainability Requirement Criteria	Verification Guidance
<p><b>Metal content</b></p> <p>At least <b>20% of the aluminium</b> and/or steel used for the production of the aluminium and/or steel shall be <b>recycled</b> (second fusion)</p>	<p>Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a <b>technical dossier</b> from the manufacturer, or a <b>declaration from the manufacturer</b> of aluminium and/or steel.</p>

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### Sustainability Requirement Criteria (9)

Sustainability Requirement Criteria	Verification Guidance
<p><b>Foams and padding materials</b></p> <p>The padding material used for the furniture meet the <u>ecological criteria</u> related to the product itself and production processes as stated in the <u>European Ecolabel</u> or equivalent</p>	<p>Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a <u>technical dossier</u> from the manufacturer, or a <u>declaration from the manufacturer</u> of foams and padding materials.</p>

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### Sustainability Requirement Criteria (10)

Sustainability Requirement Criteria	Verification Guidance
<p><b>Adhesives and glues</b></p> <p>VOC content of adhesives used in the assembly of furniture shall <u>not exceed 10% by weight</u></p>	<p>Bidders must present a <u>list with all adhesives</u> used in the assembly of furniture and their <u>Material Safety Data Sheet</u>, or equivalent documentation, where the amount of VOCs is displayed, demonstrating compliance with the criteria.</p> <p>Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a <u>technical dossier</u> from the manufacturer, a <u>test report</u> from a recognised body showing compliance, or a <u>declaration from the manufacturer</u>.</p>

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### Sustainability Requirement Criteria (11)

Sustainability Requirement Criteria	Verification Guidance
<p><b>Surface coating of wood, plastic and/or metal parts</b></p> <p>The products used for the surface coating shall:</p> <ul style="list-style-type: none"> <li>Not contain <u>hazardous substances</u> that are classified as carcinogenic, harmful to the reproductive system, mutagenic, allergenic when inhaled or harmful to the environment according to national or international classification standards</li> <li>Not contain <u>halogenated organic flame retardants</u>, phthalates, aziridine and polyaziridines or lead, cadmium, chrome, mercury and their compounds</li> <li>Not contain <u>heavy metals</u></li> <li>Not contain more than <u>5% by weight of VOCs</u></li> </ul>	<p>Bidders must present a <u>list with all surface treatment substances</u> used for each Material Safety Data Sheet, or equivalent documentation, though which compliance with the criteria can be established.</p> <p>Products carrying the <u>Nordic Swan</u> (if they comply with the criteria R17 of the ecolabel) or the <u>Blaue Engel</u> (German ecolabel) will be deemed to comply.</p> <p>Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a <u>technical dossier</u> from the manufacturer, a <u>test report</u> from a recognised body showing compliance, or a <u>declaration from the manufacturer</u>.</p>

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### Sustainability Requirement Criteria (12)

Sustainability Requirement Criteria	Verification Guidance
<p><b>Textiles used in furniture</b></p> <p>The textile materials used for the furniture meet the ecological criteria relating to the product itself and production processes as defined by the <a href="#">Oeko-Tex Standard 100</a> or equivalent</p>	<p>Any appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a <a href="#">technical dossier</a> from the manufacturer, a <a href="#">test report</a> from a recognised body showing compliance, or a <a href="#">declaration from the manufacturer</a></p>

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### Ecolabel for Textiles used in Furniture




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### Lets Recap.....

- **Prequalification**
  - Compliance with environmental legislation
  - Adherence to national social regulations and standards
- **Sustainability Requirement**
  - Wood and wood-based materials – Legally logged wood
  - Plastic parts
  - Warranty and Durability
  - Quality, reparability, fitness for use and ergonomics
  - Maintenance
  - Packaging
  - Metal content
  - Foams and padding materials
  - Adhesives and glues
  - Surface coating of wood, plastic and/or metal parts
  - Textiles used in furniture




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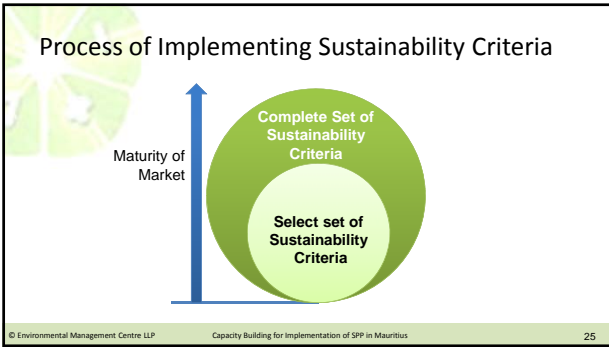
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Capacity Building for the implementation of Sustainable Public Procurement in Mauritius

WORKSHOP FOR SUPPLIERS ON OPERATIONALIZATION OF SPP IN MAURITIUS

**Integration of SPP with Bidding Documents**



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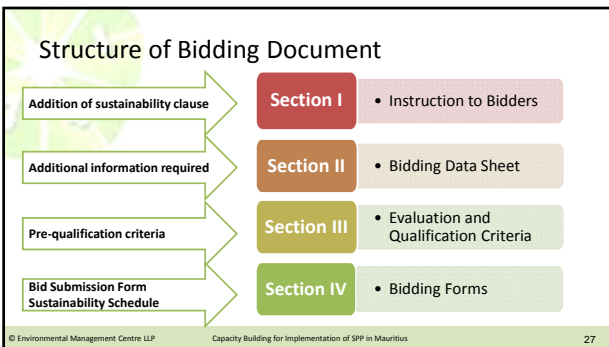
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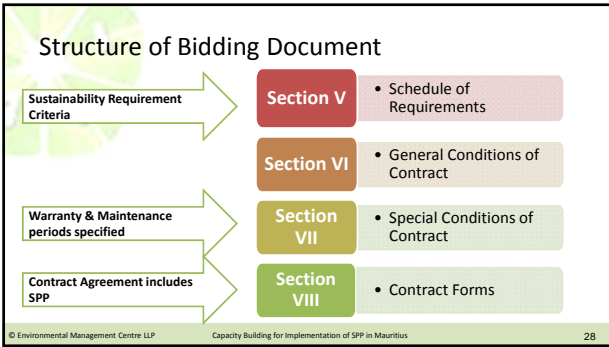
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### Section IV: Bidding Forms

**1. Bid Submission Form for SPP**  
A format comprising of declaration on environmental and social legal compliance provided by the Bidder (and duly signed), as per the Pre-qualification Sustainability Criteria

**2. Sustainability Schedule**  
Bidder to provide specifications of the Goods and supporting documentation as per the Sustainability Criteria

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#### 1. Bid Submission Form

Date (insert date (as day, month and year) of Bid Submission)  
Procurement Ref. No. (insert reference number of bidding process)  
Alternative No. (insert identification No. if this is a bid for an alternative)

To: (insert complete name of Purchaser)

We, the undersigned, declare that:

(a) We offer to supply in conformity with the Bidding Documents and in accordance with the Schedule of Requirements the following Goods and Related Services: **Schedule of Requirements**

(b) We, including any subcontractors or suppliers for any part of the contract, have nationality from eligible countries: (insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a JV, and the nationality each subcontractor and supplier) **Eligibility**

(c) Our firm, its affiliates or subsidiaries—including any subcontractor or supplier for any part of the contract—have not been declared ineligible by an international financing agency such as the World Bank, African Development Bank or any other international agency or under the Laws of Mauritius or official regulations in accordance with ITB Sub-Clause 5.3.

(d) We hereby declare that:

1. We comply with environmental legislations of Mauritius and AFR social security obligations in accordance with the legal provisions of Mauritius. We have ensured that the manufacturers from whom goods are produced and supplied comply with legal legislations in their respective countries of establishment **Environmental & Social Legal Compliance**

2. We and our supply chain up to the (specify what level) level (at least up to first level) adhere to the following social standards and legislations of Mauritius:

- Employment Relations Act 2008 and Employment Rights Act 2008
- Occupational Safety and Health Act 2009
- Sex Discrimination Act 2002

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2. Sustainability Schedule			
Date: _____		Bidder's name and address: _____	
Procurement Ref No: _____		_____	
No	Sustainability Evaluation Criteria	Product Specification statement of the Bidder	Proof submitted
1	All wood and wood-based materials (including solid, laminated, veneer and wood used for the production of plywood) will come from legally sourced timber	[state the source of timber used for wood and wood based materials]	[Submit appropriate certification from manufacturer to validate claim. Annex No. of such documentation to be included here]
2A	Plastic parts > 50g will be marked for recycling according to ISO 11469 or equivalent	[provide description of plastic materials present, quantities used and the manner of labelling]	[Submit appropriate documentation from manufacturer to validate claim. Annex No. of such documentation to be included here]
2B	Plastic parts will not contain additions of other materials that hinder their recycling	[Specify how plastic parts are attached to one another or to other materials]	[Submit appropriate documentation from manufacturer to validate claim. Annex No. of such documentation to be included here]
3A	Number of years for which warranty for the product will be made available from the date of delivery	[state number] of years from the date of delivery	[Submit appropriate documentation from the manufacturer to validate the claim. Annex No. of such documentation to be included here]
3B	Number of years on availability of parts / pieces	[state number] of years from the date of delivery	[Written guarantee that this criterion will be met shall be provided in the Bid submission Form for SPP elements]

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Capacity Building for the implementation of Sustainable Public Procurement in Mauritius

WORKSHOP FOR SUPPLIERS ON OPERATIONALIZATION OF SPP IN MAURITIUS

## Evaluation of Bids



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### Scrutiny of Documents comprising the Bid

- Documents submitted for evaluation of sustainability should contain *as per Clause 12(h) of Instruction to Bidders (ITB)*:
  - ✓ Bid Submission Form
  - ✓ Sustainability Schedule with documentary evidences as annexes
  - ✓ Documents as per Bid Data Sheet

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### Evaluation and Qualification of Bids

- A. Opening of Bid Documents for Evaluation
- B. Evaluation of Pre-qualification Sustainability Criteria
- C. Evaluation of Sustainability Criteria



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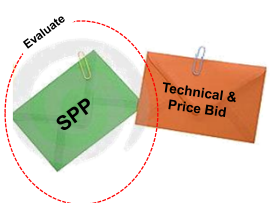
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### A. Opening of Bid Documents for Evaluation

- Evaluation and Qualification of Bids
- A. Opening of Bid Documents
- B. Evaluation of Pre-qualification Sustainability Criteria
- C. Evaluation of Sustainability Criteria



The bid will first be evaluated from the **sustainability** perspective

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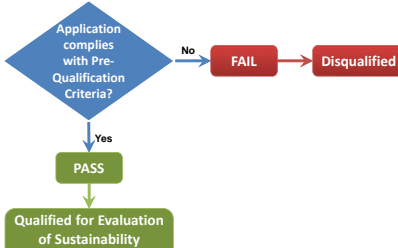
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### B. Evaluation of Pre-qualification Sustainability Criteria

- Evaluation and Qualification of Bids
- A. Opening of Bid Documents
- B. Evaluation of Pre-qualification Sustainability Criteria
- C. Evaluation of Sustainability Criteria



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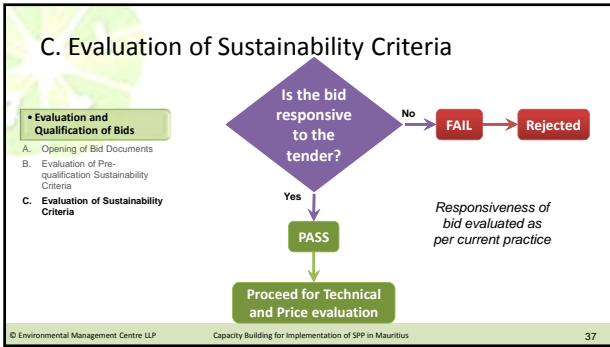
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