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

Procurement Policy Office, Government of Mauritius

**Training Manual
For
Procurement Officials**

November 2013

Environmental Management Centre LLP, India

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.

Acknowledgement

The *Training Manual for Procurement Officials* 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 two pilot training Workshops 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.

Background of the Training Manual

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 assist the procurement officials to manage contracts under SPP.

In order to train the procurement officials on SPP and to orient them in procurement using sustainability linked criteria this training package has been developed. The package consists of training slides divided into multiple modules. As part of the training program, this manual has been prepared to aid participants in the process.

This Training Manual for Procurement Officials consists of the following nine modules:

- Module 1: Introduction to Sustainable Development and Sustainable Consumption & Production
- Module 2: Introduction to Sustainable Public Procurement
- Module 3: Key Terminologies
- Module 4: Common Core Criteria
- Module 5: Integration of Sustainability in Public Procurement Cycle
- Module 6: Sustainability Criteria for Goods and Services
- Module 7: Modifications for SPP Integration in Standard Bidding Document

- Module 8: Evaluation of Bids for SPP
- Module 9: Contract Management for SPP

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.

The training package will assist the procurement officials to ensure that they:

- Understand the sustainability concept and the related aspects of the goods and services
- Are able to function effectively and make high-quality decisions while working with a procurement under the SPP process
- Strive to achieve a particular standard of performance

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.

Training Manual for Procurement Officials

Module 1: Introduction to Sustainable Development and Sustainable Consumption & Production

Capacity Building for the Implementation of Sustainable Public Procurement in Mauritius
Procurement Policy Office, Government of Mauritius

This Module introduces the concepts of Sustainable Development and Sustainable Consumption and Production.

Sustainable Development is about ensuring better quality of life in the present times and also in the future; and in achieving this conserving and if possible replenishing the available natural resources available is considered as critical. And the quality of life is considered closely linked to economic development.

The paradigm of economic development and its linkages with environmental pollution and its associated social impacts thus contributing to larger global phenomena are discussed in this module. The intertwined relationship between environment, society, and economy needs to be considered and valued in decision making process. The associated concepts of ecological footprint, global warming and associated social issues are elaborated thus explaining the need for sustainable development. The elements of sustainability, components of sustainable development have also been discussed in the module.

The above discussion leads to the concept of Sustainable Consumption and Production (SCP) as a solution to arrest environmental degradation. SCP aims to do “more and better with less,” by reducing resource use, degradation and pollution along the life cycle of goods and services, while increasing the quality of life for all. One of SCP’s main goals is to ‘decouple’ economic growth and environmental degradation by increasing the efficiency of resource use in the production, distribution and use of products. SCP aims to keep the energy, material and pollution intensity of all production and consumption functions within the carrying capacities of natural ecosystems.

The latest intervention of SCP being the Marrakesh Process where the concept of sustainable public procurement was introduced as a technique to implement SCP is also discussed.

Additional Resources:

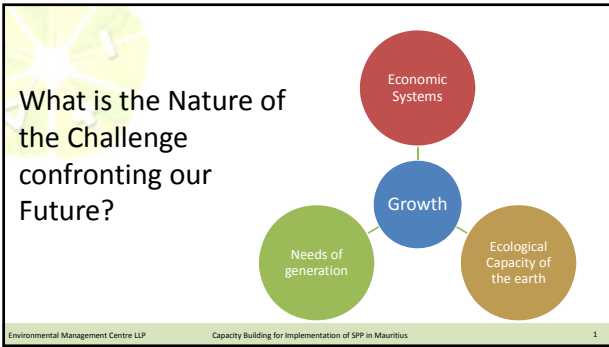
There are many resources on the Sustainable Development and Sustainable Consumption and Production available on the www. Following are some such links which could be reviewed:

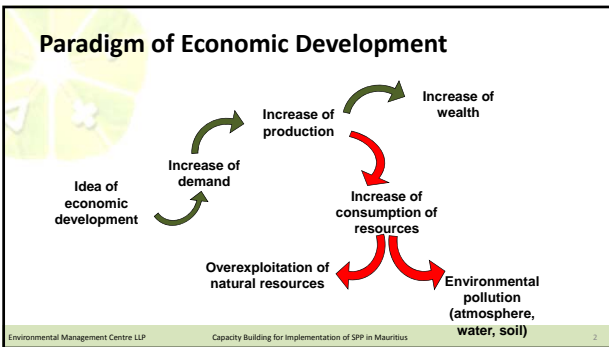
<http://sustainabledevelopment.un.org/index.html>

<http://www.iisd.org/sd/>

<http://www.worldbank.org/depweb/english/sd.html>

<http://www.unep.fr/scp/publications/>





Ecological footprint


- Humanity's **Ecological Footprint** exceeded the Earth's bio-capacity by more than 50 per cent in 2008
- **Rising consumption trends** in high-income groups around the world, combined with growing population numbers, provide warning signs of the potential for even larger footprints in the future

WWF Living Planet Report 2012

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Global Warming

- **Deforestation and forest degradation** currently account for up to 20% of global anthropogenic CO₂ emissions
- Limiting the global average warming to 2°C above preindustrial levels is likely to require **emission reductions larger than 80%** below peak levels.




WWF Living Planet Report 2012

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Social issues


- Inequality, discrimination and risk of exclusion
 - Economic development may not reflect similar or better progress in human development
 - Development achieved but could be at the cost of greater inequality, higher unemployment, loss of cultural identity
 - Marginalization of the weaker groups exclusion (physical and mentally disabled, former drug addicts, etc.)



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The need is Sustainable Development

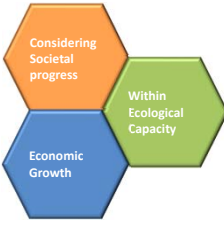
- To improve the quality of life while living within the carrying capacity of ecosystems
IUCN (The World Conservation Union), 1991
- Development that meets the needs of the present without compromising the ability of future generations to meet their own needs
Brundtland Report (1987) 'Our Common Future'



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Sustainable Development

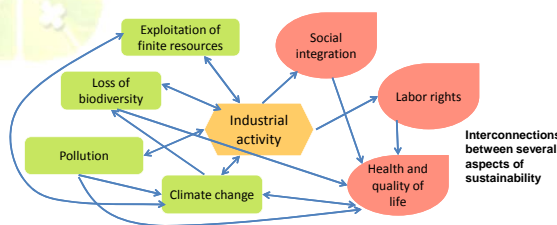
- Sustainable development is generally considered to be that which is:
 - viable,
 - has an equitable impact on society, and
 - an acceptable impact on the environment



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Sustainable Development

Because the three are interrelated...



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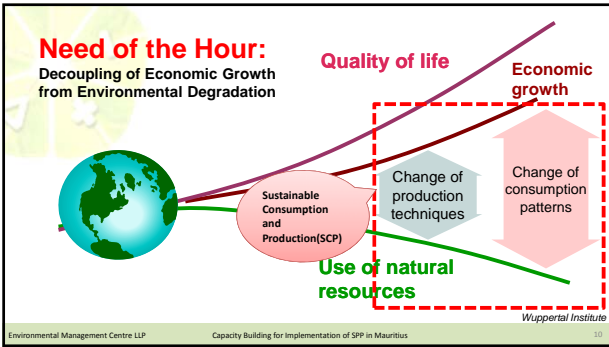
Sustainability must address

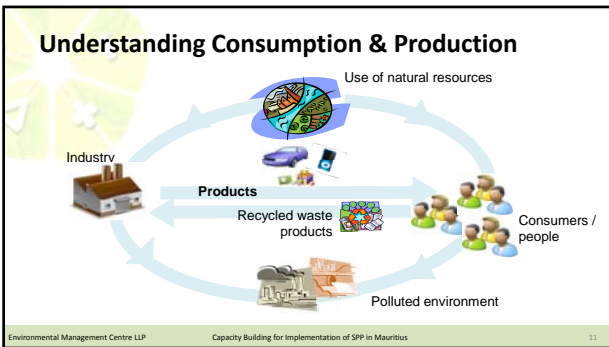
Vital Capitals

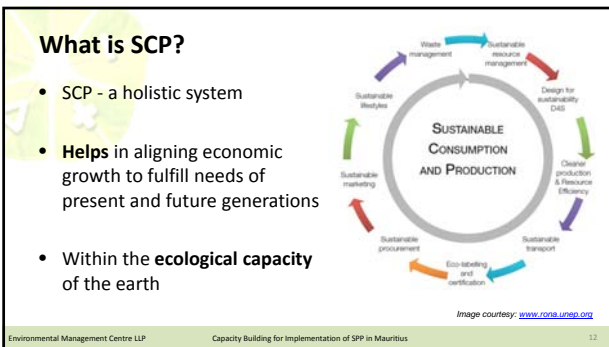
- Resource Renewal > Resource Consumption
- Waste Management > Waste Emissions
- Switch from Non-renewables to Renewables
- Nature Conservation Activities > Human Consumption




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Why SCP as a Solution?



- **De-coupling** economic growth from environmental degradation
- Sustainable and efficient management of resources **at all stages of value chain** for goods and services using a life-cycle approach
- **Less use of toxics** in production, more environmental benefits, frequent economic gains and productivity

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Why SCP as a Solution?

- **Competitiveness of enterprises improve** by integrating sustainability into business
- **A tool of both developed and developing nations** to achieve sustainable development
- Helps to **achieve more fulfilling lives within the ecological capacity** of the earth



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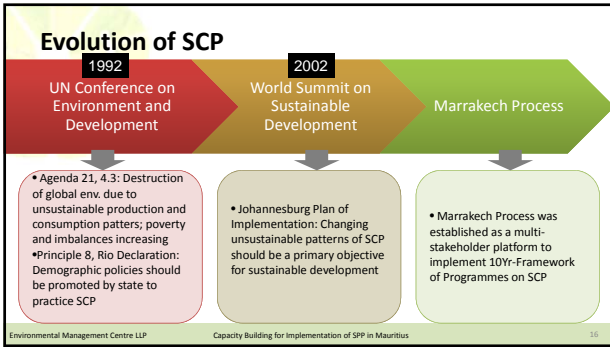
Working Definitions of SCP

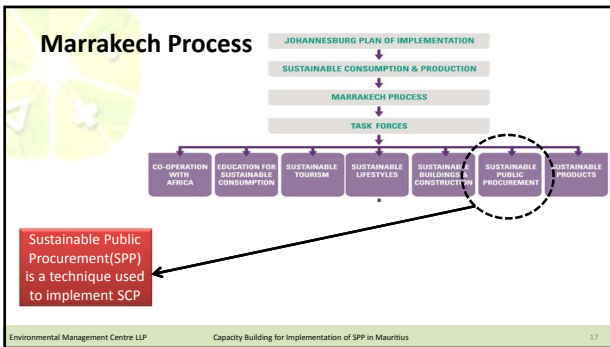
"[Sustainable production and consumption is] the use of goods and services that respond to basic needs and bring a better quality of life, while minimizing the use of natural resources, toxic materials and emissions of waste and pollutants over the life cycle, so as not to jeopardize the needs of future generations."

Norwegian Ministry of Environment, Oslo Symposium, 1994

Source: www.iefd.org

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Key Environmental Indicators of Mauritius

Key Indicator	Units	2001	2010 ¹
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 ³	677	695

¹ provisional

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

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Training Manual for Procurement Officials

Module 2: Introduction to Sustainable Public Procurement

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Procurement Policy Office, Government of Mauritius

This Module introduces the concept of Sustainable Public Procurement.

Public spending, which represents a significant portion of GDP in a given country, can help drive markets towards innovation and sustainability, thereby enabling green growth and the transition to a Green Economy. Sustainable Public Procurement (SPP) can therefore play a strategic role in achieving the country's sustainable development goals. Environmental and social impacts of goods and services procured as part of public procurement therefore are important to be understood to meet the sustainable development goals through the SPP.

The life cycle of products or goods and associated environmental impacts are discussed in this module. The discussion leads to the concept of a sustainable product. The various attributes of a sustainable product have been further discussed followed by a discussion on the role of public procurements in boosting use of sustainable products.

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.

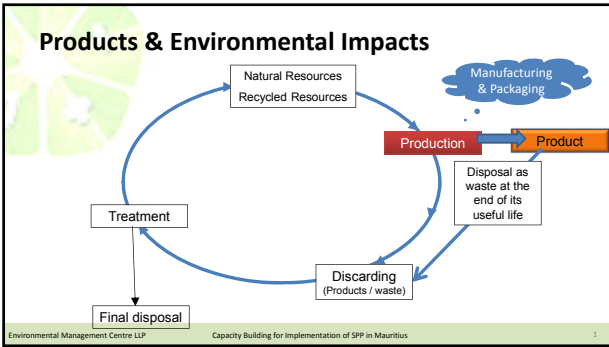
Additional Resources:

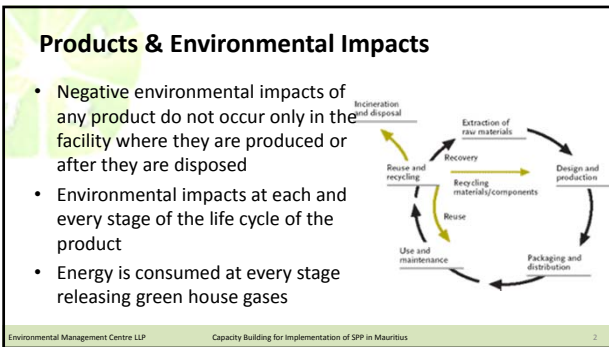
<http://www.unep.fr/scp/procurement/docsres/>

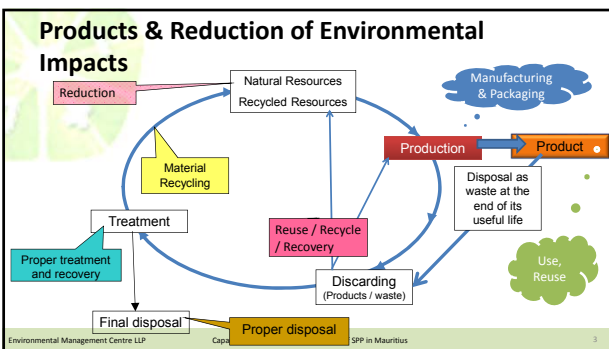
<http://sppinitiative.org/>

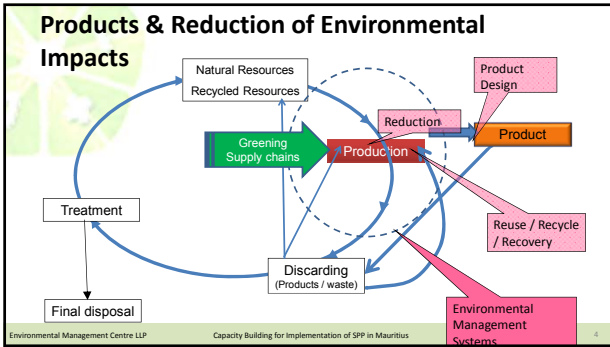
<http://ppo.gov.mu/English/Pages/Sustainable-Public-Procurement.aspx>

www.mid.mu/









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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Sustainable Product Attributes

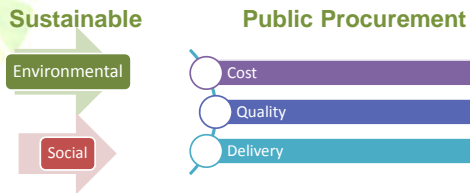
beneficial, safe & healthy for individuals and communities throughout the life cycle	sourced, manufactured, transported, and recycled using renewable energy	manufactured using cleaner production technologies and best practices	physically designed to optimize materials and energy
optimize the use of renewable or recycled source materials	are made from materials with minimal or no impact in all probable end-of-life scenarios	effectively recovered and utilized in biological and/or industrial closed-loop cycles	

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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

Sustainable Public Procurement (SPP)

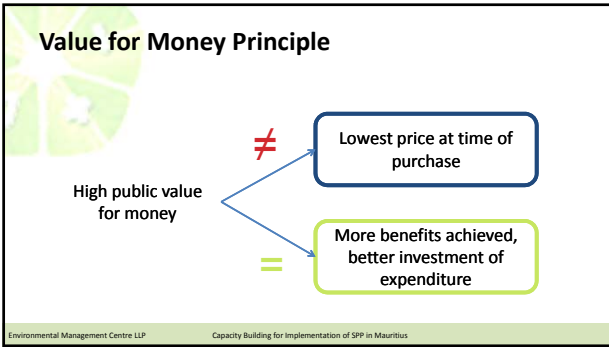


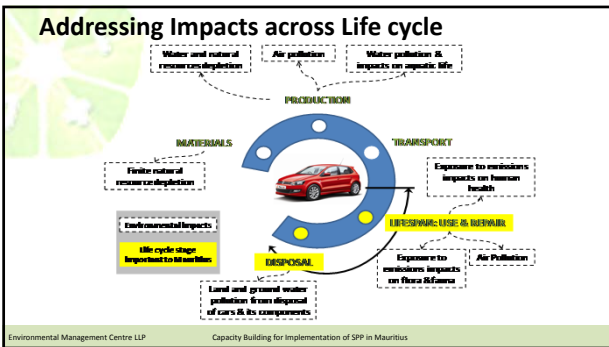
Definition of SPP

- 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).





- ### 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
- Environmental Management Centre LLP Capacity Building for Implementation of SPP in Mauritius

Key Benefits of SPP



Good governance Environmental Improvement

Economic Progress Social Upliftment


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Case Examples

SPP / GPP IN DIFFERENT COUNTRIES

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USA: 1. EPA set up a website to identify federal green buying requirements 2. EPA developed 5 guiding principles to promote EPP	China: 1. Legal Foundation for GPP(2003) Policy Guidance on Implementing GPP, published in 2006 2. Govt. Procurement List of Env. Labelled Products(2007) 3. China Environmental Label by SEPA(1993) 4. China GPN(2006)	Japan: 1. Green Purchasing Law(2000) 2. Green Contract Law(2007) 3. Eco-Mark Japan(1989) 4. GPN-Japan(1996)
EU: 1. Sixth EAP of the European Community (2002 – 2012) identified GPP 2. Communication on Integrated Product Policy (2003) asked states to produce National Action Plans on GPP by 2006 3. EU Sustainable Development Strategy (2001 - 2011) focuses on GPP 4. Communication Public Procurement for a Better Environment (2008) was included in SCP/SP AP) 5. Europe 2020 Strategy: A European Strategy for Smart, Sustainable and Inclusive Growth (2010) promotes GPP 6. Reference to GPP made in various directives and market instruments like EU Eco-label scheme 7. On 20 December 2011, European Commission adopted proposals on new Public Procurement Directives	New Zealand: 1. Min. of Eco. Dev. Implemented SPP policy 2. Member of UN MTF on SPP	Hong-Kong: 1. Waste Reduction Framework Plan(1998) 2. Stores and Procurement Regulation(2000) 3. Govt. defined specifications for 103 products(2010)
	Taiwan: 1. Govt. GP legislation(1999): Action Plan(2001) 2. Green Mark Programme, Energy and Water Conservation Marks 3. GPA(2007)	Thailand: 1. GPP Policy(2004) 2. Thai Green Label Scheme(1994) 3. Thai GPN(2004)
		Korea: 1. Green Procurement Law(2004) 2. Korean Eco-label and Goods Recycled Mark 3. Korean GPN(1999)

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Copier and Printer Paper under GPL, Japan

- Copier and printer paper as one of the Designated Procurement Goods (DPG)

	FY 2000	FY 2004	% share
Regular Paper Purchased	720,909	530,667	11.6%
Environmentally preferable paper purchased	94,599 T	267,420	33.5%

Regular goods : GP goods
 3062 yen < 3545 yen (2000)
 3059 yen > 2930 yen (2005)

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Office Supplies Procurement in Mexico

- Ministry of Environment and Natural Resources started with GPP in 1997, with offices supplies
- Catalog of products then contained 506 items
- Approach
 - Selection of environmentally friendly products
 - Identify items those are strictly necessary
- Benefits:
 - Reduction of variety of products to 1/3 of the initial variety
 - Procurement of 32-25% of environmentally friendlier products

Five Winds International (2003). Green Procurement: Good Environmental Stories for North Americans. Commission for Environmental Cooperation of North America.

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Lower Emissions and Waste

- In 1999, South Africa decided to buy energy-efficient computers. This has brought annual savings of:
 - Up to 313 kWh = 376 Tonnes of CO2
 - 94 Rand (\$15) per computer
- The equipment repair center (furniture, computers, bicycles, etc.) established in 2005 by New Zealand Post for internal (or external) reuse has resulted in the following, in 6 months (Jul-Dec 2008):
 - Reduction of generation of 375 Tons of waste destined to landfill

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Notebook From Recycled Paper: Brazil

- Foundation for Education Development (FDE) bought notebooks made out of recycled paper for middle and high schools
 - recycled paper to contain at least 50% of recycled fibres
- 3,792,015 notebooks purchased in 2011

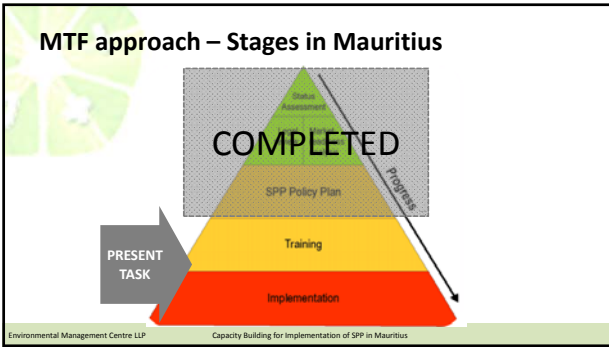
- Environmental results and impacts
 - Water saving of more than 8 million litres
 - 1,766 tonnes of waste reduced
 - 241 kg of organo-halogen compounds eliminated

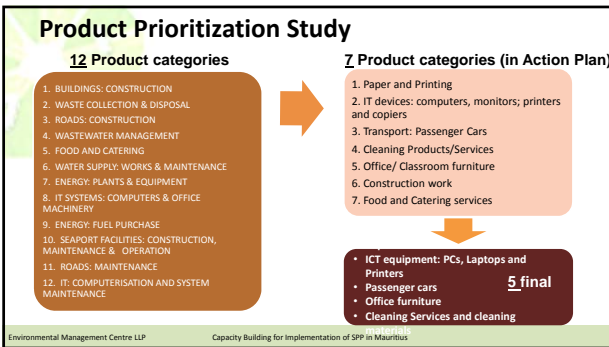
- Social impacts
 - Increase in earning for Waste pickers
 - Jobs for local people
 -

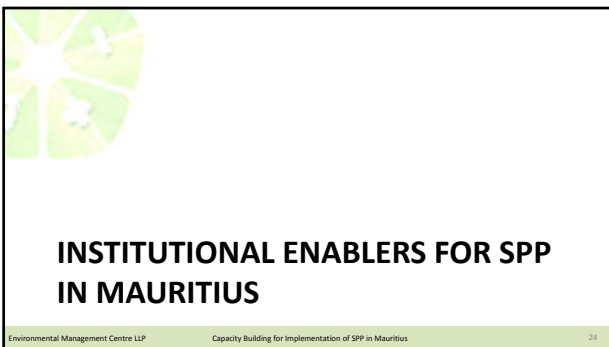
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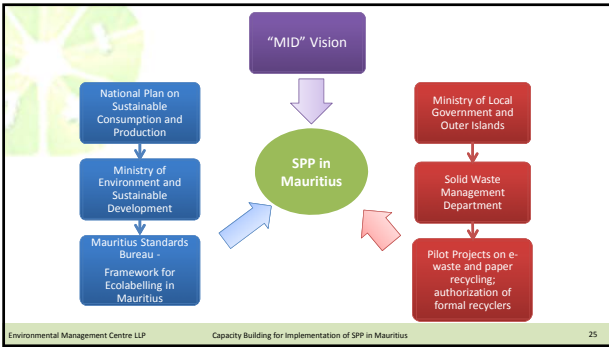
SPP IN MAURITIUS

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“Maurice Ile Durable” (MID) Policy, Strategy and Action Plan

- MID aims at sustainable growth strategy of the country
- Implemented through MID Commission
- MID Policy, Strategy and Action Plan has been developed
- MID recognizes SPP as a key strategy towards greening of the economy
- MID has proposed actions towards operationalization of SPP

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National Programme on SCP

- Overall objective is to
 - change energy consumption patterns,
 - encourage technological shifts and behavioural change,
 - increase resource efficiency,
 - change consumption patterns and
 - increase the demand and supply of sustainable products and services in the market
- SPP is of high priority under the Programme
- Development of a National Eco-Labeling framework

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Guidance Manual for Procurement Officials

Module 3: Key Terminologies

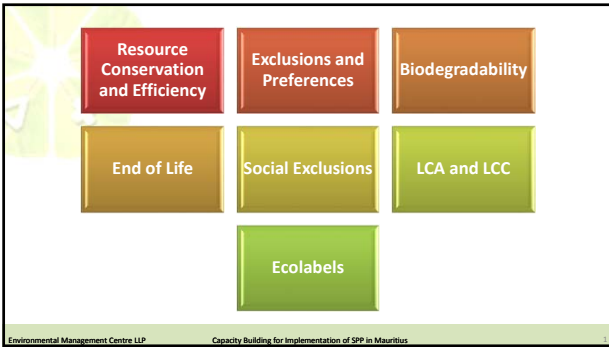
Capacity Building for the Implementation of Sustainable Public Procurement in Mauritius
Procurement Policy Office, Government of Mauritius

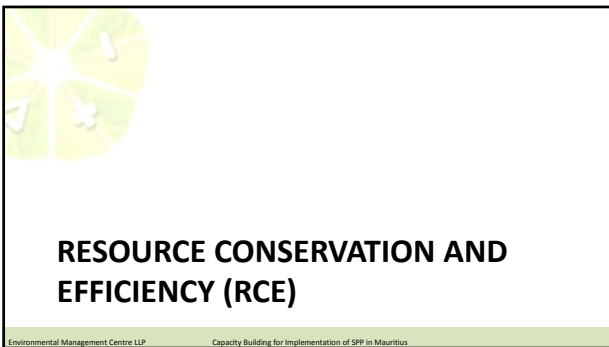
This Module discusses the key terminologies used in Sustainable Public Procurement (SPP) to enable better understanding of the process.

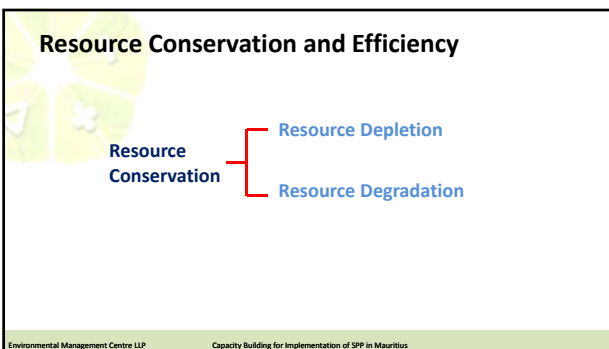
The key terminologies discussed are:

- Resource conservation and efficiency
- Exclusions and preferences
- Biodegradability
- End-of-life
- Social exclusions
- Life Cycle Assessment & Costing
- Ecolabels

For each terminology, the meaning and context is explained and further linked to the relevant aspect of sustainability for goods and services.



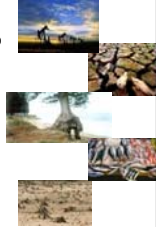




What is Meant by “Depletion” of Natural Resources?

- Some exploitation of natural resources is an essential condition of the human existence. This refers primarily to necessities such as food production and industrial manufacture
- However, the exploitation of nature is often done in a manner which leads to “depletion” of resources

E.g. In the past, it could take long hours just to cut down one tree only using saws. Due to increased technology, it takes a machine only a matter of minutes to cut down a tree



What is Meant by “Degradation” of Natural Resources?

- The **decline** of the natural resource base to a **lower quality** is termed as “degradation”
- Comes about as a result of the cumulative activities of farmers, households, and industries, **all trying to improve their socio-economic well being**

E.g. expanding agriculture and forestry and the associated use of fertilizers (nitrogen and phosphorous), etc.

E.g. fossil fuel burning which may double the atmospheric carbon dioxide concentration by the middle of the this century, etc.



What is Meant by “Resource Efficiency”?


Using **less resources, effort, time, energy** to produce a specific outcome



*Less waste generated
Less GHG emissions
More resources conserved
Cost savings*

RCE emphasizes :

- Efficient consumption of **raw materials and energy**
- Reduced **waste**
- Reduced **GHG emissions**, and
- **4 Rs** - Reduce, Reuse, Recycle and Recover



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Applying RCE in SPP

<p>Post consumer recycled fibres used to manufacture paper</p> <ul style="list-style-type: none">- Conserves virgin forests- Reduces consumption of processing chemicals- Promotes reduction of waste	<p>Use of recycled metal in furniture</p> <ul style="list-style-type: none">- Natural resource conservation through reduction of raw material extraction- Energy conservation
<p>Energy efficiency in cars</p> <ul style="list-style-type: none">- Lower GHG emission- Results in fuel conservation	

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EXCLUSIONS AND PREFERENCES

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Exclusions

- Substances having **NEGATIVE** environmental or human health impacts are **banned** in product
- If present, the maximum permitted concentrations in the products are stated at very low limits



Chemicals/ substances classified internationally or nationally as:


- Dangerous
- Hazardous
- Harmful
- Restricted
- Toxic
- Other similar classifications

- Dangerous Chemicals Control Act 2004
- European Council Directive 67/548/EEC or Directive 1999/45/EC

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Exclusions

- Heavy metals
 - arsenic, lead, cadmium, mercury
 - hexavalent chromium compounds
- Specific bromine-based flame-retardants
 - polybrominated biphenyls (PBBs)
 - polybrominated diphenyl ethers (PBDE)




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Exclusions in SPP

- Restricted concentrations of Heavy metals** in Laptops, Printers and PCs
 - Reduces harmful impacts on ecosystems during production phase
- Limit on VOC content** in cleaning materials
 - Safeguards health of cleaning staff
 - Restricts indoor air pollution → Protects human health

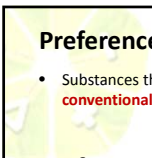
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Exclusions in SPP

- **Total ban on certain substances** – halogenated organic flame retardants, phthalates, aziridine and polyaziridines etc - used in surface coating of wood, plastic, metal parts in Furniture
 - *Reduces harmful impacts on flora and fauna in ecosystems*
 - *Safeguards human health*

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Preferences


- Substances that **cause less harm on environment or human health than conventionally used substances**, are preferred in product lifecycle

Preferences in SPP

Preferences of Air conditioning (AC) gases in Passenger Cars
Climate change mitigation measure –Non- CFCs

Preference to Plastic packaging for paper, ICT equipment
Protection of water bodies -not containing PVC

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BIODEGRADABILITY

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What is Biodegradability?

Organic component materials/ substances

Reduces toxic waste bioaccumulation in environment

Minimizes impact of haz chemicals on water bodies & aquatic life

International standards OECD 301A-301E or ISO 7827

Product should be *easily decomposable by natural agents like microorganisms* in the environment

70% of product degrades in 28 days

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Biodegradability in SPP

Aerobically biodegradable surfactants and organic ingredients in Cleaning Materials

— *Reduces toxic impact on aquatic organisms*

Copyright: Pirella Göttsche

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END OF LIFE

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What is End of Life?

- End of Life refers to the stage when a product is no longer useful or of utility value to the user, and needs to be disposed off

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Conventional End of Life

Disposal :

- Landfills
- E-waste accumulation
- Scrap

End of life in SPP

Product **take-back**

Reuse
(of component parts)

Environmentally,
socially friendly
Recycling

Environmentally,
socially friendly
Disposal

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However, different connotations of "End of life" for different SPP products in Mauritius



End of life = Reselling

Used car re-enters the market



End of life = Environmentally friendly disposal

Used PCs and laptops (e-waste) responsibly recycled/ disposed

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End of Life principles in SPP

- **End of Life take back** guarantee in ICT equipment
 - *Reduces e-waste burden → Significant for island countries like Mauritius*
 - *Resource conservation since select components can be recycled/ reused*

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SOCIAL INCLUSIONS

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What is meant by Social Inclusions?

- Ensuring **basic human rights (ethical treatment)** of workers are respected
- **Indigenous communities** or socio-economically backward groups affected are duly compensated
- **Promoting local sourcing**

MAURITIAN SOCIAL LAWS

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

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Key social considerations

Developed by **International Labour Organization** and **UN**:

- Fair treatment, non-discrimination
- Gender equality
- Grievance mechanisms
- Compliance to labor laws
- Permitting workers' unions
- No child labour
- Safe working environments

Ideally across supply chain, but....


- **Complex supply chains**, and
- **Developing countries – informal workforce**

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Social Inclusions in SPP

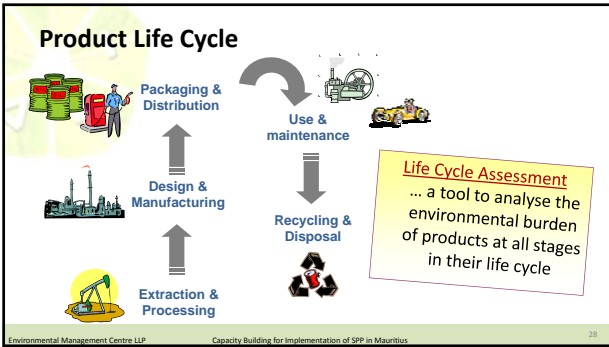
- Adherence to national social regulations, and employment of disabled persons in Cleaning Services
 - *Ensures local interests are protected*
 - *Employment for disadvantaged groups*

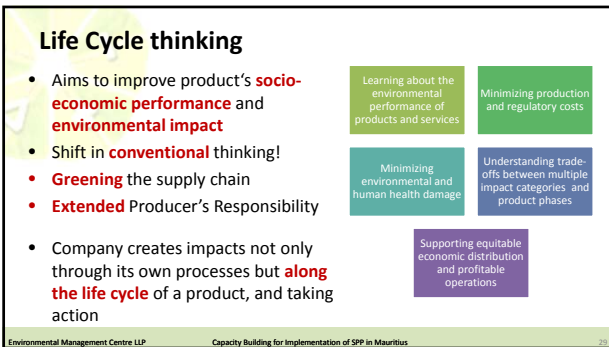
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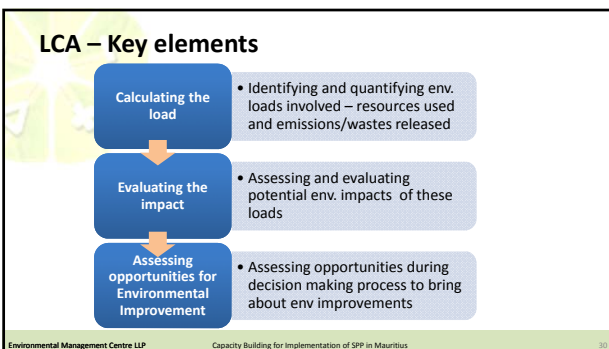


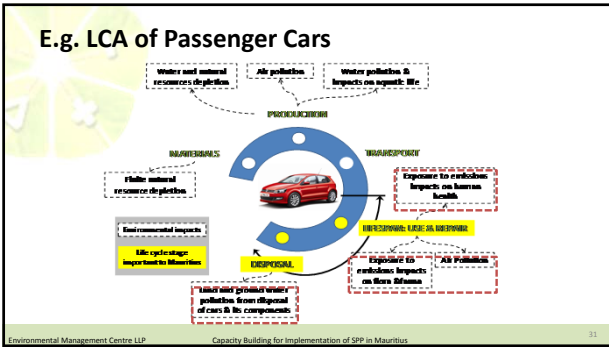
LIFE CYCLE ASSESSMENT (LCA)

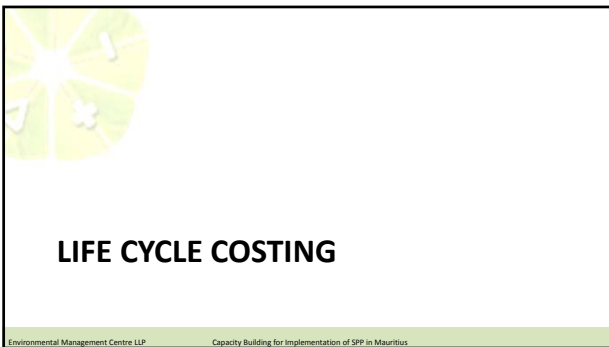
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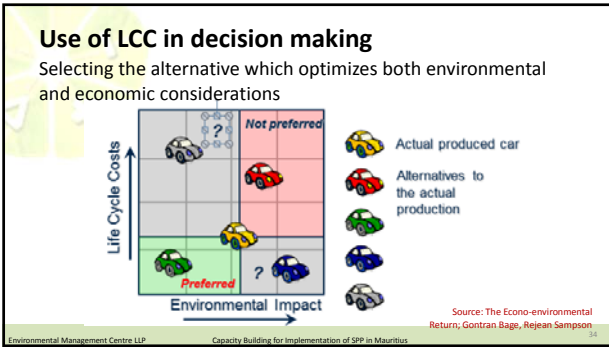


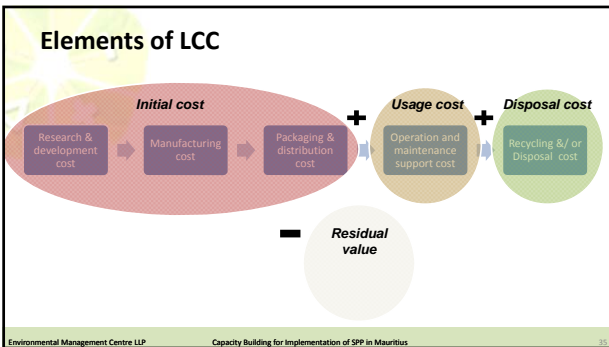
Life Cycle Costing (LCC)

"... a technique which enables comparative cost assessments to be made over a specified period of time, taking into account all relevant economic factors both in terms of initial capital costs and future operational costs" (BS 15686-1, 2000; p.28)

- Decision making tool
- Instrumental to Life Cycle Management
- Assessment of "cost" should consider all costs throughout the life-cycle – initial purchase price, usage costs (energy/water consumption, maintenance), and disposal costs

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Application of LCC for SPP – Eg.: Passenger Car

	Initial cost	Residual Value after 5 years	Operation cost (fuel use)	Maintenance cost	Disposal cost	Cost over five years
Vehicle A	MUR 360,000	33%	MUR 39,850	MUR 15,550	NIL	MUR 296,550
Vehicle B	MUR 300,000	15%	MUR 63,430	MUR 23,450	NIL	MUR 341,880

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Elements of LCC under PP Act

- **Cost of major replacement components, mandatory spare parts, and service.**
[any one of the following]
 - *The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation is in the List of Goods. An adjustment equal to the total cost of these items, at the unit prices quoted in each bid, shall be added to the bid price, for evaluation purposes only.*
- Or
- The Purchaser will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the bid price, for evaluation purposes only.

Elements of LCC under PP Act

- **Availability in Mauritius of spare parts and after sales services for equipment offered in the bid.**
 - *An adjustment equal to the cost to the Purchaser of establishing the minimum service facilities and parts inventories if quoted separately, is added to the bid price, for evaluation purposes only.*
- **Projected operating and maintenance costs**
 - *An adjustment to take into account the operating and maintenance costs of the Goods will be added to the bid price, for evaluation purposes only.*

ECOLABELS

Ecolabels

- ✓ A label which **identifies overall, proven environmental preference** of a product or service (*Global Ecolabelling Network*)
- ✓ **Voluntary method** of environmental performance certification and labelling
- ✓ Awarded **by an impartial third party** to products that meet established environmental leadership criteria, **in contrast to "green" symbols, or claim statements** developed by manufacturers and service providers

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Types of ecolabels

<p>1 ISO Type I (multi-attribute, LCA based) Environmental labelling</p> <ul style="list-style-type: none"> • A voluntary, multiple-criteria based, third party program • Indicates overall environmental preference of a product within a product category based on life cycle considerations • Transparency and credibility assured • According to ISO 14024 	<p>2 ISO Type II Self-declaration claims</p> <ul style="list-style-type: none"> • Informative environmental self-declaration claims • Not independently verified • Do not use pre-determined and accepted criteria for reference 	<p>3 ISO Type III Environmental declarations</p> <ul style="list-style-type: none"> • Voluntary programs that provide quantified environmental data of a product, under pre-set categories of parameters set by a qualified third party • Based on LCA • Verified by that or another qualified third party 	<p>4 Single attribute labels</p> <ul style="list-style-type: none"> • Highlights individual environmental characteristic ("criteria") for a product or service
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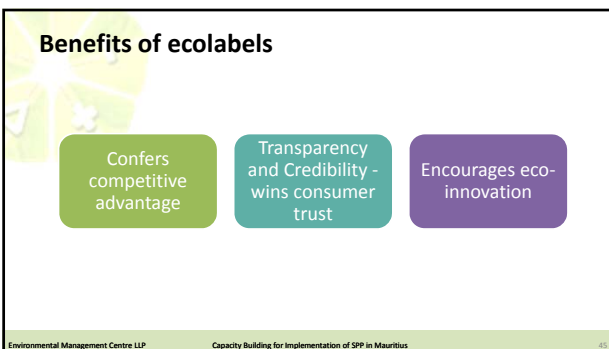
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Sample Ecolabels

Name	Region	Name	Region
TYPE I LABELS		"TYPE I LIKE" LABELS – Focus on a single material	
Ecologo	North America	Forest Stewardship Council (FSC)	International. For wood fibres
Stichting Milieukeur	Europe (Netherlands)	Programme for the Endorsement of Forest Certification (PEFC)	International. For wood fibres
NF Environment	Europe (France)	Sustainable Forestry Initiative (SFI)	North America. For wood fibres
Nordic Swan	Europe (mainly Scandinavia)	Certfor (PEFC label accredited)	Chile (Latin America). For wood only
Austrian Ecolabel (Umweltzeichen)	Europe (Austria)		
Blaue Engel	Europe (Germany)		
EcoMark	Japan		
Good Environmental Choice Australia (GECA)	Australia		
Thai Green Label	Thailand		



Training Manual for Procurement Officials

Module 4: Common Core Criteria

Capacity Building for the Implementation of Sustainable Public Procurement in Mauritius
Procurement Policy Office, Government of Mauritius

This module discusses the basic approach for developing the sustainability criteria referring to the 'Common Core Criteria' developed by Green Purchasing Network of India (GPNI).

In order to operationalize the **National Action Plan on Sustainable Public Procurement for Mauritius** there is a need for a structured approach. During the operationalization process, it is important to define how the product sustainability will be addressed. Sustainability, as is known, lies in the interplay of environmental quality, economic vitality and social equity and therefore the sustainability criteria should also be encompassing these elements of sustainability. Since the goods and service which will be addressed under this Action Plan will be growing in number and will be of diverse type there is need to evolve or adapt a framework of sustainability criteria which can then be applied across the products to be targeted under the SPP mechanism.

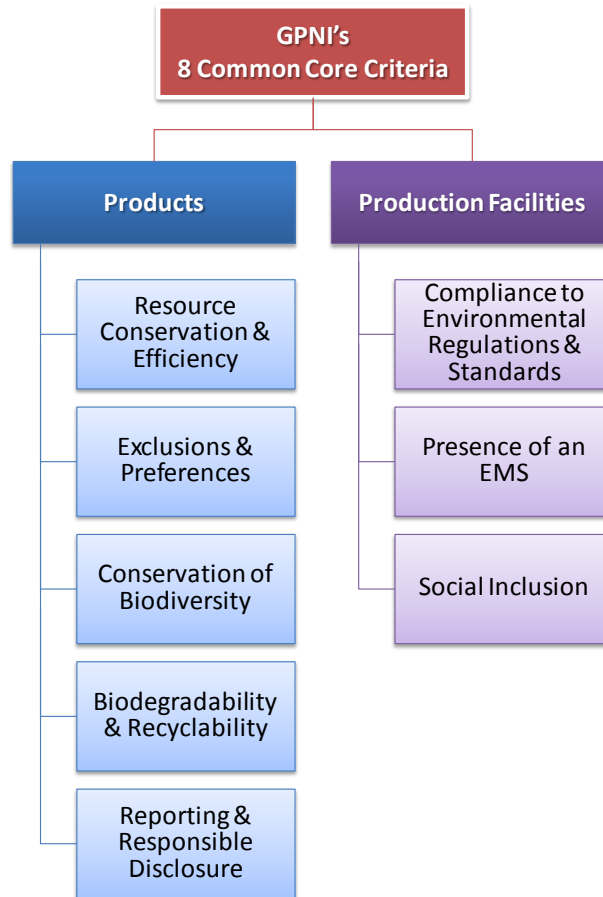
For this a structured and logical approach is required that has the potential for assessing the product sustainability addressing commonality across the elements of sustainability being assessed while being able to maintain the individuality that arises due to the basic nature of the product life cycle. A progressive and hierarchical system of criteria would be the best suited for such an approach.

Sustainability criteria sets have been defined by various organizations and even at country level or multi country level as in the global procurement system developed for the UN system of procurements. But the systems themselves vary in their approach and criteria sets prescribed for similar products. For a country like Mauritius, which, because of its SIDS status, has to use a framework for criteria development that is flexible and adaptable particularly considering that the source of most products in the country is imported from multiple countries across the world. A study carried out by the Green Purchasing Network India (GPNI) to develop an internationally coordinated and harmonized system provides such a framework.

The Common Core Criteria of GPNI is a harmonized approach of developing sustainability criteria which ensures consistency across products and services; and completeness of the process. While developing the common core criteria, GPNI reviewed multiple ecolabels (over 150) from all across the world in an analytical framework to identify a set of common core criteria applicable irrespective of product categories.

The common criteria set comprises of eight Common Core Criteria to assess the sustainability performance of products across life cycle. Among the eight common core criteria developed, three are applicable to the production stage which forms the pre-qualification criteria and the remaining five are the sustainable criteria applicable through the other stages of the life cycle.

GPNI's eight Common Core Criteria are given in the figure below.



In the process of developing the sustainability criteria for goods under SPP for Mauritius, the eight common core criteria developed by GPNi were also referred. The module discusses the linkages between the sustainability criteria developed for goods in the pilot phase for Mauritius and the common core criteria. This is illustrated through its application on passenger cars.

The Challenges

- Small size; remoteness and isolation
- Difficulties in benefitting from trade liberalization and globalization
- Limited natural resources and high import
- Climate Change impacts: sea-level rise; proneness to natural disasters; loss of biodiversity
- Small size market – limitations on import substitution possibilities
- Heavy dependence on coastal and marine resources for livelihood including food security
- Limited ability to influence domestic prices

Source: http://sushelars.org/macro-economics/import/import_mauritius.html

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Introducing Sustainability Criteria in Public Procurement

What is 'Sustainability Criteria'?

- Sustainability Criteria can be defined as:

A set of parameters related to materials composition, processing, packaging, distribution; use and practices after use till the final disposal that indicate impact/risks to humans, ecosystems and livelihoods

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Sustainability Criteria– Challenges

- No globally accepted set of sustainability criteria
- Sometimes criteria are overly stated; are incomplete and inconsistent
- Criteria may not address impacts across life cycle
- Lack of progressive or hierarchical approach for gradual adoption

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Bid Conditions from Mauritian PP Process

4.3 A Margin of Preference shall be applicable as follows:

1. For International Bidding:
Bidders meeting the following criteria shall be eligible for a 15 % Domestic Preference:

(a) **be a Small and Medium Enterprise having an annual turnover not exceeding Rs 50m, incorporated in the Republic of Mauritius;** or
 (b) in case of a Joint Venture between Small and Medium Enterprises; or between Small and Medium Enterprises and foreign manufacturers, the entity should be incorporated in the Republic of Mauritius and the domestic manufacturers be individually eligible for the preference as per (a) above; and
 (c) **where the local manufacturing input in terms of material, labour and overhead accounts for at least 30 per cent of the cost of production of the goods.**

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Technical Specifications


Item No.	Name of Goods & Related Service	Technical Specifications and Standards
8	Bristol Paper Red, 250gsm (570x730)mm	This item is used for the printing of confidential file covers. A red colour Bristol paper is required for that purpose. The substrate should have a good bending resistance. They should not crush while creasing
9, 10, 11, 12, 13, 14, 15	Bristol Paper 320gsm, different colours, (570x730)mm	These items will be required for the printing of file covers. The substrate should have a good bending resistance. They should not crush while creasing.
19	Manifold Paper 60gsm, green (640x900)mm	This item is meant for the printing of National Lottery Tickets. The substrate should tolerate the following: <ul style="list-style-type: none"> (i) .54 numbering machines; (ii) .Recto and verso print; (iii) Invisible ink; and (iv) .Perforating Rule.

Biodegradability ?

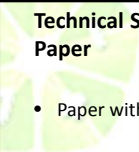
Is the paper free from EC ?

From where do virgin materials come?

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Can Sustainability Criteria conflict with Technical Criteria?




Technical Specifications and Sustainability Criteria for Paper

- Paper with limited or no OBA content: has brightness <100
- Brightness of standard Office and Copying paper in the market – 92-96*

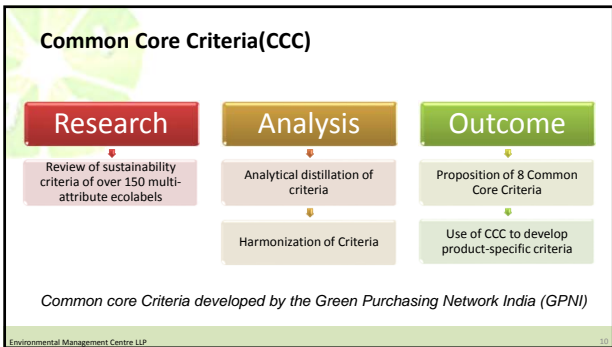
UNEP criteria: <90

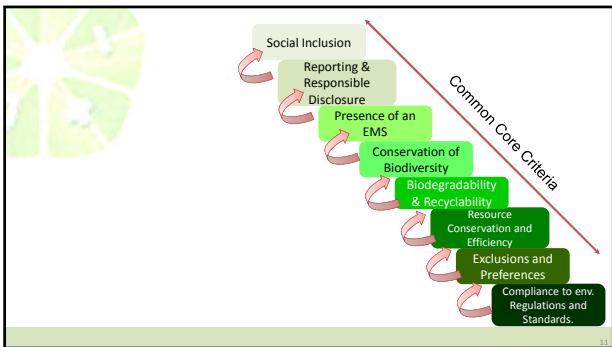
<http://www.amsi.org.au/Files/Tech/tech%20paper%20crf%20publications.pdf>; <http://www.risinfo.com/pages/aboutmethodology/price/naap/>;
Vanderbilt Office Paper Buying Guide - Accessed on 29 July 2013

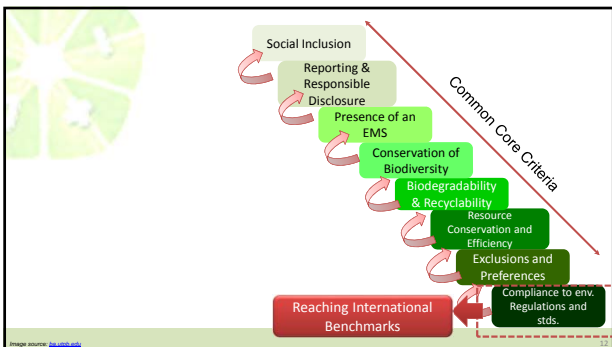
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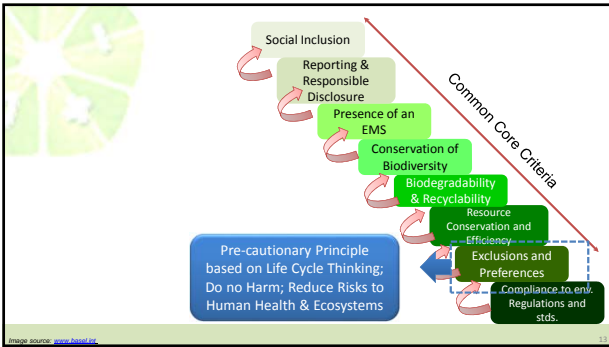


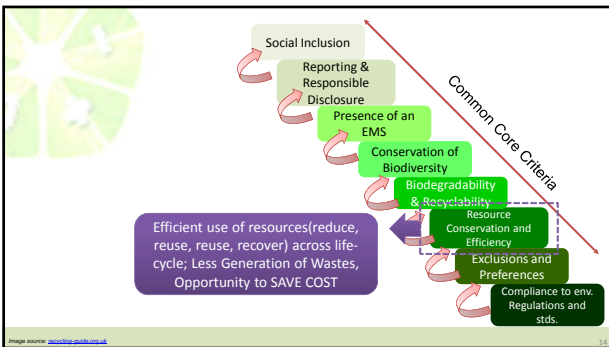
A Structured Framework to develop Sustainability Criteria

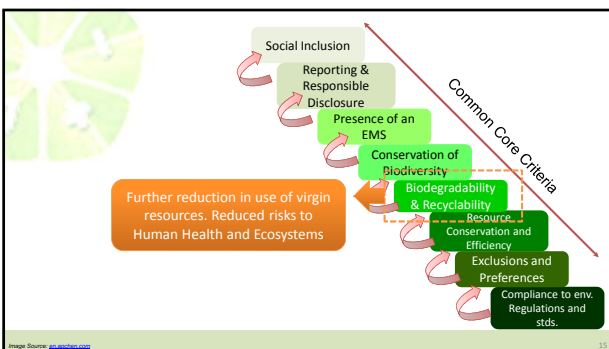


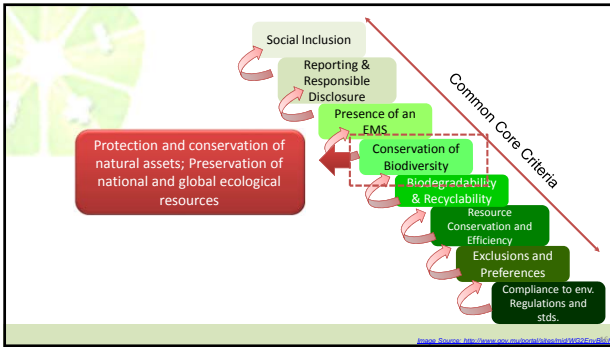


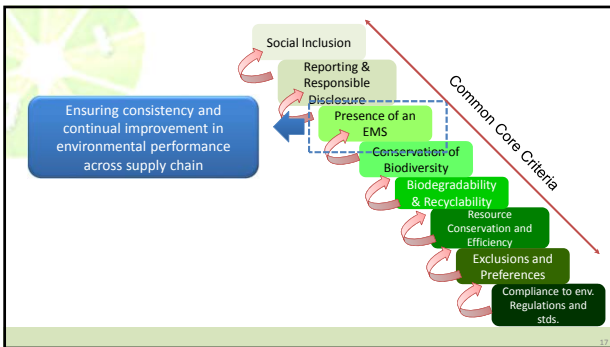


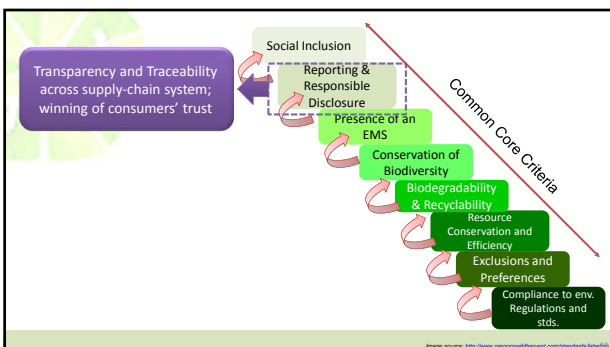


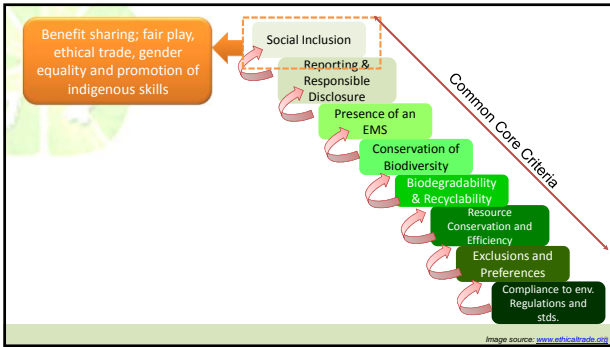




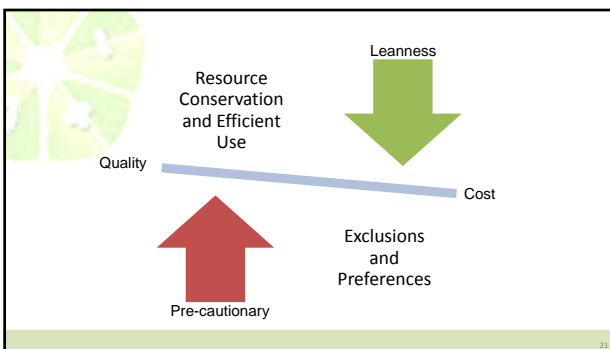








Which of the 8 Common Core Criteria, do you think, will lead to a significant increase in **costs**?



Common Core Criteria - Advantages

- Comprehensiveness
- Completeness
- Consistent Communication

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QUALIFICATION CRITERIA FOR SPP

GPW's Common Core Criteria

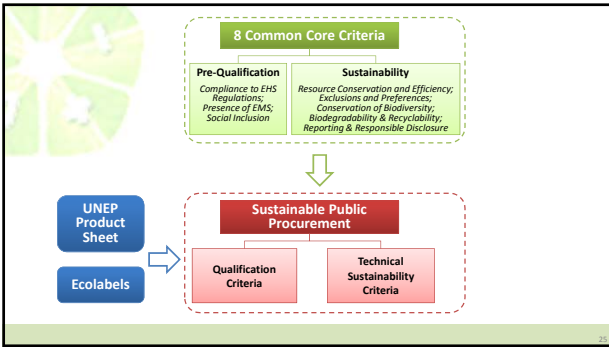
- Social Inclusion
- Reporting & Responsible Disclosure
- Presence of an EMS*
- Conservation of Biodiversity
- Biodegradability & Recyclability
- Resource Conservation and Efficiency
- Exclusions and Preferences
- Compliance to env. Regulations and stds.

*Only for Cleaning Services

Product-Specific CRITERIA FOR SPP

GPW's Common Core Criteria

- Social Inclusion
- Reporting & Responsible Disclosure
- Presence of an EMS
- Conservation of Biodiversity
- Biodegradability & Recyclability
- Resource Conservation and Efficiency
- Exclusions and Preferences
- Compliance to env. Regulations and stds.



Drawing Linkages between CCC and SC

Pre-qualification

Example (for Passenger Cars)

GPNi's Common Core Criteria	Pre-qualification Criteria (examples)
Compliance to Environmental, Health and Safety Regulations	Compliance with environmental legislations
Social Inclusions	Compliance to employment and fair pay regulation

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Drawing Linkages between CCC and Product - Specific Criteria (Passenger Cars)

Sustainability Criteria – Passenger Cars	GPNi's Common Core Criteria						
	Compliance to EHS Regulations	Resource Conservation and Efficiency	Exclusions and Preferences	Conservation of Biodiversity	Biodegradability and Recyclability	Reporting and Responsible Disclosure	
CO ₂ emission	✓	✓					
Exhaust gas emissions	✓						
Noise levels	✓						
Air conditioning (AC) gases			✓				
Warranty and Durability	✓						
Maintenance	✓						

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Guidance Manual for Procurement Officials

Module 5: Integration of Sustainability in Public Procurement Cycle

Capacity Building for the Implementation of Sustainable Public Procurement in Mauritius
Procurement Policy Office, Government of Mauritius

This module presents the integration steps of sustainability requirements in the procurement process of Mauritius.

The public procurement process in Mauritius is administered under the Public Procurement Act 2006. The Public Procurement Regulations 2008 have been drafted under Section 61 of the Act of 2006. The Regulations further elaborate and define procedures for implementing the provisions of the Act. The review of existing procurement procedures in Mauritius have been presented to understand the stages at which sustainability aspects can be introduced and the method of integration. For this purpose, the Public Procurement Act (PPA) 2006 of Mauritius was reviewed.

At a broad level, the parts of the Act found to be appropriate for featuring sustainability considerations are given below:

- Part IV: Procurement Methods
- Part V: The Bidding Process
- Part VII: Procurement Contracts

At the implementation level, i.e. during the Mauritian procurement process, sustainability requirements will be integrated in the following steps:

- Procurement planning
- Prequalification
- Requirement definitions
- Evaluation
- Contract Management

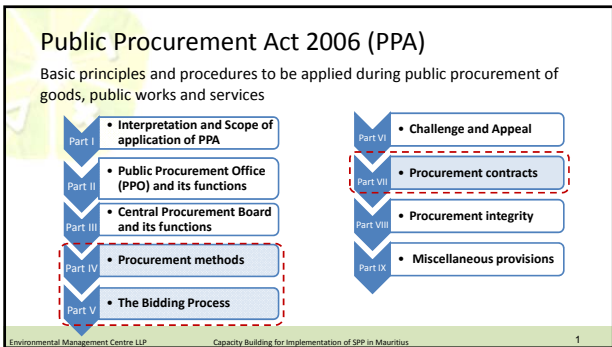
In procurement planning a need analysis for the goods is required followed by a market research for availability of the goods as per the sustainability requirements. During bidding, the title should communicate the intention of procurement under SPP.

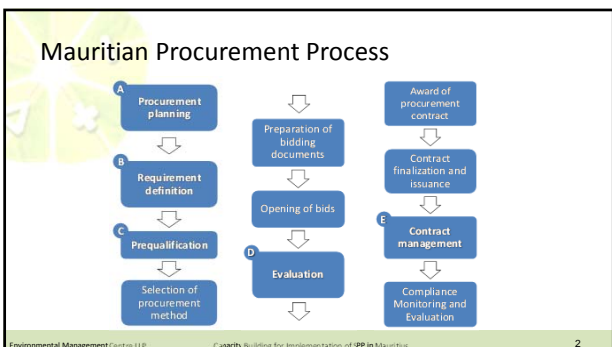
In the bidding process, the following have been integrated into the standard bidding documents for goods and services in the pilot phase:

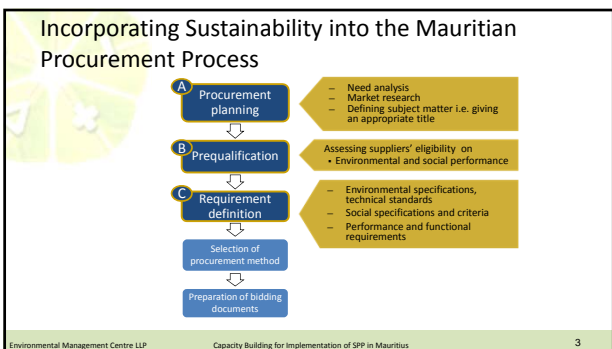
- Prequalification criteria to assess the sustainability performance of the bidders
- Sustainability requirement definitions applicable to goods and services
- Evaluation of bids for procurement of goods under SPP

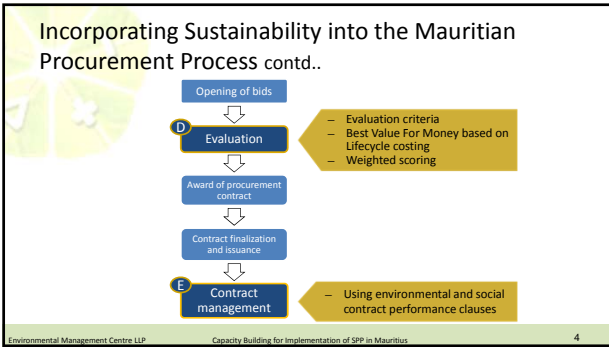
A Contract Management Manual has been prepared for Sustainable Public Procurement (SPP) of goods to be used in conjunction with the Standard Contract Management procedures followed for procurement of goods.

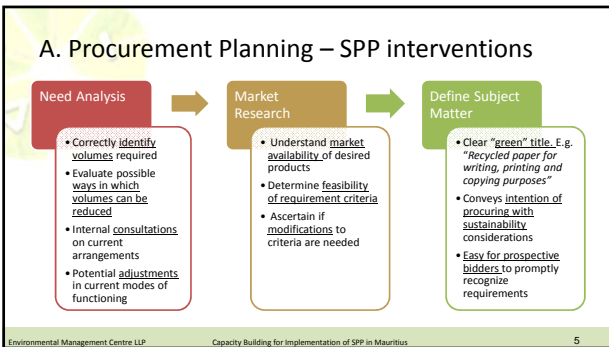
The outline of the various steps of integration of SPP have been presented in this module. Separate modules have been created for training on SPP integration in bidding document, evaluation of bids and contract management under SPP in Modules 7, 8 and 9 respectively.

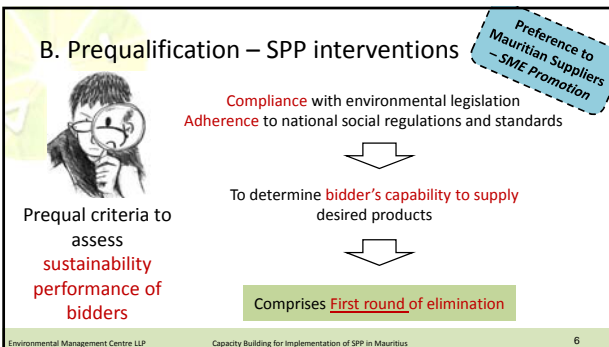












C. Requirement Definition – SPP interventions

Defining *Technical specifications* on environmental and social requirements

No compromise on product *quality and functionality*

Example:
Paper - Sustainably logged wood

Example:
Cleaning Materials - Biodegradability

To be elaborated in next session

D. Evaluation of Bids for SPP

Evaluation of Prequalification criteria for SPP

Evaluation of Requirement Definitions for SPP – weighted scoring

Evaluation of Technical Criteria – quality & functionality

Evaluation of Price Bids – adjustment for life cycle costing

To be elaborated on Day 4 - Evaluation of Bids

Adjustment for Life Cycle Costing

- **Best Value for Money**
 - Procurement price
 - Costs incurred during life time
- Cost of major replacement components, mandatory spare parts, and service
- Availability in Mauritius of spare parts and after sales services for equipment offered in the bid
- Projected operating and maintenance costs
- Performance of the equipment

E. Contract Management

- Environmental and social obligations to be honoured by bidder
- Administration of a Contract from award stage to end of contract period

To be elaborated on Day 5 - Contract Management

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To Summarize

- A. Procurement Planning
- B. Prequalification Criteria
- C. Requirement Definitions for SPP
- D. Evaluation of Bids for SPP
- E. Contract Management

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Training Manual for Procurement Officials

Module 6: Sustainability Criteria for Goods and Services

Capacity Building for the Implementation of Sustainable Public Procurement in Mauritius
Procurement Policy Office, Government of Mauritius

This 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 viz. paper for general office use, office furniture, cleaning materials, passenger cars, personal computers/ laptops and printers; and cleaning services. The verification guidance for the criteria are also presented.

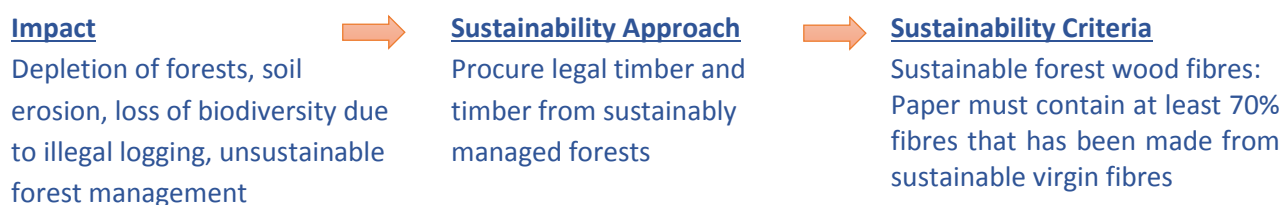
Development of the sustainability criteria for goods and services involved the following:

1. Review of Mauritian Procurement Process
2. Review of national environmental and social regulations applicable to the goods (general & goods specific)
3. Identification of environmental and social impacts across the life cycle of the goods
4. Identify life cycle costing aspects specific to the goods (where applicable)
5. Review of the common core criteria of sustainability developed by Green Purchasing Network of India
6. Review of UNEP Sustainable Procurement Guidelines and resources from other agencies practicing or promoting SPP

The stages in the Mauritian procurement process where SPP interventions can be implemented were also identified. The environmental and social regulations applicable to goods in general and specific to particular goods as well 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 mitigate or minimize such impacts.

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 and services 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. In the case of cleaning services, an additional pre-qualification criteria has been developed.

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.

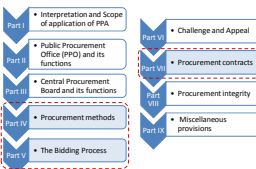
The sustainability criteria for cleaning materials are applicable to cleaning services in addition to procurement of the materials individually. The cleaning service provider is required to use cleaning materials that comply with the sustainability criteria.



How has Sustainability Criteria been developed for Mauritius?

Procurement Process and Regulatory Provisions

- Review of Mauritian Procurement Process
- SPP Instruments in the Public Procurement Act 2006
 - Procurement under Framework Agreements (Amendment 2012 and 2013) for SPP

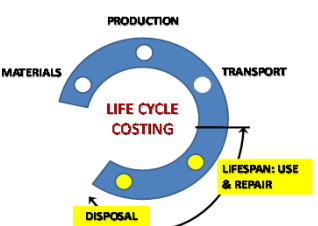


The flowchart illustrates the procurement process and regulatory provisions, organized into five parts:

- Part I:** Interpretation and Scope of application of PPA
- Part II:** Public Procurement Office (PPO) and its functions
- Part III:** Central Procurement Board and its functions
- Part IV:** Procurement methods
- Part V:** The Bidding Process
- Part VI:** Challenge and Appeal
- Part VII:** Procurement contracts
- Part VIII:** Procurement integrity
- Part IX:** Miscellaneous provisions

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Life Cycle of Goods – Environmental and Social Impacts in Mauritius



The diagram illustrates the life cycle of goods, showing a circular flow of stages:

- PRODUCTION** (top)
- TRANSPORT** (right)
- LIFESPAN: USE & REPAIR** (bottom right)
- DISPOSAL** (bottom left)
- MATERIALS** (left)

At the center of the cycle is **LIFE CYCLE COSTING**.


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Review of Mauritian Regulations

- **Environmental Regulations**
 - Environment Protection Act 2002
 - Maurice Ile Durable (MID) Policy and Strategy Action Plan 2010
- **Goods Specific Regulations**
- **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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Goods Specific Regulations



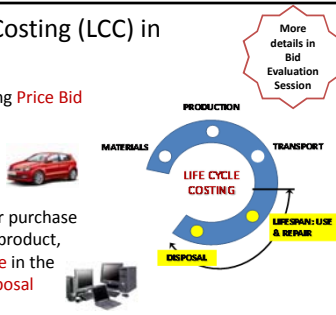
Passenger Cars

- The Road Traffic (Control of Vehicle Emissions) Regulations, 2002
- CO₂ Bill

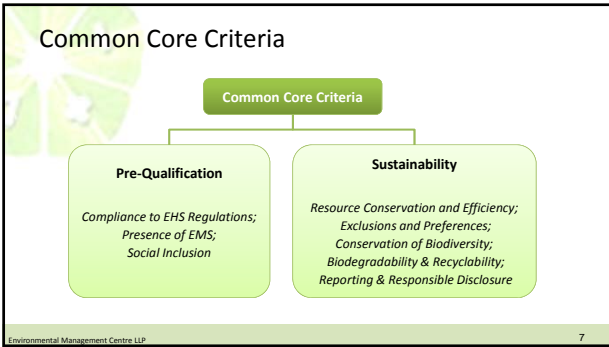
Environmental Management Centre LLP 5

Applying Life Cycle Costing (LCC) in Procurement

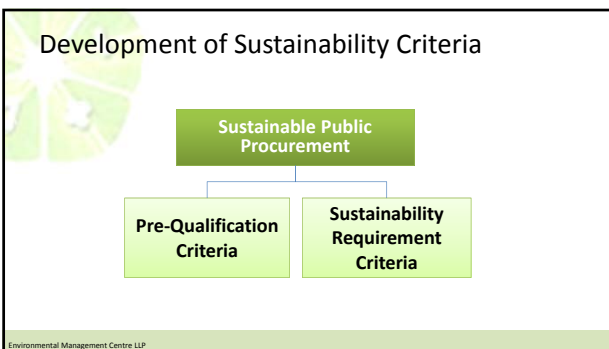
- LCC approach for evaluating **Price Bid** in place of “Lowest Cost”
- Cost of a product incurred throughout the **life cycle**
- Sustainable product higher purchase price than a conventional product, however, it is **cost-effective** in the **use, maintenance and disposal phases**

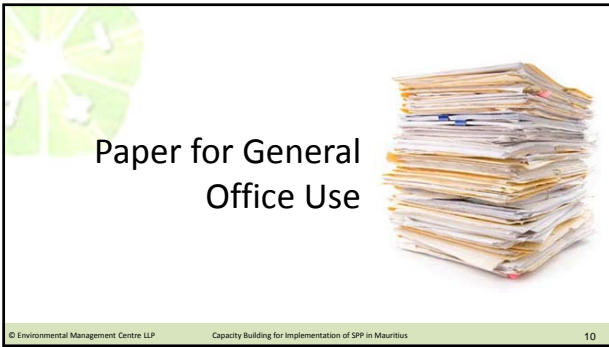


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- ### To Summarize.....
- Procurement Process and Regulatory Provisions
 - Life Cycle of Goods – Environmental and Social Impacts in Mauritius
 - Review of Mauritian Regulations
 - Applying Life Cycle Costing (LCC) in Procurement
 - 8 Common Core Criteria
- Environmental Management Centre LLP 8

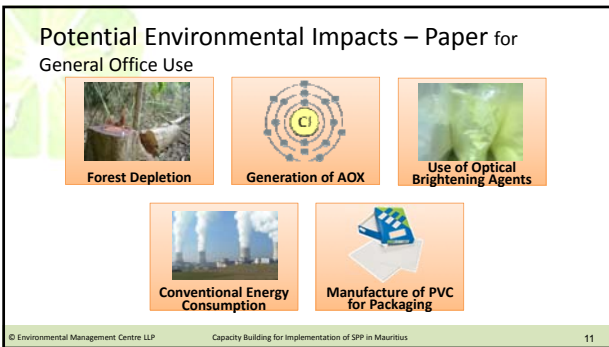




Paper for General Office Use

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A slide with a green sun-like graphic on the left and a stack of papers on the right. The title 'Paper for General Office Use' is centered. The footer contains copyright information and the number 10.

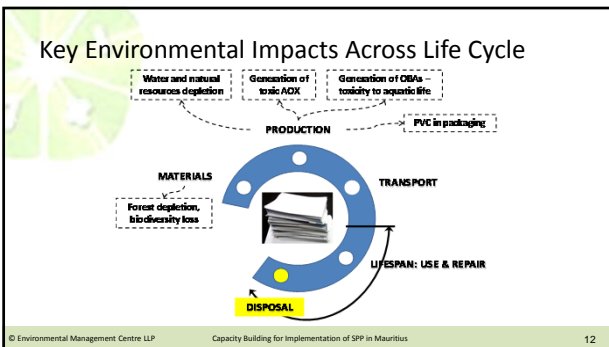


Potential Environmental Impacts – Paper for General Office Use

- Forest Depletion
- Generation of AOX
- Use of Optical Brightening Agents
- Conventional Energy Consumption
- Manufacture of PVC for Packaging

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A slide with five small images illustrating environmental impacts: a tree being cut, a chemical structure, a glowing green substance, a power plant, and a stack of paper with a PVC label. The footer contains copyright information and the number 11.



Key Environmental Impacts Across Life Cycle

Water and natural resources depletion
Generation of toxic AOX
Generation of OBAs – toxicity to aquatic life
PVC in packaging

PRODUCTION

MATERIALS: Forest depletion, biodiversity loss

TRANSPORT

LIFESPAN: USE & REPAIR

DISPOSAL

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A circular diagram showing the life cycle stages: MATERIALS, PRODUCTION, TRANSPORT, LIFESPAN: USE & REPAIR, and DISPOSAL. Each stage is associated with specific environmental impacts. The footer contains copyright information and the number 12.

Key Social Considerations

Developed by **International Labour Organization and UN:**

Fair treatment, non-discrimination

Gender equality

Grievance mechanisms

Compliance to labor laws


Permitting workers' unions

No child labour

Safe working environments

Ideally across supply chain, but....

- **Complex supply chains, and**
- **Developing countries – informal workforce**



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Reducing Key Environmental Impacts


#	Impact	Sustainable Procurement Approach
1.	Forest depletion and biodiversity loss	Procurement of paper based on post-consumer recovered paper fibres (recycled paper) or paper from legally and sustainably harvested wood
2.	Depletion of finite water and natural resources due to water and energy consumption during production	Procurement of paper produced in factories with low energy consumption and emissions
3.	Environmental pollution due to generation of toxic compounds like AOX from use of chemicals such as chlorine and chlorine substances;	Avoidance of certain substances in paper production and bleaching
4.	Destruction of aquatic life and impact on human health due to use of optical brightening agents	
5.	Environmental pollution and impacts on human health due to use of other chemical substances	Avoidance of packaging material containing PVC
6.	Environmental pollution due to use of polyvinyl chloride in packaging of paper	

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Sustainability Criteria – Paper for General Office Use

▪ **Prequalification**

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



▪ **Sustainability Requirement**

- Sustainable forest wood fibers
- Recovered paper fibers
- Elemental Chlorine Free
- Brightness
- Environmentally friendly packaging

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

Common for prioritized Goods

Pre-Qualification Criteria – Paper for General Office Use contd..	
Pre-Qualification Criteria	Verification Guidance
<p>Adherence to national social regulations and standards</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"> Employment Relations Act 2008 and Employment Rights Act 2008 Occupational Safety and Health Act 2005 Sex discrimination Act 2002 	<p>Bidders must provide a declaration 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>

Common for prioritized Goods

Sustainability Requirement Criteria – Paper for General Office Use	
Sustainability Requirement Criteria	Verification Guidance
<p>Sustainable forest wood fibers</p> <p>Paper must contain at least 70% fibers that has been made from sustainable virgin fibers</p>	<p>Any appropriate means of proof demonstrating that criteria aimed for sustainability for procurement of raw material (wood / wood pulp) are met will be accepted, such as a technical dossier from the manufacturer along with a declaration from the manufacturer or a test report from a recognized body showing compliance. Products carrying the FSC label or equivalent will be deemed to comply.</p>

Recognized Body

- Testing laboratories and certification bodies that are recognized by the:
 - [National Accreditation Agency of the country of origin](#) or
 - [International Accreditation Agency which is member of International Laboratory Accreditation Cooperation \(ILAC\)](#) or
 - [International Accreditation Forum \(IAF\)](#)
- In case of ambiguity, the opinion of Mauritius Accreditation Service (MAURITAS) may be obtained.

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Sustainability Requirement Criteria – Paper for General Office Use contd..

Sustainability Requirement Criteria	Verification Guidance
<p>Recovered paper fibers (pre and post-consumer recycled fibers)</p> <p>Paper must contain atleast 70% recovered paper (include both post-consumer recycled fibers and pre-consumer recycled fibers)</p>	<p>Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a declaration from the manufacturer along with an independent audit report by a recognized body certifying the compliance to the criteria.</p> <p>Products carrying the Blaue Engel (German ecolabel), Umweltzeichen (Austrian ecolabel) or the FSC Recycled label or equivalent will be deemed to comply.</p> <p>The European Ecolabel, the Green Seal ecolabel and the PEFC label can also serve as means of proof if it is specified that the paper is made from 100% recovered paper fibers.</p>

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Sustainability Requirement Criteria – Paper for General Office Use contd..

Sustainability Requirement Criteria	Verification Guidance
<p>Elementary chlorine free (ECF)</p> <p>The paper must be at least Elementary Chlorine Free (ECF).</p>	<p>Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a technical dossier from the manufacturer along with a test report from a recognized body showing compliance.</p> <p>All products carrying the European Ecolabel, Blaue Engel (German ecolabel), Nordic Swan, Eco Mark Japan, Chlorine-Free Products Association (CFPA) label or the Green Seal ecolabel, will be deemed to comply.</p>

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Sustainability Requirement Criteria – Paper for General Office Use contd..

Sustainability Requirement Criteria	Verification Guidance
Brightness The brightness level must be between 90 to 100 as measured by the ISO Brightness scale given in ISO 2470:2009 or equivalent	Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a <u>technical dossier</u> from the manufacturer along with a <u>test report</u> from a recognized body showing compliance. All products carrying the <u>European Ecolabel</u> , <u>Blaue Engel</u> (German ecolabel), <u>Nordic Swan</u> , <u>Eco Mark Japan</u> , <u>Chlorine-Free Products Association (CFPA) label</u> or the <u>Green Seal ecolabel</u> , will be deemed to comply.

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Sustainability Requirement Criteria – Paper for General Office Use contd..


Sustainability Requirement Criteria	Verification Guidance
Environmentally-friendly packaging The packaging for the paper shall <u>not contain PVC</u>	Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a <u>technical dossier</u> from the <u>packaging manufacturer</u> or a <u>declaration from the paper manufacturer</u> along with a certificate from a recognized body stating explicitly the absence of PVC in the material.

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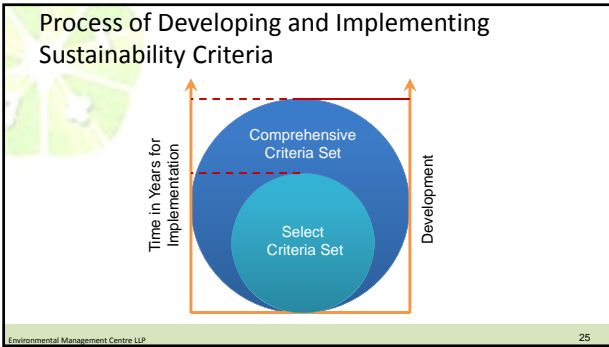
Sustainability Criteria – Paper for General Office Use

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

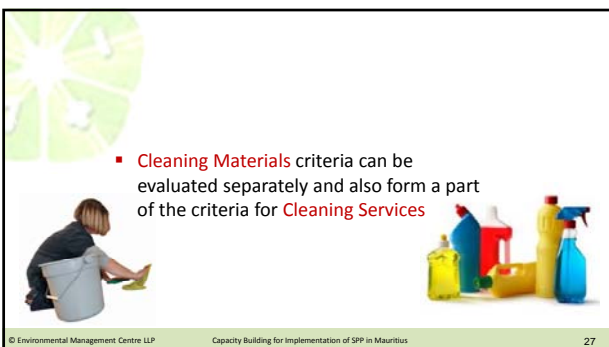
- Sustainability Requirement
 - Sustainable forest wood fibres or Recovered paper fibers
 - Elemental Chlorine Free
 - Brightness
 - Environmentally friendly packaging



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Potential Environmental Impacts – Cleaning Materials & Cleaning Services

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Key Environmental Impacts Across Life Cycle

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Reducing Key Environmental Impacts

#	Impact	Sustainable Procurement Approach
1.	Eutrophication of water bodies due to release of hazardous chemicals through sewerage systems during production, use and disposal.	Avoid the use of certain cleaning chemicals containing hazardous chemicals
2.	Environmental pollution due to generation of toxic compounds like AOX from use of chlorine based cleaning chemicals	Limit the quantity of hazardous chemicals in cleaning chemicals
3.	Bioaccumulation of chemicals impacting aquatic life which move up the food chain	Use biodegradable cleaning chemicals
4.	Health impacts on cleaning staff (allergic reactions, burns etc) due to exposure to various cleaning chemicals	Use biodegradable cleaning chemicals
5.	Depletion of finite natural resources and environmental pollution due to production, use and disposal of PVC containers	Decrease the quantity of packaging used; ensure recyclability; increase use of recycled packaging; and avoid packaging material containing PVC
6.	Land pollution due to leaching of hazardous chemicals from unsanitary disposal of cleaning chemicals containers	

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Sustainability Criteria – Cleaning Materials

<ul style="list-style-type: none"> ▪ Pre-Qualification <ul style="list-style-type: none"> – Compliance with environmental legislation – Adherence to national social regulations and standards 		<ul style="list-style-type: none"> ▪ Sustainability Requirement <ul style="list-style-type: none"> – Restricted cleaning products – Biodegradability – Packaging - clear dosing instructions – VOCs – Environmentally-friendly packaging
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Pre-Qualification Criteria – Cleaning Materials

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

Pre-Qualification Criteria	Verification Guidance
<p>Adherence to national social regulations and standards</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"> • Employment Relations Act 2008 and Employment Rights Act 2008 • Occupational Safety and Health Act 2005 • Sex discrimination Act 2002 	<p>Bidders must provide a <u>declaration</u> 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 Requirement Criteria – Cleaning Materials contd..

Sustainability Requirement Criteria	Verification Guidance
<p>Restricted Cleaning Products</p> <p>The portfolio of cleaning products may not include:</p> <ul style="list-style-type: none"> •Chlorine-based sanitary cleaners and strongly acidic toilet and bathroom cleaners with inorganic acids 	<p>A list of products within the cleaning product portfolio must be provided. This list should include the brand name, product name, constituent chemicals and intended use of the products.</p>

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Sustainability Requirement Criteria – Cleaning Materials

Sustainability Requirement Criteria	Verification Guidance
<p>Biodegradability</p> <p>All offered cleaning products must only contain surfactants and organic ingredients which are in compliance to OECD 301A-301E or ISO 7827 or equivalent standards (70% of the surfactants and organic ingredients can degrade in 28 days)</p>	<p>A list of all surfactants and organic ingredients included in each product must be supplied.</p> <p>Ingredients listed as readily biodegradable on the Detergent Ingredient Database (DID list) of the European Union will also be deemed to comply.</p> <p>Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a technical dossier from the manufacturer along with a test report from a recognized body showing compliance.</p> <p>Products carrying the Ecologo, Green Seal, European Ecolabel, Nordic Swan or Thai Ecolabel will also be deemed to comply.</p>

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Sustainability Requirement Criteria – Cleaning Materials contd..

Sustainability Requirement Criteria	Verification Guidance
<p>Packaging - clear dosing instructions</p> <p>All cleaning materials must be packaged with clear dosing instructions.</p> <p>All the key ingredients should be clearly mentioned</p>	<p>Bidder to submit declaration that dosing instructions and key ingredients shall be included in the packaging.</p>

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Sustainability Requirement Criteria – Cleaning Materials contd..

Sustainability Requirement Criteria	Verification Guidance
Volatile Organic Compounds (VOCs) All offered cleaning products may not contain more than 25% by weight of VOCs	Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a technical dossier from the manufacturer along with a test report from a recognised body showing compliance. Products carrying the Ecologo, Green Seal, European Ecolabel or Thai Ecolabel will also be deemed to comply.

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Sustainability Requirement Criteria – Cleaning Materials contd..

Sustainability Requirement Criteria	Verification Guidance
Environmentally-friendly packaging Points shall be awarded for products for which: <ul style="list-style-type: none"> The packaging for the consumables does not contain PVC Cardboard packaging consists of 80% recycled material. 	Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a technical dossier from the packaging manufacturer or a declaration from the cleaning material manufacturer along with a certificate from a recognized body stating explicitly the absence of PVC in the material. Any appropriate documentation where the percentage of recycled content for cardboard in their packaging is specified.

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Let Recap..... Cleaning Materials

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

- Sustainability Requirement**
 - Restricted cleaning products
 - Biodegradability
 - Packaging - clear dosing instructions
 - VOCs
 - Environmentally-friendly packaging



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Sustainability Criteria – Cleaning Services

Pre-Qualification

- Compliance with environmental legislation
- Adherence to national social regulations and standards
- Capacity to provide a safe working environment for cleaning staff

Sustainability Requirement

- Compliance to Sustainability Criteria for Cleaning materials
- Training of staff to carry out the contract in a sustainable manner



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Pre-Qualification Criteria – Cleaning Services

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

Pre-Qualification Criteria	Verification Guidance
<p>Adherence to national social regulations and standards</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"> • Employment Relations Act 2008 and Employment Rights Act 2008 • Occupational Safety and Health Act 2005 • Sex discrimination Act 2002 	<p>Bidders must provide a <u>declaration</u> 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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Pre-Qualification Criteria – Cleaning Services contd..

Pre-Qualification Criteria	Verification Guidance
<p>Capacity to provide a safe working environment for cleaning staff</p> <p>The bidder must demonstrate its capacity to provide a safe working environment for cleaning staff. This must include <u>evidence</u> of:</p> <ul style="list-style-type: none"> • Appropriate storage, labelling, handling and disposal of chemicals • First aid and accident arrangements • Occupational health and safety training for staff • Regular equipment maintenance • A process for reporting and fixing hazards and accidents 	<p>An independently <u>verified occupational health and safety management system</u> that complies with the ILO "Guidelines on occupational safety and health management systems ILO-OSH 2001, Chapter 3 or Occupational Health and Safety Assessment Series (OHSAS) 18001: 2007 or equivalent will be deemed to comply.</p> <p>Alternatively a list of references for similar services rendered and/or list of any quality certifications and membership of any industry agencies/ confederations/ unions will assist demonstrate the capacity of the contractor to meet this criteria.</p> <p>Any other appropriate means of proof will also be accepted</p>

Sustainability Requirement Criteria – Cleaning Services

Sustainability Requirement Criteria	Verification Guidance
<p>Cleaning materials</p> <p>Products used by the cleaning company in carrying out the service must <u>meet the Criteria for Cleaning Materials</u></p>	<p>As per the <u>verification</u> guidance given for Cleaning Materials</p>

Sustainability Requirement Criteria – Cleaning Services contd..

Sustainability Requirement Criteria	Verification Guidance
<p>Training of staff to carry out the contract in a sustainable manner</p> <p>The Service Provider shall provide cleaning staff trained in health, safety and environmental aspects of cleaning services with specific areas as listed below:</p> <ol style="list-style-type: none"> safe cleaning methods use of cleaning materials – quantities, storage material safety data sheets for various cleaning materials specific environmental management measures which are routinely applicable to cleaning services 	<p>The bidder shall provide a written guarantee that this criteria will be complied.</p>

Lets Recap..... Cleaning Services

- **Pre-Qualification**
 - Compliance with environmental legislation
 - Adherence to national social regulations and standards
 - Capacity to provide a safe working environment for cleaning staff

- **Sustainability Requirement**
 - Compliance to Sustainability Criteria for Cleaning materials
 - Training of staff to carry out the contract in a sustainable manner

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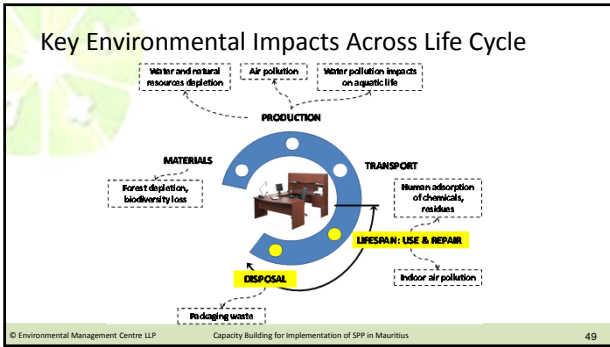
Furniture

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Potential Environmental Impacts

Forest Depletion	Water Consumption	DANGER FORMALDEHYDE DANGER AND IRRITANT AVOID AND PREVENT CONTACT WITH SKIN AVOIDED FORMALIN, SGL	Indoor Air Pollution
Conventional Energy Consumption	Effluents Polluting Water Sources	Adsorption of Chemicals	

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Reducing Key Environmental Impacts

#	Impact	SPP Approach
1.	Depletion of forests, soil erosion, loss of biodiversity due to illegal logging, unsustainable forest management	Procure legal timber and timber from sustainably managed forests
2.	Impact on human health due to formaldehyde emissions used for wood products pressing	Avoid certain hazardous substances in materials production
3.	Air pollution from emissions released during metal manufacturing	
4.	Destruction of forest cover, soil erosion, loss of biodiversity due to bauxite, iron ore mining	Obtain raw materials from sustainably managed mines
5.	Depletion of finite natural resources due to extraction and energy consumption during production of metals and plastics	Use materials made partly or totally from recycled materials and/or renewable materials (such as wood)

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Reducing Key Environmental Impacts

#	Impact	Sustainable Procurement Approach
6.	Air pollution due to release of hazardous substances used during production, use or disposal	Avoid certain hazardous substances in materials production and surface treatment
7.	Impact on human health due to adsorption of chemicals used as additives, stabilizers and flame retardants in plastics, residues in foams	
8.	Impact on water bodies and aquatic life due to effluents from leather tanning, textile dyeing and production of other materials	Obtain materials for furniture from sustainably managed industries
9.	Indoor air pollution due to emission of VOCs and hazardous substances such as heavy metals used in coatings, glues, adhesives	Limit the organic solvent content and VOC emissions in products, adhesives and surface treatment substances
10.	Generation of furniture waste due to a lack of reparability options, low durability, ergonomics or furniture not fit for purpose	Procure durable, fit for use, ergonomic, easy to disassemble, repairable and recyclable furniture
11.	Land pollution due to generation of high quantity of packaging waste	Ensure recyclability and separability of packaging materials and furniture parts

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Sustainability Criteria – Furniture

<p>Prequalification</p> <ul style="list-style-type: none"> – Compliance with environmental legislation – Adherence to national social regulations and standards 	<p>Sustainability Requirement</p> <ul style="list-style-type: none"> – 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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Pre-Qualification Criteria – Furniture

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

Pre-Qualification Criteria	Verification Guidance
<p>Adherence to national social regulations and standards</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"> • Employment Relations Act 2008 and Employment Rights Act 2008 • Occupational Safety and Health Act 2005 • Sex discrimination Act 2002 	<p>Bidders must provide a <u>declaration</u> 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 Requirement Criteria – Furniture

Sustainability Requirement Criteria	Verification Guidance
<p>Wood and wood-based materials – Legally logged wood</p> <p>All wood and wood-based materials (including solid, laminated, veneer and wood used for the production of plywood) shall come from legally sourced timber.</p>	<p>The legal origin of wood can be demonstrated with a tracing system being in place. These voluntary systems may be 3rd party certified, often as part of ISO 9000 and/or ISO 14000 or EMAS 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 FSC, PEFC or any other sustainable forest management standard, where the percentage of certified wood is indicated, will be accepted as proof of compliance for that percentage.</p> <p>Products carrying the Blaue Engel (German ecolabel), the Nordic Swan or any other equivalent type 1 ecolabel will be deemed to comply. FSC (Forest Stewardship Council): http://www.fsc.org/en/ PEFC (Programme for the Endorsement of Forest Certification): http://www.pefc.org/internet/html</p>

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Sustainability Requirement Criteria – Furniture contd...

Sustainability Requirement Criteria	Verification Guidance
<p>Plastic parts</p> <p>All plastic parts ≥ 50g shall be marked for recycling according to ISO 11469 or equivalent and must not contain additions of other materials that may hinder their recycling</p>	<p>Bidders must provide a description of the plastic materials that are present and the quantities used, the way in which they are labelled and how they are attached to one another or to other materials.</p> <p>Products carrying a Type 1 ecolabel fulfilling the selected criteria will be deemed to comply</p>

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Sustainability Requirement Criteria – Furniture contd...

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

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Sustainability Requirement Criteria – Furniture contd...

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

Sustainability Requirement Criteria – Furniture contd...

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

Sustainability Requirement Criteria – Furniture contd...

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

Sustainability Requirement Criteria – Furniture contd...

Sustainability Requirement Criteria	Verification Guidance
<p>Wood and wood-based materials – Sustainably logged wood</p> <p>At least 70% of the virgin wood or wood-based materials (including solid, laminated, veneer and wood used for the production of plywood) shall come from forests that are certified as being managed so as to implement the principles and measures aimed at ensuring legal and sustainable forest management.</p>	<p>Certificates of chain of custody for the wood fibres certified as FSC, PEFC or any other sustainable forest management standard will 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.</p>

Sustainability Requirement Criteria – Furniture contd...

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

Sustainability Requirement Criteria – Furniture contd...

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

Sustainability Requirement Criteria – Furniture contd...

Sustainability Requirement Criteria	Verification Guidance
<p>Adhesives and glues</p> <p>VOC content of adhesives used in the assembly of furniture shall not exceed 10% by weight</p>	<p>Bidders must present a list with all adhesives used in the assembly of furniture and their Material Safety Data Sheet, 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 technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer.</p>

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Sustainability Requirement Criteria – Furniture contd...

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

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Sustainability Requirement Criteria – Furniture contd...

Sustainability Requirement Criteria	Verification Guidance
<p>Textiles used in furniture</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 Oeko-Tex Standard 100 or equivalent</p>	<p>Any appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer.</p>


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Lets Recap..... Furniture

- **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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Passenger Cars

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Potential Environmental Impacts – Passenger Cars




Greenhouse Gas Emissions



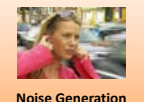
Air Pollution



Waste Disposal

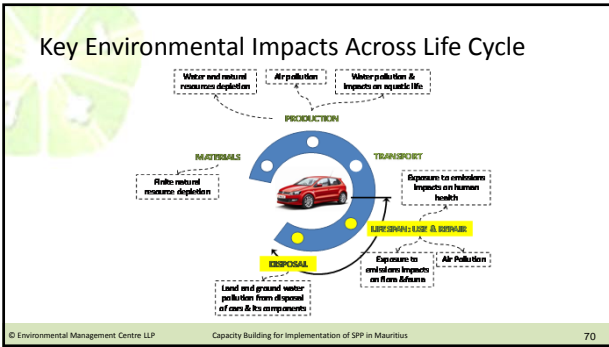


Conventional Energy Consumption



Noise Generation

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Reducing Key Environmental Impacts

#	Impact	Sustainable Procurement Approach
1.	Depletion of finite natural resources and environmental pollution due to production of passenger cars	Optimizing procurement of passenger cars Increasing life of the car through availability of spare parts and service centres
2.	Air pollution due to emission of greenhouse gases and other pollutants due to fuel combustion in passenger cars	Procurement of low emission vehicles Procurement of vehicles capable of using renewable energy (biofuels, electricity from renewable energy sources, hydrogen from renewable energy sources)
3.	Impacts on human health from exposure to pollutants released from fuel combustion in cars	
4.	Impacts on flora and fauna due to deposition of pollutants released from fuel combustion in cars	Reduce fuel consumption through eco-driving, tyre pressure monitoring systems and gear shift indicators Reduce fuel consumption by using low viscosity lubricants and low rolling resistance tyres


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Reducing Key Environmental Impacts contd...

#	Impacts	Sustainable Procurement Approach
5.	Impacts on human health due to noise generated by passenger cars when operated on roads	Procuring cars with lesser noise generation parameters Providing facilities for servicing and regular maintenance of cars
6.	Land pollution due to leaching of hazardous chemicals from unscientific disposal of passenger cars and its components	Increasing life of the car through availability of spare parts and service centres Ensuring scientific disposal of cars
7.	Contributing to global warming due to release of CFC-12 during disposal of air conditioning units from cars	Procurement of vehicles with low GWP (global warming potential) air-conditioning units
8.	Land and water pollution due to unscientific disposal of lubricant oils and batteries from cars	Ensure the scientific collection and management of used lubricant oils and batteries

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Sustainability Criteria – Passenger Cars

<p>■ Prequalification</p> <ul style="list-style-type: none"> – Compliance with environmental legislation – Adherence of product to national social regulations and standards 		<p>■ Sustainability Requirement</p> <ul style="list-style-type: none"> – CO₂ emissions – Exhaust gas emissions – Noise emission levels – Air conditioning gases – Warranty and Durability – Maintenance
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Pre-Qualification Criteria – Passenger Cars

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

Pre-Qualification Criteria	Verification Guidance
<p>Adherence to national social regulations and standards</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"> • Employment Relations Act 2008 and Employment Rights Act 2008 • Occupational Safety and Health Act 2005 • Sex discrimination Act 2002 	<p>Bidders must provide a <u>declaration</u> 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 Requirement Criteria – Passenger Cars

Sustainability Requirement Criteria	Verification Guidance
<p>CO₂ emission</p> <p>The average for new cars should not exceed 158 g CO₂/km</p> <p><i>(158 CO₂ grammes/km is the highest emission levels for which rebate is available under Mauritius' "CO₂ Bill")</i></p>	<p>The bidder must provide the technical sheet of the vehicle where the CO₂ emissions are stated.</p> <p>The <u>measurement of CO₂</u> emissions from vehicles is required to be certified by a recognized body.</p>

Sustainability Requirement Criteria – Passenger Cars contd..

Sustainability Requirement Criteria	Verification Guidance
<p>Exhaust gas emissions</p> <p>Tail-pipe emissions of various gaseous pollutants like nitrogen oxides (NOx), total hydrocarbon (THC), carbon monoxide(CO) and particulate matter (PM) (as applicable) should be expressed by individual pollutant and/or as meeting available standards</p> <p><u>Vehicles must comply with the Road Traffic (Control of Vehicle Emissions) Regulations 2002</u></p>	<p>The bidder must provide the <u>technical sheet of the vehicle</u> where the exhaust gas emissions are stated.</p> <p>The <u>measurement of emissions</u> of nitrogen oxides (NOx), total hydrocarbon (THC), carbon monoxide (CO) and particulate matter (PM) (as applicable) emissions from vehicles is required to be certified by a recognized body.</p>

Sustainability Requirement Criteria – Passenger Cars contd..

Sustainability Requirement Criteria	Verification Guidance
<p>Noise emission levels</p> <p><u>Vehicles must comply with the Road Traffic (Control of Vehicle Emissions) Regulations 2002</u></p>	<p>The bidder must provide the technical sheet of the vehicle where the vehicle noise measured as stated in the regulations.</p>

Sustainability Requirement Criteria – Passenger Cars contd..

Sustainability Requirement Criteria	Verification Guidance
<p>Air conditioning (AC) gases</p> <p>The type of refrigerant used in the AC unit supplied should be <u>non CFC type</u>.</p> <p><i>Refrigerants used in vehicle AC units are a potential source of ozone depleting substances and also may have very high Global Warming Potential (GWP). Fugitive emissions from these AC units are hard to control, but the choice of a more ozone and climate friendly working fluids for AC are available.</i></p>	<p>The bidder must provide the name, formula and GWP of the <u>refrigerating gas</u> used in the air conditioning system.</p>

Sustainability Requirement Criteria – Passenger Cars contd..

Sustainability Requirement Criteria	Verification Guidance
<p>Warranty and Durability</p> <p><u>Minimum years of warranty and availability of replacement parts for the vehicle</u></p> <p>Bidders must provide a warranty for a period of at least <u>2 years or 70,000 km</u>, whichever occur first with a further guarantee on availability of parts</p>	<p>Bidders must provide appropriate documentation to indicate period the complete vehicle is under warranty; further <u>guarantee on parts</u> need be stated</p>


Sustainability Requirement Criteria – Passenger Cars contd..

Sustainability Requirement Criteria	Verification Guidance
<p>Maintenance</p> <p>Vehicles need to have <u>locally available maintenance support</u></p> <p>Bidders must identify <u>affiliated institutions</u> in the country that can perform maintenance to standard and keep vehicle warranty intact</p>	<p>Bidder must provide <u>appropriate documentation</u> to indicate that they have established affiliate institutions in Mauritius with adequately skilled manpower</p>

Lets Recap.....Passenger Cars

Prequalification

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




Sustainability Requirement

- CO₂ emissions
- Exhaust gas emissions
- Noise emission levels
- Air conditioning gases
- Warranty and Durability
- Maintenance








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ICT: PCs, Laptops & Printers

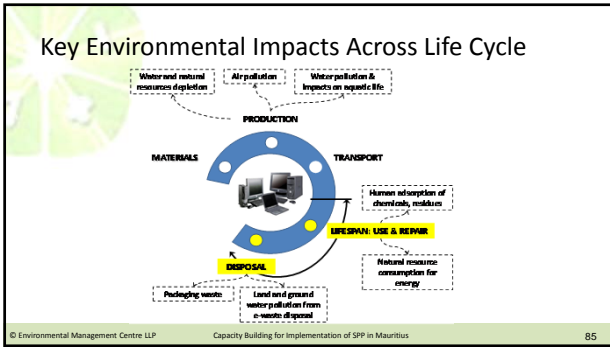


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Potential Environmental Impacts

 Air Pollution	 Water Consumption	 Adsorption of Chemicals	 Computer Waste Disposal
 Conventional Energy Consumption	 Effluents Polluting Water Sources	 Emissions from PVC Manufacturing	

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Reducing Key Environmental Impacts

#	Impact	Sustainable Procurement Approach
1.	Depletion of finite natural resources due to raw material extraction and energy consumption during production and use of the product	Purchase energy efficient models Promote recyclability and take back options
2.	Depletion of water resources due to consumption in the production phase of materials	
3.	Air pollution due to release of hazardous substances used during production and disposal	Avoid certain hazardous substances in materials production
4.	Water pollution due to effluents from production processes contaminated with various pollutants such as alkalis, acids, spent solvents and heavy metals	Obtain product from sustainably managed manufacturing plants.


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Reducing Key Environmental Impacts contd..

#	Impact	Sustainable Procurement Approach
5.	Impact on human health due to adsorption of chemicals used as additives, stabilizers and flame retardants in plastics	Avoid certain hazardous substances in materials production and surface treatment
6.	Generation of electrical and electronic waste due to a lack of reparability options, low durability and unavailability of spare parts	Design for recycling, longer life and promote take back options
7.	Land and water pollution due to presence of heavy materials (lead, mercury, cadmium) and hazardous substances (chlorinated and brominated substances, toxic gases, toxic metals, photo-active) in the product and its components which are leached into the environment due to unscientific disposal	Purchase products with a restricted amount of hazardous constituents
8.	Land pollution due to generation of high quantity of packaging waste	Decrease the quantity of packaging used; ensure recyclability; increase use of recycled packaging; and avoid packaging material containing PVC

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Sustainability Criteria – PCs & Laptops

<p>■ Prequalification</p> <ul style="list-style-type: none"> – Compliance with environmental legislation – Adherence to national social regulations and standards 		<p>■ Sustainability Requirement</p> <ul style="list-style-type: none"> – Energy Consumption – Upgradability – Resource Efficiency – Warranty and Durability – Maintenance – Exclusions – Packaging – End of life, disassembly, recycling and disposal
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Pre-Qualification Criteria – PCs & Laptops

Pre-Qualification Criteria	Verification Guidance
Compliance with environmental legislation	Common for prioritized Goods
<p>Bidders shall not be permitted to take part in a contract if they:</p> <ul style="list-style-type: none"> • Have been found <u>guilty</u> of grave professional misconduct, including <u>non-compliance with environmental legislation</u>, proven by any means which the contracting authorities can demonstrate; or • Have not fulfilled obligations relating to the payment of <u>social security</u> contributions in accordance with the legal provisions of the country in which s/he is established or with those of Mauritius. 	<p>Bidders must provide a <u>declaration</u> 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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Pre-Qualification Criteria – PCs & Laptops contd..

Pre-Qualification Criteria	Verification Guidance
Adherence to national social regulations and standards	Common for prioritized Goods
<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"> • Employment Relations Act 2008 and Employment Rights Act 2008 • Occupational Safety and Health Act 2005 • Sex discrimination Act 2002 	<p>Bidders must provide a <u>declaration</u> 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 Requirement Criteria – PCs & Laptops

Sustainability Requirement Criteria	Verification Guidance
<p>Energy Consumption</p> <p>Minimal power consumption during operation and standby mode</p> <p>All products must meet the latest ENERGY STAR® or equivalent criteria for energy performance.</p>	<p>All products carrying the ENERGY STAR label will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer along with a test report from a recognized body demonstrating that the criteria are met will also be accepted.</p>

The screenshot shows a laptop product page with various specifications. A red circle highlights the 'ENERGY STAR' logo in the bottom right corner of the page. The page includes sections for 'Product Features' and 'Software package included'.

Sustainability Requirement Criteria – PCs & Laptops contd...

Sustainability Requirement Criteria	Verification Guidance
<p>Upgradability</p> <p>PCs and laptops must be designed so that:</p> <ul style="list-style-type: none"> The memory is readily accessible and can be changed The hard disk and, if available, the CD drive and/or DVD drive, can be changed <p>Capacity for upgrading and expanding functions in order to make long-term use feasible, and full maintenance service provided by the manufacturer</p>	<p>Bidders must provide a written guarantee that this criterion will be met.</p>

Sustainability Requirement Criteria – PCs & Laptops
contd...

Sustainability Requirement Criteria	Verification Guidance
<p>Resource Efficiency</p> <p>Guarantee of <u>availability of parts and components</u></p> <p>For PCs & laptops the availability of compatible batteries and AC adapter and of the keyboard and its parts shall be guaranteed for at <u>least 3 years</u> from the date of delivery.</p>	<p>Bidders must provide a <u>written guarantee</u> that this criterion will be met.</p>

Sustainability Requirement Criteria – PCs & Laptops
contd...

Sustainability Requirement Criteria	Verification Guidance
<p>Warranty and Durability</p> <p>Bidders must provide a <u>warranty for a period of at least 3 years with on the spot support service</u>. An option to <u>extend the warranty</u> period to 5 years may be given at additional cost.</p> <p><i>Minimum years of warranty and availability of replacement parts for the PCs and laptops</i></p>	<p>Bidders must provide <u>appropriate documentation</u> to indicate compliance to the requirements</p>

Sustainability Requirement Criteria – PCs & Laptops
contd...

Sustainability Requirement Criteria	Verification Guidance
<p>Maintenance</p> <p>PCs and Laptops need to have <u>locally available maintenance support</u></p> <p>Bidders must ensure maintenance support for at <u>least 3 years</u> such that for the PCs and Laptops the <u>warranty remains intact</u></p>	<p>Bidder must provide appropriate documentation to indicate that they have <u>established affiliate institutions in Mauritius</u> with adequately skilled manpower to provide maintenance support</p>

Sustainability Requirement Criteria – PCs & Laptops
contd...

Sustainability Criteria	Verification Guidance
<p>Exclusions</p> <p><i>Information on harmful substances</i></p> <p>Does not contain lead, mercury, cadmium, hexavalent chromium compounds, to the utmost extent possible.</p> <p>If present, the maximum permitted concentrations in the products should not exceed 0.1% or 1000 ppm (except for cadmium, which is limited to 0.01% or 100 ppm) by weight.</p>	<p>Bidders must clearly specify the part, and clearly list the extent of the following substances:</p> <p>lead, mercury, cadmium, hexavalent chromium and certified by a recognized body.</p> <p>Any Type I ecolabel which includes this or equivalent criteria shall be accepted.</p>

Sustainability Requirement Criteria – PCs & Laptops
contd...

Sustainability Criteria	Verification Guidance
<p>Packaging</p> <p><i>Exclusion of PVC</i></p> <p>The packaging of the product shall not contain PVC</p>	<p>Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a technical dossier from the packaging manufacturer or a declaration from the PC or laptop manufacturer along with a certificate from a recognized body stating explicitly the absence of PVC in the material.</p>

Sustainability Requirement Criteria – PCs & Laptops
contd...

Sustainability Criteria	Verification Guidance
<p>End of life, disassembly, recycling and disposal</p> <p>The vendor must provide an end-of-life take-back guarantee</p>	<p>Bidders must provide appropriate proof of its capacity to secure the environmentally-friendly and social-responsible re-use, recycling and/or disposal of waste</p>


Lets Recap.....PCs & Laptops

Prequalification

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

Sustainability Requirement

- Energy Consumption
- Upgradability
- Resource Efficiency
- Warranty and Durability
- Maintenance
- Exclusions
- Packaging
- End of life, disassembly, recycling and disposal



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Sustainability Criteria – Printers

Prequalification

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

Sustainability Requirement

- Resource Conservation
- Energy Consumption
- Warranty and Durability
- Maintenance
- Guarantee of availability of consumables
- Exclusions
- Packaging
- End of life, disassembly, recycling and disposal



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Pre-Qualification Criteria – Printers

Pre-Qualification Criteria	Verification Guidance
<p>Compliance with environmental legislation</p> <p>Bidders shall not be permitted to take part in a contract if they:</p> <ul style="list-style-type: none"> • Have been found <u>guilty</u> of grave professional misconduct, including <u>non-compliance with environmental legislation</u>, proven by any means which the contracting authorities can demonstrate; or • Have not fulfilled obligations relating to the payment of <u>social security</u> contributions in accordance with the legal provisions of the country in which s/he is established or with those of Mauritius. 	<div style="text-align: right; font-size: small; color: white; background-color: #4a7ebb; padding: 2px;">Common for prioritized Goods</div> <p>Bidders must provide a <u>declaration</u> 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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Pre-Qualification Criteria – Printers contd..

Pre-Qualification Criteria	Verification Guidance
<p>Adherence to national social regulations and standards</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"> • Employment Relations Act 2008 and Employment Rights Act 2008 • Occupational Safety and Health Act 2005 • Sex discrimination Act 2002 	<p>Bidders must provide a <u>declaration</u> 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>

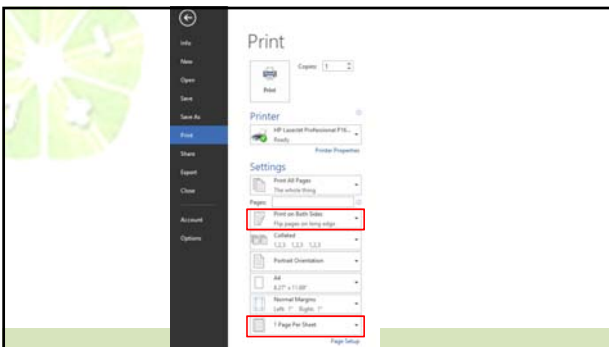
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Common for prioritized Goods

Sustainability Requirement Criteria – Printers

Sustainability Criteria	Verification Guidance
<p>Resource Conservation</p> <p>Printers with a maximum operating speed of more than <u>45 sheets per minute for A4 size paper</u> must be equipped with <u>automatic double-sided copying (a duplex-unit)</u>. All other devices with a lower maximum operating speed must at least offer an <u>extra software-based option for double-sided printing</u> on A4 size paper.</p>	<p>Any appropriate means of proof, such as a <u>technical dossier</u> of the manufacturer along with a <u>test report</u> from a recognized body demonstrating that the criteria are met will be accepted.</p>

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Sustainability Requirement Criteria – Printers contd..

Sustainability Requirement Criteria	Verification Guidance
<p>Energy Consumption</p> <p>Minimal power consumption during operation and standby mode</p> <p>All products must meet the latest ENERGY STAR® or equivalent criteria for energy performance.</p>	<p>All products carrying the ENERGY STAR label will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer along with a test report from a recognized body demonstrating that the criteria are met will also be accepted.</p>

Same as PCs & Laptops

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Sustainability Requirement Criteria – Printers contd...

Sustainability Requirement Criteria	Verification Guidance
<p>Warranty and Durability</p> <p>Minimum 3 years of warranty and availability of replacement parts for the printers</p> <p>Bidders must provide a guarantee for a period of at least 3 years or 1x1 pages, whichever occur first.</p>	<p>Bidders must provide a written guarantee that this criterion will be met.</p>

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Sustainability Requirement Criteria – Printers contd...

Sustainability Requirement Criteria	Verification Guidance
<p>Maintenance</p> <p>PCs and Laptops need to have locally available maintenance support</p> <p>Bidders must ensure maintenance support for at least 3 years such that for the PCs and Laptops the warranty remains intact</p>	<p>Bidder must provide appropriate documentation to indicate that they have established affiliate institutions in Mauritius with adequately skilled manpower to provide maintenance support</p>

Same as PCs & Laptops

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Sustainability Requirement Criteria – Printers contd..

Sustainability Requirement Criteria	Verification Guidance
Guarantee of availability of consumables Consumables should be available for at least 3 years from the time the printer is delivered	Bidders must provide a written guarantee that this criterion will be met.

Sustainability Requirement Criteria – Printers contd...

Sustainability Criteria	Verification Guidance
Exclusions <i>Information on harmful substances</i> Does not contain lead, mercury, cadmium, hexavalent chromium compounds, to the utmost extent possible. If present, the maximum permitted concentrations in the products should not exceed 0.1% or 1000 ppm (except for cadmium, which is limited to 0.01% or 100 ppm) by weight.	Bidders must clearly specify the part, and clearly list the extent of the following 6 substances: lead, mercury, cadmium, hexavalent chromium and certified by a recognised body. Any Type I ecolabel which includes this or equivalent criteria shall be accepted.

Same as PCs & Laptops

Sustainability Requirement Criteria – Printers contd...

Sustainability Criteria	Verification Guidance
Packaging <i>Exclusion of PVC</i> The packaging of the product shall not contain PVC	Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a technical dossier from the packaging manufacturer or a declaration from the PC or laptop manufacturer along with a certificate from a recognized body stating explicitly the absence of PVC in the material.

Same as PCs & Laptops

Sustainability Requirement Criteria – Printers contd...

Sustainability Criteria	Verification Guidance
<p>End of life, disassembly, recycling and disposal</p> <p>The vendor must provide an end-of-life take-back guarantee</p>	<p>Bidders must provide appropriate proof of its capacity to secure the environmentally-friendly and social-responsible re-use, recycling and/or disposal of waste</p>

Same as PCs & Laptops

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Let Recap.....Printers

▪ **Prequalification**

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

▪ **Sustainability Requirement**

- Resource Conservation
- Energy Consumption
- Warranty and Durability
- Maintenance
- Guarantee of availability of consumables
- Exclusions
- Packaging
- End of life, disassembly, recycling and disposal



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Training Manual for Procurement Officials

Module 7: Modifications for SPP Integration in Standard Bidding Documents

Capacity Building for the Implementation of Sustainable Public Procurement in Mauritius
Procurement Policy Office, Government of Mauritius

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

The Standard Bidding Documents (SBDs) for Goods (Ref: G/SBD1/12-12) has been adapted for Sustainable Public Procurement (SPP) of goods and services in the pilot phase viz. paper for general office use, office furniture, passenger cars, personal computers, printers and cleaning materials. For cleaning services Standard Bidding Documents for Procurement of Cleaning Services (Ref: CS/SBD26/10-13) has been adapted. The SBDs have been adapted based on sustainability criteria developed for the above goods and services.

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 and Schedule for Life Cycle Costing (for goods where applicable) in clauses referring to bidding forms and preliminary examination of bids. 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). Similarly for goods involving life cycle costing (LCC), additional parameters required for evaluation of LCC have been listed in the BDS under ITB 37.3(d).

In **Section III: Evaluation and Qualification Criteria**, the pre-qualification sustainability criteria and methodology for evaluation of LCC of goods (if applicable) are provided. Similarly the parameters to be used for evaluation of LCC of the goods with a brief methodology have been provided under the 'Evaluation Criteria'. The pre-qualification sustainability criteria refer to environmental and social legal compliance and are primarily applicable to the Bidder and their operations in Mauritius. The LCC methodology elaborates upon evaluation of parameters from the sustainability requirement criteria (*provided in Section V: Schedule of Requirements of the SBD*) that are applicable during the use and disposal phases of the said goods.

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.

For goods that involve LCC (such as passenger cars, personal computers/ laptops and printers), a 'Schedule for Life Cycle Costing' has been included among the Bidding Forms. The schedule obtains data from the Bidder that would be used for evaluation of LCC of the Goods. The manner in which the data would be used for evaluation has also been provided in the schedule. The detailed methodology for evaluation of LCC using this data to be adopted by the Purchaser has been provided in Section III: Evaluation and Qualification Criteria of the respective SBD.

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.

Outline of Bidding Document

<p>PART 1 Bidding Procedures</p> <ul style="list-style-type: none"> • Section I . Instructions to Bidders (ITB) • Section II. Bidding Data Sheet (BDS) • Section III . Evaluation and Qualification Criteria • Section IV . Bidding Forms for SPP 	<p>PART 2 Supply Requirements</p> <ul style="list-style-type: none"> ▪ Section V . Schedule of Requirements <p>PART 3 Contract</p> <ul style="list-style-type: none"> ▪ Section VI. General Conditions of Contract (GCC) ▪ Section VII . Special Conditions of Contract (SCC) ▪ Section VIII . Contract Forms
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Environmental Management Centre LLP 1

Structure of Bidding Document

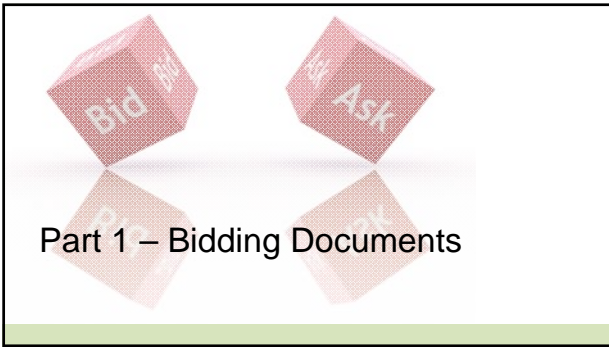
<p>Addition of sustainability clause</p> <p>Additional information required</p> <p>Pre-qualification criteria Evaluation of LCC</p> <p>Bid Submission Form; Sustainability Schedule; Schedule for LCC</p>	<p>Section I • Instruction to Bidders</p> <p>Section II • Bidding Data Sheet</p> <p>Section III • Evaluation and Qualification Criteria</p> <p>Section IV • Bidding Forms</p>
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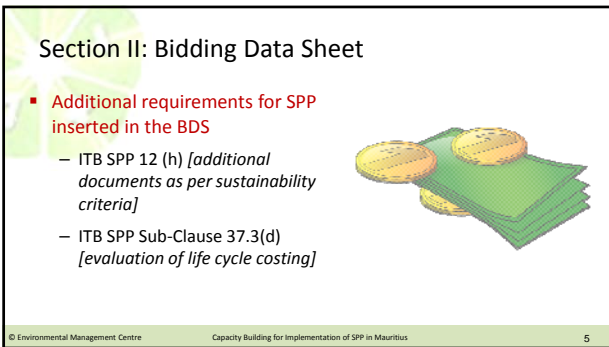
Environmental Management Centre LLP 2

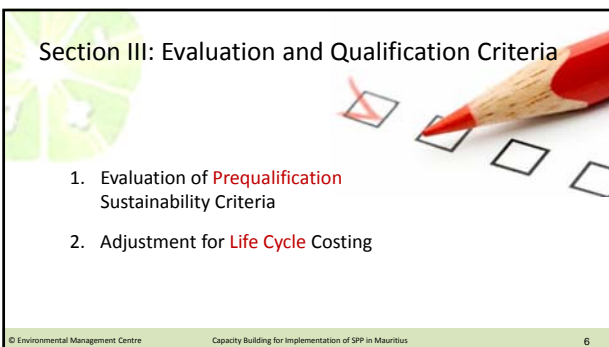
Structure of Bidding Document

<p>Sustainability Requirement Criteria</p> <p>Warranty & Maintenance periods specified</p> <p>Contract Agreement includes SPP</p>	<p>Section V • Schedule of Requirements</p> <p>Section VI • General Conditions of Contract</p> <p>Section VII • Special Conditions of Contract</p> <p>Section VIII • Contract Forms</p>
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Environmental Management Centre LLP 3







**Evaluation and Qualification Criteria for SPP –
PCs & Laptops**



1. Evaluation of Prequalification Sustainability Criteria

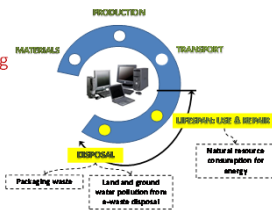
- Compliance with environmental legislation
- Adherence to national social regulations and standards

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**Evaluation and Qualification Criteria for SPP -
PCs & Laptops contd..**

2. Adjustment for Life Cycle Costing

- Cost of Warranty Extension
- Cost of Energy Consumption
- Cost of End-of-Life Disassembly, Recycling and Disposal



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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

3. Schedule for LCC
Bidder to provide information on the Goods for evaluation of life cycle costing

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Bid Submission Form
[The Bidder shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

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]*

(k) We hereby declare that:

- i. We comply with environmental legislations and fulfill social security obligations as applicable to us in accordance with the legal provisions of Mauritius.
- ii. In particular we adhere to the following social legislations of Mauritius:
 - Employment Relations Act 2008 and Employment Rights Act 2008
 - Occupational Safety and Health Act 2005
 - Sex discrimination Act 2002

Environmental & Social Legal Compliance

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Sustainability Schedule
[The Bidder shall fill this Form in accordance with the instructions indicated below.]

Date: _____		Bidder's name and address: _____	
Procurement Ref No.: _____		_____	
#	Items	Product Specification statement of the Bidder	Proof submitted
1	Energy performance of the PC/ laptop	<i>[Confirm whether the PC /laptop meets Energy Star or equivalent criteria]</i>	<i>[Submit appropriate documentation as stated in the Verification Guidance of the sustainability Criteria to validate claim. Annex No of such documentation to be included here]</i>
2	Capacity for upgrading and expanding functions	<i>[provide list of components that can be upgraded in the PC /laptop]</i>	<i>[Submit written guarantee that this criterion will be complied. Annex No of such documentation to be included here]</i>
3	Guarantee on availability of parts and components	<i>[state number] of years for which guarantee can be provided for availability of compatible batteries, AC adapter, keyboard and other parts from the date of delivery</i>	<i>[Submit written guarantee that this criterion will be complied. Annex No of such documentation to be included here]</i>
			Reference to Sustainability Criteria ¹
			Criteria 1
			Criteria 2
			Criteria 3

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Schedule for Life Cycle Costing

1. Cost of Energy Consumption
Cost of energy consumption for a period of 3 years of operating the PC/ laptop for 4 hours a day and 22 days a month shall be added to the bid price (acquisition cost) for evaluation purpose only.

Energy Consumption= _____ kWh/year

2. Cost of Warranty
The cost of additional warranty for the 4th and 5th year shall be added to the price bid (acquisition cost) for evaluation purpose only.

For Bidders which do not provide additional warranty for the 4th and 5th year, one and a half times of the highest warranty cost submitted by any Bidder shall be added to the price bid for evaluation purpose only.

Will you provide additional warranty for the 4th and 5th year = _____ (Yes or No)

If yes, provide cost for the same:

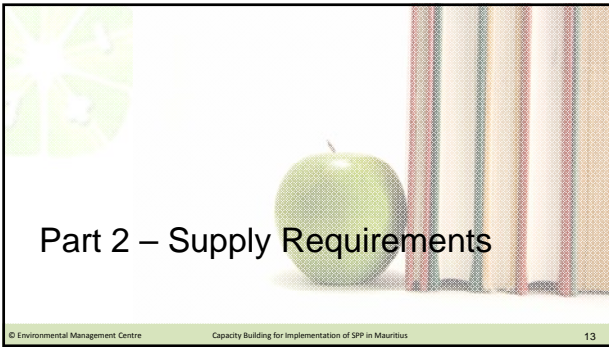
	Year 4	Year 5
Cost of Annual Warranty per PC		
Cost of Annual Warranty per Laptop		

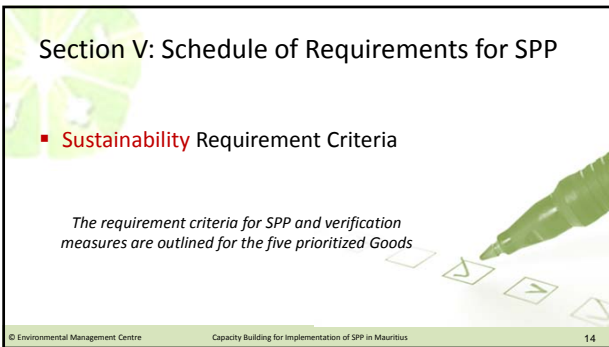
3. Cost of end-of-life disassembly, recycling and disposal
The cost of disposal of the PC/ laptop at the end-of-life shall be added to the price bid (acquisition cost) for evaluation purpose only.

The disposal cost of a PC (including monitor, keyboard, CPU and mouse) at the end-of-life = _____ MUR

The disposal cost of a Laptop (including laptop, battery, AC adapter and mouse) at the end-of-life = _____ MUR

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Section VI: General Conditions of Contract

The General Conditions of Contract for SPP shall **same** as those provided in the **Standard Bidding Documents** for Procurement of Goods (G/SBD1/12-12)

Section VII: Special Conditions of Contract

- Period of validity of **warranty** (GCC 28.3) is specified
- Period of **repair or replacement** (GCC 28.5) is specified
- For Goods such as computers, printers and cars



Section VIII: Contract Forms

- Inclusion of "**Sustainable Public Procurement Requirements (including Schedule of Requirements and Sustainability Criteria)**" as a part of Contract in the Contract Agreement



Guidance Manual for Procurement Officials

Module 8: Evaluation of Bids for SPP

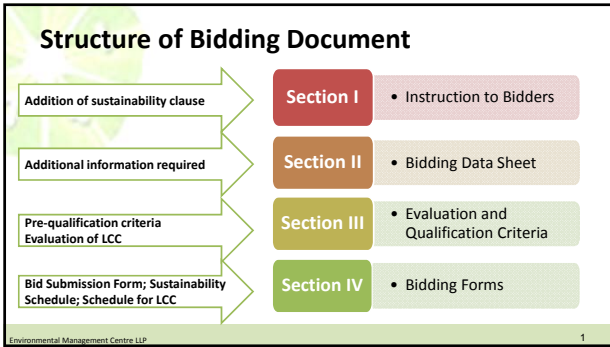
Capacity Building for the Implementation of Sustainable Public Procurement in Mauritius
Procurement Policy Office, Government of Mauritius

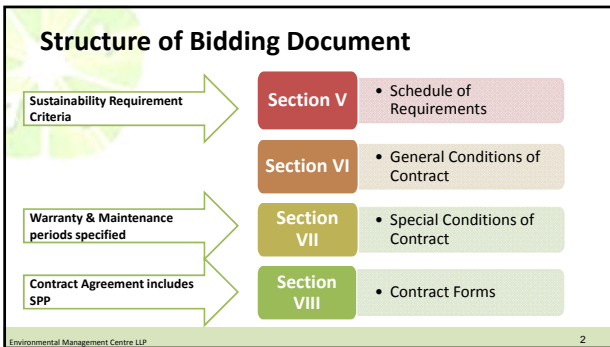
This module outlines the process for evaluation of bids to be adopted for procurement of goods under Sustainability Public Procurement (SPP) program.

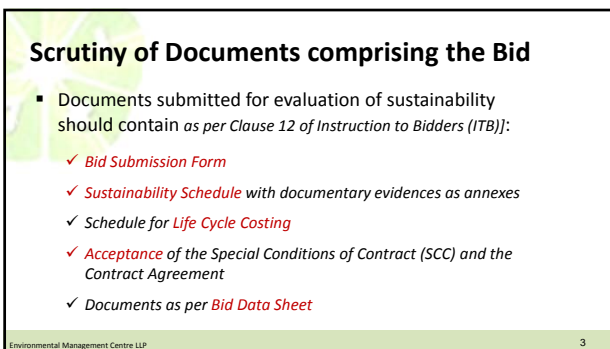
The process has been integrated with the Standard Bidding Documents (SBDs) for Goods Ref: G/SBD1/12-12 and services (Ref: CS/SBD26/10-13) which have been adapted for SPP in the pilot phase viz. paper for general office use, office furniture, passenger cars, personal computers, printers, cleaning materials; and SBD for cleaning services.

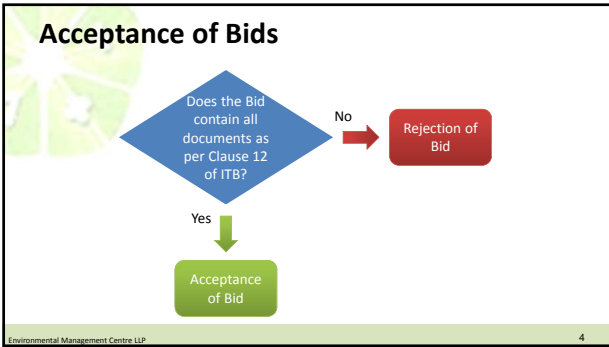
The process of evaluation under SPP is as follows:

1. While checking the completeness of the bid at the stage of acceptance of bids, the submission of Sustainability Schedule and Schedule for Life Cycle Costing (where applicable) should also be validated.
2. 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.
3. 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.
4. Once technical evaluation is completed and evaluation of cost is undertaken, life cycle cost (LCC) of the goods will be calculated based on the information submitted by the Bidder in the Schedule for LCC and the evaluation methodology provided in the bidding document. The Bidder offering the said goods with the least LCC will be awarded the contract.









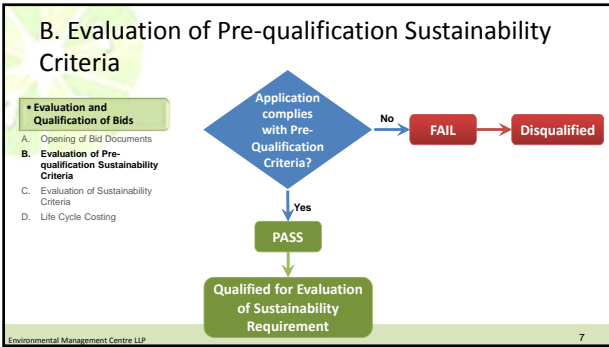
- ### Evaluation and Qualification of Bids
-
- A red pencil is shown pointing to a series of checkboxes on a white background. The first checkbox is checked with a red mark.
- A. Opening of Bid Documents for Evaluation
 - B. Evaluation of Pre-qualification Sustainability Criteria
 - C. Evaluation of Sustainability Criteria
 - D. Life Cycle Costing
- Environmental Management Centre LLP 5

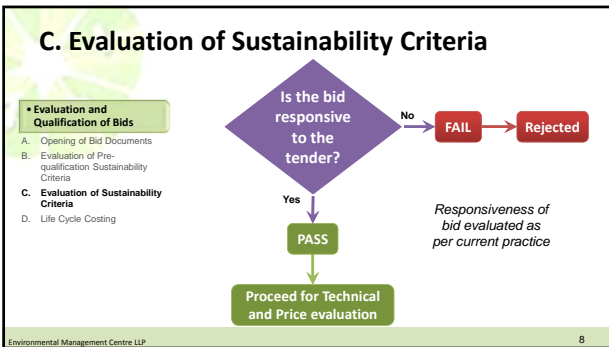
A. Opening of Bid Documents for Evaluation

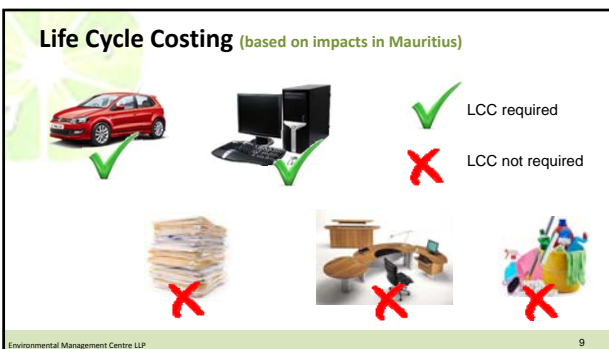
The image shows two documents: a green one labeled "SPP" and an orange one labeled "Technical & Price Bid". A red dashed circle highlights the "SPP" document with the word "Evaluate" written above it.

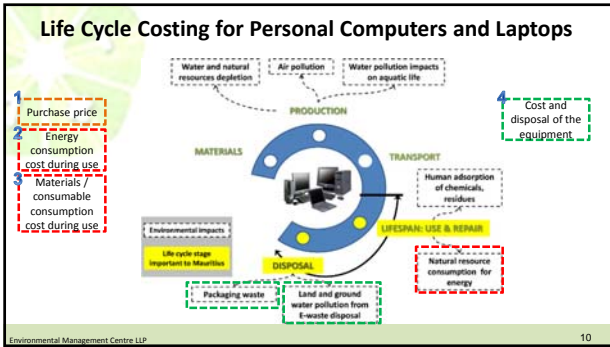
The bid will first be evaluated from the **sustainability** perspective

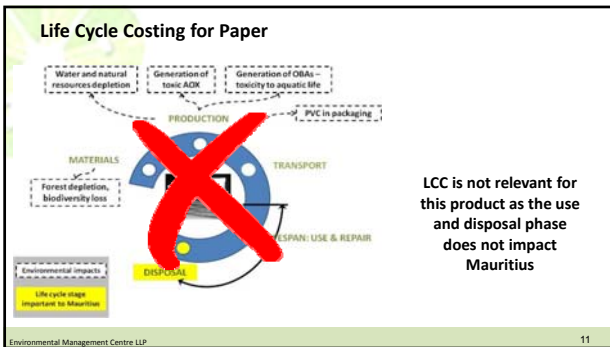
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D. Life Cycle Costing –PCs/ Laptops for Evaluation of Price Bid

• Evaluation and Qualification of Bids

- Opening of Bid Documents
- Evaluation of Pre-qualification Sustainability Criteria
- Evaluation of Sustainability Criteria
- Life Cycle Costing

a) Cost of Warranty Extension
The additional cost of warranty for Year 4 and 5 shall be obtained from the Bidder and added to the acquisition cost. Bidders who do not provide additional warranty upto 5 years, 1.5 times of the highest warranty cost amongst the Bidders shall be added to the acquisition cost as penalty.

b) Cost of End-of-Life Disassembly, Recycling and Disposal
The cost of disposal of the PC/ laptop including ancillaries as submitted by the Bidder shall be added to the acquisition cost.

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D. Life Cycle Costing –PCs/ Laptops for Evaluation of Price Bid

• Evaluation and Qualification of Bids

- A. Opening of Bid Documents
- B. Evaluation of Pre-qualification Sustainability Criteria
- C. Evaluation of Sustainability Criteria
- D. Life Cycle Costing



c) Cost of Energy Consumption

The cost of energy consumption over a period of 5 years of operating the PC/ laptop for 6 hours a day and 22 days a month shall be computed based on the specifications provided by the Bidder.

The inflation rate in Mauritius shall also be considered.

Training Manual for Procurement Officials

Module 9: Contract Management for SPP

Capacity Building for the Implementation of Sustainable Public Procurement in Mauritius
Procurement Policy Office, Government of Mauritius

This module outlines the approach for Managing contracts under SPP

A Contract Management Manual has been prepared for Sustainable Public Procurement (SPP) of goods and services to be used in conjunction with the Standard Contract Management procedures followed for procurement of goods and services.

The manual provides forms and evaluation methods specific to SPP of the goods. The forms and statements provided in the manual shall be operational after signing of contract between Purchaser and Supplier till the end of contract period and evaluation of supplier thereafter.

This module outlines the contents of the Contract Management Manual; the procedures to be adopted by the Contract Administering Officer; and the method for evaluation of suppliers at the end of the contract period.

The Contract Management Manual comprises of the following sections:

- Section I: Instructions to Contract Administering Officer
- Section II: Goods Supply for SPP
- Section III: Goods Inspection and Acceptance
- Section IV: Contract Administration
- Section V: Evaluation of Supplier on SPP

In **Section I: Instruction to Contract Administering Officer (ITCAO)**, the method to be followed during contract administration are specified.

The items specified in the ITCAO are as follows:

A. General

1. Scope of Manual

B. Contract Management Process

2. Scope of Contract Management
3. Post Contract Award Consultation

C. Goods Delivery

4. Scope of Supply
5. Delivery and Documents
6. Responsiveness of Goods

E. Evaluation of Supplier on SPP

15. Supplier Requirement Criteria

7. Non-conformities, Errors and Omissions

8. Goods Inspection

9. Goods Acceptance or Rejection

D. Contract Administration

10. Scope of Contract Administration

11. Maintenance

12. End-of-life Disposal

13. Compliance to Regulations

14. Terms of Payment

16. Evaluation of Suppliers

Section II: Goods Supply for SPP provides a format for the declaration to be provided by the Supplier at the time of goods delivery. The declaration will state that the goods comply with the contract agreement and the specifications submitted in the sustainability schedule in the bid.

The Supplier will submit documents that validate compliance of their goods to the sustainability criteria at the time of delivery. The Contract Administering Officer would need to inspect the goods on a sample basis to verify whether the goods supplied are in compliance to the Contract Agreement with the Supplier. A Goods Inspection Statement will be prepared by the Officer in the format provided in **Section III: Goods Inspection and Acceptance** of the manual.

If the goods are found substantially responsive to the Contract Agreement, these will be accepted and an acceptance letter will be provided to the Supplier. Conversely, if the goods are found not substantially responsive to the Contract Agreement, these will be rejected and a rejection letter will be provided to the Supplier. The format for these letters are provided in the manual in Section III.

For goods that involve life cycle administration such as maintenance and end-of-life disposal; formats to be maintained by the Contract Administering Officer or submitted by the Supplier are provided in **Section IV: Contract Administration**. The Goods Maintenance Form for SPP is to be maintained by the respective Officer and the Supplier is required to submit a statement for "Take Back" at the end-of-life of the goods. The Suppliers are also required to submit an annual declaration of compliance to environmental and social regulations of Mauritius during the contract period.

Section V: Supplier Evaluation for SPP provides a list of parameters called the Supplier Requirement for evaluation of performance of the supplier during the contract period. The supplier requirement criteria for SPP have been developed from the Sustainability Requirement Criteria for the goods given in Bidding Documents.

Two sets of criteria have been developed: (i) Goods Type-1 - criteria for goods requiring maintenance during use phase, have a warranty and require end-of-life disposal; and (ii) Goods Type-2- goods that are consumables, do not require maintenance during use phase and do not have major impacts due to end-of-life disposal. The method of evaluation using the weighting and rating mechanism has been elaborated in the manual.

Outline of Contract Management Manual

- **Section I:** Instructions to Contract Administering Officer
- **Section II:** Goods Supply for SPP
- **Section III:** Goods Inspection and Acceptance
- **Section IV:** Contract Administration
- **Section V:** Evaluation of Supplier on SPP



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Instructions to Contract Administering Officer (Section I)

<p>A. General</p> <ol style="list-style-type: none"> 1. Scope of Manual <p>B. Contract Management Process</p> <ol style="list-style-type: none"> 2. Scope of Contract Management 3. Post Contract Award Consultation 	<p>C. Goods Delivery</p> <ol style="list-style-type: none"> 4. Scope of Supply 5. Delivery and Documents 6. Responsiveness of Goods 7. Non-conformities, Errors and Omissions 8. Goods Inspection 9. Goods Acceptance or Rejection
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Instructions to Contract Administering Officer (Section I) contd..

<p>D. Contract Administration</p> <ol style="list-style-type: none"> 10. Scope of Contract Administration 11. Maintenance 12. End-of-life Disposal 13. Compliance to Regulations 14. Terms of Payment 	<p>E. Evaluation of Supplier on SPP</p> <ol style="list-style-type: none"> 15. Supplier Requirement Criteria 16. Evaluation of Suppliers
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2. Goods Acceptance Form for SPP	3. Goods Rejection Form for SPP
Date: [insert date (as day, month and year) of Goods Acceptance]	Date: [insert date (as day, month and year) of Goods Acceptance]
Contract Ref. No.: [insert contract reference number]	Contract Ref. No.: [insert contract reference number]
To: [insert name and address of supplier]	To: [insert name and address of supplier]
We hereby accept the [insert number] goods supplied on [insert date as day, month and year] via Contract Agreement [insert contract reference number] dated [insert date as day, month and year].	We hereby reject the [insert number] goods supplied on [insert date as day, month and year] via Contract Agreement [insert contract reference number] dated [insert date as day, month and year].
The goods were found to be substantially responsive to the Sustainable Public Procurement criteria committed during bidding via Goods Inspection Statement [insert reference number] dated [insert date as day, month and year], except for the deviations accepted as listed below:	The goods were not substantially responsive to the Sustainable Public Procurement criteria committed during bidding via Goods Inspection Statement [insert reference number] dated [insert date as day, month and year].
1. _____	The material deviations identified in the goods supplied are listed below:
2. _____	1. _____
3. _____	2. _____
	3. _____
Signature of Officer Name Designation	Signature of Officer Name Designation
	7

Contract Administration (Section IV)

- 1. Goods Maintenance Form for SPP**
[to be maintained by Contract Administering Officer]
- 2. Declaration on Compliance to Environmental and Social Regulations**
[to be submitted by Supplier on annual basis till the end of contract period]
- 3. Goods "Take Back" Statement**
[to be submitted by Supplier at the time of "take back"]

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1. Goods Maintenance Form for SPP

a) This form shall be filled for goods which include warranty, maintenance, and upgradability in the sustainability criteria.
b) The form shall be filled by the Contract Administering Officer when maintenance work is carried out for the goods.

Date of Complaint : _____ Maintenance Date : _____
Goods No. : _____ Contract No. : _____
Name of Supplier : _____
Name of Maintenance Agency : _____

Items	Yes	No	Details
1. Whether parts repaired?			
2. Whether parts replaced?			
3. Is the problem rectified?			
4. Is the warranty intact?			

Signature of Maintenance Engineer
Name _____

Signature of Officer
Name _____
Designation _____

9

2. Declaration on Compliance to Environmental and Social Regulations

For Calendar Financial Year _____
Date: [insert date (as day, month and year) of Declaration]
Contract Ref. No.: [insert contract reference number]

To:
[insert complete name of Purchaser]

We, the undersigned, declare that

(a) We comply with environmental legislations of Mauritius and fulfil social security obligations in accordance with the legal provisions of Mauritius.

(b) We and our supply chain upto the level _____ [Specify level]. Atleast upto first level adhere to the following social standards and legislations of Mauritius:

i) Employment Relations Act 2008 and Employment Rights Act 2008
ii) Occupational Safety and Health Act 2005
iii) Sex discrimination Act 2002

Signed: _____ [insert signature of person whose name and capacity are shown]
In the capacity of _____ [insert legal capacity of person signing the Declaration for SPP]
Name: _____ [insert complete name of person signing the Declaration for SPP]
Duty authorized to sign the declaration for and on behalf of _____ [insert complete name of Supplier]
Dated on _____ day of _____, _____ [insert date of signing]

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3. Goods "Take Back" Statement

Date: [insert date (as day, month and year) of "take back"]
Contract Ref. No.: [insert contract reference number]

To:
[insert complete name of Purchaser]

We, the undersigned "take back" the Personal Computers/ Laptops listed below honoring the declaration submitted in the "Bid Submission Form for SPP" as part of the bid submitted [insert reference number] dated _____ [insert date as day, month and year] and the Contract Agreement _____ [insert contract reference number], dated _____ [insert date as day, month and year].

#	Goods Reference No.	Date of Supply

We, the undersigned hereby declare that the goods taken back will be managed through environmentally-friendly and social-responsible re-use, recycling and/or disposal of waste mechanisms.

Signed: _____ [insert signature of person whose name and capacity are shown]
In the capacity of _____ [insert legal capacity of person signing the Statement]
Name: _____ [insert complete name of person signing the Statement]
Duty authorized to sign the declaration for and on behalf of _____ [insert complete name of Supplier]
Dated on _____ day of _____, _____ [insert date of signing]


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Evaluation of Supplier on SPP (Section V)

A. Supplier Requirement Criteria for SPP

B. Evaluation of Supplier Criteria for SPP

Developed from the Sustainability Requirement Criteria for the goods mentioned in Bidding Documents



Supplier evaluation based on supplier criteria for SPP to be conducted at the end of the contract period as defined in the Contract

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Section V (A): Supplier Requirement Criteria

i. Goods Type-1

criteria for goods requiring maintenance during use phase, have a warranty and require end-of-life disposal

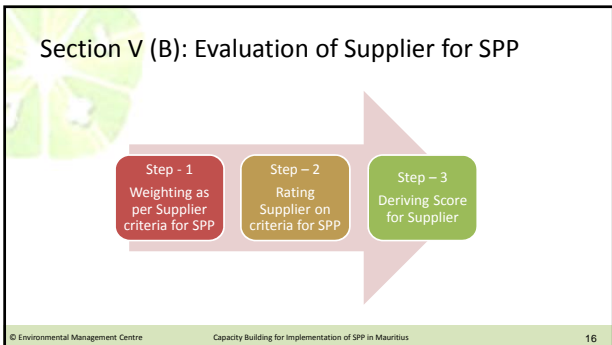


ii. Goods Type-2

goods that are consumables, do not require maintenance during use phase and do not have major impacts due to end-of-life disposal

#	Supplier Requirements for SPP – Goods Type 1	Reference Documents
1	Goods and associated services delivered as per Sustainability Schedule in Contract The goods specifications should match the statement submitted at the time of bidding or that attached to the Contract Agreement	Goods Inspection Statement for SPP given in Section II, sub-section 1
2	Timely maintenance and repair service The service centre affiliated to the supplier should be available for maintenance service on call	Goods Maintenance Form for SPP given in Section III, sub-section 1
3	Warranty remained intact The service centre should not tamper with the warranty during maintenance activities	Goods Maintenance Form for SPP given in Section III, sub-section 1
4	Technical capacity of approved service centre The supplier affiliated service centre should have the technical capacity to address issues in the goods	Goods Maintenance Form for SPP given in Section III, sub-section 1
5	Declaration on "End of life, disassembly, recycling and disposal" The supplier should secure environmentally-friendly and social-responsible re-use, recycling and/or disposal of waste as declared during bidding and the Contract Agreement	Goods "Take Back" Statement given in Section III, sub-section 3
6	Compliance to environmental and social regulations The supplier and its affiliates should continue to be compliant to environmental and social regulations of Mauritius during the contract period	Annual Declaration on Compliance to Environmental and Social Regulations given in Section III, sub-section 2
7	Goods upgraded periodically The supplier through its affiliated service centres in Mauritius should provide facilities for upgrading and expanding functions in order to make long term use feasible	Goods Maintenance Form for SPP given in Section III, sub-section 1
8	Contract modification for SPP The supplier should fulfil their contractual obligations with minimum modification of SPP criteria	Addendum to Contract Agreement

#	Supplier Requirements for SPP – Goods Type 2	Reference Documents
1	Goods and associated services delivered as per Sustainability Schedule in Contract The goods specifications should match the statement submitted at the time of bidding or that attached to the Contract Agreement	Goods Inspection Statement for SPP given in Section II, sub-section 1
2	Compliance to environmental and social regulations The supplier and its affiliates should continue to be compliant to environmental and social regulations of Mauritius during the contract period	Annual Declaration on Compliance to Environmental and Social Regulations given in Section III, sub-section 2
3	Contract modification for SPP The supplier should fulfil their contractual obligations with minimum modification of SPP criteria	Addendum to Contract Agreement



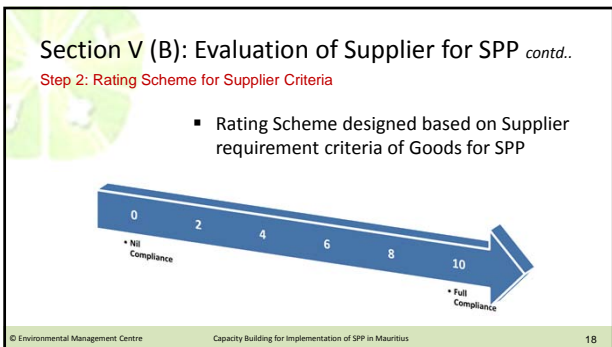
Section V (B): Evaluation of Supplier for SPP *contd.*

Step 1: Weighting Supplier Criteria

#	Supplier Requirements for SPP – Goods Type-1	Weighting
1	Goods delivered as per Sustainability Schedule in Contract Agreement	20
2	Compliance to environmental and social regulations	10
3	Contract modification for SPP	5
4	Timely maintenance and repair service	10
5	Warranty remained intact	15
6	Technical capacity of approved service centre	15
7	Declaration on "End of life, disassembly, recycling and disposal"	20
8	Goods upgraded periodically	5
	Total Weighting	100

#	Supplier Requirements for SPP – Goods Type-2	Weighting
1	Goods delivered as per Sustainability Schedule in Contract Agreement	50
2	Compliance to environmental and social regulations	35
3	Contract modification for SPP	15
	Total Weighting	100

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Supplier Requirements	Rating Scheme					
	10	8	6	4	2	0
1. Goods delivered as per Sustainability Schedule in Contract Agreement	5% deviation	10% deviation	15% deviation	20% deviation	25% deviation	Goods rejected due to deviation
2. Compliance to environmental and social regulations	Compliant throughout contract period	NA	Received notice from regulatory authority once during contract period	Received notice from regulatory authority twice during contract period	Received notice from regulatory authority every year during contract period	Received atleast 2 notices from regulatory authorities
3. Contract modification for SPP	5% modification	10% modification	15% modification	20% modification	25% modification	>25% modification
4. Timely maintenance and repair service	Service within 24 hours	NA	Service within 48 hours	NA	Service within 72 hours	Require repeated communication
5. Warranty remained intact	Remained intact	NA	NA	NA	NA	Tampered
6. Technical capacity of approved service centre	Could rectify the problem for all instances	Could not rectify the problem for 10% instances	Could not rectify the problem for 10-20% instances	Could not rectify the problem for 20-30% instances	Could not rectify the problem for 30-40% instances	Could not rectify the problem for >40% instances
7. Declaration on 'End of life, disassembly, recycling and disposal'	Goods was taken back and declaration submitted	NA	Goods was taken back and pled in a store room	NA	NA	Goods was not taken back
8. Goods upgraded periodically	Upgraded regularly	NA	Upgraded intermittently	NA	NA	Not upgraded

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Section V (B): Evaluation of Supplier for SPP *contd.*

Step 3: Deriving Score for Supplier

- Calculate score for reach Supplier criterion for SPP as **Weighting x Rating**
- Calculate Total Score for a Supplier as \sum Scores

Supplier Criteria – Goods Type 1	Weighting	Rating	Score
Goods delivered as per Sustainability Schedule in Contract Agreement	20	[assign rating as 0/ 2/ 6/ 8/ 10]	[weighting x rating]
Compliance to environmental and social regulations	10		
