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

Procurement Policy Office, Government of Mauritius

**Training Manual
For
Suppliers**

(Cleaning materials & cleaning services)

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

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

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INTRODUCTION TO 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 manage contracts under SPP.

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

This Training Manual for Suppliers consists of the following modules:

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

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

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

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

1. INTRODUCTION TO SUSTAINABLE PUBLIC PROCUREMENT

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

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

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

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

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

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

2. SUSTAINABLE PUBLIC PROCUREMENT OF GOODS AND SERVICES

Module 2 comprises of the following three sub-modules:

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

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

A. DEVELOPMENT OF SUSTAINABILITY CRITERIA

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

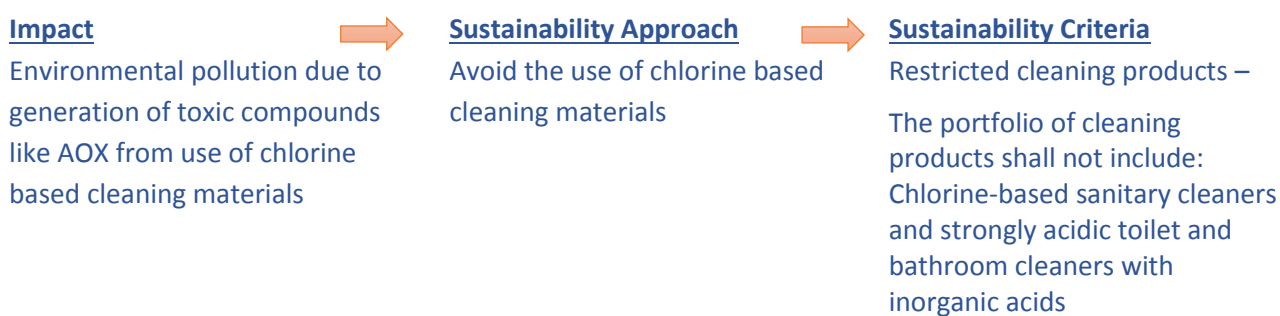
Development of the sustainability criteria for goods involves the following:

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

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

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

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



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

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

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

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

B. INTEGRATION OF SPP IN STANDARD BIDDING DOCUMENT

The Standard Bidding Documents (SBDs) for Goods Ref: G/SBD1/12-12 has been adapted for Sustainable Public Procurement (SPP) of goods in the pilot phase. Similarly the SBD for Cleaning Services (Ref: CS/SBD26/01-13) has also been modified to include SPP requirements. The SBDs have been adapted based on sustainability criteria developed for the above goods and services.

This sub-module outlines the modifications carried out in the SBDs for Goods and SBD for Cleaning Services during adaptation for SPP.

a) *SBD FOR GOODS*

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

PART 1 Bidding Procedures

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

PART 2 Supply Requirements

- Section V. Schedule of Requirements

PART 3 Contract

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

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

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

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

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

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

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

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

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

b) SBD FOR CLEANING SERVICES

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

- Section I. Instructions to Bidders (ITB)
- Section II. Bidding Forms
- Section III. Scope of Service and Performance Specifications

In **Section I: Instruction to Bidders (ITB)**, documentary evidences required for demonstrating conformance to pre-qualification and sustainability requirement criteria have been included under Clause 5 – Qualification of Bidder. Additionally capacity to provide safe working environment, staff trained in health and safety aspects and ability to meet sustainability criteria of cleaning materials have been inserted under the qualifying criteria. These items have also been included under Clause 13 – Technical Proposal. Under ITB Clause 12, reference to sustainability schedule has been inserted.

In **Section II: 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. It also includes a guarantee by the bidder to provide staff trained in environmental, health and safety aspects.

Further, a Sustainability Schedule has been inserted for cleaning materials. 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.

Under Qualification Information in Section II, the pre-qualification sustainability criteria for cleaning services has been inserted.

Section III: Scope of Service and Performance Specifications has been modified to include the sustainability requirement criteria for cleaning materials; and the areas regarding environment, health and safety in which the staff should be trained.

C. EVALUATION OF BIDS

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

The process of evaluation under SPP is as follows:

- a) While checking the completeness of the bid at the stage of acceptance of bids, the submission of Sustainability Schedule should also be validated.
- b) On opening the bid, Bidder's compliance to pre-qualification sustainability criteria will be evaluated. The pre-qualification sustainability criteria refer to environmental and social legal compliance and are primarily applicable to the Bidder and their operations in Mauritius.
- c) The Bidder's that pass the pre-qualification stage will be evaluated for their responsiveness to sustainability requirement criteria along with technical specifications. The criteria specify the parameters to be evaluated, the requirements that the goods should comply to be sustainable and the means of verification of compliance to the criterion. The Bidder's that do not comply with all the criteria mentioned in the bidding document will be disqualified.

The evaluation of cleaning services bids would be conducted as per the marking system provided in Section IV: Schedules

Module – 1

INTRODUCTION TO SUSTAINABLE PUBLIC PROCUREMENT

Capacity Building for the implementation of Sustainable Public Procurement in Mauritius

WORKSHOP FOR SUPPLIERS ON
OPERATIONALIZATION OF SPP IN MAURITIUS


Sustainable Public Procurement



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



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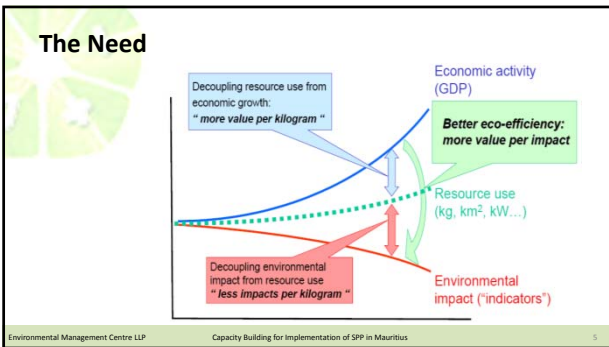
Key Environmental Indicators of Mauritius

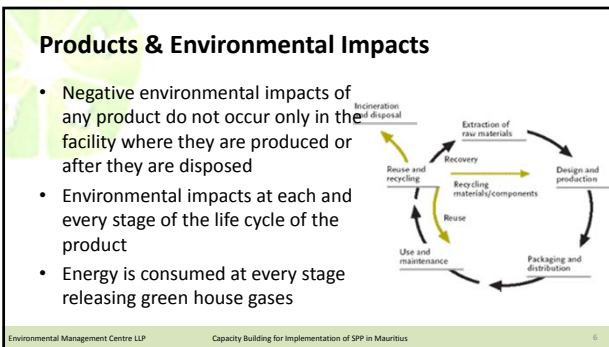
Key Indicator	Units	2001	2010 ¹
Total forest area (as a % of total land area)	%	30.4	25.3
Total Carbon dioxide emission	000 tons	2,647.9	3,583.2
Per capita carbon dioxide emission	tons	2.3	2.8
Daily per capita solid waste generated (estimate)	Kg	0.7	0.9
Annual fresh water abstraction	Mm ³	677	695

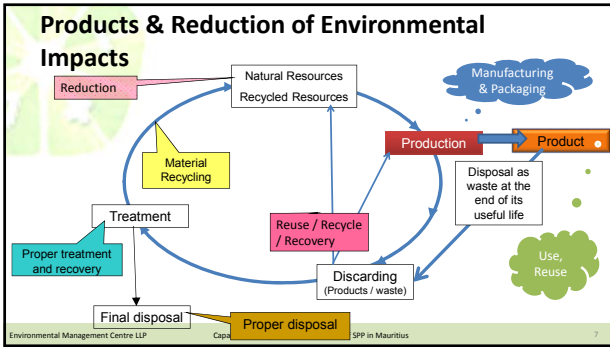
¹ provisional

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

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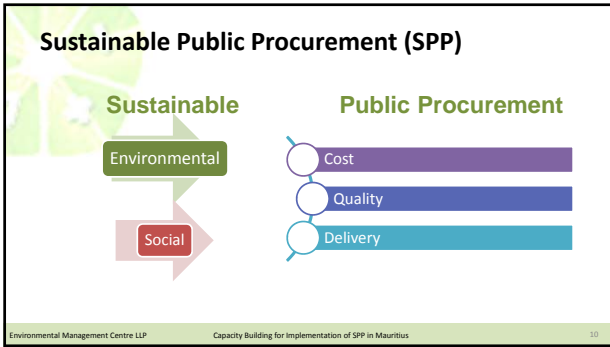


Sustainable Product

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

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



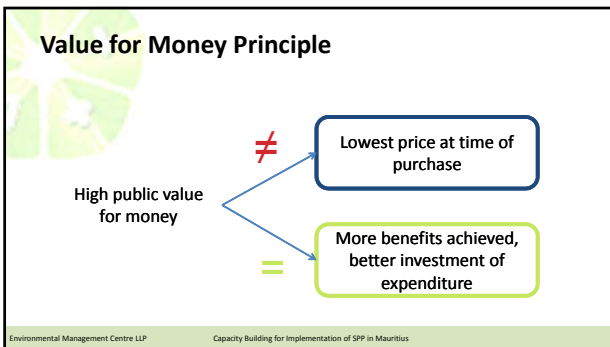
Definition of SPP

- Sustainable Public Procurement (SPP) is

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

Defra, UK Sustainable Procurement Task Force (2006).

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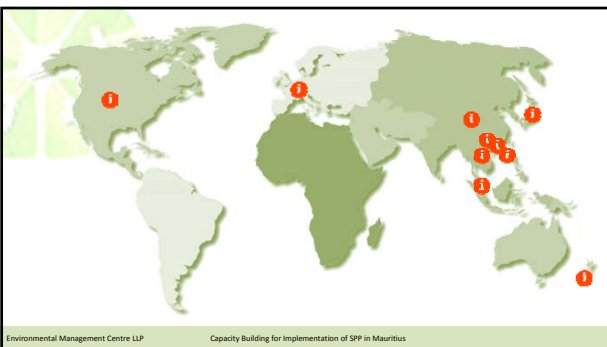


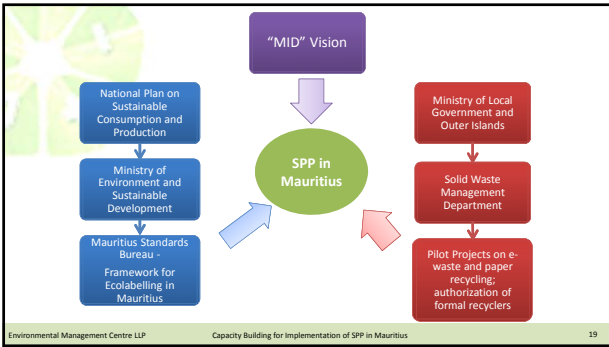
Why SPP is essential?

- 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

Case Examples

SPP / GPP IN DIFFERENT COUNTRIES





Module – 2

SUSTAINABLE PUBLIC PROCUREMENT OF GOODS AND SERVICES

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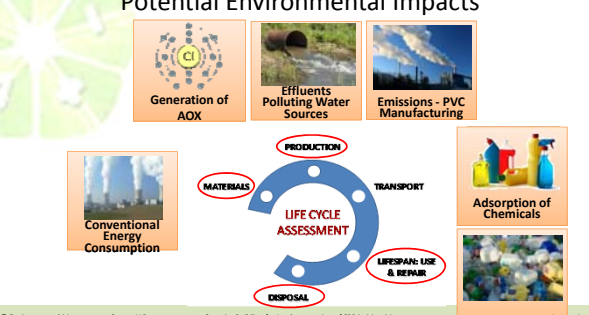
WORKSHOP FOR SUPPLIERS ON OPERATIONALIZATION OF
SPP IN MAURITIUS

**Sustainability Criteria for Mauritius –
Cleaning Services and Cleaning Materials**



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Potential Environmental Impacts



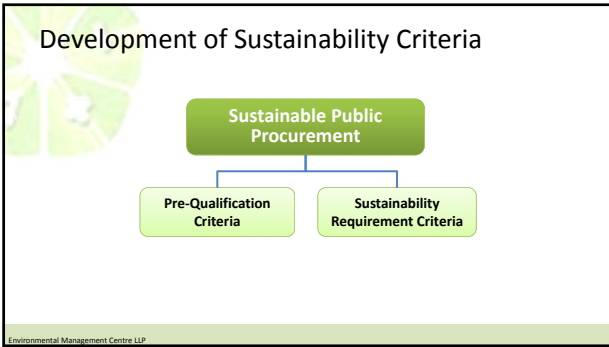
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Mauritian Social Regulations

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



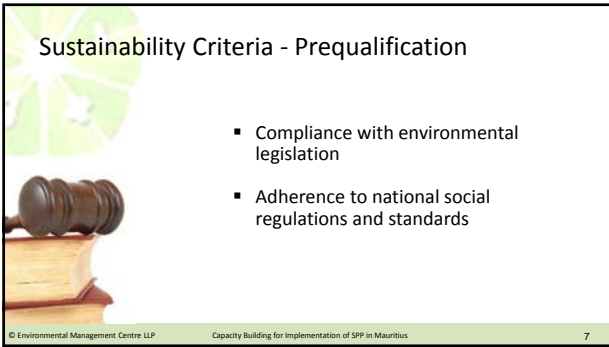
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- **Cleaning Materials** criteria can be evaluated separately and also form a part of the criteria for **Cleaning Services**

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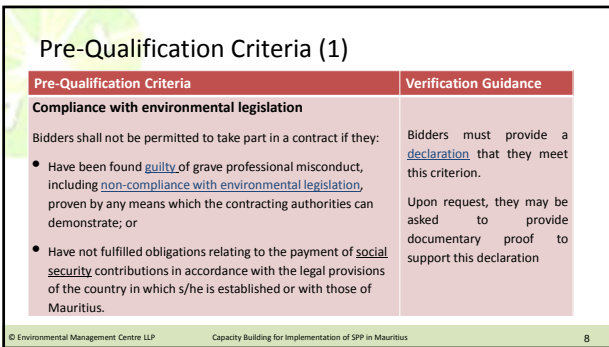
Cleaning Materials



Sustainability Criteria - Prequalification

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

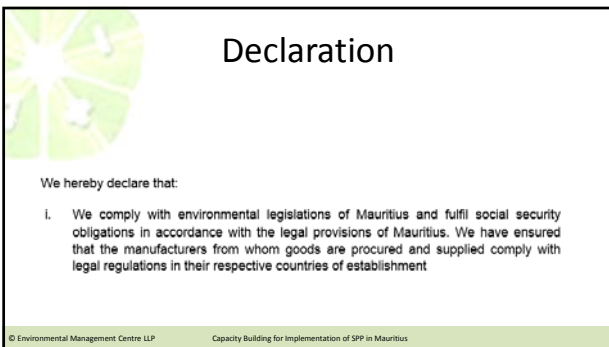
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Pre-Qualification Criteria (1)

Pre-Qualification Criteria	Verification Guidance
<p>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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Declaration

We hereby declare that:

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

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Pre-Qualification Criteria (2)

Pre-Qualification Criteria	Verification Guidance
<p>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>

Sustainability Requirement Criteria

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



Sustainability Requirement Criteria (1)

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>

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.





Sustainability Requirement Criteria (2)

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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Packaging Dosing Instructions



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Sustainability Requirement Criteria (3)

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 (4)

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.

Sustainability Requirement Criteria (5)

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.

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
 - Environmentally-friendly packaging
 - VOCs





Cleaning Services

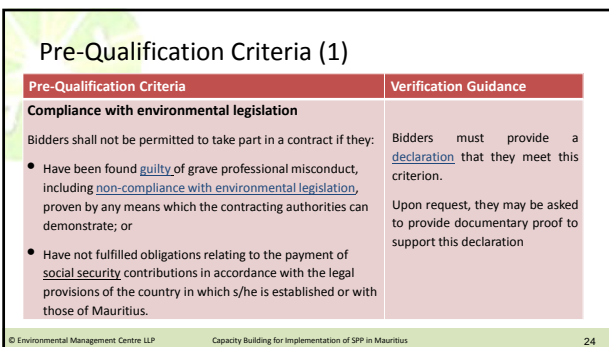
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Sustainability Criteria – Cleaning Services

- **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 (1)

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 (2)

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>

Pre-Qualification Criteria (3)

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 evidence 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 verified occupational health and safety management system 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>

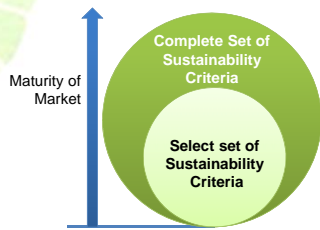
Sustainability Requirement Criteria (1)

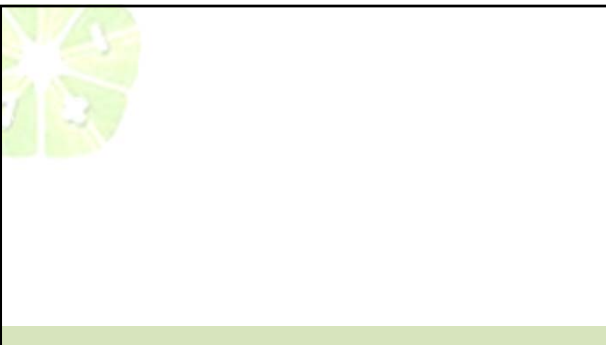
Sustainability Requirement Criteria	Verification Guidance
<p>Cleaning materials</p> <p>Products used by the cleaning company in carrying out the service must meet the Criteria for Cleaning Materials</p>	<p>As per the verification guidance given for Cleaning Materials</p>

Sustainability Requirement Criteria (2)

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>

Process of Implementing Sustainability Criteria





Capacity Building for the implementation of Sustainable Public Procurement in Mauritius

WORKSHOP FOR SUPPLIERS ON OPERATIONALIZATION OF
SPP IN MAURITIUS

Integration of SPP with Bidding Documents – Cleaning Materials



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Structure of Bidding Document – Cleaning Materials

Addition of sustainability clause	Section I	• Instruction to Bidders
Additional information required	Section II	• Bidding Data Sheet
Pre-qualification criteria	Section III	• Evaluation and Qualification Criteria
Bid Submission Form Sustainability Schedule	Section IV	• Bidding Forms

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Structure of Bidding Document – Cleaning Materials

Sustainability Requirement Criteria	Section V	• Schedule of Requirements
Warranty & Maintenance periods specified	Section VI	• General Conditions of Contract
Contract Agreement includes SPP	Section VII	• Special Conditions of Contract
	Section VIII	• Contract Forms

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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

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:

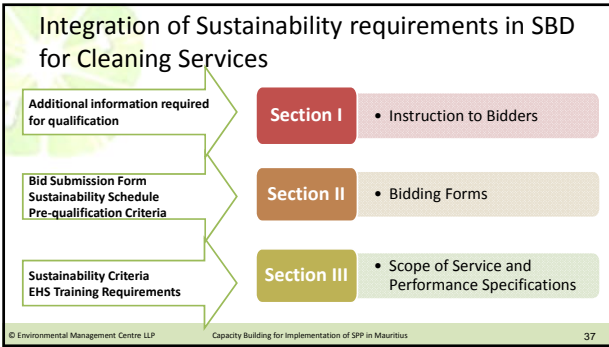
- i. We comply with environmental legislations and fulfill social security obligations as applicable to us in accordance with the legal provisions of Mauritius.
- ii. In particular we adhere to the following social legislations of Mauritius:
 - Employment Relations Act 2008 and Employment Rights Act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

Environmental &
Social Legal
Compliance

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	Reference to Sustainability Criteria ¹
1	Portfolio of cleaning products that shall be used to provide the cleaning services	<i>[state brand name, product name, constituent chemicals and intended use]</i>	<i>[Appropriate documentation indicating brand names, product names, constituent chemicals and intended use of the products within cleaning product portfolio. Annex No of such documentation to be included here]</i>	Criteria 1
2	Surfactants and organic ingredients in the Cleaning materials	<i>[state names of all surfactants and organic ingredients included in each product including those which are biodegradable]</i>	<i>[Appropriate documentation as stated in the Verification Guidance of the sustainability Criteria to validate the claim. Annex No of such documentation to be included here]</i>	Criteria 2
3	Dosing instructions and key ingredients mentioned in the packaging	<i>[confirmation on availability of dosing instructions and key ingredients are included in the packaging for the portfolio of cleaning materials]</i>	<i>[Written declaration from the Bidder to be submitted to validate the claim. Annex No of such documentation to be included here]</i>	Criteria 3



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Evaluation of Bids – Cleaning Materials

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Scrutiny of Documents comprising the Bid

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

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Evaluation and Qualification of Bids

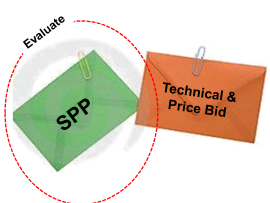
- A. Opening of Bid Documents for Evaluation
- B. Evaluation of Pre-qualification Sustainability Criteria
- C. Evaluation of Sustainability Criteria



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A. Opening of Bid Documents for Evaluation

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

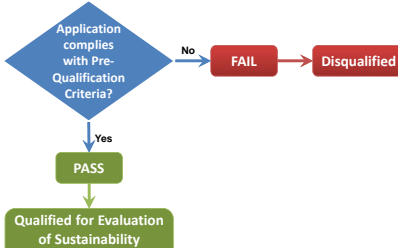


The bid will first be evaluated from the **sustainability** perspective

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B. Evaluation of Pre-qualification Sustainability Criteria

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



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