



**Environmental criteria for sustainable public procurement of**

**External Meeting and Accommodation Facilities**

# 1. Scope/definition

The External Meeting and Accommodation Facilities product group comprises external facilities for (1) meetings, training and/or gathering and transferring knowledge in some other way and/or for (2) accommodation, including – when required – the procurement of additional services such as beverages and meals, office supplies and audiovisual equipment.

External meeting and accommodation facilities are defined as meeting facilities and hotels. The terms "facility" and "accommodations" will be used interchangeably in this document.

The facilities are procured by the government itself (on the basis of contracts or on an ad hoc basis) or are channelled via a booking agency with which a contract has been signed for this purpose. The criteria for the procurement of External Meeting and Accommodation Facilities apply to centrally tendered contracts awarded to suppliers or booking agencies for extended periods of time. The criteria also apply to the procurement of External Meeting and/or Accommodation Facilities on an ad hoc basis. Two different sets of criteria have been formulated for these two different methods of procurement:

- the contracting authority wants to award a contract directly to one or more external meeting and accommodation facilities or negotiate a framework contract with one or more chains that own multiple hotel and/or meeting facilities.
- the contracting authority wants to award a contract to a booking agency for external meeting and accommodation facilities.

The criteria pertains to external meeting and accommodation facilities in the Netherlands. It is customary for this market that all facilities required for the meeting are supplied by one and the same supplier on the basis of a meeting package. The criteria have been prepared accordingly as well. If for a certain occasion, facilities are procured separately, then the purchaser can refer back to criteria specifically developed for other product groups. In this regard, the criteria specifications for the Audiovisual Equipment or Office Supplies product groups may be particularly relevant.

The following products (with their corresponding CPV codes) are part of the External Meeting and Accommodation Facilities. This list of products is not intended to be exhaustive.

Products	CPV code
Hotel services	55100000-1
Accommodation and office services	98340000-8
Accommodation services	98341000-5

Excluded from the scope of this product group are:

- the procurement of events, exhibitions or conferences (generally consisting of meetings involving more than 50 persons) or the organisation of such events, exhibitions or conferences: location is key in the procurement of External Meeting and Accommodation Facilities, while in the case of events, marketing, organising and communication also play an important role. Different suppliers are involved in this market and this requires a different procurement process with different requirements and criteria.
- leasing external office space to compensate for a lack of office space (multi-tenant commercial building): this includes leased office space, fully equipped with facilities services, such as a secretariat, catering, security, etc. Multi-tenant commercial buildings often also contain meeting facilities that can be used. Multi-tenant commercial buildings are excluded from this product group, because this involves the "outsourcing" of work in a broader context than just external meeting facilities alone.

## 2. Most significant environmental effects

The following tables list the sustainability themes and describe the approach to each theme for the External Meeting and Accommodation Facilities product group. The “Approach” column presents a statement indicating the influence of sustainable purchasing and its criteria on the “sustainability” of the theme. This column also includes a reference to any requirements, award criteria or points of attention/suggestions that may be useful in implementing the approach. The product group can also have an impact on other environmental themes, but these are (at least at present) less relevant or of a much less significant level of concern, or do not as yet have a suitable set of standard criteria.

Themes:	Approach:	No. of requirement/ Criteria
<p><b>Energy and climate</b> Energy consumption from transportation from and to the accommodation, and the associated CO<sub>2</sub> emissions</p>	<ul style="list-style-type: none"> <li>Ensure good accessibility of accommodation by public transportation</li> </ul>	ME1, ME2,
	<ul style="list-style-type: none"> <li>Consider other meeting options</li> </ul>	AS1, AS2
	<ul style="list-style-type: none"> <li>Reduce transport movements</li> </ul>	AS3
<p><b>Nature, biodiversity and space</b> Environmental impact generated by production of food and drink</p>	<ul style="list-style-type: none"> <li>Promote use of organic products and products with sustainability properties</li> </ul>	GC1

## 3. Points of attention/suggestions

Devoting attention to the opportunities and possibilities for the most sustainable procurement possible in the preparation phase will lead to specifications that are more ambitious or of different types than the standard minimum requirements and award criteria set out in this document. The following table presents points for attention and suggestions for promoting sustainability in procurement within this product group.

No.	Points of attention/suggestions (AS)
AS1	<p><b>Consider other meeting options</b> When organising a meeting, consider whether there may be other options that enable the parties to meet without procuring external facilities for the purpose. These could, for example, include videoconferencing or a conference call.</p>
AS2	<p><b>Reduce transport movements and overnight stays</b> When choosing a location, consider the options to reduce the number of transport movements or overnight stays.</p>
AS3	<p><b>Set additional requirements on the location</b> In addition to the minimum requirement specified concerning accessibility by public transportation or group transportation, set additional requirements on the location.</p>

## 4. Selection criteria

Not defined for this product group.

## 5. Technical specifications

No.	Technical specifications (ME)
ME1	<p><i>(When the contracting authority wants to award a contract directly to a supplier of external meeting and accommodation facilities)</i></p> <p><b>Good accessibility of accommodation</b></p> <p>The facility is easily accessible by public transportation or group transportation organised by the tenderer or a third party from a public transportation stop.</p> <p><i>Verification</i></p> <p>The tenderer may be asked to demonstrate that the accommodation "offers good accessibility by public transportation". To qualify as having "good accessibility by public transportation", the accommodation must be maximum of two kilometres' walking distance from a public transportation stop. The contracting authority defines "group transportation" as transportation for several persons at the same time from the public transportation stop to the facility.</p>
ME2	<p><i>(When the contracting authority wants to award a contract to a booking agency for external meeting and accommodation facilities)</i></p> <p><b>Good accessibility of accommodation</b></p> <p>The tenderer exclusively proposes facilities that are easily accessible by public transportation or by group transportation organised by the facility or a third party in the context of the tender.</p> <p><i>Verification</i></p> <p>The tenderer may be asked to demonstrate that the accommodation "offers good accessibility by public transportation". To qualify as having "good accessibility by public transportation", the accommodation must be maximum of two kilometres' walking distance from a public transportation stop. The contracting authority defines "group transportation" as transportation for several persons at the same time from the public transportation stop to the facility.</p>

## 6. Award criteria

No.	Award criteria (GC)
GC1	<p><i>(When the contracting authority wants to award a contract directly to a supplier of external meeting and accommodation facilities)</i></p> <p><b>Organic products and products with sustainability properties</b></p> <p>If a portion of the beverages and food products to be served to the customer's employees and guests demonstrably consists of organic products and/or products with one or more other sustainability properties, then this component of the tender will be awarded a higher rating.</p> <p>The percentage of organic ingredients or ingredients with sustainability properties is calculated as follows:</p> <p>Purchasing volume of organic ingredients or sustainability properties/total purchasing volume of beverages and food products * 100%. The purchasing volume (in euros) is equal to the quantity of the ingredients purchased by the facility for the contract multiplied by the purchase price thereof.</p> <p>If the procuring organisation wants to receive an offer for a certain percentage of sustainable foodstuffs, the award criterion can be adjusted by the purchaser if necessary. In that case a higher rating can only be earned if the tenderer can provide the requested percentage.</p>

	<p><i>Verification</i></p> <p>The tenderer may be asked to submit documentation demonstrating compliance with the criteria above.</p> <p>Organic products are products produced by means of production methods that comply with the provisions laid down in the EU Regulation No. 354/2014, during all stages of production, preparation and distribution.</p> <p>The other sustainability properties that these products can comply with are:</p> <ol style="list-style-type: none"> <li>1. The product is produced in accordance with a production protocol or production scheme that incorporates practices that exceed legal requirements for limiting the use of synthetic chemical plant protection products.</li> <li>2. Animals can roam freely and/or can forage.</li> <li>3. Fish are caught or farmed using sustainable practices.</li> <li>4. Products are cultivated in greenhouses with minimal energy consumption. This includes the use of recognised and definable methods for saving energy and/or generating sustainable energy.</li> <li>5. The product's ingredients travelled the shortest possible distance prior to the production of the product.</li> <li>6. Composite products or products with one or more ingredients from organic farms or from farms in transition to organic agriculture.</li> </ol> <p>Products that are labelled with the quality marks EKO, Demeter, BIONaturland, Soil Association, Gras quality mark, Vrije-uitloop/CPE, Erkend streekproduct, Milieukeur and Marine Stewardship Council (MSC) or with a green or yellow colour on the WNF Fish Guide are considered to be in compliance with the corresponding component of the criteria.</p>
GC2	<p><i>(When the contracting authority wants to award a contract to a booking agency for external meeting and accommodation facilities)</i></p> <p><b>Organic products and products with sustainability properties</b></p> <p>If the tenderer for this contract exclusively proposes facilities that serve beverages and food products to the customer's employees and guests of which a portion of the ingredients demonstrably consist of organic products and/or products with one or more other sustainability properties, then this component of the tender will be awarded a higher rating.</p> <p>The percentage of organic ingredients or ingredients with sustainability properties is calculated as follows: purchasing volume of organic ingredients or sustainability properties/total purchasing volume of beverages and food products * 100%. The purchasing volume (in euros) is equal to the quantity of the ingredients purchased by the facility for the contract multiplied by the purchase price thereof.</p> <p>The minimum percentage that can be supplied is the percentage applied. Example: of the three facilities selected for the contract, the first can provide 5%, the second 10% and the third 25%. In this case the lowest percentage applies here: 5%.</p> <p>If the procuring organisation wants to receive an offer for a certain percentage of sustainable foodstuffs, the award criterion can be adjusted by the purchaser if necessary. In that case a higher rating can only be earned if the tenderer can provide the requested percentage.</p> <p><i>Verification</i></p> <p>The tenderer may be asked to submit documentation demonstrating compliance with the criteria above.</p> <p>Organic products are products produced by means of production methods that comply with the provisions laid down in the EU Regulation No. 354/2014, during all stages of production, preparation and distribution.</p> <p>The other sustainability properties that these products can comply with are:</p>

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## 7. Contract provisions

Not defined for this product group.