



**Environmental criteria for sustainable public  
procurement of**

# **Office Furniture**

**Version August 2017**

# 1. Scope/definition

The Office Furniture product group concerns all office furniture that an organisation can purchase, such as desks, chairs (office chairs, canteen chairs, meeting room chairs), tables, settees, cupboards, worktops and storage facilities. The following products (with their corresponding CPV codes) are part of the Office Furniture product group. This list of products is non-exhaustive.

Products	CPV code
Tables, cupboards, desks and bookshelves	39120000-9
Desks and tables	39121000-6
Desks	39121100-7
Tables	39121200-8
Cupboards and bookcases	39122000-3
Cabinets	39122100-4
Bookcases	39122200-5
Office Furniture	39130000-2
Archive shelving	39131100-0
Filing cabinets	39132100-7
Display units	39133000-3
Computer furniture	39134000-0
Computer tables	39134100-1
Sorting tables	39135000-7
Sorting frames	39135100-8
Shelves	39141100-3
Worktops	39141200-4
Seating, chairs and related products	39110000-6
Seating	39110000-6
Swivel chairs	39111100-4
Various seating and chairs	39113000-7
Sofas	39113300-0
Stools	39113500-2
Benches	39113600-3
Conference room furniture	39153000-9
Furniture for foyer/reception	39156000-0

The scope of this product group does not include:

- school furniture;
- second-hand furniture;
- upholstery, hardware and networks;
- collection structure for recycling furniture.

This document describes the environmental criteria. Information about the other elements of sustainable public procurement, such as social conditions and social return, may be found on the PIANOo website, on the specific product group page: <https://www.pianoo.nl/document/10573/productgroep-kantoormeubilair>.

## 2. Most significant environmental impacts

The following table lists the sustainability themes and describes the approach to each theme for the Office Furniture 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 suggestions that may be useful in implementing the approach. The product group

can also have an impact on other environmental themes, but these are less relevant or of a much less significant level of concern, or do not as yet have a suitable set of criteria.

Themes:	Approach:	No. of requirement/ Criterion
<p><b>Supplies and Raw materials</b> Undesired use of raw materials and ingredients, wood (loss of biodiversity and soil erosion), restriction of use of materials in the production</p>	<ul style="list-style-type: none"> <li>facilitating a low TCO and circular economy principles;</li> <li>procurement of furniture that is sustainable, easy to disassemble, repairable and recyclable;</li> <li>procurement of legally produced wood from sustainably managed forests.</li> </ul>	AS1, AS2, AS3 ME1, ME2, ME3, ME4, ME5, ME6 ME7, ME8 ME9, GC1 GC2
<p><b>Living environment</b> Emissions of harmful substances during the production</p>	<ul style="list-style-type: none"> <li>procurement of products in compliance with European threshold values.</li> </ul>	ME3, ME4 ME5, GC1
<p><b>Health and welfare</b> Emissions of harmful substances (e.g., release of formaldehyde)</p>	<ul style="list-style-type: none"> <li>procurement of products in compliance with European threshold values.</li> </ul>	ME3, ME4 ME5, 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 which differ from the standard technical specifications and award criteria set out in this document. The table below 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 circular procurement for office furniture purchases</b> Office furniture is one of the ideal product to groups for circular procurement, and there are many potential sustainability advantages here: from progressive earning models such as leasing or purchase of “sitting as a service” to the more conventional such as acquisition of second-hand furniture instead of new, refurbishing of existing furniture or purchase of modular furniture systems. The national government marketplace is an outlet for used office furniture sourced from other government offices. The national government marketplace can be accessed through Rijksmarktplaats, the national government website, <a href="http://rijksmarktplaats.rijksweb.nl">http://rijksmarktplaats.rijksweb.nl</a>. Only authorised government officials may reserve or order items. More information on circular procurement can be found on the <a href="#">PIANOo</a> website.</p>
AS2	<p><b>Consider bio-based procurement</b> In many cases, bio-based raw materials are preferable over fossil-based raw materials (such as plastics). Survey (with the market where possible) the possibilities, the pros (and any cons) of use of bio-based raw materials for your procurement needs, and give them an appropriate place in your procurement documents. More information on bio-based procurement can be found via <a href="#">PIANOo SPP Themes</a> and the <a href="#">Bio-based Procurement Guide</a>.</p> <p>If you include a requirement that the material used must be bio-based, ask for descriptions of the material used and documentation supporting claims such as “bio-based”, “sustainable biomass” and</p>

	<p>“compostable”. This will make the assessment easier and give the purchaser the opportunity to check upon delivery of the goods whether the items supplied are in fact those agreed. It is also important not to require the production of specific certificates because this may put producers to unnecessary expense when alternative evidence would also suffice.</p>
AS3	<p><b>Use recycled or organic fibres in textiles</b>  In textiles, use organically grown cotton or other natural fibres. To be considered as such, the fibres must be produced in accordance with Regulation (EC) no. 834/2007.</p> <p>Another option is to use textiles incorporating recycled fibres. This means fibres sourced from cuttings of textile and clothing manufacturers or post-consumer waste (textiles or other waste).</p> <p>The environmental criteria document for the procurement of workwear includes two criteria that may be adopted for the tendering of office furniture. These criteria are as follows:  GC1 Organically grown cotton or other organically produced natural fibres  GC2 Recycled fibres</p> <p>The Workwear criteria document can be found here:  <a href="https://www.pianoo.nl/document/10559/productgroep-bedrijfskleding">https://www.pianoo.nl/document/10559/productgroep-bedrijfskleding</a>.</p>

## 4. Selection criteria

Not defined for this product group.

## 5. Technical specifications

No.	Technical specifications (ME)
ME1	<p><b>Minimum lifetime: 5 years</b>  The furniture to be supplied must have a lifetime of at least 5 years in daily use in an office environment, counted from the day of delivery.</p> <p><i>Verification</i>  The tenderer may be asked to submit a statement, guarantee certificate or test report ensuring a lifetime of five years under conditions of normal use and normal maintenance.</p>
ME2	<p><b>Supply of replacement parts for at least 10 years</b>  Replacement parts must remain available for 10 years after the date of delivery of the furniture. “Replacement parts” is defined as all components of the furniture, from worktop and seat to hinges, wheels, etc.</p> <p><i>Verification</i>  The tenderer may be asked to furnish a statement or guarantee certificate upon delivery committing to this obligation, or this requirement may be set out in the contract.</p>
ME3	<p><b>Compliance with formaldehyde class E1</b>  The panel material used in the furniture must comply with formaldehyde class E1, defined according to EN 120, EN 717-1 or EN 717-2.</p> <p><i>Explanation</i>  For chipboard, OSB and MDF, EN 120 or EN 717-1 is usually used for the definition. For plywood, furniture panels and coated or overlaid panel material, EN 717-2 or EN717-1 is used. The standards listed first are the methods mostly used. In both cases, EN 717-1 may also be used, but that is a more expensive method.</p> <p><i>Verification</i>  The tenderer may be asked to submit documentation upon delivery demonstrating compliance with this requirement.</p>
ME4	<p><b>Requirements on used textiles</b>  The textile used in the furniture:</p>

	<ul style="list-style-type: none"> <li>• must contain no chlorinated artificial fibres;</li> <li>• must contain no halogenated fire retardants, except where use of one or more such substances is stipulated on the basis of legal regulations;</li> <li>• must contain no benzidine-analogue dyes;</li> <li>• must not exceed the following concentrations of heavy metals in the pigments and dyes or specific textile fibres: <ul style="list-style-type: none"> <li>○ antimony: 300 mg/kg (polyester) and 50/250 mg/kg (dye/pigment);</li> <li>○ arsenic: 50 mg/kg (dye/pigment);</li> <li>○ total chromium: 100 mg/kg (dye/pigment);</li> <li>○ copper: 250 mg/kg (dye);</li> <li>○ nickel: 200 mg/kg (dye);</li> <li>○ tin: 250 mg/kg (dye);</li> <li>○ zinc: 1,000 mg/kg elastane (spandex) and 1,500/1,000mg/kg (dye/pigment).</li> </ul> </li> </ul> <p><i>Verification</i> The tenderer may be asked to submit documentation upon delivery demonstrating compliance with this requirement.</p>
ME5	<p><b>Emission threshold values coating</b> The coating used in/on the furniture must comply with the limit values for emission of antimony, arsenic, barium, cadmium, chromium, lead, mercury and selenium as listed in EN 71-3.</p> <p><i>Verification</i> The tenderer may be asked to submit documentation upon delivery demonstrating compliance with this requirement.</p>
ME6	<p><b>Ability to separate materials</b> Materials must be able to be separated (using common tools) from the other materials in the furniture (excepting surface treatment), in order to facilitate maintenance and recycling. This requirement does not apply to:</p> <ul style="list-style-type: none"> <li>• composites or composite panels (examples of composite panels are sandwich panels with a cardboard honeycomb or polystyrene core and MDF, melamine-coated chipboard, plywood or aluminium outer surfaces);</li> <li>• components such as a gas strut, control box or electric motor for which the manufacturer prescribes that this may only be disassembled by qualified personnel.</li> </ul> <p><i>Verification</i> The tenderer may be asked to submit documentation upon delivery explaining the options for disassembly and separation.</p>
ME7	<p><b>Sustainable timber</b> Raw wood to be supplied, or wood incorporated into wood products or other products to be supplied, must meet the Dutch Procurement Criteria for Timber set out in the TPAS (Timber Procurement Assessment System). The wood must be in compliance with all 9 principles for sustainable forest management.</p> <p><i>Verification</i> Wood will be assumed to meet the criteria if it is certified in accordance with a system approved by the TPAC (Timber Procurement Assessment Committee).</p> <p>The tenderer may also furnish other evidence, accompanied by extensive, documented and verifiable data and information demonstrating that the set minimum requirement is met. A list of approved certification systems can be found on the website: <a href="http://www.tpac.smk.nl/170/about/judgements.html">http://www.tpac.smk.nl/170/about/judgements.html</a></p> <p><i>Explanation</i> More information on the procurement of sustainably produced wood and paper can be found on: <a href="http://www.inkoopduurzaamhout.nl">www.inkoopduurzaamhout.nl</a>. An example of specifications defined for sustainably produced wood can be found on: <a href="http://www.inkoopduurzaamhout.nl/bestektekst.pdf">http://www.inkoopduurzaamhout.nl/bestektekst.pdf</a></p> <p>General information on the prescription and verification of sustainably produced wood can be found on: <a href="http://www.houtdatabase.nl">www.houtdatabase.nl</a>. The complete TPAS criteria can be found on the website: <a href="http://www.tpac.smk.nl/Public/TPAC%20documents/DutchProcurementCriteriaMAR2014.pdf">http://www.tpac.smk.nl/Public/TPAC%20documents/DutchProcurementCriteriaMAR2014.pdf</a></p>
ME8	<p><b>Requirements for plastic components</b> The following requirements are set for plastic components:</p>

	<ul style="list-style-type: none"> <li>- Plastic components with a mass greater than 100 g are marked in accordance with EN ISO 11469 and EN ISO 1043 (parts 1 – 4). (Criterion 4.1).</li> <li>- Additives which contain compounds of cadmium (Cd), chrome VI (CrVI), lead (Pb), mercury (Hg) or tin (Sn) may not be used in the manufacture of plastic components and surface coatings.</li> <li>- The average recycling content of plastic components (excluding packaging) must be at least 30% by weight. <i>(This criterion will apply only if the total content of recycled material in the item of furniture is greater than 20% of the total product weight (excluding packaging)).</i></li> </ul> <p><i>Verification</i> The tenderer may be asked to submit documentation or samples demonstrating compliance with the above criteria. All products with a relevant EU Ecolabel will be assumed to be in compliance. Products with a different type 1 environmental label or an environmental declaration meeting this criterion will be assumed to be in compliance. Other appropriate forms of evidence, such as a technical file or approval report from an accredited institution, will also be accepted.</p> <p><i>Explanation</i> A Type I environmental label refers to environmental labels based on an independent test using pre-determined environmental criteria which are based on a “life-cycle approach”. Examples in the Netherlands include the Milieukeur label and the EKO label. Other examples include the EU Ecolabel (Europe), Blaue Engel (Germany) and Nordic Swan (Scandinavia). For further information on type I environmental labelling, see <a href="http://www.nen.nl/NEN-Shop/Norm/NENENISO-140242000-en.htm">http://www.nen.nl/NEN-Shop/Norm/NENENISO-140242000-en.htm</a>.</p>
ME9	<p><b>Use recycled material for packaging</b> Any cardboard boxes used must consist of at least 80% recycled material. If plastic bags or sheets are used in the consumer packaging, they must have a recycled content of at least 75%. This technical requirement will not apply if bio-based material is chosen.</p>

## 6. Award criteria

No.	Award criteria (GC)
GC1	<p><b>Use of composition label (optional)</b> The higher the percentage of the furniture to be supplied (converted into sales value) accompanied by a composition label, the higher this part of the tender will be rated.</p> <p><i>Explanation</i> By supply price is to be understood the price established in the agreement multiplied by the amount purchased by the contracting authority. The label should show the total of all the materials used in the furniture and the weight of these materials. This weight is to be expressed in descending order as a percentage of the total weight of the furniture and totalling at least 95% of the total weight of the furniture.</p> <p><i>Verification</i> The tenderer may be asked to submit documentation demonstrating compliance with the criteria above. The supplementary vocabulary list "Section A: Materials in the EU CPV list" as stated in EC Regulation No. 2195/2002 and its annexes, is to be used for the different material types. This list can be consulted at the following link: <a href="https://www.europeseaanbestedingen.eu/europeseaanbestedingen/download/cpv-codes/cpv-verordeningen.pdf">https://www.europeseaanbestedingen.eu/europeseaanbestedingen/download/cpv-codes/cpv-verordeningen.pdf</a>.</p> <p>Where this list is not sufficient, the tenderer may deviate from this terminology. Where components consist of a mix of multiple materials, the two materials present in greatest proportion must be listed.</p>
GC2	<p><b>Recycling packaging</b> The greater the provision made by the tenderer for better recycling of the packaging, the higher this component of the tender will be rated. The tenderer may earn points by:</p> <ul style="list-style-type: none"> <li>- avoiding multi-layers, black plastic and combination packaging;</li> <li>- using packaging which is readily recyclable;</li> </ul>

	<ul style="list-style-type: none"> <li>- collecting and recycling a higher percentage of the packaging it supplies.</li> </ul> <p><i>Verification</i></p> <p>The tenderer may be asked to state:</p> <ul style="list-style-type: none"> <li>- whether multi-layers, black plastic and combination packaging are used;</li> <li>- whether the packaging is readily recyclable, where “readily recyclable” is defined as: can be separated by hand into elements of a single material and/or packaging that are suitable for multiple use;</li> <li>- what percentage of the packaging it supplies is collected and recycled.</li> </ul> <p>The tenderer may be asked to send a sample of the packaging. It may also be asked to send a statement in which it indicates 1) what percentage of the packaging used is collected or taken away 2) how the packaging used is processed during the waste phase and, 3) in the case of recycling, which recycler recycles the material.</p>
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## 7. Contract provisions

Not defined for this product group.