



**Environmental criteria for sustainable public  
procurement of**

# **Office Furniture**

**Version 8 April 2015**

# 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 not intended to be 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
Cupboards	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
- packaging of furniture for transportation

## 2. Most significant environmental effects

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>	ME1, ME2, ME3, ME4, ME5, ME6, ME7, GC1
<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 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>Utilising national government marketplace</b> At the national government level, use the existing platform of the national government marketplace before purchasing new office furniture. The national government marketplace is an outlet for used office furniture sourced from other government offices. The concept behind this marketplace may inspire government offices at the local level to adopt this principle.</p>
AS2	<p><b>Introduce bio-based products</b> Explore the options for giving priority to bio-based supplies. This could initially be done on a small scale, to gain experience in a test environment and to not overburden the market in this as yet not fully developed segment. For more information on bio-based procurement, consult the <a href="#">PIANOO</a> "Bio-based Procurement Guide".</p>
AS3	<p><b>Use sustainable packaging</b> Use packaging that can be separated by hand and is easy to recycle, packaging from renewable sources or packaging suitable for reuse.</p>
AS4	<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.</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></p> <p>The tenderer may be asked to submit documentation upon delivery demonstrating compliance with this requirement.</p>
ME6	<p><b>Ability to separate materials</b></p> <p>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></p> <p>The tenderer may be asked to submit documentation upon delivery explaining the options for disassembly and separation.</p>
ME7	<p><b>Sustainable timber</b></p> <p>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 at least 7 of the 9 principles for sustainable forest management.</p> <p><i>Verification</i></p> <p>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></p> <p>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/bestek">www.inkoopduurzaamhout.nl/bestek</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>

## 6. Award criteria

The award criteria for this product group will be worked out in more detail in 2015. An optional set of award criteria that can be used in the meantime is provided below.

No.	Award criteria (GC)
GC1	<p><b>Use of composition label (optional)</b></p> <p>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 may be rated.</p> <p><i>Explanation</i></p> <p>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></p> <p>The tenderer may be asked to submit documentation demonstrating compliance with the criteria</p>

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:

[http://www.europeseaanbestedingen.eu/europeseaanbestedingen/download/cpv/codes/cpv-verordeningen.pdf#search="cpv"](http://www.europeseaanbestedingen.eu/europeseaanbestedingen/download/cpv/codes/cpv-verordeningen.pdf#search=) .

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.

## 7. Contract provisions

Not defined for this product group.