



**Environmental criteria for sustainable public  
procurement of**

# **Office Soft Furnishing**

**Version 8 April 2015**

# 1. Scope/definition

The Office Soft Furnishing product group includes the supply and fitting of floor coverings and interior sun blinds. The following products (with their corresponding CPV codes) are part of the Office Soft Furnishing product group. This list of products is not intended to be exhaustive.

Products	CPV code
Upholstering	39114100-5
Floor coverings	39515410-2
Interior blinds	44112200
Sun-protection works	45212190
Floor and wall covering work	45430000

In the case of new building or renovation, the choice of soft furnishing may be made by the architect, project developer or contractor. In the last case, it is important that criteria for the procurement of soft furnishings be part of the tender process for new building or renovation.

The scope of this product group does not include:

- Floors attached to the building, such as tiled and stone floors. These floors are part of the building and thus come into the product group Buildings;
- Subfloors and rubber floors are not included, because these are not often procured by government. Walk-off mats are indeed procured, but form a very limited fraction compared with the total amount of floor covering. These are therefore also left out of consideration;
- Wooden flooring (parquet, floor panels, laminate) and wooden sun blinds are only purchased to a limited extent by government and are therefore not included;
- Wall finishes and wall coverings, such as paint, spray finish, tiles and wallpaper. The majority of these products are part of the building and come within the product group Buildings. Glass fibre wallpaper (Scan) is generally also part of the building. Other wallpaper is indeed applied by project furnishers, but because little of this is procured, no criteria have been developed for it at the moment;
- Exterior sun blinds are seen as part of the building. These are therefore not included in Office Soft Furnishings. Internal sun and light blinds do belong to the product group.

## 2. Most significant environmental effects

The following tables list the sustainability themes and describe the approach to each theme for the Office Soft Furnishings 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 criteria.

Themes:	Approach:	No. of requirement/ Criterion
<p><b>Energy and climate</b>  <i>Energy consumption and the associated CO<sub>2</sub> emissions generated in the production process, transport, and the use phase of the soft furnishing</i></p>	<p>• Save energy in both design and use</p>	AS5
<p><b>Supplies and Raw materials</b>  <i>Raw materials use in obtaining, producing and placing the soft furnishing. Packaging and trimming waste</i></p>	<p>• Use services that optimally utilise all products at the end of the life cycle, trimming waste during production and laying/installation</p> <p>• Coordinate products for intended use</p>	GC1, GC2, AS1, AS2, AS3, AS4, AS6, AS7, AS8
<p><b>Health and welfare</b>  <i>Use of substances with harmful effects on people and the environment during production and placement of soft furnishing</i></p>	<p>• Procure services that avoid the use of harmful and hazardous substances in the products and in the placement/installation of the products</p>	ME1, GC3

### 3. Points of attention/suggestions

Every procurement project begins with cataloguing the needs of the internal customer. Considering sustainability at this early stage creates the conditions for an investigation of the most sustainable solution for the procurement needs. 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>Coordinate quality of floor coverings for intended use</b>            Coordinate the quality of the floor covering appropriately with the intended use, in order to achieve a long product lifespan. This also includes the maintenance of the floor covering: can the floor covering be properly cleaned, and is this important in consideration of the intended application?</p>
AS2	<p><b>Use floor tiles instead of rolled carpeting</b>            Use of floor tiles in place of carpeting and smooth floor coverings on a roll has the advantage that stained tiles may be replaced easily. Besides this, after removal, tiles may possibly be re-used internally. The possibility of replacing tiles may however be limited by colour differences between old and new tiles. This is not the case when using the tiles known as "dye bath independent". These tiles are manufactured from coloured yarn at the time when new tiles are needed (so no stock of tiles needs to be kept). The newly-produced tiles thus always have the same colour.</p>
AS3	<p><b>Choose a neutral and variegated colour of floor covering</b>            Floor covering with neutral, variegated colours (no light colours, because dirt is more noticeable on light colours) has to be replaced less quickly than floor covering with a bold colour (if for example the furniture changes).</p>
AS4	<p><b>Consider placement of subfloor or levelling existing floor in choice of floor covering</b>            Consider the possible necessity of placing a subfloor or the need for levelling in the choice of floor covering (both cases involve extra environmental impact due for example to material usage). This also applies to the possible need to glue down the floor covering. If a subfloor does have to be opted for, the preference may for example be given to a subfloor largely manufactured from waste materials. The use of waste materials takes place for example in subfloors of wood fibre, needle felt or "rebond PU".</p>
AS5	<p><b>Consider energy-saving effects when purchasing sun blinds</b>            Review which type of sun blind is the most energy-efficient for the intended application. Information on this is available from the manufacturer.</p>
AS6	<p><b>Consider maintenance when purchasing sun blinds</b>            Are the sun blinds easy to clean, and how (chemical cleaning, wet washing, etc.)?</p>
AS7	<p><b>Ensure proper cleaning and maintenance of the floor covering</b>            Ask the supplier for maintenance instructions. Proper cleaning and maintenance help extend the floor covering's life span.</p>
AS8	<p><b>Repair preferable to replacement</b>            Give preference to repairing floor covering or sun blinds over replacement, both from a cost perspective and based on environmental considerations.</p>

### 4. Selection criteria

No specific selection criteria have been formulated for this product group with regard to supplier qualification.

## 5. Technical specifications

No.	Technical specifications (ME)
ME1	<p><b>Prohibition and restriction of chemical substances</b></p> <p>Substances and preparations which are classified according to EU Directives 67/548/EEC and 99/45/EC and amendments as carcinogenic (R45, R49, R40), reprotoxic (R60, R61, R62, R63) or mutagenic (R46, R68) may not be used.</p> <p>Besides this, one of the following requirements must be fulfilled:</p> <ul style="list-style-type: none"> <li>• The product may contain no preparations classified as environmentally damaging (R50, R50/R53, R51/53, R52/R53, R52, R53, R54, R55, R56, R58, R59).</li> </ul> <p>Or:</p> <ul style="list-style-type: none"> <li>• The total amount of chemical substances classified as environmentally damaging (R50, R50/R53, R51/53, R52/R53, R52, R53, R54, R55, R56, R58, R59) must not exceed 2 per cent by weight of the product. The amount of each individual substance must not exceed 1 per cent by weight of the product.</li> </ul> <p>Classification according to EU Directives 67/548/EEC and 1999/45/EC and amendments.</p> <p>Finally, the product may not contain the following substances and preparations:</p> <ul style="list-style-type: none"> <li>• Dyestuffs and pigments containing Pb (lead), Cd (cadmium), Hg (mercury), Cr (total chromium) or Cr (VI).</li> <li>• Halogenated fire retardants.</li> <li>• The following phthalates: DEHP, DBP and BBP.</li> </ul> <p><i>Explanation</i></p> <p>R sentences (hazard and warning sentences) and S sentences (safety sentences) occur on packaging and in descriptions of chemical substances. The letter R stands for Risk while the letter S stands for Safety. R sentences indicate which characteristics of a substance cause intrinsic hazards and which must therefore be watched out for (warning sentences).</p> <p>In the requirements with respect to substances which are classified as environmentally hazardous (R50 to R59 and combinations of said sentences) the tenderer may choose between the two requirements. One of these two requirements must be complied with.</p> <p><i>Verification</i></p> <p>The tenderer may be asked to submit documentation demonstrating compliance with the criteria above. Producers use the following labels:GuT (textile floor coverings), Nordic Swan (floor coverings), Blauer Engel (floor coverings) and Öko-tex 100 (home textiles). These may be included as part of the statement to demonstrate that one or more of the requirements are fulfilled.</p>

## 6. Award criteria

No.	Award criteria (GC)
GC1	<p><b>Recycling of trimming waste</b></p> <p>If trimming waste from &lt;floor covering/sun blinds&gt; is collected and recycled by the tenderer, this part of the tender will be evaluated more highly.</p> <p><i>Explanation</i> Here, recycling is defined as process-related treatment of waste with the objective of product or material re-use*.</p> <ul style="list-style-type: none"> <li>• Product reuse is the renewed use of a product in its original function whether or not after treatment in the waste stage.</li> <li>• Material reuse refers to the renewed use of materials obtained from a waste material after treatment or processing, either in the same application or in a different application than it had originally been intended for.</li> </ul> <p>* These definitions are taken from NEN 5880:2006. Terms/definitions from NEN 5880:2006 have been adopted with the permission of NEN in Delft (<a href="http://www.nen.nl">www.nen.nl</a>).</p> <p><i>Verification</i> The tenderer may be asked to demonstrate that trimming waste is collected for return. In demonstrating this the supplier must indicate how trimming waste is to be recycled and what application(s) the recycled material will be used for.</p>
GC2	<p><b>Higher percentage by weight of recycled material</b></p> <p>The greater the percentage by weight of the &lt;floor covering/sun blinds&gt; which is recycled material*, the higher this part of the tender may be evaluated.</p> <p>The percentage of recycled material will be calculated by dividing the weight of recycled material in the &lt;floor covering/sun blinds&gt; by the total weight of the &lt;floor covering/sun blinds&gt;.</p> <p><i>Explanation</i> By recycled material should be understood here: "post-consumer" material and trimming waste. Production waste is not included here. "Post-consumer" means after use by the end user.</p> <p><i>Verification</i> The tenderer may be asked to demonstrate the origin and percentage of the recycled material used. Previous experience has shown that a percentage of 50% of recycled floor covering is possible in today's market. This percentage may be expected to be lower for sun blinds.</p>
GC3	<p><i>(This criterion only applies to soft furnishing containing cotton or other natural fibres)</i></p> <p><b>Organically grown cotton or other organically produced natural fibres</b></p> <p>The tenderers indicate the amount of organically grown cotton or other organically produced natural fibres, expressed in percentage by weight of the end product.</p> <p>The higher the percentage of organic cotton or other organic and natural fibres used, the higher this component of the tender will be rated. To be considered as such, the fibres must be produced in accordance with Regulation (EC) no. 834/2007.</p> <p><i>Verification</i> The tenderer may be asked to demonstrate the source of the fibres used and the organic nature of the production, for example with the EU logo or approved national logos for organic production.</p> <p><i>Source EU GPP</i></p>

## **7. Contract provisions**

No contract conditions concerning environmental aspects are specified for this product group.