



**Environmental criteria for sustainable public
procurement of**

Office Soft Furnishing

Version August 2017

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 non-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 sustainable 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.

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/10575/productgroep-kantoorstofferings>.

2. Most significant sustainability themes

The table below lists the sustainability themes and describes 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 sustainability 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>Energy and climate Energy consumption and the associated CO₂ emissions generated in the production process, transport, and the use phase of the soft furnishing</p>	<ul style="list-style-type: none"> Save energy in design, production and use. 	AS5
<p>Supplies and Raw materials Raw materials use in obtaining, producing and placing the soft furnishing. Also: packaging and trimming waste</p>	<ul style="list-style-type: none"> Use services that optimally utilise all product elements: <ul style="list-style-type: none"> - trimming waste during production and laying/installation; - material generated at the end of the service life. Coordinate products for intended use. 	GC1, GC2, AS1, AS2, AS3, AS4, AS6, AS7, AS8
<p>Health and welfare Use of substances with harmful effects on people and the environment during production and placement of soft furnishing</p>	<ul style="list-style-type: none"> Procure services that avoid the use of harmful and hazardous substances in the products and in the placement/installation of the products. 	ME1, GC3

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 that differ from the standard technical specifications 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>Coordinate quality of floor coverings for intended use 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>Use floor tiles instead of rolled carpeting 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>Choose a neutral and variegated colour of floor covering 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>Consider placement of subfloor or levelling existing floor in choice of floor covering 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>Consider energy-saving effects when purchasing sun blinds 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>Consider maintenance when purchasing sun blinds Are the sun blinds easy to clean, and how (chemical cleaning, wet washing, etc.)?</p>
AS7	<p>Ensure proper cleaning and maintenance of the floor covering Ask the supplier for maintenance instructions. Proper cleaning and maintenance help extend the floor covering's life span.</p>
AS8	<p>Repair preferable to replacement 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>Prohibition and restriction of chemical substances</p> <p>Substances and preparations which, according to EU CLP Regulation 1272/2008 (see http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2008:353:0001:1355:nl:PDF) and its amendments, are classified as carcinogenic (H350, H351), reprotoxic (H360, H361) or mutagenic (H340, H341) may not be used.</p> <p>Besides this, one of the following requirements must be fulfilled:</p> <ul style="list-style-type: none"> • The product may contain no preparations classified as environmentally damaging (H400, H410, H411, H412, H413). <p>Or:</p> <ul style="list-style-type: none"> • The total amount of chemical substances classified as environmentally damaging (H400, H410, H411, H412, H413) 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. <p>Finally, the product may not contain the following substances and preparations:</p> <ul style="list-style-type: none"> • dyestuffs and pigments containing Pb (lead), Cd (cadmium), Hg (mercury), Cr (total chromium) or Cr (VI); • halogenated fire retardants; • the following phthalates: DEHP, DBP and BBP. <p><i>Explanation</i></p> <p>H sentences (hazard indications) and P sentences (safety recommendations) appear on packaging and in descriptions of chemical substances. The letter H stands for Hazard while the letter P stands for Precautionary.</p> <p>In the requirements with respect to substances which are classified as environmentally hazardous (H400, H410, H411, H412, H413 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. There are producers with GuT (textile floor coverings), Nordic Swan (floor coverings), Blaue Engel (floor coverings) and Öko-tex 100 (home textiles) labels. These may be included as part of the statement to demonstrate that one or more of the requirements are fulfilled.</p>
ME2	<p>Specifically for cotton, restriction on the use of pesticides in cotton production</p> <p>In line with the EU GPP for textiles, the following restrictions apply to the use of pesticides in cotton production.</p> <p>For products made of cotton or other natural cellulose fibres, the end product may not contain more than 0.05 ppm (parts per million) of each of the following substances, and the sum total content of the following substances shall not exceed 0.5 ppm:</p> <ul style="list-style-type: none"> • 2.4.5.-T; • aldrin; • captafol; • chlordane; • chlordimeform; • DDT; • dieldrin; • dinoseb and its salts; • endrin; • heptachlor;

	<ul style="list-style-type: none"> • hexachlorobenzene; • hexachlorcyclohexane, α; • hexachlorcyclohexane, β; • hexachlorcyclohexane, δ; • methamidophos; • monocrotophos; • parathion; • parathion-methyl; • propetamphos; • toxaphene. <p><i>Explanation</i> The GPP criteria for textile products may be found here: http://ec.europa.eu/environment/app/pdf/criteria/textiles_nl.pdf.</p> <p><i>Verification</i> Products with a type 1 environmental certificate are assumed to be in compliance. Other appropriate forms of evidence will also be accepted.</p>
ME3	<p>Specifically for wool, restriction on the presence of chemical substances in end products of wool</p> <p>In line with the EU GPP for textiles, for products of wool fibres, the end product may contain no more than the maximum amounts specified for the following group of substances:</p> <p>The sum total content of the following substances shall not exceed 0.5 ppm: γ-hexachlorcyclohexane (lindane); α-hexachlorcyclohexane; β-hexachlorcyclohexane; δ-hexachlorcyclohexane; aldrin; dieldrin; endrin; p,p'-DDT; p,p'-DDD.</p> <p>The sum total content of the following substances shall not exceed 0.5 ppm: cypermethrin; deltamethrin; fenvalerate; cyhalothrin; flumethrin.</p> <p>The sum total content of the following substances shall not exceed 2 ppm: diflubenzuron; triflumuron; dicyclanil.</p> <p>The sum total content of the following substances shall not exceed 2 ppm: Diazonin; propetamphos; chlorfenvinphos; dichlofenthion; chlorpyriphos; fenchloorphos ethion; pirimiphos-methyl.</p> <p><i>Verification</i> Products with a type 1 environmental certificate are assumed to be in compliance. Other appropriate forms of evidence will also be accepted.</p>
ME4	<p>Sustainable timber</p> <p>Wood to be supplied, or wood incorporated into wood products or other products to be</p>

	<p>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: http://www.tpac.smk.nl/170/about/judgements.html.</p> <p><i>Explanation</i> More information on the procurement of sustainably produced wood and paper can be found on www.inkoopduurzaamhout.nl. An example of specifications defined for sustainably produced wood can be found on http://www.inkoopduurzaamhout.nl/bestektekst.pdf.</p> <p>General information on the prescription and verification of sustainably produced wood can be found on www.houtdatabase.nl. The complete TPAS criteria can be found on the website http://www.tpac.smk.nl/Public/TPAC%20documents/DutchProcurementCriteriaMAR2014.pdf.</p> <p>Upon handover and at any time specified by the contracting authority in the intervening period, the contractor must demonstrate that the timber meets the criteria set, by means of certificates in accordance with a system approved by the TPAC (Timber Procurement Assessment Committee).</p>
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6. Award criteria

No.	Award criteria (GC)
GC1	<p>Circular procurement, rating reuse and recycling The higher the percentage of the product, product components and/or any trimming waste after scrapping processed on a fairly high rung of “Lansink’s Ladder”, the higher this part of the tender will be evaluated.</p> <p><i>Explanation and assessment</i> Lansink’s Ladder is a waste hierarchy that indicates an order of preference for waste processing: (a) prevention (most desirable); (b) reuse; (c) recycling; (d) incineration with energy recovery; (e) disposal (least desirable).</p> <p><i>Assessment</i> An indicator may be used that weighs the proportions by weight for the different types of processing, in accordance with the waste hierarchy, using the formula:</p> $\text{Score} = \frac{(a \times 20) + (b \times 15) + (c \times 10) + (d \times 5) + (e \times 0)}{a + b + c + d + e}$ <p>A further option here is to use weighting coefficients of 0, 5, 10, 15 and 20 for each processing route. The following applies to these weighing factors: the higher the score, the higher the rating.</p>

	<p><i>Verification</i></p> <p>The tenderer must indicate, using Lansink's Ladder's waste hierarchy, how the product and any trimming waste left after scrapping are processed. The various elements of the product should be mentioned. In the case of prevention, reuse and recycling: demonstrate in SMART terms how those percentages are achieved and how this can be guaranteed in the future by discussing the following:</p> <ul style="list-style-type: none"> - an operational recovery system for the product; - the technical feasibility of reuse/recycling methods.
GC2	<p>Higher percentage by weight of recycled material</p> <p>The greater the percentage by weight of the <floor covering/sun blinds> that is recycled , the higher this part of the tender will be evaluated.</p> <p>The percentage of recycled material will be calculated by dividing the weight of recycled material in the <floor covering/sun blinds> by the total weight of the <floor covering/sun blinds>.</p> <p><i>Explanation</i></p> <p>Recycled material, in this case, should be understood to mean fibres or granules obtained by recycling post-consumer material and trimming waste.</p> <p><i>Verification</i></p> <p>The tenderer may be asked to demonstrate the origin and percentage of the recyclates.</p>
GC3	<p>Renewable material of sustainable origin</p> <p>The greater the quantity of <floor covering/sun blinds> made from renewable material that is produced in a demonstrably sustainable way, the higher this part of the tender will be evaluated.</p> <p><i>Explanation</i></p> <p>Materials that are inexhaustible and that can be regenerated repeatedly are renewable. Renewable materials may be bio-based materials, such as bioplastics obtained from sources such as sugar or cornstarch.</p> <p><i>Verification</i></p> <p>For cotton, wood and wool, see the technical specifications and award criteria drafted specifically for these materials. For other biomass, tenderers may use the NTA 8080 certificate to demonstrate that the biomass used is of a sustainable origin.</p>
GC4	<p><i>(This criterion only applies to soft furnishing containing cotton or other natural fibres)</i></p> <p>Organically grown cotton or other organically produced natural fibres</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></p> <p>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>

* These definitions are from NEN 5880:2006. Terms or definitions from NEN 5880:2006 have been adopted with the permission of NEN at Delft (www.nen.nl).

7. Contract provisions

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