



**Environmental criteria for sustainable public
procurement of**

Office Supplies

Version 8 April 2015

1. Scope/definition

The Office Supplies product group comprises storage and filing facilities, labels, self-adhesive notepads and writing utensils. The following products (with their corresponding CPV codes) are part of the Office Supplies product group. The following CPV codes apply to this product group (this list of products is not intended to be exhaustive):

Products	CPV code
Office supplies (including notepads)	30192000-1
Box files, letter trays, storage boxes and similar articles	30199500-5

2. Most significant environmental effects

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

Themes:	Approach:	No. of requirement/ Criterion
<p>Supplies and Raw materials Raw material use and use of harmful materials during production process</p>	<ul style="list-style-type: none"> Use products based on recycled raw materials 	GC1
	<ul style="list-style-type: none"> Source products without harmful or hazardous substances (neither in the products themselves nor the production process) 	ME1, ME2, ME3, ME4

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>Include additional requirements on office supplies Consider also sourcing other office supplies not governed by criteria in this document sustainably.</p>

4. Selection criteria

Not defined for this product group.

5. Technical specifications

No.	Technical specifications (ME)
ME1	<p>Storage and facilities</p> <ol style="list-style-type: none"> 1. The material must not consist of polyvinylchloride (PVC). 2. The material must not contain any of the following substances: <ul style="list-style-type: none"> • colouring agents • optical whiteners • inks • surface finishing materials • glues and coatings classified as hazardous to health with the following R phrases: R40, R45, R46, R61 and R63 and/or are classified as hazardous to the environment with the R phrases R50, R51, R52 and R53 in accordance with the 99/45/EC Directive. 3. To the extent that the substances identified under Point 2 are not classified as described under Point 2, they may only be incorporated provided they do not contain any arsenic, chromium (VI), lead or zinc in concentrations that exceed the detection limit*. Colouring agents must not contain more than 100 mg of copper/kg. 4. The glues used to manufacture the product (excluding any labels) must not contain more than 1% in volatile organic substances. 5. <i>(Applies to paper and cardboard)</i> At least 90% (by weight) of the fibrous materials used must be derived from used paper. 6. <i>(Applies to paper and cardboard)</i> None of the following complex formers may be used during the production of the material: EDTA, DTPA and APEO 7. <i>(Applies to paper and cardboard)</i> No glyoxal may have been added to the material 8. <i>(Applies to paper and cardboard)</i> The material must not have been bleached using elemental chlorine, unless an elemental chlorine-free (ECF) procedure was used. <p><i>Verification</i> The tenderer may be asked to submit documentation demonstrating compliance with the criteria above.</p>
ME2	<p>Labels and self-adhesive memo pads</p> <ol style="list-style-type: none"> 1. The material must not contain any of the following substances: colouring agents; optical whiteners; inks; surface finishing materials; glues and coatings that are classified as hazardous to health with the following R phrases: R40, R45, R46, R61 and R63 and/or are classified as hazardous to the environment with the R phrases R50, R51, R52 and R53 in accordance with the 99/45/EC Directive. 2. To the extent that the substances identified under Point 1 are not classified as described under Point 1, they may only be incorporated provided they do not contain any arsenic, chromium (VI), lead or zinc in concentrations that exceed the detection limit*. Colouring agents must not contain more than 100 mg of copper/kg. 3. The organic solvent content of the glue used and of any silicones/"release coatings" at the time of application must not exceed 0.1% (by weight). 4. <i>(Applies to paper and cardboard)</i> The material must not have been bleached using elemental chlorine, unless an elemental chlorine-free (ECF) procedure was used. <p><i>Verification</i> The tenderer may be asked to submit documentation demonstrating compliance with the criteria above.</p>
ME3	<p>Writing utensils</p> <p>The following requirements pertain to the writing utensils to be supplied (and the materials used to manufacture them):</p> <ol style="list-style-type: none"> 1. The material must not consist of polyvinylchloride (PVC). 2. The writing utensils must not contain any colouring agents and other additives that are classified as hazardous to health with the R sentences: R40, R45, R46, R61 and R63 and/or as hazardous to the environment with the R phrases R50, R51, R52 and R53 in accordance with the 99/45/EC Directive.

	<p>3. The concentrations of the following heavy metals in the raw materials used to produce the plastic holders are: chromium: lower than 50 mg/kg; copper: lower than 500 mg/kg; lead: lower than 500 mg/kg; zinc: lower than 2000/kg.</p> <p>4. Water-based inks must be used for fountain pens, fineliners and roller ink pens.</p> <p><i>Verification</i> The tenderer may be asked to submit documentation demonstrating compliance with the criteria above.</p>
ME4	<p>Sustainable timber 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> 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: www.inkoopduurzaamhout.nl/bestek 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>

6. Award criteria

No.	Award criteria (GC)
GC1	<p>Recycled paper fibres The higher the percentage by weight of recycled paper and other fibres in the paper and cardboard products, the higher the rating that may be assigned.</p> <p><i>Explanation</i> Currently, few labels and self-adhesive memo pads made of recycled materials are available in the marketplace. This is why this criterion was not included as a requirement. On the other hand, by assigning an additional score, suppliers may be encouraged to make an environmentally friendly proposal in this case as well.</p> <p><i>Verification</i> The tenderer may be asked to submit a copy of an environmental quality mark for labels and self-adhesive notepads demonstrating the 100% recycling requirement.</p>

7. Contract provisions

Not defined for this product group.