



**Environmental criteria for sustainable public  
procurement of**

# **Postal Services**

**Version 8 April 2015**

# 1. Scope/definition

The Postal Services product group includes the outsourcing of postal services for the dissemination of printed matter (written correspondence) and packages. The following products (with their corresponding CPV codes) are part of the Postal Services product group. This list of products is not intended to be exhaustive.

Products	CPV code
Mail transport by road	60160000-7
Postal services	64110000-0
Postal services related to newspapers and periodicals	64111000-7
Postal services related to letters	64112000-4
Postal services related to parcels	64113000-1
Post office counter services	64114000-8
Mailbox rental	64115000-5
Poste-restante services	64116000-2
Mailing-list compilation and mailing services	79570000-0
Mailing services	79571000-7
Mail transport by rail	60220000-6
Non-scheduled airmail transport services	60421000-5
Mail transport over water	60620000-0

The scope of this product group does not include:

- courier services (classified under the Transport Services product group)

# 2. Most significant environmental effects

The following table lists the sustainability themes and describe the approach to each theme for the 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 standard criteria.

Themes:	Approach:	No. of requirement/ Criterion
<b>Energy and climate</b> Energy consumption and associated CO <sub>2</sub> emissions from use of fossil fuels	<ul style="list-style-type: none"> <li>• Ask for low-CO<sub>2</sub> emission vehicles</li> </ul>	GC3, AS4, AS5, AS6
	<ul style="list-style-type: none"> <li>• Ask for climate compensation</li> </ul>	GC4, CB1
<b>Living environment</b> Air pollution from exhaust gases (particulates and NO <sub>x</sub> ) and noise nuisance during transport	<ul style="list-style-type: none"> <li>• Ask for vehicles with low particulate and NO<sub>x</sub> emissions</li> </ul>	ME1, ME2, GC1, GC2
	<ul style="list-style-type: none"> <li>• Use vehicles with quiet tyres</li> </ul>	AS4

### 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>Give preference to alternative modalities</b>            If the option is available, choose alternatives to motorised transport. The choice for different modes of transport is determined by the flexibility needed and the distances that must be covered (annex 3 of the Dutch-language document). Bicycle couriers for example are an excellent alternative for short distances.</p>
AS2	<p><b>Consider electronic services</b>            Consider using electronic information exchange rather than physical. Far-reaching developments have taken place in the area of electronic service provision. E-mail is already an advanced medium, but is used more as a means of informal communication. Official documents are still often sent in physical form. The advent of digital signatures and electronic invoicing will also make the exchange of information increasingly more sustainable.</p>
AS3	<p><b>Use environmentally friendly lubricants</b>            Ask tenderers to make use of environmentally friendly lubricants in the equipment to be used for this contract.</p> <p>The EU GPP document for the procurement of transport services includes a criterion that may be adopted for the tendering. See:  <a href="http://ec.europa.eu/environment/gpp/pdf/criteria/transport_nl.pdf">http://ec.europa.eu/environment/gpp/pdf/criteria/transport_nl.pdf</a></p>
AS4	<p><b>Tyres with low noise emission and rolling resistance</b>            Ask tenderers to equip the vehicles used for this contract with tyres that have a low noise emission and rolling resistance.</p> <p>The EU GPP document for the procurement of transport services includes a criterion that may be adopted for the tendering. See:  <a href="http://ec.europa.eu/environment/gpp/pdf/criteria/transport_nl.pdf">http://ec.europa.eu/environment/gpp/pdf/criteria/transport_nl.pdf</a></p>
AS5	<p><b>Use coolants with low emissions of greenhouse gases (GWP)</b>            Ask tenderers to make use of low-GWP coolants in climate control systems in the equipment to be used for this assignment.</p> <p>The EU GPP document for the procurement of transport services includes a criterion that may be adopted for the tendering. See:  <a href="http://ec.europa.eu/environment/gpp/pdf/criteria/transport_nl.pdf">http://ec.europa.eu/environment/gpp/pdf/criteria/transport_nl.pdf</a></p>
AS6	<p><b>Choose low-CO<sub>2</sub> vehicles</b>            Request courier services to use passenger cars with energy labels A-C for the performance of this contract. More and more courier companies are using passenger cars.</p> <p>The EU GPP document for the procurement of transport services includes a criterion on the CO<sub>2</sub> emissions from light vehicles, which may be adopted for the tendering. See:  <a href="http://ec.europa.eu/environment/gpp/pdf/criteria/transport_nl.pdf">http://ec.europa.eu/environment/gpp/pdf/criteria/transport_nl.pdf</a></p>

### 4. Selection criteria

Not defined for this product group.

## 5. Technical specifications

No.	Technical specifications (ME)
ME1	<p><i>(If in the course of a tender the contracting authority determines that asking for the required Euro standard is not realistic, this may be departed from, with substantiation of reason and alternative)</i></p> <p><b>Exhaust emissions of light vehicles (up to 3,500 kg)</b> The vehicles to be used for performance of the contract which are 3,500 kg or lighter must satisfy the Euro-5 standard.</p> <p><i>Explanation</i> Emission values per type of vehicle (weight class and fuel) of the Euro standards cited can be found at <a href="http://www.dieselnet.com/standards/eu">www.dieselnet.com/standards/eu</a> and the European Commission web site.</p> <p><i>Verification</i> The tenderer may be asked for a copy of the type approval documents for the mobile equipment that will be used for the performance of the contract. The Euro standards per vehicle type can, for example, be derived from this. Information such as the Euro standard can be looked up on the RDW website by entering the registration number of the vehicle in question.</p>
ME2	<p><i>(If in the course of a tender the contracting authority determines that asking for the required Euro standard is not realistic, this may be departed from, with substantiation of reason and alternative)</i></p> <p><b>Exhaust emissions of heavy vehicles (3,500 kg or more)</b> The vehicles to be used for performance of the contract which are heavier than 3,500 kg must at least satisfy the Euro-V standard.</p> <p><i>Explanation</i> Emission values per type of vehicle (weight class and fuel) of the Euro standards cited can be found at <a href="http://www.dieselnet.com/standards/eu">www.dieselnet.com/standards/eu</a> and the European Commission web site.</p> <p><i>Verification</i> The tenderer may be asked for a copy of the type approval documents for the vehicles that will be used for the performance of the contract. The Euro and EEV standards per vehicle type can, for example, be derived from this. Information such as the Euro standard can be looked up on the RDW website by entering the registration number of the vehicle in question.</p>

## 6. Award criteria

No.	Award criteria (GC)
GC1	<p><b>Exhaust emissions of light vehicles (up to 3,500 kg)</b> If all vehicles weighing 3,500 kg and under to be used for performance of the contract satisfy the Euro-6 standard, a higher rating may be assigned to the tender.</p> <p><i>Verification</i> The tenderer may be asked for a copy of the type approval documents for the mobile equipment that will be used for the performance of the contract. The Euro and EEV standards per vehicle type can, for example, be derived from this.</p> <p>Information such as the Euro standard can be looked up on the RDW website by entering the registration number of the vehicle in question.</p>
GC2	<p><b>Exhaust emissions of heavy vehicles (3,500 kg or more)</b> If all vehicles weighing 3,500 kg and over to be used for performance of the contract satisfy the EEV ("Enhanced Environmentally-friendly Vehicle") or Euro-VI standard, a higher rating may be assigned to the tender.</p> <p><i>Verification</i> The tenderer may be asked for a copy of the type approval documents for the mobile equipment that will be used for the performance of the contract. The Euro and EEV standards per vehicle type can, for example, be derived from this.</p>

	Information such as the Euro standard can be looked up on the RDW website by entering the registration number of the vehicle in question.
GC3	<p><b>Use of alternative fuels</b></p> <p>The greater the proportion of vehicles to be used in the performance of the contract designed to run on alternative fuel types or systems, the higher the rating that may be assigned to the tender.</p> <p>Examples are biofuels, systems that run on electricity or hydrogen or hybrid systems.</p> <p><i>Verification</i></p> <p>The tenderer may be asked to specify these properties in the vehicle technical data to be provided. Information such as the drive type can be looked up on the RDW website by entering the registration number of the vehicle.</p> <p><i>Source EU GPP</i></p>
GC4	<p><i>(If the contracting authority itself has concluded a CO<sub>2</sub> compensation contract for this activity/service, this award criteria lapses and contract provision 1 takes effect.)</i></p> <p><b>100% CO<sub>2</sub> compensation of transport</b></p> <p>If the tenderer compensates 100% of the CO<sub>2</sub> emissions of the light commercial vehicles, freight vehicles, air and/or shipping transport, the tender may be awarded a higher rating.</p> <p>The following CO<sub>2</sub> credits are accepted for compensation of emissions:</p> <ul style="list-style-type: none"> <li>• Gold Standard VERs</li> <li>• Gold Standard CERs</li> <li>• Gold Standard ERUs</li> <li>• CERs and/or ERUs</li> </ul> <p>For the national government, the calculation method of the amount of CO<sub>2</sub> to be compensated is fixed for the duration of the contract. Additionally, there must be a guarantee that the calculated amount of CO<sub>2</sub> will be converted into an equal amount of CO<sub>2</sub> credits, and that these credits will no longer be available for other organisations/institutions.</p> <p><i>Verification</i></p> <p>The tenderer may be asked to submit documentation demonstrating compliance with the criteria above.</p>

## 7. Contract provisions

No.	Contract provisions (CB)
CB1	<p><i>(This contract provision only applies if the contracting authority itself has concluded a climate compensation agreement for this activity/service)</i></p> <p><b>CO<sub>2</sub> compensation</b></p> <p>Each year, at the latest on &lt;ddmmjjj&gt;, the contractor will submit to the contracting authority a written report of the fuel(s) used in the previous calendar year, expressed in litres of fuel type(s).</p> <p><i>Explanation</i></p> <p>The information required here may if desired form part of an overall annual report which the contracting authority wishes to have from the contractor.</p> <p>The contractor will provide an annual statement of the fuel consumption (this statement should be as specific and detailed as possible). It is up to the contracting authority to determine whether it intends to compensate the total fuel consumption or to leave this to the tenderer.</p> <p>If the choice is made to have the tenderer arrange the compensation itself, this must be audited, in which case a guarantee statement must also be drafted in advance.</p>