



Environment and Spatial Planning
*Ministry of Housing, Spatial Planning and
the Environment*

Criteria for the Sustainable Public Procurement of **Catering**

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These criteria for Sustainable Public Procurement were developed by NL Agency at the request of the Ministry of Housing, Spatial Planning and the Environment (VROM). The programme for sustainable operational management for public authorities (DBO) is a joint initiative of the Dutch Government, the Association of Netherlands Municipalities (VNG), the Association of Provincial Authorities (IPO) and the Association of Water Boards (UvW).

For more information tel. +31 (0)88 602 93 00, duurzaaminkopen@agentschapnl.nl and www.agentschapnl.nl/sustainableprocurement.

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1 Introduction

The Dutch government wants to take concrete steps towards a sustainable society, and to set a good example. Each year, government organisations spend more than EUR 50 billion on the purchase of Supplies, Services and Public works. By purchasing sustainably, the government can significantly boost the market for Sustainable Public Products. Governmental authorities have set clear objectives to achieve this: the central government is aiming for 100% Sustainable Public Procurement in 2010, while the municipalities aspire towards 75% in 2010 and 100% in 2015. Provincial governments and water boards have set themselves the target of at least 50% in 2010. 100% Sustainable Public Procurement is understood to mean that all purchases meet the minimum requirements that have been set for the relevant product groups at the time of purchase. More information on this topic is available from the website Sustainable Procurement (www.agentschapnl.nl/sustainableprocurement).

NL Agency supports government authorities in various ways to help reach these objectives. These include developing criteria for Supplies, Services and Public works procured by these authorities. This document focuses on the criteria for the Catering product group, the elaboration of the criteria in specification texts and a more detailed assessment of the criteria, as well as a number of points for attention in the pre- and post-procurement stages. Additional background information and considerations regarding the content of the criteria can be found in the criteria document on the website Sustainable Procurement www.agentschapnl.nl/duurzaaminkopen/criteria, available in Dutch only.

1.1 Definition of the product group

The Catering product group comprises the service itself and the product suite. This product group excludes:

- Equipment. The Catering Equipment product group includes the criteria for this.
- Vending machines for warm and cold drinks. The Beverage Vending Machines product group includes the criteria for this.

These criteria apply to contracted out catering as well in-house managed catering. Contracted out catering is defined as contracting for the services of a caterer who then provides the catering services for the government organisation. In-house managed catering is defined as catering services provided by the government organisation itself, whereby it purchases products from wholesalers. The criteria formulated here more perfectly match the procurement of contracted out catering; however, the criteria, with a few adjustments, are also applicable to in-house managed catering. Section 2.3 deals with this in greater detail.

For the benefit of the contracting authority, a number of CPV codes that might be of relevance to this product group have been included in this document. This selection is by no means exhaustive or complete. The contracting authority retains responsibility for compiling the correct set of CPV codes that matches the relevant tender.

The following CPV codes apply to this product group:

- 55500000-5 Cafeteria and catering services
- 55510000-8 Cafeteria services
- 55511000-5 Services for cafeterias and other non-public cafeterias
- 55512000-2 Management of cafeterias
- 55520000-1 Catering services

2 Sustainability in the procurement process

The criteria in this document have been classified in the various steps of the public procurement process. More information about these steps and how to combine them with sustainability can be found in the Sustainable Public Procurement Manual. This manual can be downloaded from the website Sustainable Procurement www.agentschapnl.nl/sustainableprocurement.

2.1 Preparatory stage (points for consideration)

Every purchase or call for tender starts with drawing up the inventory of the needs of the internal or external customer. Sustainability can be incorporated into this stage by considering whether the purchase is truly necessary and whether a more sustainable alternative might be available. Specific points for consideration regarding procurements for the Catering product group are:

- Survey the actual use of lunch facilities and identify employee needs (purchase of warm meals, salads, etc.) and the extent to which employees are prepared to pay more for more sustainable catering. This is relevant for determining the required budgets and the arrangements to be negotiated during the contracting phase. Also assess how potentially higher prices can be accommodated as part of the business case. This means, for example, that the contract may provide for a higher surcharge on the consumer price for snacks and a lower surcharge on, for example, organic fruit.
- In addition, assess whether there is justification for acquiring more sustainable kitchen equipment. Review the Catering Equipment product group for this purpose.
- It is possible to opt for multi-use crockery, as well as 1-portion packaging with a relatively lower impact on the environment (paper, carton, plastics, biodegradable plastics or wood). You can also opt for one of these two. If you opt for the least possible packaging (and therefore for the use of crockery), you must take the cost of personnel for performing additional tasks (for example, for food preparation and limiting spoilage) into account.
- Depending on the form of the contract, the caterer has more or less room to respond to sustainability-related wishes. It is therefore important that you assess how you intend to facilitate and encourage the provision of a sustainable assortment, both in terms of the form of the contract and the available budget.

2.2 Specification stage (criteria)

During the specification stage, the needs of the internal or external customer are translated into a tender document. This stage entails the formulation of:

- Criteria for supplier qualification. These could include grounds for exclusion, suitability requirements, i.e. requirements with regard to suppliers, and, in the case of restricted procedures, any selection criteria, i.e. wishes with regard to suppliers.
- A description of the minimum requirements pertaining to supply, service or task (the Schedule of Requirements).
- Award criteria, i.e. wishes regarding Supplies, Services and Public works. These are only applicable when the tendering process is based on the principle of the Most Economically Advantageous Offer ('Economisch Meest Voordelige Inschrijving' or EMVI).

- The contract stipulating the contract provisions.

More information on the various types of criteria and the various tender options can be found in the Sustainable Public Procurement Manual. Innovation is also included in the award criteria, where relevant. Innovation is oriented towards the development and introduction of new ideas and products.

The criteria in this document have been formulated to support the purchaser in the Sustainable Public Procurement of Catering. The criteria have been subjected to legal review. However, every procurement and tender process is unique. For that reason, the drafting of a tender document remains the responsibility of the purchaser.

2.2.1 Supplier qualifications

No specific criteria have been formulated for this specific product group with regard to supplier qualification. More information on the possibilities of incorporating sustainability at this stage of the process can be found in the Sustainable Public Procurement Manual.

2.2.2 Schedule of requirements

Minimum requirements

Minimum requirement no. 1	<p>Starting in 2010, 40% of the product suite, expressed as a percentage of the purchasing volume for that year, must demonstrably consist of organic products and/or products with one or more other sustainability properties.</p> <p>The purchasing volume is equal to the quantity of the ingredients purchased by the tenderer (caterer) for the contract multiplied by the purchase price thereof.</p> <p>Organic products are defined as follows: products produced by means of production methods that comply with the provisions laid down in the EU Regulation No. 834/2007, during all stages of production, preparation and distribution.</p> <p>The other sustainability properties that products can comply with are:</p> <ol style="list-style-type: none"> 1. Composite products or products with one or more ingredients from organic farms or from farms in transition to organic agriculture. 2. The product is produced in accordance with a production protocol or production scheme that incorporates practices that exceed legal requirements for limiting the use of synthetic chemical plant protection products. 3. Animals can roam freely and/or can forage. 4. Fish is caught or cultured using sustainable practices. 5. Products are cultivated in greenhouses with minimal energy consumption. This includes the use of recognised and definable methods for saving energy and/or generating sustainable energy. 6. The product's ingredients travelled the shortest possible distance prior to the production of the product.
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	<p>Products that are labelled with the quality marks EKO, Demeter, BIONaturland, Soil Association, Graskeurmerk, Vrije-uitloop/CPE, Erkend streekproduct, Milieukeur and Marine Stewardship Council (MSC), or with a green or yellow colour on the WNF Fish Watch Card are considered to meet this requirement in any event.</p> <p>The product suite is defined as the entire portfolio of products destined for consumption procured for the contract. This means that this requirement does not apply to hardware, such as plates, utensils, etc. Vending machines for cold and warm drinks also are not subject to this requirement.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. The tenderer's statement to be included in this tender confirming the tenderer's compliance with this requirement. 2. A supporting rationale for the declaration under 1, with the method used to calculate the percentage.
Notes for purchaser	<p>Criteria for vending machines for warm and cold drinks are included in the Beverage Vending Machines criteria specification document.</p> <p>Appendix 1 (Only available in Dutch document) contains additional information about the term 'organic' and the associated quality marks.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. No further verification. 2. No further verification.

2.2.3 Award criteria

Award criteria

Award criterion no.1	<p>If the product suite to be provided, expressed as a percentage of the purchasing volume, each year demonstrably consists of more than 40% organic products and/or products with one or more sustainability properties, then this section of the tender will be awarded a higher rating.</p> <p>The purchasing volume is equal to the quantity of the ingredients purchased by the tenderer (caterer) for the contract multiplied by the purchase price of these ingredients.</p> <p>Organic products are defined as follows: products produced by means of production methods that comply with the provisions laid down in the EU Regulation No. 834/2007, during all stages of production, preparation and distribution.</p> <p>The other sustainability properties that products can comply with are:</p> <ol style="list-style-type: none"> 1. The product is produced in accordance with a production protocol or production scheme that incorporates practices that exceed legal requirements for limiting the use of synthetic chemical plant protection products.
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	<ol style="list-style-type: none"> 2. Animals can roam freely and/or can forage. 3. Fish is caught or cultured using sustainable practices. 4. Products are cultivated in greenhouses with minimal energy consumption. This includes the use of recognised and definable methods for saving energy and/or generating sustainable energy. 5. The product's ingredients travelled the shortest possible distance prior to the production of the product. 6. Composite products or products with one or more ingredients from organic farms or from farms in transition to organic agriculture. <p>Products that are labelled with the quality marks EKO, Demeter, BIONaturland, Soil Association, Graskeurmerk, Vrije-uitloop/CPE, Erkend streekproduct, Milieukeur and Marine Stewardship Council (MSC), or with a green or yellow colour on the WNF Fish Watch Card are considered to meet this criterion in any event.</p> <p>The product suite is defined as the entire portfolio of products destined for consumption procured for the contract. This means that this criterion does not apply to hardware, such as plates, utensils, etc. Vending machines for cold and warm drinks also are not subject to this criterion.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. A statement of the proportion of organic ingredients and ingredients with other sustainability properties expressed as a percentage of the total purchasing volume per year with a supporting rationale and the method used to calculate the percentage.
Notes for purchaser	<p>Criteria for vending machines for warm and cold drinks are included in the Beverage Vending Machines criteria specification document.</p> <p>Appendix 1 contains additional information about the term 'organic' and the associated quality marks.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. No further verification.

2.2.4 Contract

Contract provisions

Contract Provision No.1	<p>Within six months from the start date of the contract, the contractor in collaboration with the client must prepare a communication plan that describes how information concerning sustainable catering will be provided to the end user, and must execute this plan in a verifiable way. The plan must at a minimum address the following points:</p>
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	<ul style="list-style-type: none"> • The way in which product information will be communicated. • The way in which the objectives related to sustainable catering will be communicated. • The way in which the contractor promotes the products. • The subdivision of tasks between the contractor and client.
Notes for purchaser	The preparation of a plan like this does not fit into the tender requirements, because it constitutes a joint effort between the contractor and the client.

Contract Provision No.2	<p>Within six months from the start date of the contract, the contractor in collaboration with the client must prepare a plan designed to reduce the impact on the environment and must execute this plan in a verifiable way. The plan must at a minimum address the following areas:</p> <ul style="list-style-type: none"> • Reduction in the impact on the environment caused by energy and water consumption, packaging, loss, waste, cleansers and transportation. • The subdivision of tasks between the contractor and client.
Notes for purchaser	The preparation of a plan like this does not fit into the tender requirements, because it constitutes a joint effort between the contractor and the client.

2.3 Application of criteria to catering managed in-house

The criteria formulated here more perfectly match the procurement of contracted out catering; however, the criteria, with a few adjustments, are also applicable to in-house managed catering. In-house managed catering is defined as catering services provided by the government organisation itself, whereby it purchases products from wholesalers.

The minimum requirement pertaining to 40% organic products or products with other sustainability properties and the complementary award criterion, can be formulated in such a way that wholesalers are asked to identify the percentage of such products that can be purchased. The internal catering organisation itself must ensure that the highest possible percentage is attained and is therefore responsible for monitoring this percentage and for ensuring that products that meet these properties are procured. In case of contracted out catering, the caterer looks after this. In terms of supporting documents, a wholesaler could submit a declaration or provide a supporting rationale for the percentage that it expects to be able to offer.

The contract provisions do not affect the wholesalers. The service looking after the catering must itself prepare plans for reducing the impact on the environment and for effective communication with employees concerning sustainability. For in-house managed catering, there often is a service agreement between the catering service and the internal customer. The contract provisions can also be included in this agreement (e.g. an SLA).

The Beverage Vending Machines product group applies in terms of the procurement of vending machines for warm and cold drinks.

2.4 Utilisation stage (points for consideration)

Once the procurement stage has been concluded and a product or service has been purchased, there are opportunities for using the product in a sustainable manner. Specific points for consideration for this product group are:

- The government organisation itself is generally responsible for kitchen equipment. The proper operation of equipment is important, for example in terms of its energy and water consumption. It is therefore recommended that the equipment's consumption be measured. Furthermore, an assessment can also be carried out to determine, for example, whether an appliance with increased energy efficiency would be profitable. The Catering Equipment product group contains the sustainable procurement criteria for equipment.
- Stepwise upscaling (e.g. from 0 to 40%), provides the market with the best possible opportunity for anticipating the upscaling of the product suite. For example, this way milk products, followed by bread, then vegetables and fruit, and finally snacks can meet this criterion.
- Issues related to a sustainable catering product suite may include: packaging units, availability of convenience products (meal components) and communication of the success of organic products. Agreements can be formulated about these areas within the contracts.