



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

Criteria for the Sustainable Public Procurement of **External Meeting and Accommodation Facilities**

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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 External Meeting & Accommodation Facilities 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 External Meeting and Accommodation Facilities product group comprises external facilities for (1) meetings, training and/or gathering and transferring knowledge in some other way and/or for (2) accommodation, including – when required – the procurement of additional services such as beverages and meals, office supplies and audiovisual equipment.

External meeting and accommodation facilities are defined as meeting facilities and hotels.

External meeting and accommodation facilities are primarily procured on the basis of arrangements and, within government, are increasingly more often procured on the basis of tenders. Any overnight stays in hotels generally include breakfast. Meeting facilities almost always include meals and/or beverages and materials, such as a projector, flipcharts, notepads and writing instruments. Even if arrangements are not made ahead of time, chances are high that additional services – based on need – are purchased from the booked facility. The facilities are procured by the government itself (on the basis of contracts or on an ad hoc basis) or are channelled via a booking agency with which a contract has been signed for this purpose. The criteria for the procurement of External Meeting and Accommodation Facilities apply to centrally tendered contracts awarded to suppliers or booking agencies for extended periods of time. The criteria also apply to the procurement of External Meeting and/or Accommodation Facilities on an ad hoc basis. Two different sets of criteria have been formulated for these two different methods of procurement:

- The contracting authority wants to award a contract directly to one or more external meeting and accommodation facilities or negotiate a framework contract with one or more chains that own multiple hotel and/or meeting facilities.
- The contracting authority wants to award a contract to a booking agency for external meeting and accommodation facilities.

The criteria pertains to external meeting and accommodation facilities in the Netherlands. Facilities just across the border are sometimes contracted as well. It is up to the contracting authority to determine whether the criteria can be used in those instances as well.

These criteria do not specifically take the procurement of this product group by Dutch government posts abroad into account. The criteria for the Foreign Official Travel product group can be used for stays abroad arranged via a travel agency.

It is customary for this market that all facilities required for the meeting are supplied by one and the same supplier on the basis of a meeting arrangement. The criteria have been prepared accordingly as well. If for a certain occasion, facilities are procured separately, then the purchaser can refer back to criteria specifically developed for other product groups. In this regard, especially the criteria specifications for the Audiovisual Equipment or Office Supplies product groups may be relevant.

This product group excludes:

- The procurement of events, exhibitions or conferences (generally consisting of meetings involving more than 50 persons) or the organisation of such events, exhibitions or conferences: location is key in the procurement of External Meeting and Accommodation Facilities, while in the case of events, marketing, organising and communication also play an important role. Different suppliers are involved in this market and this requires a different procurement process with different requirements and criteria.
- Leasing external office space to compensate for a lack of office space (multi-tenant commercial building): this includes leased office space, fully equipped with facilities services, such as a secretariat, catering, security, etc. Multi-tenant commercial buildings often also contain meeting facilities that can be used. Multi-tenant commercial buildings premises are excluded from this product group, because this involves the 'outsourcing' of work in a broader context than just external meeting facilities alone.

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:

- 55100000-1 Hotel service
- 98340000-8 Accommodation and office services
- 98341000-5 Accommodation 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 procurement for the External Meeting and Accommodation Facilities product group are:

- Are there other options that enable the parties to meet without procuring external facilities for this purpose? For example, a meeting conducted using video or telephone conferencing.
- What are the options in relation to selecting a location with the objective of reducing the amount of travel or the need for overnight stays?
- In addition to the minimum requirement specified concerning accessibility by public transportation or group transportation, the choice of location may also be subject to other requirements.

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 External Meeting & Accommodation Facilities. 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.

Direct procurement or via a booking agency

Two different sets of criteria have been formulated for two different methods of procurement:

- The contracting authority wants to award a contract directly to a supplier of external meeting and accommodation facilities. These criteria are also relevant in situations in which the contracting authority signs framework agreements with chains that own multiple hotel and/or meeting facilities. These criteria apply to each facility covered by the framework agreements.
- The contracting authority wants to award a contract to a booking agency for external meeting and accommodation facilities.

Criteria have been formulated in the following areas for each method of procurement:

- Accessibility by public transportation or group transportation.
- Percentage of beverages and food products for the customer's employees and guests that is organic or has other sustainability properties.

2.2.1 Supplier qualifications

No 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

Procurement focused directly on suppliers of external meeting and accommodation facilities

Minimum requirement No. 1	<p><i>(When the contracting authority wants to award a contract directly to a supplier of external meeting and accommodation facilities)</i></p> <p>The facility is easily accessible by public transportation or group transportation organised by the tenderer or a third party from a public transportation stop.</p> <p>The contracting authority defines 'easily accessible by public transportation' as a facility that is a maximum of two kilometres walking distance from a public transportation stop. The contracting authority defines 'group transportation' as transportation for several persons at the same time from the public transportation stop to the facility.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none">1. Statement to be included in this tender by the tenderer to confirm compliance with this minimum requirement.2. A statement of the exact distance from the site of the facility to the nearest public transportation stops or a description of how group transportation is organised, to be included with this tender.
Notes for purchaser	<p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none">1. A request for a statement from the tenderer of the exact distance from the site of the facility to the nearest public transportation

	<p>stops or a description of how group transportation is organised.</p> <p>2. No further verification of this supporting document.</p>
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Procurement via booking agency

<p>Minimum requirement no. 1</p>	<p><i>(When the contracting authority wants to award a contract to a booking agency for external meeting and accommodation facilities)</i></p> <p>The tenderer exclusively proposes facilities that are easily accessible by public transportation or by group transportation organised by the facility or a third party in the context of the tender.</p> <p>The contracting authority defines 'easily accessible by public transportation' as a facility that is a maximum of two kilometres walking distance from a public transportation stop. The contracting authority defines 'group transportation' as transportation for several persons at the same time from the public transportation stop to the facility.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. Statement to be included in this tender by the tenderer to confirm compliance with this minimum requirement. 2. A description provided by the tenderer as evidence of compliance with this minimum requirement. For example, a list of facilities that are compliant with the abovementioned requirement and with which the tenderer has signed contracts.
<p>Notes for purchaser</p>	<p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. A request for a description from the tenderer as evidence of compliance with this minimum requirement. 2. No further verification of this means of proof.

2.2.3 Award criteria

Award criteria

Procurement focused directly on suppliers of external meeting and accommodation facilities

<p>Award criterion no.1</p>	<p><i>(When the contracting authority wants to award a contract directly to a supplier of external meeting and accommodation facilities)</i></p> <p>If a portion of the beverages and food products to be served to the customer's employees and guests demonstrably consist of organic products and/or products with one or more other sustainability properties, then this component of the tender will be awarded a higher rating.</p> <p>The percentage organic ingredients or sustainability properties is calculated as follows: purchasing volume of organic ingredients or sustainability properties / total purchasing volume of beverages and food products * 100%.</p>
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	<p>The purchasing volume (in euros) is equal to the quantity of the ingredients purchased by the facility for the contract multiplied by the purchase price thereof.</p> <p>Organic products are defined as: 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. 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><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. A statement of the proportion of organic ingredients and/or ingredients with other sustainability properties expressed as a percentage of the total purchasing volume per year to be included with this tender. 2. A statement of the proportion of organic ingredients and/or 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, to be included with this tender.
Notes for purchaser	<p>If the procuring organisation wants to receive an offer for a certain percentage of sustainable foodstuffs, the award criterion can be adjusted by the purchaser if necessary. In that case a higher rating can only be earned if the tenderer can provide the requested percentage.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. A request for a statement of the percentage with a supporting rationale and the method used to calculate the percentage. 2. No further verification of this means of proof.

Procurement via booking agency

Award criterion
no.1

(When the contracting authority wants to award a contract to a booking agency for external meeting and accommodation facilities)

If the tenderer for this contract exclusively proposes facilities that serve beverages and food products to the customer's employees and guests of which a portion of the ingredients demonstrably consist of organic products and/or products with one or more other sustainability properties, then this component of the tender will be awarded a higher rating.

The percentage of organic ingredients or products with sustainability properties is calculated as follows: purchasing volume of organic ingredients or sustainability properties / total purchasing volume of beverages and food products * 100%. The purchasing volume (in euros) is equal to the quantity of the ingredients purchased by the facility for the contract multiplied by the purchase price thereof.

The minimum percentage that can be supplied is the percentage applied. Example: of the three facilities selected for the contract, the first can provide 5%, the second 10% and the third 25%. In this case the lowest percentage applies here: 5%.

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.

The other sustainability properties that products can comply with are:

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.
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.

Products that are labelled with the quality marks EKO, Demeter, BIONaturland, Soil Association, Gras, 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.

Means of proof:

1. Statement to be included in this tender by the tenderer to confirm compliance with this award criterion.

	<p>2. A description provided by the tenderer describing how this award criterion will be met. For example, a list of facilities with which the tenderer has signed contracts and the percentage offered by each facility.</p>
Notes for purchaser	<p>If the procuring organisation wants to receive an offer for a certain percentage of sustainable foodstuffs, the award criterion can be adjusted by the purchaser if necessary. In that case a higher rating can only be earned if the tenderer can provide the requested percentage.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. A request for a description from the tenderer as evidence that the minimum percentage can be provided. 2. No further verification of this means of proof.

2.2.4 Contract

No contract provisions have been formulated for this product group.

2.3 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:

- Through teamwork between the principal and the external facility, additional efforts can be made to reduce the impact on the environment. A joint search can be undertaken to find the most environmentally friendly way of completing the purchase. For example, consideration could be given to the following:
 - The use of tap water instead of bottled water.
 - Leaving out the writing pads and pens where these do not provide any added value.
- The procuring organisation can encourage its employees and business relations to make use of public transportation whenever they make use of external facilities. For example, by incorporating guidelines on this subject into the transportation policy.