



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

Criteria for the sustainable public procurement of **International Business Travel**

Version: 1.4

Date: 26th March 2010

Status: adopted

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.

Table of contents

- 1 Introduction..... 2
 - 1.1 Definition of the product group 2
- 2 Sustainability in the procurement process 4
 - 2.1 Preparatory stage (points for consideration) 4
 - 2.2 Specification stage (criteria) 4
 - 2.2.1 Supplier qualifications 5
 - 2.2.2 Schedule of requirements..... 5
 - 2.2.3 Award criteria 6
 - 2.2.4 Contract 8
 - 2.3 Utilisation stage (points for consideration) 8

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 International Business Travel 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

Description

Officials and members of the government make business trips abroad for meetings, congresses and trade missions. RTL News investigated how many air trips state officials made in 2007: *'The Dutch State government made no less than 24,000 air trips in 2007. This is around 500 flights a week. [...] The number of flights which state officials make within Europe stands out particularly. State officials flew well over 15,000 times to a European country. [...] In second place is South America, probably mainly the Antilles, with over 2500 flights. Destination Asia is in third place; officials flew there 1800 times. State officials flew over 1700 times to the US.'* (RTL News, 12 January 2008).

Government departments often make a contract with a commercial travel agent for these business trips; to a lesser extent air tickets or hotel nights are booked via websites without the intervention of a travel agent. A travel agent can organise the travel booking (flight, train journey or car hire) and accommodation, and also other details such as a visa or interpreter. Depending on the agreements between the government organisation and the travel agent, each employee can book the travel and accommodation himself via an online booking system or the trips are booked via the travel agent. The agreements are laid down in the contract and may concern for example the client's preferences (for example about the management information to be supplied) and the travel agent's registered office (various options, for example that known as 'in-plant', whereby an employee of the travel agent works at the client's location). The travel agents can often insist on a better price for their clients. For this purpose, they make contracts with airline and public transport companies, hotel chains and car hire firms.

Delineation

The criteria for this product group have been developed for the procurement of the service 'mediation for International business travel' by a travel agent. Because the sustainability gain is mainly to be achieved in the products offered by the travel agent, the travel agent itself and the relevant products will be considered.

- The trip by air, rail or hire car.
- The transport in the destination country.
- The accommodation in a hotel.

Government bodies which procure business travel other than centrally via a contract with a travel agent may consider the manner in which the criteria can be used in implementing the organisation's travel policy.

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. The selection is by no means exhaustive or complete. The contracting authority will remain responsible for compiling the correct set of CPV codes to match the relevant tender.

The following CPV codes apply to this product group:

63510000-7	Travel agency and similar services
63000000-9	Supporting and auxiliary transport services; travel agencies services
63515000-2	Travel services
79997000-9	Business travel 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 International business travel product group are:

- For journeys longer than 6 hours, a technical specification may possibly be included. In a technical specification (see Appendix 1 of the document in Dutch), the travel agent is requested to indicate the different alternatives for journeys longer than 6 hours. Employees thus also obtain each time for longer journeys the possibility to consider a journey by train. The government body may itself decide whether it wishes to provide this service to its employees and to include this criterion in its schedule of 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 International Business Travel. 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 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.

This manual can be downloaded from the website Sustainable Procurement www.agentschapnl.nl/sustainableprocurement.

2.2.2 Schedule of requirements

Technical specifications

<p>Technical specification no. 1</p>	<p>For an application for an International business trip, of which the one-way journey by train from workplace station to destination address station lasts 6 hours or less according to the fastest connection schedule, the tenderer will only offer the possibility to travel by train.</p> <p>In the following exceptional situations, the tenderer will also offer possibilities using other means of transport:</p> <ul style="list-style-type: none"> - <Add exceptional situations as phrased in the travel policy of the service inviting tenders>. <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 technical specification.
<p>Notes for purchaser</p>	<p>In specific situations there may nevertheless be reasons not to travel by train. The service inviting tenders must lay down guidelines for this in its travel policy. These guidelines for exceptional situations must then be incorporated into the technical specification.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. No further verification of this means of proof.

<p>Technical specification no. 2</p>	<p><i>(If the service inviting tenders has not made its own climate compensation contract with respect to business travel)</i></p> <p>The greenhouse gases emitted by business travel by (employees of) the principal (by air, train, car and other public transport) must be 100% compensated.</p> <p>By climate compensation is to be understood: the compensation of the greenhouse gases emitted by the journey (converted to CO₂ equivalents) by capturing CO₂ in trees or by preventing CO₂ emission by investment in sustainable energy and/or energy saving. No further requirements are stipulated on the means of compensation.</p> <p>If the climate compensation by the tenderer is to be subcontracted and the tenderer does not yet possess a contract for climate</p>
--	---

	<p>compensation, he must within at most <XX> months after the start date of the agreement have made a contract with a provider of climate compensation whereby the tenderer can demonstrate that the emission of greenhouse gases by the business journeys by the tenderer is at least 100% compensated.</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 technical specification. 2. A description to be included in this tender by the tenderer of the manner in which this technical specification will be complied with.
Notes for purchaser	<p>If the service inviting tenders has itself already made a separate contract for climate compensation, Contract provision no. 1 must be used (see section 3.2.4) in place of this Technical specification no. 2.</p> <p>If the service inviting tenders requires information, for example for a report on the quantity of greenhouse gases emitted by the organisation, the section below may be appended to the criterion above.</p> <p>The tenderer must provide a written report to the principal annually, no later than <ddmmjjj>, on the business trips made in the previous calendar year by (employees of) the principal and the compensation for these. This report should contain <necessary information, for example for a report from your organisation about the magnitude of the climate compensation and the costs thereof>.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. Description from the tenderer of the means by which this technical specification will be complied with. 2. No further verification.

2.2.3 Award criteria

Award criteria

Award criterion no.1	<p>If a hire car is always offered for each vehicle class with a consumption or CO₂ emission less than or equal to the maximum consumption or CO₂ emission as indicated in the tables below, <X> points will be allocated to the tenderer. This criterion does not apply to cars hired in countries outside the EU.</p> <p>The maximum is equivalent to the upper limit of the B energy label as that applies in the Netherlands in 2009. The tables below are renewed every year. Source: Ministry of Housing, Spatial Planning and the Environment, 2009.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Petrol</th> <th style="text-align: right;">Maximum CO₂ emission (grams/kilometre)</th> </tr> </thead> <tbody> <tr> <td>Mini</td> <td style="text-align: right;">125.0</td> </tr> <tr> <td>Compact</td> <td style="text-align: right;">135.0</td> </tr> </tbody> </table>	Petrol	Maximum CO ₂ emission (grams/kilometre)	Mini	125.0	Compact	135.0
Petrol	Maximum CO ₂ emission (grams/kilometre)						
Mini	125.0						
Compact	135.0						

	Small medium class	153.0
	Large medium class	179.0
	Large cars	212.0
	Diesel	
	Mini	107.0
	Compact	116.0
	Small medium class	131.0
	Large medium class	152.0
	Large cars	179.0
	Petrol	Maximum fuel consumption (litres/100 kilometres)
	Mini	5.2
	Compact	5.6
	Small medium class	6.4
	Large medium class	7.4
	Large cars	8.8
	Diesel	
	Mini	4.0
	Compact	4.3
	Small medium class	4.9
Large medium class	5.7	
Large cars	6.7	
	<u>Means of proof:</u>	
	1. Statement to be included in this tender by the tenderer to confirm compliance with this technical specification.	
Notes for purchaser	<u>Verification of means of proof:</u>	
	1. No further verification of this means of proof.	

2.2.4 Contract

Contract provisions

Contract provision no. 1	<p><i>(If the service inviting tenders has not already made its own climate compensation contract with respect to business travel)</i></p> <p>The tenderer must provide a written report to the principal annually, no later than <ddmmjjj>, on the business trips made in the previous calendar year by (employees of) the principal. This report to contain <necessary information for each means of transport based on contract with climate compensation provider or reference to contract with climate compensation provider which is enclosed>.</p>
Notes for purchaser	<p>The information requested must match up with the contract for climate compensation which the service inviting tender has with a climate compensation provider. Consider kilometres travelled or litres of fuel.</p> <p>The information required here may if wished form part of an overall annual report which the service inviting tender will have from the tenderer.</p> <p>If the service inviting tender has not itself made a contract for climate compensation, Technical specification no. 2 must be used in place of Contract provision no. 1.</p>

2.3 Utilisation stage (points for consideration)

After the procurement trajectory has been concluded and a product or service has been purchased, possibilities exist for using the product in a sustainable manner. Specific points for consideration for this product group are:

- The government organisation may include guidelines in its travel policy to influence the number of officials and government members who travel abroad and the means of travel. Based on these guidelines it should be considered each time whether the journey is necessary (video-conference or fewer people to travel), what means of transport is chosen (comparison of environmental gain, availability, time and price) and whether shared travel is possible.
- Instruments to compare environmental impact may be used in the travel policy. The spreadsheet 'Entscheidungshilfe für Klimafreundliche Geschäftsreisen' from Germanwatch for example gives an indication of the costs and CO₂ emissions of various alternatives; lost working time is also included here: <http://www.germanwatch.org/rio/cbt-tool.xls>.