



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

Criteria for the Sustainable Public Procurement of **Moving Services**

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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 Moving Services 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 product group Moving Services includes

- Internal moves: the transport of moveable property within a building or a complex of buildings whereby it is possible to carry out the activities without external transport.
- External moves: the transport of moveable property between two or more buildings, designated by the principal, whereby external transport is necessary to carry out the move within the country and abroad.
- Storage and archiving.
- Other activities: all moving activities that do not fall under one of the categories described above. This could involve the (project-based) coordination of moves, the provision of delivering or removing necessary moving materials, packing and unpacking, dismantling and assembling furniture and equipment, providing for the use of protective materials and the removal of moving materials.

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:

79613000-4	Employee relocation services.
631000000	Cargo handling and storage services.
98392000-7	Relocation services.

2 Sustainability in the procurement process

The criteria in this document have been classified in the various steps of the 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 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 Moving Services product group are:

Consider the choice of different modes of transport

The choice for different modes of transport is determined by the flexibility needed and the distances that must be covered. If the possibility arises, alternatives to transport by freight truck can be considered. This consideration must be made if long-distance moves are taking place, in the case of international moves for instance.

Environmental management

Suppliers can be asked - for instance in the context of market research prior to the call for tender - to describe (without obligation) what they do with respect to environmental management. An environmental management system such as ISO 14001 or EMAS shows that a company or organisation uses a systematic management system to deal with relevant environmental issues on a day to day basis.

2.2 Specification stage (criteria)

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

- Criteria for supplier qualification. These could include grounds for exclusion and suitability requirements, i.e. requirements with regard to suppliers, and, in the case of restricted procedures, optional selection criteria, i.e. wishes with regard to suppliers.
- A description of the minimum requirements pertaining to supply, service or public works (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 economically most 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 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 Moving Services. 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 Procurement Manual.

2.2.2 Schedule of requirements

Minimum requirements

No minimum requirements have been formulated for this product group.

2.2.3 Award criteria

Award criteria

Award criterion no.1	<p>Emission standards</p> <p>[x] points are awarded to tenders involving the use of vehicles heavier than 3,500 kg with Euro-IV standard or higher.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. An overview included in the tender indicating the vehicles to be used for the performance of the contract, specified by mark and type. 2. A copy of the type approval statement (can be obtained from the manufacturer) which indicates which Euro standard(s) have been granted for the type/types of vehicles to be used for the performance of the contract.
Notes for purchaser	<p>The Euro standards are determined by the European Commission. Every new type of vehicle brought on the market is evaluated for compliance with the current standard. This can be requested from the RDW (Centre for Vehicle Technology and Information) for each vehicle type.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. A copy of the type approval statement (can be obtained from the manufacturer) which indicates which Euro standard(s) have been granted for the type/types of vehicles to be used for the performance of the contract. 2. No further verification of this means of proof.

<p>Award criterion no.2</p>	<p><i>(Only if the contracting authority itself has not concluded a climate compensation contract in which external parties are included.)</i></p> <p>Climate compensation</p> <p>If the tenderer applies climate compensation for all freight truck kilometres that are driven for the contract, this section of the tender is scored as follows: [XX].</p> <p>If the tenderer outsources climate compensation and the tenderer does not yet have an agreement in place for climate compensation, at the latest within [Y] months after the effect date of the contract the tenderer must conclude an agreement with a climate compensation provider with which the tenderer can demonstrate that the kilometres driven for the contract will be compensated 100% by the tenderer.</p> <p>Climate compensation is defined as: compensating for greenhouse gas emissions (translated into CO₂ equivalents) by offsetting CO₂ emission with the planting of trees or preventing CO₂ emission by investing in sustainable energy and/or energy saving. No further requirements are set for how compensation takes place.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. Statement included in this tender by the tenderer to confirm compliance with this award criterion. 2. A description included in this tender by the tenderer of how this award criterion will be satisfied. 3. Agreement which indicates that the CO₂ emissions caused by the kilometres travelled will indeed be compensated.
<p>Notes for purchaser</p>	<p>For further explanation of climate compensation and the different types of CO₂ emission allowances, see the annex of the Dutch language document. During the term of the contract, the tenderer can demonstrate on the basis of kilometre records or a calculation method that indeed all contract-related kilometres driven have been rendered climate neutral through climate compensation.</p> <p>If the contracting authority itself has concluded a climate compensation agreement for this activity/service, this award criterion lapses and contract provision 1 takes effect.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. A description included in this tender by the tenderer of how this award criterion will be satisfied. 2. Agreement which indicates that the CO₂ emissions caused by the kilometres travelled will indeed be compensated. 3. No further verification.

2.2.4 Contract

Contract provision

Contract provision no. 1	<i>(Only if the contracting authority itself has concluded a climate compensation agreement in which external parties are included.)</i> Fuel consumption Upon termination of the contract, at the latest on <ddmmjjjj>, the tenderer will submit to the principal a written report of the fuel(s) used in the context of the contract, expressed in litres of fuel type(s), or the number of kilometres driven.
Notes for purchaser	If the contracting authority itself has already concluded a climate compensation agreement for the [activity/product], the information requested must match your contract for climate compensation, for example [litres of fuel/number of kilometres/...]. The information required here may, if desired, constitute part of an overall annual report that the contracting authority requires from the tenderer.

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.

No points for consideration for the utilisation stage have been formulated for this product group.