



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

Criteria for the Sustainable Public Procurement of **Office Furniture**

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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 Office Furniture 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

This product group concerns all Office Furniture that an organisation can purchase, such as desks, chairs (office chairs, canteen chairs, meeting room chairs), table, settees, cupboards, worktops and storage facilities. School furniture is not part of this product group. The criteria for this product group are also not applicable to the purchase of second-hand office furniture.

Office furniture forms part of the total fitting out of an office. The other components which are related to office furnishing, such as soft furnishings, hardware and networks, are included in separate product groups.

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 retains responsibility for compiling the correct set of CPV codes that matches the relevant tender.

The following CPV codes apply to this product group:

- 39120000-9 Tables, cupboards, desks and bookshelves.
- 39121000-6 Desks and tables.
- 39121100-7 Desks.
- 39121200-8 Tables.
- 39122000-3 Cupboards and bookcases.
- 39122100-4 Cupboards.
- 39122200-5 Bookcases.
- 39130000-2 Office furniture.
- 39131100-0 Archive shelving.
- 39132100-7 Filing cabinets.

39133000-3 Display units.
39134000-0 Computer furniture.
39134100-1 Computer tables.
39135000-7 Sorting tables.
39135100-8 Sorting frames.
39141100-3 Shelves.
39141200-4 Worktops.

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. No specific points for consideration have been formulated for the purchase of the product group Office Furniture.

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 Office Furniture. 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.

2.2.2 Schedule of requirements

Minimum requirements

<p>Minimum requirement No. 1</p>	<p>The furniture to be supplied must have a lifetime of at least 5 years in daily use in an office environment, counted from the day of delivery.</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. The manufacturer's document or a product description, to be included with the tender as evidence of compliance with this minimum requirement.
<p>Notes for purchaser</p>	<p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. Request for the manufacturer's document or product description which demonstrates compliance with this minimum requirement. 2. No further verification of this means of proof.

<p>Minimum requirement No. 2</p>	<p>Replacement parts must remain available for 10 years after the date of delivery of the furniture. By "parts" are to be understood all components of the furniture: from worktop and seat to hinges, castors, etc.</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.
<p>Notes for purchaser</p>	<p>This requirement is included to facilitate maintenance and recycling.</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>Minimum requirement No. 3</p>	<p>The panel material used in the furniture must comply with formaldehyde class E1, defined according to EN 120, EN 717-1 or EN 717-2.</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. The manufacturer's document or a product description, to be included with the tender as evidence of compliance with this minimum requirement. 3. Test report to be included with this tender as evidence of compliance with this minimum requirement.
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Notes for purchaser	<p>For chipboard, OSB and MDF, EN 120 or EN 717-1 is usually used for the definition. For plywood, furniture panels and coated or overlaid panel material, EN 717-2 or EN717-1 is used. The standards listed first are the methods mostly used. In both cases, EN 717-1 may also be used, but that is a more expensive method.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. Request for the manufacturer's document or product description which demonstrates compliance with this minimum requirement. 2. Request for a test report which demonstrates compliance with this minimum requirement. 3. No further verification of this supporting document.
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<p>Minimum requirement No. 4</p>	<p>The textile used in the furniture:</p> <ul style="list-style-type: none"> - must contain no chlorinated artificial fibres; - must contain no halogenated fire retardants, except where use of one or more such substances is stipulated on the basis of legal regulations; - must contain no benzidine-analogue dyestuffs; - must not in the pigments and dyestuffs or specific textile fibres exceed the following concentrations of heavy metals: - antimony: 300 mg/kg (polyester) and 50/250 mg/kg (dyestuff/pigment); - arsenic: 50 mg/kg (dyestuff/pigment); - total chromium: 100 mg/kg (dyestuff/pigment); - copper: 250 mg/kg (dyestuff); - nickel: 200 mg/kg (dyestuff); - tin: 250 mg/kg (dyestuff); - zinc: 1,000 mg/kg elastane (spandex) and 1,500/1,000 mg/kg (dyestuff/pigment). <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. The manufacturer's document or a product description, to be included with the tender as evidence of compliance with this minimum requirement.
Notes for purchaser	<p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. Request for the manufacturer's document or product description which demonstrates compliance with this minimum requirement. 2. No further verification of this means of proof.

<p>Minimum requirement No. 5</p>	<p>The coating used in/on the furniture must comply with the limit values for emission of antimony, arsenic, barium, cadmium, chromium, lead, mercury and selenium as listed in EN 71-3.</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. The manufacturer's document or a product description, to be included with the tender as evidence of compliance with this minimum requirement. 3. Test report to be included with this tender as evidence of compliance with this minimum requirement.
<p>Notes for purchaser</p>	<p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. Request for the manufacturer's document or product description which demonstrates compliance with this minimum requirement. 2. Request for a test report which demonstrates compliance with this minimum requirement. 3. No further verification of this means of proof.

<p>Minimum requirement No. 6</p>	<p>Materials must be able to be separated from the other materials in the furniture using common-or-garden tools (except for the surface treatment). This requirement does not apply to:</p> <ul style="list-style-type: none"> - composites or composite panels; - components such as a gas strut, control box or electric motor for which the manufacturer prescribes that this may only be disassembled by qualified personnel. <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. The manufacturer's document or a product description, to be included with the tender as evidence of compliance with this minimum requirement.
<p>Notes for purchaser</p>	<p>This requirement is included to facilitate maintenance and recycling. Examples of composite panels are sandwich panels with a cardboard honeycomb or polystyrene core and MDF, melamine-coated chipboard, plywood or aluminium outer surfaces.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. Request for the manufacturer's document or product description which demonstrates compliance with this minimum requirement. 2. No further verification of this means of proof.

2.2.3 Award criteria

Award criteria

<p>Award criterion No.1</p>	<p>The higher the percentage of the furniture to be supplied, calculated by supply price, which is accompanied by a composition label, the higher this part of the tender will be evaluated.</p> <p>By supply price is to be understood the price established in the agreement multiplied by the amount purchased by the contracting authority.</p> <p>The label should show the total of all the materials used in the furniture and the weight of these materials. This weight is to be expressed in descending order as a percentage of the total weight of the furniture and totalling at least 95% of the total weight of the furniture.</p> <p>The supplementary vocabulary 'Section A: Materials in the EU CPV list' as shown in EC Regulation No. 2195/2002 and the associated annexes, is to be used for the different material types.</p> <p>This list is included in Appendix 1 and may also be found via: http://www.europeseaanbestedingen.eu/europeseaanbestedingen/europese_aanbesteding/cpv_codes (Excel). Where this list is not sufficient, the tenderer may deviate from this terminology. Where components consist of a mix of multiple materials, the two materials present in greatest proportion must be listed.</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 the extent to which this award criteria is complied with.
<p>Notes for purchaser</p>	<p>This award criteria is included to facilitate maintenance and recycling.</p> <p>In the criteria it is stated: 'the furniture to be supplied [...] is accompanied by', which means that the information may be supplied with each product, but may also be supplied with the whole of the delivery or with the offer. The information may be supplied on paper or digitally.</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.

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. There are no specific points for consideration for this product group.

Appendix 1 EU CPV list Section A: materials

EC Regulation No. 2195/2002, Section A of the supplementary vocabulary.

Group A: metal and alloy

AA01-1	Metal
AA02-4	Aluminium
AA03-7	Bronze
AA04-0	Copper
AA05-3	Iron
AA06-6	Lead
AA07-9	Nickel
AA08-2	Tin
AA09-5	Zinc
AA10-8	Alloy
AA11-1	Steel
AA12-4	Carbon-steel
AA13-7	Vanadium
AA14-0	Chromium
AA15-3	Manganese
AA16-6	Cobalt
AA17-9	Yttrium
AA18-2	Zirconium
AA19-5	Molybdenum
AA20-8	Technetium
AA21-1	Ruthenium
AA22-4	Rhodium
AA23-7	Cadmium
AA24-0	Lutetium
AA25-3	Hafnium
AA26-6	Tantalum
AA27-9	Tungsten
AA28-2	Iridium
AA29-5	Gallium
AA30-8	Indium
AA31-1	Thallium
AA32-4	Barium
AA33-7	Caesium
AA34-0	Strontium

AA35-3 Rubidium
AA36-6 Calcium
AA37-9 Potassium
AA38-2 Sodium
AA39-5 Lithium
AA40-8 Niobium
AA41-1 Osmium
AA42-4 Rhenium
AA43-7 Palladium
AA44-0 Brass
AA45-3 Gold
AA46-6 Silver
AA47-9 Platinum
AA48-2 Magnesium

Group B: non-metal

AB02-5 Ceramic
AB03-8 Porcelain or china ceramic
AB04-1 Clay
AB05-4 Concrete
AB06-7 Plastic
AB07-0 Polyester
AB08-3 Polyethene (Polyethylene)
AB09-6 Polystyrene
AB11-2 PVC
AB12-5 Rubber
AB13-8 Wooden
AB14-1 Coniferous wood
AB15-4 Tropical wood
AB16-7 Bamboo
AB17-0 Cork
AB18-3 Paper
AB19-6 Leather
AB20-9 Fibreglass
AB21-2 Glass
AB22-5 Glass inners
AB23-8 Glass parts
AB24-1 Textile
AB25-4 Synthetic

AB26-7	Timber
AB27-0	Stone
AB28-3	Marble
AB29-6	Precious stones
AB30-9	Wool
AB31-2	Silk
AB32-5	Linen
AB33-8	Cotton
AB34-1	Terrazzo
AB35-4	Granite
AB36-7	Slate
AB37-0	Carbon