



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

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

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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 Paper 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 Paper comprises paper which is procured by government to print on, for copying and for printed matter. The last includes both paper for presses under government bodies' own management and printed matter which is contracted out. The criteria are directed at the purchase of the most usual types of paper used in office environments and to which the same sustainability criteria can apply. The product group does not include:

- Office supplies such as self-adhesive note blocks, labels, storage and archiving materials, notepads, ring binder paper, notebooks and flip-over pads (see product group #Office Articles);
- Books, journals and other trade literature (see product group #Trade literature and subscriptions);
- Hygienic/sanitary paper (toilet paper, tissues, etc.);
- Specific applications which are not often purchased (packaging, greaseproof, thermal fax, photos etc.).

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:

22120000-7	Publications
22140000-3	Leaflets
22150000-6	Brochures
30197642-8	Photocopier paper and xerographic paper

30197643-5	Photocopier paper
30197644-2	Xerographic paper

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 Paper are:

- Saving paper: You can save paper by harmonising the demand from users and the application (copying, printing, printed matter, external communication, archiving) with the amount and type of paper. You can find more tips on www.milieuzorgoverheden.nl/is_verbruik_papierbesparing.php.
- Gram weight: Although in the Netherlands paper with a gram weight of 80 g/m² is normally used, in large parts of the world including North America and Asia 75 or 70 g/m² is normal. The global supply industry for both the paper and the processing equipment is set up to supply and process different gram weights. This applies in general also to the processing equipment offered in the Netherlands. By switching from a weight of 80 to 75 g/m², a saving of 6.25% in raw materials and other aspects could be realised. For production engineering reasons this is not always achievable. There is not in fact any universally-applicable method available to substantiate the environmental gain. In purchasing paper for printing, copying and (standard) printed matter like letter paper and envelopes and as far as possible other (standard) applications you can investigate whether a lower weight than that normally used is possible. Suppliers must always take account in their tenders of the specific requirements imposed on paper and processing. Ensure that the type of paper is suitable for the application envisaged.
- Archiving: A distinction is made between paper to which the Archiefwet [Public Records Act] applies and paper for which this is not the case. Around five per cent of the paper used by government is archived according to NEN 2728 (Public Records Act). This concerns for example minutes of government decisions¹. This Dutch standard is almost identical to the European standard ISO 9706, but has additions including that the paper must be able to be folded double 50 times without tears or splits. Moreover, this property known as fold score must have a remaining strength of at least 80% of the original value after artificial aging. It is possible to combine these requirements on the durability of the paper with the sustainability criteria included here. It is in fact the case that the supply which complies with the NEN 2728 standard and the criteria for sustainable purchasing is fairly small. The combination with standards ISO 9706 or DIN 6738 and (recycled) paper is more usual. When paper which must comply with the NEN 2728 standard is purchased, technical specifications 1 and 2 can therefore be included as award criteria rather than as technical specifications.
- State house style: The State house style was developed in 2008 for some State government communications. For the stipulation of sustainability requirements,

¹ Proost & Brand information. See also www2.nen.nl/nen/servlet/dispatcher.Dispatcher?id=114220

government bodies should make use of the criteria for sustainable purchasing in the next section of this document. State departments can also apply the technical requirements in the State house style. These are listed on the website rijkshuisstijl.communicatieplein.nl

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 Paper. 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

Technical specifications

Technical specifications 1 and 2 may be included as award criteria, in the case of paper which, for the purposes of archiving, must comply with the NEN 2728 standard (see also section 3.1 of the Dutch language document).

Technical specification no. 1	The following requirements apply to the paper to be supplied: <ol style="list-style-type: none">1. Cleaning chemicals, de-inking chemicals, foam inhibitors, disperants or coatings shall be free of alkyl phenol ethoxylates (APEOs) or other alkyl phenol derivates.
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2. a) The total quantity of residual monomers (excluding acrylamide) that are assigned any of the following risk phrases: R45, R46, R49, R50/53, R51/53, R52/53, R60, R61 as defined in Council Directive 67/548/EEC and its subsequent amendments, in coatings, retention aids, strengtheners and water repellents shall not exceed 100 ppm.
b) The total quantity of acrylamide in coatings, retention aids, strengtheners and water repellents shall not exceed 1000 ppm.
3. a) Where surfactants are used in quantities of at least 100 g/ADT (summed over all the surfactants used in the all the different formulations used in de-inking return fibres), each surfactant shall be readily biodegradable.
b) Where such surfactants are used in quantities of less than 100 g/ADT, each surfactant shall be either readily biodegradable or ultimately biodegradable.
4. The active components in biocides or biostatic agents used to counter slime-forming organisms in circulation water systems containing fibres shall not be potentially bio-accumulative.
5. a) No commercial dye formulation shall be used that is assigned any of the following risk phrases (or combinations thereof): R50, R51, R52, R53 according to Directive 1999/45/EC, and its subsequent amendments.
b) No commercial dye formulation shall be used on either pulp or paper that contains more than a total of 2 % by weight of substances that are assigned any of the above risk phrases according to Directive 67/548/EEC, and its subsequent amendments.

This criterion does not apply to formulations where the classification is solely due to the presence of dyeing component(s) with a degree of fixation of at least 98%. The degree of fixation is taken as the total dye retention on the fibres in the process.
6. Dyes or pigments shall not be used that are based on lead, copper, chromium, nickel or aluminium. Copper phthalocyanine dyes or pigments may, however, be used.
7. The paper must be produced using chlorine-gas-free methods according to the ECF (elemental chlorine free) or TCF (totally chlorine free) procedures.

(ADT = Air dried tonne)

Means of proof:

1. Statement to be included in this tender by the tenderer to confirm compliance with this technical specification.
2. The manufacturer's certificate or a product description, to be included in the tender as evidence of compliance with this minimum requirement. Products with the EU Ecolabel or Nordic Swan comply with this requirement in any case.

Notes for purchaser	<p>These requirements are derived from the EU Ecolabel for copying and graphic paper (2002/741/EC).</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. Request for the manufacturer's certificate or product description which demonstrates compliance with this technical specification. 2. No further verification.
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<p>Technical specification no. 2</p>	<p>The emissions to air and/or water from the pulp and paper production for the paper to be supplied may not be greater than the values below, calculated according to the method as described in the EU Ecolabel (2002/741/EC; http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2002:237:0006:0015:EN:PDF).</p> <p>This means that:</p> <ul style="list-style-type: none"> • None of the individual points P_{COD}, P_{S} or P_{NOx} shall exceed 1,5. • The total number of points ($P_{\text{total}} = P_{\text{COD}} + P_{\text{S}} + P_{\text{NOx}}$) shall not exceed 3,0. • The AOX emission from the production of each pulp used shall not exceed 0,25 kg/ADT. <p>(ADT = Air dried tonne)</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 statement. 2. The manufacturer's certificate or a product description, to be included in the tender as evidence of compliance with this technical statement. Products with the EU Ecolabel comply with this requirement in any case.
Notes for purchaser	<p>These requirements are derived from the EU Ecolabel for copying and graphic paper (2002/741/EC).</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. Request for the manufacturer's certificate or product description which demonstrates compliance with this technical statement. 2. No further verification.

2.2.3 Award criteria

No award criteria have been formulated for this product group.

2.2.4 Contract

No contract provisions have been formulated for this product group.

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:

- An important point for consideration in the use of paper is of course double-sided printing and copying. Ensure there are clear instructions for this.
- Systematic recording can encourage paper-saving. Record purchase and also usage for each printer and/or copier.
- For attention points related to the use of paper you can also refer to the criteria documents for the product groups #Office supplies and #Printed Matter on the website www.agentschapnl.nl/duurzaaminkopen/criteria.
- You can find more suggestions on www.milieuzorgoverheden.nl/is_verbruik_papierbesparing.php.