



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

Criteria for the Sustainable Public Procurement of **Toner Cartridges**

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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 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 Toner Cartridges 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 Toner Cartridges product group comprises all toner cartridges for toner-based office equipment such as printers, photocopiers, fax machines and multifunctional equipment, including electronic equipment, purchased for existing reproduction equipment. The Toner Cartridges product group includes containers/cassettes that contain toner and that consist of a drum and other essential components for electrophotographic (xerographic) and similar reproduction processes. The toner powder can be supplied in separate containers if necessary. Such cartridges are referred to as OPC (Optical Photosensitive Conductor) units.

Inkjet cartridges for inkjet printers are excluded from this product group. This product group also excludes reproduction equipment that includes so-called toner bottles. These are plastic bottles with toner that can be replaced instead of replacing the entire cartridge. These bottles are usually disposed via the regular waste stream.

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:

- 30125000-1 Photocopier components and accessories
- 30125100-2 Toner cartridges

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 Toner Cartridges product group are:

-Complete an analysis of the organisation's printing and copying needs. This requires insight into the use of paper and toner over a specific period of time. These figures can be collected within the context of internal environmental practices, for example, or collection can be outsourced to the supplier as part of maintenance.

-Formulate the purchase requirement such that it allows room for tenderers to propose reconditioned toner cartridges.

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 Toner Cartridges. 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

Minimum requirement no. 1	<p>The supplier guarantees taking back empty cartridges and the reconditioning or recycling of such returned cartridges.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none">1. The tenderer's self declaration included in this tender to confirm the tenderer's compliance with this minimum requirement.2. A certificate or another similar formal document issued by an independent body to be included in this tender as evidence of compliance with this minimum requirement. A certificate issued by Nordic Swan or Blaue Engel is considered to constitute compliance with this minimum requirement.
Notes for purchaser	<p>The supplier must assume responsibility for taking back and reconditioning the cartridges combined with recycling, for example, by proposing a recycling programme and/or involving a reconditioning business.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none">1. Specification of the toner cartridges to be supplied in combination with the take-back system or another document that shows that the tenderer complies with this minimum requirement.2. Verification of the certificate at the certifying or accreditation body.

Minimum requirement no. 2	<p>The toner powder in the toner cartridges shall not contain any substances that are hazardous to the environment. This means that, pursuant to the 1999/45/EC Directive, substances classified with the R-phrases R50, R53, R50/53, R52/53, R51/53 and R59, are not permitted.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. The tenderer's self declaration to be included in this tender to confirm the tenderer's compliance with this minimum requirement. 2. A certificate or another similar formal document to be included in this tender as evidence of compliance with this minimum requirement. A certificate issued by Nordic Swan or Blaue Engel is considered to constitute compliance with this minimum requirement.
Notes for purchaser	<p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. Specification of the toner cartridges to be supplied or another document that shows that the tenderer complies with this minimum requirement. 2. Verification of the certificate at the certifying or accreditation body.

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)

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:

User settings aimed at energy savings and the sustainable use of the equipment or alternative operating methods are essential during the utilisation stage.

The conscientious use of toner cartridges extends their useful life and therefore results in a reduced use of raw materials:

- Monitor the use of toner cartridges or outsource it.
- Maintain the equipment or outsource it: regularly clean photocopiers and printers in accordance with instructions to avoid problems.

- Do not remove the toner cartridges from their packaging until the time of actual use. The shelf life of a cartridge in a sealed package is approximately 2.5 years. The shelf life of a cartridge in an opened package is approximately 6 months.
- Handling: whenever you pick up a toner cartridge, be sure to never touch the drum's surface and always shield it from light. Put empty cartridges back into the protective film bag.
- Storage: do not expose toner cartridges to cold or hot temperatures or extreme humidity.
- Printing policy as a component of internal environmental practices: attempt to reduce the number of printouts and adopt electronic work practices whenever possible.