



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

Criteria for the Sustainable Public Procurement of  
**Workwear**  
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For more information tel. +31 (0)88 602 93 00, [duurzaaminkopen@agentschapnl.nl](mailto:duurzaaminkopen@agentschapnl.nl) and [www.agentschapnl.nl/sustainableprocurement](http://www.agentschapnl.nl/sustainableprocurement).

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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](http://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 Workwear 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](http://www.agentschapnl.nl/duurzaaminkopen/criteria), available in Dutch only.

## 1.1 Definition of the product group

Workwear as a product group concerns clothing intended to be worn by employees during the execution of their duties in service of a government authority. This Workwear product group includes both the supply of workwear and the relevant services offered with the supply of workwear. By 'services' we understand: logistical services (systems for the provision of workwear), measurement taking, repairs, stock management and design. Cleaning also forms part of these services, but for this component a separate set of criteria has been developed for this component in the product group entitled 'Workwear Cleaning Services'.

Excluded from the scope of the Workwear product group are:

- Protective clothing that falls within the scope of Council Directive 89/686/EEC of 21 December 1989 on the approximation of the laws of the Member States relating to personal protective equipment. This directive applies to items such as protective wear intended to enhance the visibility of the wearer or to improve buoyancy. The full text of the directive is available at: [http://eur-lex.europa.eu/smartapi/cgi/sga\\_doc?smartapi!celexapi!prod!CELEXnumdoc&numdoc=31989L0686&model=guichett&lg=en](http://eur-lex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexapi!prod!CELEXnumdoc&numdoc=31989L0686&model=guichett&lg=en).
- Footwear
- Cleaning

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 could apply to this product group. Please note that the codes listed below also include a number of sublevels, some of which do not fall within the definition of this product group:

18000000-9	Clothing and accessories.
18100000-0	Occupational clothing, special workwear and accessories.
18200000-1	Outerwear.
18300000-2	Garments.
18400000-3	Special clothing and accessories.

## 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](http://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 Workwear product group are:

#### **Avoid unnecessary purchasing**

Is it truly necessary to purchase new workwear? Consider alternatives such as cleaning and reusing the workwear of former employees, or mending the garments instead of replacing them, especially if the flaws are minor and won't affect the overall appearance, such as broken zips or ripped seams;

#### **Sustainable design**

When designing new uniforms, apply the principles of Eco design by considering:

- the technical life span;
- replacing individual components rather than the entire item of clothing;
- the option of additional ordering;

#### **Sustainability in specifications**

Sustainability can also be taken into consideration when drawing up the workwear requirements, which often contain specifications on the type of garment and the desired materials. Take into account aspects such as the following:

- A combination of specific requirements (technical and otherwise) could limit the possibilities in terms of sustainability. Consider a functional approach to drafting the requirements to enable the supplier to offer the best (in other words the most sustainable) solution;
- Opt for clothing that is simple to dry-clean;
- If less desirable fabrics are requested, find out if alternative fabrics are available;
- Do not request chemical treatments/materials unless they are absolutely vital for the purpose for which the relevant items of clothing are being purchased;
- When drawing up packaging requirements, consider how the volume and type of packaging can be optimised;
- When making delivery agreements, consider the urgency and frequency of supply. Consignments could be combined, for example, to help reduce the transport costs and their burden on the environment;
- Have company logos applied in such a manner that they can be easily removed;

- Find out if there is a standard product range from which you can order. Customer-specific clothing (to match the hose style, for example) often needs to be specially tailor made in small batches. This increases the burden on the environment;
- Explore the possibility of a single contract for the supply, maintenance and cleaning of the clothing. The advantage of such a solution is that the supplier is responsible for all the arrangements and for choosing the best cleaning method. This may be beneficial from an environmental perspective, because the supplier will maintain and clean the clothes in such a manner that they last longer, which could help reduce the need for new uniforms in the long run. When inviting tenders for such a combined contract, the criteria for the supply of workwear as formulated in this document can be used.

## 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 Workwear. 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 specific 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	<p><b>Substances present in final product</b></p> <p>The quantities of toxic substances in the workwear to be supplied do</p>
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no. 1	<p>not exceed the limit as stipulated in appendix 1. For more information is referred to the Appendix of the Dutch language document.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Statement to be included in this tender by the tenderer to confirm compliance with this minimum requirement.</li> <li>2. Certificate to be included in this tender as evidence of compliance with this minimum requirement. Workwear with the Öko-Tex 100 label is considered to be in compliance with this requirement.</li> </ol>
Notes for purchaser	<p>The body responsible for determining the values included in the appendix adjusts some of these values annually. The Öko-Tex 100 label is awarded for a period of 12 months, regardless of any changes to the limit vales in the interim. You can assume that a product that has been awarded the Öko-Tex label during or after 2008 will comply with the requirements listed in the appendix. A revision of the criterion for sustainable procurement will include a tightening of the criterion in the appendix in accordance with the prevailing version of Öko-Tex 100.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Enquiry at supplier in response to the statement</li> <li>2. Obtaining further information from the certifying body or the accreditation organisation or the third party that issued the document.</li> </ol>

### 2.2.3 Award criteria

#### Award criteria

Award criterion no.1	<p><b>Organic cotton</b></p> <p><i>This criterion only applies to workwear containing cotton.</i></p> <p>This component of the tender will receive a higher rating as the percentage weight of the cotton in the workwear to be supplied increases.</p> <p>By 'organic cotton' we understand: cotton obtained from organic production and so-called 'in conversion' cotton.</p> <p>By <u>Cotton obtained from organic production</u> we understand: Cotton produced by means of production methods that comply with the provisions laid down in the EU Regulation No 834/2007, during all stages of production, preparation and distribution.</p> <p><u>'In conversion cotton'</u> is defined as follows: Cotton can only be certified as organic if the grower has been using organic production methods for the past three years. Any cotton harvested in the interim period may <i>not</i> be sold as organic cotton. Only in the third year may be the harvest be sold as organic cotton. The second</p>
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	<p>year's harvest is known as 'in conversion cotton'.</p> <p>The percentage is calculated by dividing the weight in organic cotton and 'in conversion cotton' in the workwear by the total weight of the cotton in the workwear.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. A certificate or document that was issued and signed by a professional and independent third party and shows the extent to which this award criterion is complied with.</li> <li>2. A description listing the steps that the tenderer will follow in order to meet the award criterion at the time of signing the contract.</li> <li>3. A record to be included in the tender to show the percentage of organic cotton and 'in conversion cotton' contained in the workwear.</li> </ol>
Notes for purchaser	<p>Market opinions differ on the availability of organic cotton. Significant developments are also under way on the issue. If you are considering including this award criterion, first conduct market research. Then, on that basis, incorporate the criterion into your assessment methodology, taking the relative importance of this criterion into account.</p> <p>If the workwear has been certified in one of the following ways, the cotton content is 100% organic: GOTS, EKO. If the clothing is Organic Exchange certified, it means that it contains at least the percentage of organic cotton stipulated on the item.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Verification of the certificate by the certifying body or accreditation organisation.</li> <li>2. No further verification.</li> <li>3. No further verification.</li> </ol>

Award criterion no.2	<p><b>Use of recycled fibres</b></p> <p>This component of the tender will receive a higher rating as the percentage weight of the recycled fibres in the fibres of the workwear to be supplied increases.</p> <p>By recycled fibres we understand: Fibres obtained from production waste (offcuts from textile and clothing manufacturers) and/or post-consumer waste (clothing or other textile waste originating from the end user).</p> <p>The percentage is calculated by dividing the weight in recycled fibres in the workwear by the total weight of the workwear.</p>
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	<p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. A record to be included in the tender to show the percentage of recycled fibres contained in the workwear.</li> <li>2. A certificate or document that was issued and signed by a professional and independent third party that shows the extent to which this award criterion is complied with.</li> </ol>
Notes for purchaser	<p>Market opinions differ on the availability of recycled fibres. Significant developments are also under way on the issue. If you are considering including this award criterion, first conduct market research. Then, on that basis, incorporate the criterion into your assessment methodology, taking the relative importance of this criterion into account.</p> <p>If the clothing is Control Union certified regarding the recycled fibres, it means that it contains at least the percentage of recycled fibre stipulated on the item.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Enquiry at producer of the fabrics.</li> <li>2. Verification of the certificate by the certifying body or accreditation organisation.</li> </ol>

Award criterion no.3	<p><b>Collection and recycling</b></p> <p>As the percentage of the workwear that is included in the collecting and recycling programme during the contract period increases, the higher rating this component of the tender will receive.</p> <p><u>Recycling</u> is defined as: the methodical processing of waste materials for the purpose of material reuse. Material reuse refers to the renewed use of materials obtained from a waste material after treatment or processing, either in the same application or in a different application than it had originally been intended for.</p> <p>The percentage of workwear to be collected is determined as follows:</p> <p>Quantity of workwear to be collected by tenderer on an annual basis, divided by the total number of items of clothing to be returned by users annually, expressed as [purchase value/quantity/weight].</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Description of the nature and scope of product flows, and the contact details of the buyers of the recycled materials.</li> <li>2. Self-declaration from tenderer that he has made agreements or will do so with the listed suppliers who will execute the recycling efforts.</li> </ol>
Notes for	You are responsible yourself for incorporating the criterion into the

purchaser	<p>assessment methodology. You are required to select a unit in which the amount of clothing to be collected can be determined, based on the unit used during procurement in your specific situation.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Assessment of the recycling and processing methods.</li> <li>2. Assessment of the buyers of recycled goods and waste flows.</li> </ol>
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## 2.2.4 Contract

Contract provisions

<b>Contract provision no. 1</b>	<p><b>Local legislation and regulations</b></p> <p>As regards the performance of the contract, the contractor does not make use of any products which he knows or suspects did not comply with local legislation and regulations in terms of water use, water purification, chemical use and waste management. Nor does the contractor make use of products or materials from suppliers whom he knows or suspects do not comply with the abovementioned local legislation and regulations.</p>
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## 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:

### Extension of life span

The sustainable maintenance of workwear can be contracted out to a professional service company. This gives the best guarantee of good, professional and environmentally friendly maintenance and continuous verification. Proper cleaning and maintenance of the clothing form part of this. Proper cleaning and maintenance help extend the clothing's life span. It is important to ask the supplier for maintenance instructions and to ensure that a professional service company is involved in the operations. Washing the clothing at home is not recommended in any case, because dry-cleaning is less detrimental to the environment.

From a cost and environmental point of view, repairs take precedence over replacement.

Caring for tailor-made clothing: producing clothing that is specifically geared towards consumers' demands will help extend the clothing's life span and increase the emotional value.

### Collection and reuse

(With due observance of the provisions set out in section 2.3.8) Encourage separated collection of textiles to cut down on raw material requirements:

- Educate employees about the why, how, and where of separate collection of textiles;

- Make arrangements for the separate collection of the used product. If the supplier offers no facilities for the re-collection of clothing, set up your own return system for discarded clothing;
- Start a discussion with the supplier and/or employees about the destination of discarded clothing.