ANALYSIS OF % SPP (1/01/2015 – 31/12/2015)

Subject: Report on the EMS indicators % SPP_€ and % SPP_# for registrations from January 1, 2015 until December 31, 2015
Status: Unofficial translation of final text
Date: March 30, 2016

1 INTRODUCTION

On March 10, 2014, the ENED2 board decided to improve the data collection on sustainable public procurement (SPP). The existing method of data collection was inefficient, resulting in a very labor intensive analysis while no reliable conclusions could be reported. The improved SPP monitoring was launched on January 1, 2015. It resulted in better, more useful data. Any comparison with the results of 2013 and 2014 should be made with the utmost care.

2 ANALYSIS

2.1 WRONG PROJECT CODES

2.1.1 General information

Purchasers report on SPP through a project code (cf. addendum 3) and a short description (max. 240 characters) of their procurement file. Both are registered in the accounting system of the ENED.

Before analyzing the SPP data gathered this way, two checks are performed:

− Check based on description: mainly to check if the right product group was chosen. This check is done for all registrations.
− Check based on tender document or purchased product: to check whether right product group was chosen and whether estimate about use of SPP criteria was correct. This check is sample based. The analysis per product group clearly states how many registrations were checked this way.

This report is based on project codes as corrected after both checks.

2.1.2 % wrong project codes

A lot of files registered as other expenses, actually were procurement files (54,26% in € / 31,71% in #). The reverse, other expenses registered as procurement, happens less often (5,56% in € / 6,09% in #).

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1 This translations maintains the continental European number format from the original Dutch text
2 Environment, Nature and Energy Department of the Government of Flanders
3 In this report, ‘(procurement) file’ means one registration in the accounting system. One contract can be linked to multiple registrations, e.g. multiple orders under one framework agreement or an extension of a contract that was closed earlier.
Looking only at the procurement files, also a lot of wrong project codes are chosen (29.57% in € / 37.09% in #). The purchasers chose the wrong product group or reported wrongly on the use of SPP criteria. The number of errors made differs considerably per product group (cf. ‘2.4 Analysis per product group’).

To-do: Explain procurers (through the contact for procurement of each division) about the difference between procurement and other expenses

2.1.3 First actions to lower the % of wrong project codes

First evaluations on the new SPP monitoring method were done in April and September 2015. These evaluations focused on the quality of the reported project codes. Based on the evaluations, two actions for improvement were taken:
– Unclear product group names: unclear product group names were altered in November 2015
– Many errors on registrations < €8,500.00: meeting with the procurers of the ENED logistical support team on November 5, 2015 - explanation about the procedure P.08.MMS.003 Environmental guidelines for deliveries and services and the use of the project codes

The first results (November 2015 – March 2016) are promising, but no real evaluation on the quality of the reported project codes over this period was done.

On December 1, 2015 the EMS project team reported back to the ENED board on the evaluation and actions taken. The actions are also mentioned in ‘2.4 Analysis per product group’ where relevant.

2.2 < €8,500.00 ↔ ≥ €8,500.00

Earlier SPP monitoring exercises within the Government of Flanders only took into account procurement ≥ €8,500.00. The threshold of €8,500.00 should be seen as the total amount spent on one contractor for similar deliveries or services in the same year.

The procedure P.08.MMS.003 Environmental guidelines for deliveries and services compels the purchasers of the ENED to report on the use of SPP criteria for files up, under and over €8,500.00. This is because it is very difficult for each individual procurer to know whether other colleagues have placed orders with the same contractor. Around 50% (in €) of the registered files < €8,500.00 are, when accumulated per contractor, procurement files ≥ €8,500.00. Most of these registrations are orders under framework agreements.

<table>
<thead>
<tr>
<th>£</th>
<th>% in #</th>
<th>% in €</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; €8,500.00</td>
<td>84.19%</td>
<td>6.32%</td>
</tr>
<tr>
<td>≥ €8,500.00</td>
<td>15.81%</td>
<td>93.68%</td>
</tr>
</tbody>
</table>

2.3 % SPP

\[
% \text{SPP} = \frac{\text{Procurement dossiers using minimum SPP criteria}}{\text{Procurement dossiers for which minimum SPP criteria exist}} \times 100
\]

* For files ≥ €8,500.00 an digital form has to be used and the project code is automatically generated based on three simple questions in the form, while for files < €8,500.00 a hand written reporting on the project code is sufficient
* MMS stands for ‘MilieuManagementSysteem’ (Dutch for EMS – Environmental Management System)
SPP is measured both in budget (€) and in number (#) of files. The ENED has set the following targets for SPP as a part of its ISO 14001 certified environmental management system:

<table>
<thead>
<tr>
<th>Year</th>
<th>2015</th>
<th>2018</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green (= target)</td>
<td>x ≥ 25%</td>
<td>x ≥ 75%</td>
<td>x = 100%</td>
</tr>
<tr>
<td>Orange</td>
<td>15% ≤ x &lt; 25%</td>
<td>60% ≤ x &lt; 75%</td>
<td>80% ≤ x &lt; 100%</td>
</tr>
<tr>
<td>Red</td>
<td>x &lt; 15%</td>
<td>x &lt; 60%</td>
<td>x &lt; 80%</td>
</tr>
</tbody>
</table>

For 2015 (January-December), the following values were measured:
- % SPP_€: 72,40%
- % SPP_: 66,83%

Figure 1 (addendum 1) shows the evolution of the indicator since 2013. As mentioned above, it’s hard to draw any conclusions from this evolution, because the data collected for 2013 and 2014 were unreliable.

Figure 2 and figure 3 (addendum 1) divide the procurement files into 4 categories:
- Procurement files for which no minimum SPP criteria exist
- Procurement files for which minimum SPP criteria are in development
- Procurement files for which the existing minimum SPP weren’t used
- Procurement files for which the existing minimum SPP were used

These graphics show that the ENED doesn’t cover all of the procurement files with the current SPP approach (SPP criteria for 39,93% in € / 17,68% in #).

Figure 4 and figure 5 (addendum 1) show the top 5 of products registered as ‘other product / service / work’. The ENED board can use this information to make informed decisions:
- to create extra project codes and / or;
- to devise minimum SPP criteria for other product groups and / or;
- to install another approach on SPP in situations where SPP criteria aren’t useful or available, e.g. for complex procurement files (cf. sustainability check imposed on their procurers by the federal government6).

### 2.4 ANALYSIS PER PRODUCT GROUP

Figure 6 and figure 7 (addendum 1) show the % SPP per product group. As not all product group have the same weight in the % SPP, figure 8 and figure 9 (addendum 1) give an overview of the % a product group represents in the total amount / number of procurement files for which SPP criteria exist. The product group ‘Study / research (including testing, measurements and auditing)’ is very dominant in % SPP_€ (76,01%). The product group ‘Office supplies’ represents a large part in % SPP_# (53,94%). However, the 431 files on office supplies can be reduced to 25 suppliers.

#### 2.4.1 Purchase and lease of vehicles

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>% SPP</th>
<th>% errors</th>
<th>&lt; €8.500,00</th>
</tr>
</thead>
<tbody>
<tr>
<td>€</td>
<td>EX.XXX,XX</td>
<td>99,50%</td>
<td>3,40%</td>
<td>3,59%</td>
</tr>
<tr>
<td>#</td>
<td>51</td>
<td>88,24%</td>
<td>88,24%</td>
<td>90,20%</td>
</tr>
</tbody>
</table>

6 Circular of May 16, 2014 - Incorporation of sustainable development, including the social clauses and measures to benefit small and medium-sized enterprises, in the framework of public procurement contracts published by federal contracting authorities
Product group: Mainly lease (40) and purchase (5) of cars, but also files on the purchase or rent of other vehicles: bicycles (4) / busses (1) / lorries (1)

% SPP: Very high
- Cars (purchase and lease): all meet the minimum SPP criteria / all orders under framework agreements
- Other vehicles: no SPP criteria available

% errors: Very low in €, very high in # – Files ≥ 8.500,00 were all registered correctly, files < €8.500,00 almost always wrong (errors in #: 97,83%)
Always wrong (LZ0000 of LZ0001) for:
- Leasing of vehicles: meeting with procurers on November 5, 2015 + product group name change in November 2015
- Other vehicles: vehicle is interpreted as car, but the meaning is wider – Many persons / divisions buy and rent other vehicles → targeted communication is difficult (no suggestion for action)

Screening:
- Tender document or framework agreement screened: 45 file(s)
- Results of screening framework agreements:
  • Passenger cars – Saloons (2012/AFM/OO/21127): SPP criteria used
  • Station wagons (2013/AFM/OO/21634): SPP criteria used
  • Minivans (2014/AFM/OO/26605): SPP criteria used
  • All-terrain vehicles (2013/AFM/OO/23534): SPP criteria used
  • Cargo vans (2010/AFM/00/34): SPP criteria not used (insufficient information)
  • Electrical vehicles (2014/AFM/OA/28686): SPP criteria used
  • Hybrid and CNG vehicles (2013/AFM/OA/26728): SPP criteria used
- Leased cars:
  • 2 leased cars in use, both leased by HFB7 (SPP criteria used)
  • HFB has informed us that, although the customer chooses the car he wants to lease, HFB will refuse when the car doesn’t meet the criteria set in the circular on purchasing and leasing vehicles (= minimum SPP criteria)

To-do: /

2.4.2 Electricity

<table>
<thead>
<tr>
<th>Total</th>
<th>% SPP</th>
<th>% errors</th>
<th>&lt; €8.500,00</th>
</tr>
</thead>
<tbody>
<tr>
<td>€</td>
<td>€X.XXX,XX</td>
<td>100,00%</td>
<td>12,32%</td>
</tr>
<tr>
<td>#</td>
<td>17</td>
<td>100,00%</td>
<td>76,47%</td>
</tr>
</tbody>
</table>

Product group: In €: 0,83% EDF Luminus (framework agreement until January 2015), 99,17% VEB (framework agreement since February 2015)

% SPP: 100% – All orders under framework agreements

% errors: Very low in €, very high in # / distinctive difference between files ≥ 8.500,00 (error in #: 33,33%) and files < €8.500,00 (errors in #: 85,71%)
- Both LZ0000 and LO0000 instead of LZ00D1: meeting with procurers on November 5, 2015

Screening:
- Tender document or framework agreement screened: 17 file(s)
- Results of screening framework agreements:
  • Electricity (EDF Luminus): SPP criteria used
  • Electricity (VEB): SPP criteria used

7 HFB = Het Facilitair Bedrijf (literally 'The Facility Company', an agency of the Government of Flanders providing professional support to other department and agencies in several area’s) – HFB acts as a buying authority, closing framework agreements for the departments and agencies of the Government of Flanders on a wide range of products and services
2.4.3 Furniture

<table>
<thead>
<tr>
<th>Total</th>
<th>% SPP</th>
<th>% errors</th>
<th>&lt; €8.500,00</th>
</tr>
</thead>
<tbody>
<tr>
<td>€</td>
<td>€X.XXX,XX</td>
<td>38,66%</td>
<td>92,65%</td>
</tr>
<tr>
<td>#</td>
<td>30</td>
<td>26,67%</td>
<td>90,00%</td>
</tr>
</tbody>
</table>

Product group: Closets, tables and chairs
% SPP: Low
- Use of framework agreements
  - Only 18% (in €) of total
  - All 18% under framework agreement 2011/AFM/OO/21332 (no SPP criteria used) – Framework agreements that used SPP criteria weren't closed and communicated until the 2nd half of 2015.
- Orders outside the framework agreements for furniture
  - Mostly (office)chairs (for the moment being, there is no framework agreement for office chairs): 2 out of 4 suppliers offered sustainable office chairs
  - Other furniture for which no framework agreements exist: showcase cabinets and cabinets adapted to hold hazardous substances (no SPP criteria used)
% errors: Very high – All files < €8.500,00
- LZ0000 instead of LZ00G*: meeting with procurers on November 5, 2015
Screening:
- Tender document or framework agreement screened: 17 file(s)
- Results of screening framework agreements:
  - Seating furniture (2011/AFM/OO/21332): SPP criteria not used
  - Office desks and conference tables (2015/HFB/OA/31123): SPP criteria used
  - Roller shutter cabinets (2015/HFB/OA/32379): SPP criteria used
  - Acoustic sliding doors cabinets (2015/HFB/OO/30781): SPP criteria used
  - Standing desks (2015/HFB/OA/32534): SPP criteria used

To-do:
- Explore, together with HFB, possibilities for communication on most sustainable products and an automated SPP monitoring through e-catalogue⁹
- On renewal of the framework agreement for seating furniture (which will include office chairs): screen agreement on use of SPP criteria and communicate to ENED procurer

2.4.4 Paper products / printing on paper

<table>
<thead>
<tr>
<th>Total</th>
<th>% SPP</th>
<th>% errors</th>
<th>&lt; €8.500,00</th>
</tr>
</thead>
<tbody>
<tr>
<td>€</td>
<td>€X.XXX,XX</td>
<td>78,32%</td>
<td>100,00%</td>
</tr>
<tr>
<td>#</td>
<td>16</td>
<td>68,75%</td>
<td>100,00%</td>
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</table>

Product group: In €: 83% paper products / 17% printing on paper
% SPP: High

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⁸ De Vroente and De Helix are the educational centers on nature and environment of the ENED
⁹ E-catalogue is an online ordering tool linked to the Belgian e-procurement platform. Furniture is the first product group for which e-catalogue is used. In the near future, e-catalogue will be used for a wider range of products.
% errors:  
- Often books, magazine subscriptions ... or printing on fabrics and other materials: product group name change in November 2015  
- Paper products often ordered under framework agreement for office supplies (STAPLES)  
- LZ00P1 instead of LZ00H*: in accordance with the arrangement made with the procurers on the meeting on November 5, 2015 (correction afterwards based on detailed list of orders under the framework agreement for office supplies (STAPLES))  
- Only 1 registration on printing on paper, possibly other printing services were paid for by HFB (HFB also acts as a provider for printing services)

Screening:  
- Tender document or framework agreement screened: 12 file(s)  
- HFB has informed us that all printing services by HFB meet the minimum SPP criteria

To-do:  
- Support HFB in closing a new (first) framework agreement for printing services (ongoing)  
- Investigate, together with the ENED communications team, how printing services are financed

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### 2.4.5 PCs, laptops and monitors

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>% SPP</th>
<th>% errors</th>
<th>&lt; €8500,00</th>
</tr>
</thead>
<tbody>
<tr>
<td>€</td>
<td>€X.XXX,XX</td>
<td>100.00%</td>
<td>98.65%</td>
<td>3.83%</td>
</tr>
<tr>
<td>#</td>
<td>10</td>
<td>100.00%</td>
<td>90.00%</td>
<td>50.00%</td>
</tr>
</tbody>
</table>

Product group: PCs and laptops (180), tablets (7) and monitors (32)

% SPP: 100%

- 98% (in €) ordered under framework agreements for ICT
- A large bulk of ICT products and services is registered at the same time. Therefore, the number of registrations is very low (products under framework agreements = 212 – registrations = 7)

% errors: Very high

- Bulk registrations on ICT comprise both ICT products and ICT services, therefore the procurer registers them as LZ0000

Screening:

- Tender document or framework agreement screened: 10 file(s) / detailed list of orders under the old and new ICT framework agreement was used for screening
- Results of screening framework agreements: all products purchased under framework agreements meet the minimum SPP criteria that were verifiable (see below)
- De screening was limited to energy, design for repair / upgrading and mercury:
  - Design for repair / upgrading was not screened for tablets, the criterion is written specifically for PC’s and laptops (not realistic for tablets)
  - Criterion ‘noise’ couldn’t be verified, information wasn’t readily available (further research needed)

To-do: Explore, together with HFB, possibilities for automated monitoring on product level – Cf. automated monitoring under framework agreement for office supplies (ongoing)

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### 2.4.6 Imaging equipment (printer, copier ...)

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>% SPP</th>
<th>% errors</th>
<th>&lt; €8500,00</th>
</tr>
</thead>
<tbody>
<tr>
<td>€</td>
<td>€X.XXX,XX</td>
<td>33.30%</td>
<td>95.78%</td>
<td>100.00%</td>
</tr>
<tr>
<td>#</td>
<td>51</td>
<td>27.45%</td>
<td>96.08%</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

Product group: Mainly lease of multifunctionals and copiers and use of paper and ink
% SPP: Low
– Screened products didn’t meet the latest Energy Star standards for energy (Energy Star Imaging Equipment Specifications v2.0 – March 20, 2014)
– Only 14% ordered under new framework agreement for ICT / other leases and purchases under old framework agreements (2 multifunctionals leased under new framework agreement however didn’t meet the SPP criteria either)

% errors:
– LZ0000 instead of LZ00J*: meeting with procurers on November 5, 2015
– LZ00J1 instead of LZ00J0: procurers assumed that leased appliances met the SPP criteria as the Energy Star label was present on the product information sheet – however further research showed that the Energy Star was awarded based on an older version of the Energy Star standard.
– 3 appliances ordered under framework agreement for office supplies (registered as LZ00P1 instead of LZ00J0 in accordance with the arrangement made with the procurers on the meeting on November 5, 2015)

Screening:
– Tender document or framework agreement screened: 5 file(s)
– Results of screening various leased multifunctionals:
  • Ricoh MP C2050AD: SPP criteria not used
  • Ricoh MP Aficio C5000: SPP criteria not used
  • Océ CS231: SPP criteria not used
  • Océ variolink 4522c: SPP criteria not used
  • Canon Immagerunner advance c5045i: SPP criteria not used
– De screening was limited to double-sided printing, energy, noise and possible use of recycled paper – information to verify the criteria on flame retardants with R-sentences R45, R46, R60 and R61 was not readily available, further research is necessary

To-do:
– Explore, together with HFB, possibilities for automated monitoring on product level – Cf. automated monitoring under framework agreement for office supplies (ongoing)
– Make sure leased appliances meet the latest Energy Star standards for energy

2.4.7 Cleaning products and services

<table>
<thead>
<tr>
<th>Total</th>
<th>% SPP</th>
<th>% errors</th>
<th>&lt; €8,500,00</th>
</tr>
</thead>
<tbody>
<tr>
<td>€</td>
<td>€X.XXX,XX</td>
<td>0,00%</td>
<td>100,00%</td>
</tr>
<tr>
<td>#</td>
<td>3</td>
<td>0,00%</td>
<td>100,00%</td>
</tr>
</tbody>
</table>

Product group: Machine dishwashing detergent, hand dishwashing detergent and window cleaner
% SPP: 0% – Not enough procurement files to draw any conclusions
% errors: Not enough procurement files to draw any conclusions
Screening: Tender document or framework agreement screened: 1 file(s)
To-do: /

2.4.8 Study / research (including testing, measurements and auditing)

<table>
<thead>
<tr>
<th>Total</th>
<th>% SPP</th>
<th>% errors</th>
<th>&lt; €8,500,00</th>
</tr>
</thead>
<tbody>
<tr>
<td>€</td>
<td>€X.XXX,XX</td>
<td>70,39%</td>
<td>59,24%</td>
</tr>
<tr>
<td>#</td>
<td>99</td>
<td>64,65%</td>
<td>54,55%</td>
</tr>
</tbody>
</table>

Product group: Policy research / practical research / measurements, testing, auditing … – Very important product group in € (76,01% of product groups for which SPP criteria exist)
% SPP: High → as could be expected (limited number of criteria and criteria on reduction of paper use are integrated in templates for tender documents)

% errors:
- LZ0000 instead of LZ00M*: product group name change in November 2015
- LZ00M0 instead of LZ00M1: reason unclear
- Study / research requiring a lot of transportation: only one out of five files included the criteria on sustainable transportation and sustainable vehicles
- At least 13 files were extensions of older contracts, when only LZ0000 and LZ0001 were used to register procurement files – the procurers registered the project code as used for the original contract
- 5 files on noise measurement, ordered at VEB, were registered as LZ00D1 (Electricity)\(^{10}\)
- 6 files registered as LO0000 (other expenses) instead of procurement
- 9 training sessions were registered as study / research

Screening:
- Tender document or framework agreement screened: 34 file(s)
- All tender documents for study / research ≥ €8.500,00 were screened

To-do:
- Research into possible extra SPP criteria (very diverse product group)
- Research into / improvement of knowledge of minimum SPP criteria

2.4.9 Textiles and clothing

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>% SPP</th>
<th>% errors</th>
<th>&lt; €8.500,00</th>
</tr>
</thead>
<tbody>
<tr>
<td>€</td>
<td>€X.XXX.XX</td>
<td>7,25%</td>
<td>88,96%</td>
<td>100,00%</td>
</tr>
<tr>
<td>#</td>
<td>68</td>
<td>10,29%</td>
<td>88,24%</td>
<td>100,00%</td>
</tr>
</tbody>
</table>

Product group: Mainly work clothing (98%)

% SPP: Low → unclear if products under framework agreement meet the SPP criteria – HFB will apply the minimum SPP criteria to new framework agreements

% errors:
- LZ0000 instead of LZ000*: meeting with procurers on November 5, 2015
- LZ0001 instead of LZ0000: in accordance with the arrangement made with the procurers on the meeting on November 5, 2015 (correction afterwards based on detailed list of orders on the framework agreements)

Screening:
- Tender document or framework agreement screened: 6 file(s)
- The large number of framework agreements and big variety in clothing offered under framework agreements, together with vague registered descriptions (e.g. ‘clothing’), make it difficult to screen the framework agreements and link them to the purchases made by de ENED. Only the following products were screened:
  - Winter and summer stockings by RA COMPANY B.V.B.A. (ANB/CD/2010.02): SPP criteria used
  - Winter and summer stockings by BEERNAERT B.V.B.A. (2012/AFM/OO/21915): SPP criteria not used
  - Zip in fleece liner Sioen Merida by CERVA BENELUX N.V. (AOW/2013/W06010/01): SPP criteria not used
  - Zip in fleece liner Sioen Durango by CERVA BENELUX N.V. (AOW/2013/W06010/01): SPP criteria not used
  - Safety vest with zipper by PROSAFCO N.V. (ANB/CD/2010.02): SPP criteria not used

To-do:
- Support HFB in closing a new framework agreements for textiles and clothing (ongoing)\(^{11}\)
- Explore, together with HFB, possibilities for automated monitoring on product level – Cf. automated monitoring under framework agreement for office supplies (ongoing)

\(^{10}\) VEB is the current supplier in the framework agreement for electricity, this might explain the mistake

\(^{11}\) Parallel to the use of minimum SPP criteria, HFB also is a partner in a project on auditing and improvement of social aspects throughout the chain
### 2.4.10 Office supplies

<table>
<thead>
<tr>
<th>Total</th>
<th>% SPP</th>
<th>% errors</th>
<th>&lt; €8.500,00</th>
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</thead>
<tbody>
<tr>
<td>€</td>
<td>€X.XXX,XX</td>
<td>9,92%</td>
<td>180,40%</td>
</tr>
<tr>
<td>#</td>
<td>431</td>
<td>81,90%</td>
<td>77,73%</td>
</tr>
</tbody>
</table>

**Product group:** Different kinds of office supplies  
**% SPP:** Very low in €, high in #  
- 82% (in €) ordered under framework agreement (STAPLES)  
- For a lot of products under the framework agreement, there were either no sustainable alternatives listed or there were no SPP criteria for the specific product  
- Unsustainable products are often ordered, even for those product groups for which sustainable alternatives are listed (pens, staplers, plastic folders ...)  
- Despite the procedure setting mandatory guidelines on sustainability, the % sustainable office supplies the ENED procured under the framework agreement is very similar to that of the Government of Flanders as a whole (cf. figure 10 and figure 11)  
**% errors:** Impossible in € / High in #  
- % errors is not relevant or correct due to:  
  - Written registration (orders < €8.500,00) – LZ0000 instead of LZ00P*: meeting with procurers on November 5, 2015  
  - Arrangement made with the procurers on the meeting on November 5, 2015 to always register orders under the framework agreement for office supplies as LZ00P1 – correction of the project code is done afterwards based on detailed list of orders under the framework agreement with STAPLES  
- Product groups ordered under the framework agreement for office supplies (in €):  
  - 67,19% office supplies / 30,12% paper products / 1,18% imaging equipment / 0,55% cleaning products and services / 0,94% miscellaneous / 0,02% textiles – Products other than office supplies were added to the proper product group (correction of project code) after analysis of the detailed list of orders.  
**Screening:**  
- Tender document or framework agreement screened: 374 file(s) / detailed list of orders on the framework agreement for office supplies (STAPLES) was used for screening (automated monitoring on product level in place since 2014)  
- % sustainable office supplies procured under framework agreement with STAPLES: 16,94% in € / 22,08% in #  
**To-do:**  
- Support HFB in closing a new framework agreement for office supplies (ongoing) - focus on less non-sustainable alternatives, active promotion of sustainable alternatives and continuation of automated monitoring  
- Investigate why ENED procurers order unsustainable products when sustainable products are also available under the framework agreement

### 2.4.11 Websites / CMS & website maintenance

<table>
<thead>
<tr>
<th>Total</th>
<th>% SPP</th>
<th>% errors</th>
<th>&lt; €8.500,00</th>
</tr>
</thead>
<tbody>
<tr>
<td>€</td>
<td>€X.XXX,XX</td>
<td>40,50%</td>
<td>82,62%</td>
</tr>
<tr>
<td>#</td>
<td>19</td>
<td>21,05%</td>
<td>84,21%</td>
</tr>
</tbody>
</table>

**Product group:** Website building and maintenance / remodeling of existing websites / support for management of the content management system (CMS)
% SPP: Average in €, low in #
% errors: High
– Often LZ0000 instead of LZ00S*: product group name change in November 2015
– There’s only one minimum criterion (AnySurfer12), this criterion might be not sufficiently well known by the procurers

Screening: Tender document or framework agreement screened: 1 file(s)
To-do: Research into / improvement of knowledge of minimum SPP criteria

2.4.12 Wooden products

<table>
<thead>
<tr>
<th>Total</th>
<th>% SPP</th>
<th>% errors</th>
<th>&lt; €8.500,00</th>
</tr>
</thead>
<tbody>
<tr>
<td>€</td>
<td>€X.XXX,XX</td>
<td>12,13%</td>
<td>100,00%</td>
</tr>
<tr>
<td>€</td>
<td>4</td>
<td>25,00%</td>
<td>100,00%</td>
</tr>
</tbody>
</table>

Product group: Mainly biomass pellets for the pellet boiler of De Helix (in €)
% SPP: Low
– Mainly purchase of biomass pellets – suppliers claim on FSC / PEFC couldn’t easily be verified, further research is needed
% errors: The project codes for wooden products (LZ00T0 and LZ00T1) weren’t introduced until November 2015, all purchases precede this date
Screening: Tender document or framework agreement screened: 3 file(s)
To-do: Make sure biomass pellets bought meet SPP criteria (ongoing)

2.4.13 Product groups without minimum SPP criteria

<table>
<thead>
<tr>
<th>Total</th>
<th>% errors</th>
<th>&lt; €8.500,00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other product / service / work²⁴</td>
<td>€X.XXX,XX</td>
<td>6,42%</td>
</tr>
<tr>
<td># 2642</td>
<td>5,19%</td>
<td>95,31%</td>
</tr>
<tr>
<td>Indoor lighting</td>
<td>€X.XXX,XX</td>
<td>100,00%</td>
</tr>
<tr>
<td># 2</td>
<td>100,00%</td>
<td>100,00%</td>
</tr>
<tr>
<td>Food and catering</td>
<td>€X.XXX,XX</td>
<td>64,54%</td>
</tr>
<tr>
<td># 168</td>
<td>83,93%</td>
<td>98,21%</td>
</tr>
<tr>
<td>Gardening products and services</td>
<td>€X.XXX,XX</td>
<td>60,00%</td>
</tr>
<tr>
<td># 56</td>
<td>76,79%</td>
<td>100,00%</td>
</tr>
<tr>
<td>Products for modifications in buildings</td>
<td>€X.XXX,XX</td>
<td>29,06%</td>
</tr>
<tr>
<td># 7</td>
<td>57,14%</td>
<td>85,71%</td>
</tr>
<tr>
<td>Software and software licenses</td>
<td>€X.XXX,XX</td>
<td>44,44%</td>
</tr>
<tr>
<td># 58</td>
<td>70,69%</td>
<td>74,14%</td>
</tr>
<tr>
<td>Telephones and telephone subscriptions</td>
<td>€X.XXX,XX</td>
<td>88,09%</td>
</tr>
<tr>
<td># 762</td>
<td>85,56%</td>
<td>99,48%</td>
</tr>
</tbody>
</table>

²² Criteria, in the form of a checklist, on accessibility of websites for disabled persons
²³ The minimum SPP criteria for wooden products were published in the summer of 2015 and communicated in the fall of 2015
²⁴ Based on the descriptions of each registration, this group was divided into subcategories in order to gain more insight into important product groups for which no separate project code exists. Figure 4 / Figure 5 give an overview of the most important subcategories.
Next to the product groups for which minimum SPP criteria exist, the ENED also created project codes for other product groups. There are two reasons for this:

- Minimum SPP criteria are in development (Indoor lighting / Gardening products and services / Products for modifications in buildings / Paints and varnishes)
- The ENED wanted a better view on the number and / or total value of orders for certain product groups

Actions taken to improve reporting on these product groups (cf. 2.1.3):

- Meeting with procurers on November 5, 2015: Telephones and telephone subscriptions
- Product group name change in November 2015: Catering (→ Food and catering), Construction products (→ Products for modifications in buildings), Software (→ Software en software licenses), Telecom (→ Telephones and telephone subscriptions) and Painting services (→ Paints & varnishes / painting services)

To-do: Explore how to make procurement more sustainable for those product groups that represent a large part of the ENED procurement, but for which no SPP criteria exist yet (e.g. ICT services – cf. figure 4)

3 CONCLUSIONS & A LOOK INTO THE FUTURE

The ENED has reached its 2015 EMS-targets on SPP. Nonetheless there are important challenges for the future.

A lot of files registered as other expenses, actually were procurement files. This means that the procurer didn’t realize he was procuring, and thus that he was bound both by the procurement regulation and by the guidelines of the ENED on SPP. He also didn’t answer the questions on product groups and the use of SPP criteria, resulting in a quality loss in the collected data. Therefore, it is important to inform the procurers, for instance through the contacts for procurement each division has, about the difference between procurement and other expenses.

For those product groups for which minimum SPP criteria exist, it is important to continue the efforts regarding both the use of the criteria and the monitoring of that use. In addition, the ENED should continuously question and improve the minimum criteria, i.a. based on market evolution, knowledge about the ENED procurement and its impact on sustainability, capacity building by the procurers ...

Various product groups show the influence framework agreements have on the % SPP (i.a. electricity, furniture, imaging equipment, textiles and clothing and office supplies). Therefore it is important that the ENED continues to support HFB to close more sustainable framework agreements.

The analysis also shows that the ENED doesn’t dispose of minimum SPP criteria for the better part of its procurement. How to take into account sustainability in other procurement files, could be the subject of a future project of the EMS project team on SPP. The ‘ICT services’ product group seems a major topic, in light of the value this product group represents in the total of procurement.

15 Questions on product groups and use of SPP criteria are invisible in the form until ‘procurement’ is chosen as type of expenditure
Finally, the future also holds an important challenge in monitoring both SPP and PPI (procurement for innovation). This will lead to changes in the procedure P.08.MMS.003 Environmental guidelines for deliveries and services and an expansion of, or a different approach to, the existing SPP monitoring.

A lot of these conclusions were detailed as to-dos higher up in the report (cf. 2.4 Analysis per product group). These are mere suggestions. The EMS project team on SPP has to decide on their priority and implementation (which action will be taken when and by who). The proposition of the EMS project team will be presented to the ENED board when ready.
Figure 1: Evolution of the indicator % SPP

![Evolution of the indicator % SPP](image)

- Target 2015: 25%
- Target 2018: 75%
- Target 2020: 100%
Figure 2: Use of SPP criteria (€)

Use of SPP criteria (€)

- 60%: No SPP criteria available
- 40%: No SPP criteria available (in development)
- 29%: SPP criteria used
- 11%: SPP criteria not used

Figure 3: Use of SPP criteria (#)

Use of SPP criteria (#)

- 81%: No SPP criteria available
- 18%: No SPP criteria available (in development)
- 12%: SPP criteria used
- 6%: SPP criteria not used
Figure 4: Top 5 of purchases for which no product group related project code exists (€)

LZ0000 - Top 5 (€)

- ICT services: 18%
- Infrastructure works: 4%
- Legal counsel: 4%
- Communication: 6%
- Maintenance of vehicles: 8%
- Other: 60%

Figure 5: Top 5 of purchases for which no product group related project code exists (#)

LZ0000 - Top 5 (#)

- Maintenance of vehicles: 33%
- Legal counsel: 21%
- Travel expenses: 13%
- Subscriptions, books, magazines ...: 11%
- Miscellaneous: 11%
- Other: 11%

16 Miscellaneous = mix of different products / services for which only one or two similar files were registered
Figure 6: Use of SPP criteria per product group (€)

Figure 7: Use of SPP criteria per product group (#)
Figure 8: % of each product group in the total for the indicator % SPP_€

Figure 9: % of each product group in the total for the indicator % SPP_#
Figure 10: Screening of framework agreement for office supplies (STAPLES) – Comparison between ENED and the Government of Flanders as a whole for the 3 most prominent product groups in the contract (€)

![Graph showing the percentage of products meeting SPP criteria ordered under framework agreement for office supplies (€)](image)

- **Office supplies**: 16.94% (DENE) vs. 22.08% (Government of Flanders)
- **Paper**: 73.43% (DENE) vs. 72.84% (Government of Flanders)
- **Toner / ink**: 3.08% (DENE) vs. 2.93% (Government of Flanders)

Figure 11: Screening of framework agreement for office supplies (STAPLES) – Comparison between ENED and the Government of Flanders as a whole for the 3 most prominent product groups in the contract (#)

![Graph showing the percentage of products meeting SPP criteria ordered under framework agreement for office supplies (#)](image)

- **Office supplies**: 21.43% (DENE) vs. 20.61% (Government of Flanders)
- **Paper**: 69.61% (DENE) vs. 55.37% (Government of Flanders)
- **Toner / ink**: 7.21% (DENE) vs. 10.36% (Government of Flanders)
ADDENDUM 2  THE SPP MONITORING APPROACH OF THE ENED (SUMMARY)

1  INTRODUCTION

On January 1, 2013 the Department of Energy, Nature and Environment (ENED) started with the structural monitoring of sustainable public procurement (SPP) for three reasons:
− Shaping (part of) the environmental management system (EMS), in accordance with ISO 14001:2004
− Collecting data to quickly and correctly report on SPP, e.g. for enquiries made within the Government of Flanders or by other governmental bodies (federal, European ...)
− Testing and improving structural monitoring aimed at further uptake within the Government of Flanders

Structural SPP monitoring is one part of the procedure P.08.MMS.003 Environmental guidelines for deliveries and services of ENED’s environmental management system. It’s represents the check phase of the Deming cycle (Plan – Do – Check – Act) as foreseen by ISO 14001 and generates the information necessary to act.

2  MANDATORY USE OF SPP CRITERIA

P.08.MMS.003 Environmental guidelines for deliveries and services sets mandatory rules for the procurers of the ENED. Summarized, those rules are:

Framework agreement or central team for procurement\(^{17}\) available → Use agreement or ask central team
\[ \downarrow \text{No (or the procurement is done by a central team for procurement)} \]

Minimum SPP criteria exist for the product / service\(^{18}\) → Use SPP criteria
\[ \downarrow \text{No (or procurer wants to aim higher than minimum SPP criteria)} \]

Ask for advice (not mandatory) → Contact Team IMZ\(^{19}\)

3  MONITORING THROUGH PROJECT CODES

Every procurer within the ENED has to register data which the accounting team will use as input for the accounting system:
− By written reporting: for orders under framework agreement < €8.500,00 and when immediate invoicing is allowed as an exception to the procurement legislation (e.g. urgent need)
− By use of a mandatory, digital form (cf. addendum 5): in all other cases, as a final step in the procurement after choosing the supplier / service provider but before closing the contract / placing an order

The procurer reports on SPP through a project code (cf. addendum 3). The accounting system the ENED uses, is used by many other departments and agencies of the Government of Flanders. Therefore, tailor-made adaptations to monitor SPP weren’t possible. The field ‘project code’ is a standard field of the accounting system. Every department can decide on its own project codes and what they mean.

\(^{17}\) The ENED has got central teams for the procurement of several product groups (mainly vehicles and facility products). The divisions of the ENED place their order with the central team for procurement, the central team handles the procurement dossier or orders under framework agreement.

\(^{18}\) Cf. ADDENDUM 5

\(^{19}\) This ENED team will give advice if available (e.g. because research was done earlier on) or will formulate advice in consultation with the central contact on SPP within the Government of Flanders (see http://overheid.vlaanderen.be/aanspreekpunt-duurzame-overheidsopdrachten)
The project codes of the ENED consist of 6 characters:
− The first two characters represent the type of expenditure, LZ stands for procurement
− The fifth character represents the product group
− The sixth character indicates whether the procurer used the minimum SPP criteria in his tender document / the product or service bought meets the minimum SPP criteria (e.g. in case of order under framework agreement):
  • 0: minimum SPP criteria not used or no minimum SPP criteria available
  • 1: minimum SPP criteria used

In order to help the procurer in choosing the right project code, the digital form asks three questions. The first question is on the type of expenditure. When this question is answered with ‘procurement’, two more questions appear on the form (product group + use of SPP criteria20). Based on the answers to these three questions, the form automatically generates the project code.

By clicking the question marks in the form, the procurers will find more information and a link to the minimum SPP criteria. In that way, the criteria are communicated through a medium well known and often used by the procurers.

Figure 1: Clipping from the tree questions in the mandatory form (fictitious example)

To make sure results reported to the ENED board are reliable, two checks are performed on the registered project codes before calculating the uptake of SPP criteria (cf. 2.1.1 General information on page 1).

4 RESULTS

Through the structural monitoring of SPP, the ENED:
− has a good overview on the use of the existing SPP criteria per product group and;
− has an idea of the volume of each product group in the total of the procurement;
making it easier for the ENED to decide which actions are useful and necessary to procure ever more sustainable.

20 The option ‘SPP criteria used’ is not available for product groups for which no minimum SPP criteria exist. Instead ‘No SPP criteria available’ or ‘No SPP criteria available (in development)’ is shown as the only option. That way the form avoids an impossible answer (better data quality) and informs correctly on the existence of SPP criteria.
<table>
<thead>
<tr>
<th>Project code:</th>
<th>Type of expenditure</th>
<th>Product group</th>
<th>SPP criteria used</th>
</tr>
</thead>
<tbody>
<tr>
<td>LO0000</td>
<td>Other expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LS0000</td>
<td>Subsidies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LU0000</td>
<td>Real projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LZ0000</td>
<td>Procurement</td>
<td>Other / service / work</td>
<td>No SPP criteria available</td>
</tr>
<tr>
<td>LZ00A0</td>
<td>Procurement</td>
<td>Indoor lighting</td>
<td>No SPP criteria available (criteria in development)</td>
</tr>
<tr>
<td>LZ00B0</td>
<td>Procurement</td>
<td>Food and catering</td>
<td>No SPP criteria available</td>
</tr>
<tr>
<td>LZ00C0</td>
<td>Procurement</td>
<td>Purchase and lease of vehicles</td>
<td>SPP criteria not used</td>
</tr>
<tr>
<td>LZ00C1</td>
<td>Procurement</td>
<td>Purchase and lease of vehicles</td>
<td>SPP criteria used</td>
</tr>
<tr>
<td>LZ00D0</td>
<td>Procurement</td>
<td>Electricity</td>
<td>SPP criteria not used</td>
</tr>
<tr>
<td>LZ00D1</td>
<td>Procurement</td>
<td>Electricity</td>
<td>SPP criteria used</td>
</tr>
<tr>
<td>LZ00E0</td>
<td>Procurement</td>
<td>Gardening products and services</td>
<td>No SPP criteria available (criteria in development)</td>
</tr>
<tr>
<td>LZ00F0</td>
<td>Procurement</td>
<td>Products for modifications in buildings</td>
<td>No SPP criteria available (criteria in development)</td>
</tr>
<tr>
<td>LZ00G0</td>
<td>Procurement</td>
<td>Furniture</td>
<td>SPP criteria not used</td>
</tr>
<tr>
<td>LZ00G1</td>
<td>Procurement</td>
<td>Furniture</td>
<td>SPP criteria used</td>
</tr>
<tr>
<td>LZ00H0</td>
<td>Procurement</td>
<td>Paper products / printing on paper</td>
<td>SPP criteria not used</td>
</tr>
<tr>
<td>LZ00H1</td>
<td>Procurement</td>
<td>Paper products / printing on paper</td>
<td>SPP criteria used</td>
</tr>
<tr>
<td>LZ00I0</td>
<td>Procurement</td>
<td>PC’s, laptops and monitors</td>
<td>SPP criteria not used</td>
</tr>
<tr>
<td>LZ00I1</td>
<td>Procurement</td>
<td>PC’s, laptops and monitors</td>
<td>SPP criteria used</td>
</tr>
<tr>
<td>LZ00J0</td>
<td>Procurement</td>
<td>Imaging equipment (printer, copier …)</td>
<td>SPP criteria not used</td>
</tr>
<tr>
<td>LZ00J1</td>
<td>Procurement</td>
<td>Imaging equipment (printer, copier …)</td>
<td>SPP criteria used</td>
</tr>
<tr>
<td>LZ00K0</td>
<td>Procurement</td>
<td>Cleaning products and services</td>
<td>SPP criteria not used</td>
</tr>
<tr>
<td>LZ00K1</td>
<td>Procurement</td>
<td>Cleaning products and services</td>
<td>SPP criteria used</td>
</tr>
<tr>
<td>LZ00L0</td>
<td>Procurement</td>
<td>Software and software licenses</td>
<td>No SPP criteria available</td>
</tr>
<tr>
<td>LZ00M0</td>
<td>Procurement</td>
<td>Study / research (including testing, measurements and auditing)</td>
<td>SPP criteria not used</td>
</tr>
<tr>
<td>LZ00M1</td>
<td>Procurement</td>
<td>Study / research (including testing, measurements and auditing)</td>
<td>SPP criteria used</td>
</tr>
<tr>
<td>LZ00N0</td>
<td>Procurement</td>
<td>Telephones and telephone subscriptions</td>
<td>No SPP criteria available</td>
</tr>
<tr>
<td>LZ00O0</td>
<td>Procurement</td>
<td>Textiles and clothing</td>
<td>SPP criteria not used</td>
</tr>
<tr>
<td>LZ00O1</td>
<td>Procurement</td>
<td>Textiles and clothing</td>
<td>SPP criteria used</td>
</tr>
<tr>
<td>LZ00P0</td>
<td>Procurement</td>
<td>Office supplies</td>
<td>SPP criteria not used</td>
</tr>
<tr>
<td>LZ00P1</td>
<td>Procurement</td>
<td>Office supplies</td>
<td>SPP criteria used</td>
</tr>
<tr>
<td>LZ00Q0</td>
<td>Procurement</td>
<td>Paints &amp; varnishes / painting services</td>
<td>No SPP criteria available (criteria in development)</td>
</tr>
<tr>
<td>LZ00R0</td>
<td>Procurement</td>
<td>Tap water</td>
<td>No SPP criteria available</td>
</tr>
<tr>
<td>LZ00S0</td>
<td>Procurement</td>
<td>Websites / CMS and website maintenance</td>
<td>SPP criteria not used</td>
</tr>
<tr>
<td>LZ00S1</td>
<td>Procurement</td>
<td>Websites / CMS and website maintenance</td>
<td>SPP criteria used</td>
</tr>
<tr>
<td>LZ00T0</td>
<td>Procurement</td>
<td>Wooden products</td>
<td>SPP criteria not used</td>
</tr>
<tr>
<td>LZ00T1</td>
<td>Procurement</td>
<td>Wooden products</td>
<td>SPP criteria used</td>
</tr>
</tbody>
</table>
ADDENDUM 4  MINIMUM SPP CRITERIA WITHIN ENED

1 INTRODUCTION

The ENED has got three types of mandatory criteria:
− Criteria and clauses not related to any specific product group
− Flemish minimum criteria → Apply to all entities of the Government of Flanders
− ENED minimum criteria → Apply only to the ENED

Next to mandatory criteria, there are other criteria the procurers are encouraged to use (not monitored) and recommendations on e.g. the analyses of the needs (before starting the procurement).

This addendum provides information on how the minimum criteria were selected and an overview of the minimum criteria themselves. Monitoring on the use of the criteria and a good view on the market should help to decide where extra minimum criteria / more strict limits in the existing minimum criteria are feasible.

2 SETTING MINIMUM CRITERIA

The website of the Government of Flanders on SPP provides the procurers with criteria documents on a number of product groups. These criteria documents are a mixture of information, recommendations and criteria. To select minimum (core) criteria from these documents in order to monitor SPP, a working group within the Government of Flanders was set up. This working group defined a set of core criteria for each product group, which includes objective, feasible and clear criteria.

The set of core criteria is an objective touchstone, which allows each contract that relates to the product group to be classified either as sustainable or as non-sustainable. It was made sure that in any case the most relevant criteria (which may generate the largest sustainability gains) were included in this set of core criteria. If the set of core criteria is included (as technical specifications or contract performance clauses) in the contract documents, then the entire contract (read: its entire financial value) is sustainable. If the set of core criteria is not included, then the entire contract is not sustainable. For purchases not using a tender document (< €8,500) the procurer may also select ‘sustainable’ when he has made sure that the purchased product fulfills the criteria.

When defining the core criteria, the working group took the following elements into account:
− Realistic (legal, market availability)
− Compatible with the other criteria from the set of core criteria
− Clear (only allow one interpretation)
− Measurable in an objective way

If possible, the criteria should also meet the following requirements:
− It must be possible to apply the criteria in contracts of various scales.
− It must be possible to apply the criteria in contracts of a different nature.
− The criteria must be suitable for monitoring via an online survey, as well as for automatic monitoring through the CMS.

In the first instance, the criteria that can generate the largest sustainability gains were included in the sets of core criteria.
Where the Flemish government doesn’t offer criteria documents on product groups that are important to the ENED, de ENED has drafted up its own criteria documents and minimum criteria (see 3.3 ENED minimum criteria).

3 CRITERIA

3.1 CRITERIA NOT RELATED TO ANY SPECIFIC PRODUCT

− Informative text on the SPP policy of the Flemish government
  http://overheid.vlaanderen.be/standaardparagraaf
  Goal of this text is to inform the bidders of the long term intentions of the Flemish government, so they can adapt
− Clauses on the compliance of non-discrimination regulation
  http://overheid.vlaanderen.be/non-discriminatieclausule
− Clauses on the compliance with the 8 ILO fundamental conventions throughout the supply chain

These clauses are embedded in the templates for tender documents that are used within the ENED.

3.2 FLEMISH MINIMUM CRITERIA

Criteria documents: http://overheid.vlaanderen.be/productgroepen
3.2.1 Purchase and lease of vehicles

Scope: public contracts which mainly have as subject matter the purchase or lease of service vehicles (cars, vans and SUVs)

Sustainable core criteria for product group vehicles (must be satisfied to classify the contract as 'sustainable'):

The ecoscore\(^{21}\) of the vehicle should be at least:

<table>
<thead>
<tr>
<th>Class</th>
<th>Type of vehicle</th>
<th>Minimum ecoscore</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Gasoline(^{22})</td>
</tr>
<tr>
<td>0</td>
<td>Ministerial vehicle</td>
<td>63</td>
</tr>
<tr>
<td>1</td>
<td>State vehicle</td>
<td>63</td>
</tr>
<tr>
<td>2</td>
<td>Long distance vehicle</td>
<td>62</td>
</tr>
<tr>
<td>3</td>
<td>Middle class vehicle</td>
<td>67</td>
</tr>
<tr>
<td>4</td>
<td>City car</td>
<td>68</td>
</tr>
<tr>
<td>5</td>
<td>Midsize to large passenger van</td>
<td>64</td>
</tr>
<tr>
<td>6</td>
<td>Small passenger van</td>
<td>66</td>
</tr>
<tr>
<td>7</td>
<td>Big station wagon</td>
<td>62</td>
</tr>
<tr>
<td>8</td>
<td>Small station wagon</td>
<td>65</td>
</tr>
<tr>
<td>9</td>
<td>Small cargo van (mixed use)</td>
<td>66</td>
</tr>
<tr>
<td>10</td>
<td>Big cargo van</td>
<td>53</td>
</tr>
<tr>
<td>11</td>
<td>Small cargo van</td>
<td>60</td>
</tr>
<tr>
<td>12</td>
<td>Big SUV</td>
<td>49</td>
</tr>
<tr>
<td>13</td>
<td>Small SUV</td>
<td>60</td>
</tr>
</tbody>
</table>

3.2.2 Cleaning products and services

Scope: public contracts which mainly have as subject matter the purchase of:

- All-purpose cleaners, window cleaners and sanitary cleaners;
- Hand dishwashing detergents;
- Dishwashers detergents for domestic use;
- Dishwashers detergents for professional use;
- Textile detergents for domestic use;
- Textile detergents for professional use;
- Cleaning services

For each of the preceding sub-product groups other sustainable core criteria apply. The last criterion regarding R- and H-phrases is applicable to all sub-product groups and must therefore be fulfilled in any case, irrespective of the sub-product groups that are purchased.

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\(^{21}\) http://www.ecoscore.be/en: “The ecoscore allows us to evaluate the environmental performance of a vehicle by taking into account the most important environmental impact factors caused by the vehicle: global warming (mainly through CO2), air pollution (e.g., particulates and nitrogen oxides, impacting both human health and ecosystems) and noise nuisance. An ecoscore between 0 and 100 will be attributed to every vehicle. The closer to 100, the more environmentally friendly the vehicle is.”

\(^{22}\) For hybrid or electric vehicles or vehicles fuelled by CNG, the minimum ecoscore for gasoline applies
Sustainable core criteria for product group cleaning products and services (must be satisfied to classify the contract as 'sustainable'):

**All-purpose cleaners, window cleaners and sanitary cleaners**

1. The products must fulfill the criteria of the EU Eco-Label regarding products and packaging. 
   If this criterion is met, the following criteria (2 and 3 below) can be left out. If the criterion is not met, the following criteria must be fulfilled to classify the contract as 'sustainable'.

2. You shall impose a maximum critical dilution volume (CDV) for all-purpose cleaners, window cleaners and sanitary cleaners which is lower than the following maximum values:
   a) All-purpose cleaners (to be diluted before use): max 18,000l/l washing water
   b) All-purpose cleaners (to be used undiluted): max 52,000l/l washing water
   c) Window cleaners: max 4,800l/100g product
   d) Sanitary cleaners: max 80,000l/100g product

3. You shall impose restrictions on the amount of phosphates and phosphonates in all-purpose cleaners, window cleaners and sanitary cleaners.
   a) All-purpose cleaners (to be diluted before use): max 0.02g P/dosage for 1l washing water
   b) All-purpose cleaners (to be used undiluted): max 0.2g P/100g product
   c) Window cleaners: max 0g P
   d) Sanitary cleaners: max 1.0g P/100g product

**Hand dishwashing detergents**

1. The products must fulfill the criteria of the EU Eco-Label regarding products and packaging. 
   If this criterion is met, the following criteria (2 and 3 below) can be left out. If the criterion is not met, the following criteria must be fulfilled to classify the contract as 'sustainable'.

2. You shall impose a maximum critical dilution volume (CDV) for hand dishwashing detergents which is lower than the following maximum value: 3,800l/washing-up

**Dishwasher detergents for domestic use**

1. The products must fulfill the criteria of the EU Eco-Label regarding products and packaging. 
   If this criterion is met, the following criteria (2 and 3 below) can be left out. If the criterion is not met, the following criteria must be fulfilled to classify the contract as 'sustainable'.

2. You shall impose a maximum critical dilution volume (CDV) for dishwasher detergents for domestic use (or similar) which is lower than the following maximum values:
   a) Dishwasher detergents with 1 function: max 25,000l/washing-up
   b) Dishwasher detergents with several functions: max 30,000l/washing-up
   c) Rinsing agents for dishwashers: max 10,000l/washing-up

**Dishwasher detergents for professional use**

1. The products must fulfill the criteria of the EU Eco-Label regarding products and packaging. 
   If this criterion is met, the following criteria (2 and 3 below) can be left out. If the criterion is not met, the following criteria must be fulfilled to classify the contract as 'sustainable'.

2. You shall impose a maximum critical dilution volume (CDV) for dishwasher detergents for professional use which is lower than the following maximum values:
   a) Pre-soaks: max 2,000l/l water
   b) Dishwasher detergents: 10,000l/l water
   c) Multi-component systems: 7,000l/l water
   d) Rinse aids: max 3,000l/l water

3. You shall impose restrictions on the amount of phosphates and phosphonates in dishwasher detergents for professional use:
   a) Pre-soaks: max 0.08g/l water
   b) Dishwasher detergents: max 0.50g/l water
   c) Multi-component systems: 0.02g/l water
   d) Rinse aids: max 0.52g/l water
Textile detergents for domestic use

1. The products must fulfill the criteria of the EU Eco-Label regarding products and packaging. If this criterion is met, the following criteria (2 and 3 below) can be left out. If the criterion is not met, the following criteria must be fulfilled to classify the contract as 'sustainable'.

2. You shall impose a maximum critical dilution volume (CDV) for textile detergents for domestic use (or similar) which is lower than the following maximum values:
   a) Heavy-duty detergents, colour-safe detergents (all types): max 35,000l/kg laundry
   b) Low-duty detergents (all types): max 20,000l/kg laundry
   c) Stain removers (exclusively as pre-treatment): max 3,500l/kg laundry

Textile detergents for professional use

1. The products must fulfill the criteria of the EU Eco-Label regarding products and packaging. If this criterion is met, the following criteria (2 and 3 below) can be left out. If the criterion is not met, the following criteria must be fulfilled to classify the contract as 'sustainable'.

2. You shall impose a maximum critical dilution volume (CDV) for textile detergents for professional use which is lower than the following maximum values:
   a) Powders: max 90,000l/kg laundry
   b) Liquids: max 120,000l/kg laundry
   c) Multi-component systems: max 120,000l/kg laundry

3. You shall prohibit phosphates and impose restrictions on the amount of non-biodegradable organic substances (including phosphonates) in textile detergents for professional use:
   a) Powders:
      i) Lightly soiled: max 1.40g/kg laundry
      ii) Medium soiled: max 1.75g/kg laundry
      iii) Heavily soiled: max 2.20g/kg laundry
   b) Liquids:
      i) Lightly soiled: max 0.70g/kg laundry
      ii) Medium soiled: max 0.90g/kg laundry
      iii) Heavily soiled: max 1.20g/kg laundry
   c) Multi-component systems:
      i) Lightly soiled: max 2.50g/kg laundry
      ii) Medium soiled: max 3.75g/kg laundry
      iii) Heavily soiled: max 4.80g/kg laundry

Cleaning services

1. You shall demand that the company gives its cleaning staff training about aspects of health, safety and environment, including the correct dosage of cleaning agents, methods to be used, waste management ...

2. You shall demand that the company draws up clear work instructions with regard to health, safety and environment for its cleaning staff.

3. You shall demand that the firm uses reusable microfibre cloths, if applicable uses dry-cleaning methods for linoleum flooring and uses products that fulfill the minimum criteria mentioned higher.

CRITERION THAT IS COMMON FOR ALL SUB-PRODUCT GROUPS (must be fulfilled to classify contract as 'sustainable'):

Ingredients classified with one or more of the following R- or H-phrases shall be excluded:

<table>
<thead>
<tr>
<th>H-phrase</th>
<th>R-phrase</th>
</tr>
</thead>
<tbody>
<tr>
<td>H300 Fatal if swallowed</td>
<td>R28</td>
</tr>
<tr>
<td>H301 Toxic if swallowed</td>
<td>R25</td>
</tr>
<tr>
<td>H304 May be fatal if swallowed and enters airways</td>
<td>R65</td>
</tr>
<tr>
<td>H310 Fatal in contact with skin</td>
<td>R27</td>
</tr>
<tr>
<td>H311 Toxic in contact with skin</td>
<td>R24</td>
</tr>
<tr>
<td>H330 Fatal if inhaled</td>
<td>R23-R26</td>
</tr>
<tr>
<td>H331 Toxic if inhaled</td>
<td>R23</td>
</tr>
<tr>
<td>H340 May cause genetic defects</td>
<td>R46</td>
</tr>
<tr>
<td>H341 Suspected of causing genetic defects</td>
<td>R68</td>
</tr>
<tr>
<td>H350 May cause cancer</td>
<td>R45</td>
</tr>
<tr>
<td>H350i May cause cancer by inhalation</td>
<td>R49</td>
</tr>
<tr>
<td>H351 Suspected of causing cancer</td>
<td>R40</td>
</tr>
<tr>
<td>H360F May damage fertility</td>
<td>R60</td>
</tr>
<tr>
<td>Substance Code</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>H360D</td>
<td>May damage the unborn child</td>
</tr>
<tr>
<td>H360FD</td>
<td>May damage fertility. May damage the unborn child</td>
</tr>
<tr>
<td>H360Fd</td>
<td>May damage fertility. Suspected of damaging the unborn child</td>
</tr>
<tr>
<td>H360Df</td>
<td>May damage the unborn child. Suspected of damaging fertility</td>
</tr>
<tr>
<td>H361f</td>
<td>Suspected of damaging fertility</td>
</tr>
<tr>
<td>H361d</td>
<td>Suspected of damaging the unborn child</td>
</tr>
<tr>
<td>H361fd</td>
<td>Suspected of damaging fertility. Suspected of damaging the unborn child</td>
</tr>
<tr>
<td>H362</td>
<td>May cause harm to breast-fed children</td>
</tr>
<tr>
<td>H370</td>
<td>Causes damage to organs</td>
</tr>
<tr>
<td>H371</td>
<td>May cause damage to organs</td>
</tr>
<tr>
<td>H372</td>
<td>Causes damage to organs through prolonged or repeated exposure</td>
</tr>
<tr>
<td>H400</td>
<td>Very toxic to aquatic life</td>
</tr>
<tr>
<td>H410</td>
<td>Very toxic to aquatic life with long-lasting effects</td>
</tr>
<tr>
<td>H412</td>
<td>Harmful to aquatic life with long-lasting effects</td>
</tr>
<tr>
<td>H413</td>
<td>May cause long-lasting harmful effects to aquatic life</td>
</tr>
<tr>
<td>EUH070</td>
<td>Toxic by eye contact</td>
</tr>
<tr>
<td>H334</td>
<td>May cause allergy or asthma symptoms or breathing difficulties if inhaled</td>
</tr>
<tr>
<td>H317</td>
<td>May cause allergic skin reaction</td>
</tr>
</tbody>
</table>

### 3.2.3 Furniture

**Scope:** public contracts which mainly have the purchase of furniture as subject matter. It covers both outdoor and indoor furniture.

**Sustainable core criteria for product group furniture (must be satisfied to classify the contract as 'sustainable'):**

- If purchased **furniture contains wood:**
  The technical specifications required that the wood or wood-based panels processed in the furniture stem from sustainably managed forests or consist of recycled wood, or a combination of both.

- If purchased **furniture contains wood:**
  The formaldehyde emission of wood-based panels shall contain at the most 8mg per 100mg of dry matter (emission category E1).

- If purchased **furniture contains textiles:**
  The textile covering of the provided furniture must fulfill:
  - either the human ecological safety requirements as defined by the latest version of OEKO-TEX 100, Class III (These requirements have been included in Annex X of these specifications.) or;
  - the requirements for environmentally friendly textiles, as laid down in the specifications of the EU Eco-Label for Textiles. (These requirements have been included in Annex Y of these specifications.)

- If purchased **furniture contains latex or PUR:**
  - The latex filling must fulfill:
    - either the human ecological safety requirements as defined by the latest version of OEKO-TEX 100 (These requirements have been included in Annex ... of these specifications.), or;
    - the requirements for latex, as laid down in the specifications of the EU Eco-Label for Mattresses. (These requirements have been included in Annex ... of these specifications.)
  - The PUR filling must fulfill:
    - either the human ecological safety requirements as defined by the latest version of OEKO-TEX 100 (These requirements have been included in Annex ... of these specifications.), or;
• the safety, health and environment requirements in accordance with the CertiPUR Label (These requirements have been included in Annex ... of these specifications.) or;
• the requirements for PUR, as laid down in the specifications of the EU Eco-Label for Mattresses. (These requirements have been included in Annex ... of these specifications.)

### 3.2.4 Paper products

**Scope:** public contracts which mainly have the purchase of copying and graphic paper, exercise books and notebooks, paper fit for use for personal hygiene, printing and publication paper, paper printed matter or recycled cardboard (for instance for folders, punch cards or letter cards) as subject matter.

**Sustainable core criteria for product group paper (must be satisfied to classify the contract as ‘sustainable’):**

The paper may consist of any combination of recycled and virgin fibres, whereby at least 65% of these recycled fibres were recycled after consumption and at least 50% of the virgin fibres stem from sustainably managed forests. The remaining part of the virgin fibres must stem at least from legally harvested sources.

The paper was required:
- a) to be either totally chlorine free (TCF), which means that it was bleached without any chlorine compounds or;
- b) elementary chlorine free (ECF), which means that it was bleached without chlorine gas or;
- c) not to have been bleached.

### 3.2.5 PCs, laptops and monitors

**Scope:** public contracts which mainly have the purchase of PCs, laptops and monitors as subject matter.

**Sustainable core criteria for product group PCs, laptops and monitors (must be satisfied to classify the contract as ‘sustainable’):**

All products must fulfill the most recent energy efficiency standards of Energy Star.

*Only for contracts that concern the purchase of PCs and laptops:*

The PCs and / or laptops must fulfill the following requirements:
- As for PCs:
  - a) the memory shall be easily accessible and can be replaced;
  - b) the hard-disk drive and, if applicable, the cd-rom and/or dvd drive can be replaced.
- As for laptops:
  - a) the memory shall be easily accessible and can be replaced.

*Only for contracts that concern the purchase of monitors and laptops:*

The background lighting in lcd monitors must not contain more than 3.5mg of mercury on average per lamp.

*Only for contracts that concern the purchase of PCs and laptops:*

The declared A-weighted sound Power level (re 1 pW) of PCs or laptops must, according to paragraph 3.2.5 of ISO 9296, not exceed:
- For PCs (measured in accordance with ISO 7779):
  - . 4.0 B(A) in the idle operating mode (equivalent to 40 dB(A))
  - . 4.5 B(A) when accessing a hard-disk drive (equivalent to 45 dB(A))
- For laptops (measured in accordance with ISO 7779):
  - . 3.5 B(A) in the idle operating mode (equivalent to 35 dB(A))
  - . 4.0 B(A) when accessing a hard-disk drive (equivalent to 40 dB(A))

### 3.2.6 Imaging equipment

**Scope:** public contracts which mainly have the purchase of printers, scanners, copiers, multifunctional devices and combinations thereof as subject matter.
**Sustainable core criteria for product group imaging equipment (must be satisfied to classify the contract as 'sustainable')**:

When equipment with a printing function is purchased through the contract, this equipment must meet the following requirements:
- Equipment with a maximum printing speed of 45 pages per minute for A4 size paper must be equipped with an automatic double-side print unit (duplex function).
- All other equipment with a lower printing speed must in any case offer a manual (copiers) or an additional software option (printers, multifunctional devices) for the double-sided printing of A4 size paper.

All products must fulfill the most recent energy efficiency requirements of Energy Star.

The equipment must not produce more sound than 7.5 (B) LWAd, except equipment for which CPM > 71.

Plastic parts weighing more than 25g must not contain any flame retardant substances or flame retardant preparations that are assigned one of the following risk phrases as specified in Council Directive 67/548/EEC:
- R45 (may cause cancer)
- R46 (may cause heritable genetic damage)
- R60 (may impair fertility)
- R61 (may cause harm to the unborn child).

The purchased equipment shall be suitable for the use of recycled paper.

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**3.2.7 Electricity**

**Scope:** public contracts which mainly have the purchase of electricity as subject matter.

**Sustainable core criterion for product group electricity (must be satisfied to classify the contract as 'sustainable'):**

The specifications required that 100% of the supplied electricity must be green electricity. “Green electricity” means energy produced from renewable energy sources, i.e. energy from renewable non-fossil sources, namely wind, solar, aerothermal, geothermal, hydrothermal and ocean energy, hydropower, biomass, landfill gas, sewage treatment plant gas and biogases (Art. 2 Directive 2009/28/EC).

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**3.2.8 Textiles and clothing**

**Scope:** public contracts which mainly have the purchase of textiles and clothing as subject matter.

Textiles and clothing also include accessories, such as handkerchiefs, scarves, bags and rucksacks. Contracts for interior textiles, textile fibres, yarn and fabric are also deemed to fall within this product group.

**Sustainable core criteria for product group textiles and clothing (must be satisfied to classify the contract as 'sustainable'):**

For all contracts that concern the purchase of textiles:

All textiles and/or clothing must fulfill:
- the human ecological safety requirements as defined by the latest version of OEKO-TEX 100, Class ..., or;
- the requirements for environmentally friendly textiles, as laid down in the specifications of the EU Eco-Label for Textiles.

If a contract concerns the purchase of textiles with filling:

a) The latex filling must fulfill:
- the human ecological safety requirements as defined by the latest version of OEKO-TEX 100, or;
- the requirements for latex in environmentally friendly mattresses, as laid down in the specifications of the EU Eco-Label for Mattresses.

b) The PUR filling must fulfill:
- the human ecological safety requirements as defined by the latest version of OEKO-TEX 100, or;
- the safety, health and environment requirements in accordance with the CertiPUR Label, or;
- the requirements for PUR in environmentally friendly mattresses, as laid down in the specifications of the EU Eco-Label for Mattresses.
### 3.2.9 Websites

Scope: public contracts which mainly have the design, development or construction of one or more websites as a subject matter.

#### Sustainable core criteria for product group websites (must be satisfied to classify the contract as ‘sustainable’):

The website is designed, developed and constructed in accordance to the guidelines of the AnySurfer checklist.

*The AnySurfer checklist is about the accessibility of websites for disabled persons. The checklist is an interpretation of the Web Accessibility Guidelines 2.0 level A.*

### 3.3 ENED MINIMUM CRITERIA

These product groups are considered very important for the ENED:

- **Studies**: ± 31% of purchase value
  
  Actions for 2016: try to strengthen the criteria (e.g. extra criterion on environmental management systems for big contracts with a longer runtime)

- **Office supplies (markers, erasers, tape …)**: high visibility – all personnel of ENED uses these products
  
  Actions for 2016: renewal of the framework contract – preparation has started, there is a cooperation between the ENED and the contracting authority (HFB) to ensure there’s a wide range of sustainable products to choose from (up till now, non sustainable products aren’t excluded but there’s always a sustainable alternative).

The monitoring of 2015 has shown that ICT-services (renting servers space, ICT-helpdesk, ICT-projects in function of digitalization …) also is a very important product group (± 31% of purchase value). This may lead either to new criteria documents or to specific SPP projects on the most important contract.

#### 3.3.1 Studies

Scope: public contracts for studies which either involve written reports, plans … or transportation of the contractor in order to fulfill the assignment.

#### Sustainable core criteria for product group studies (must be satisfied to classify the contract as ‘sustainable’):

*For reports, plans … that are the result of the study:*

- Any report plans, reports … are delivered in an electronic format and / or;
- Any report plans, reports … are delivered in max. (x) copies and use an environmentally friendly layout (choice of font size, margins, color use, use of page …).

Last option can only be used when a paper copy is necessary, for instance in case of plans needed to request for a planning permission, the number of copies should be limited to the number needed.

*For studies that require transportation (e.g. for interviews, collection of data at different locations …)*

The contractor was required:

- to travel as efficiently as possible, using environmentally friendly transportation where possible and;
- to use vehicles which meet the at least the EURO 5 standard and have an Ecoscore of at least 55.

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24 The ENED has no minimum criteria on for instance television sets, dishwashers … although the Energy Efficiency Directive had made the consideration on energy efficiency in procurement mandatory for a limited set of product groups. The reason for this is that the product groups are not significant within the purchases of the ENED. As GreenS is strongly focused on the energy aspects of GPP, the Energy Efficiency Directive (articles 5 & 6) are interesting to read before drafting up criteria.

Office supplies (markers, erasers, tape ...)

Scope: public contracts which mainly have the purchase of office supplies as subject matter. As this product group is very large, the minimum criteria are completely label based.

Sustainable core criteria for product group office supplies (must be satisfied to classify the contract as ‘sustainable’):

The office supplies must either:
- Fulfill the requirements of the EU Ecolabel, Blue Angel, Nordic Ecolabel, FSC, PEFC, TCO Certified, Energy Star Certified, Rainforest Alliance, Fairtrade, NF Environnement Mark, Austrian Eco-label or BPI Certified Compostable or;
- Fulfill the following requirements:
  - Filling and storage / Desk Accessories, Conference and Presentation Products:
    - Paper- Must contain at least 30% post-consumer recycled content
    - Non-Paper-Must contain at least 20% post-consumer recycled content or 40% total recycled content
  - Writing Instruments and Drafting Supplies:
    - Pens: Must contain at least 50% recycled content and must be refillable
    - Pencils: Must contain at least 50% recycled content and must be refillable and non-toxic
    - Markers and Highlighters: Must be refillable
    - Lead Refills, Correction Products and Drafting Supplies: Must contain at least 50% recycled content
  - Office Essentials and Postroom Supplies:
    - Adhesives, Scissors, Staplers, Punches and Office Clips Must contain at least 20% post-consumer content or contain 40% total recycled content
    - Envelopes: Must contain at least 20% post-consumer content
    - Shipping and Packaging Supplies: Must contain at least 30% post-consumer content
  - Technology Products:
    - Business Machines: Must be remanufactured or solar powered
    - Batteries: Must be rechargeable
    - Computer Accessories: Must contain 50% post-consumer recycled content
  - Ink, Toner and Ribbons
    - Must be remanufactured or contain at least 50% post-consumer recycled content
  - Facility Supplies and Catering Supplies:
    - Must contain at least 30% post-consumer recycled content
  - Business Cases and Accessories:
    - Must contain at least 20% post-consumer recycled content or 40% total recycled content
  - Business Interiors:
    - Chairs and Chair Mats: Must contain at least 30% post-consumer recycled content
    - Other: Must contain at least 50% post-consumer recycled content

For office supplies for which paper / cardboard is the main component, the minimum criteria for paper products apply.
ADDENDUM 5  FORM USED TO REGISTER DATA FOR THE ACCOUNTING SYSTEM OF THE ENED

Monitorform

English

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26 Translation limited to information relevant for SPP – click here to download the most recent Dutch version

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