

## Sustainable Public Procurement-fiche: basic

### **1) Subject matter**

Writing material produced with environmental friendly materials and processes.

“For <.....> (name of the public authority), the care for the environment and social aspects is important. It is stated in her <strategic policies>, <mission>, <vision>, <procurement policy>, ...”

### **2) Exclusion criteria**

Non compliance with environmental and social legislation, which has been the subject of a final judgment or a decision having equivalent effect, may be considered an offence concerning the professional conduct of the economic operator concerned or grave misconduct, permitting to exclude the party concerned from competing for the contract.

Ref:

Art. 53 and 54 of Directive 2004/17/EC and Art. 45 of Directive 2004/18/EC

### **3) Technical capacity (not exclusive)**

/

### **4) Technical specifications**

#### ***For all writing instruments***

- Group packaging and transport packaging consists of homogenous and easily separable materials.

#### ***For all writing instruments except pencils, colour pencils, propelling pencils***

- Ink must not require classification in accordance with harmonized regulations in EU very toxic, toxic, harmful to health, corrosive, carcinogenic, harmful to the reproductive system or genetically harmful, explosive, extremely flammable (see annex).

Exempted from classification requirements are inks which ensure long storage life and can be classified as harmful to health if swallowed (R22).



**For wooden pencils**

- The raw materials of wooden products do not come from forest environments that need protection for biological and/or social reasons.
- There is no surface treatment and application of foil except for the text/logo. If the pencil is coated (paints or varnishes) the used products are water based.

**Evidence:**

The compliance with all the criteria mentioned above can be proved with one of the following labels:



Nordic Swan  
Labeling



NF  
Environnement

In case that the tendering company can present one of these labels, any further proof is not necessary. Any other suitable evidence from a recognized body can also be used.

**5) Awarding the contract:**

	<i>Criterion</i>	<i>Weight</i>
1	<b>Price</b>  <i>Calculation (e.g.):</i> Lowest offered price/ stated price x 0,70	e.g. 70%
2	<b>Environmental criteria</b> (The public authority formulates the points it wants to assign to the below mentioned criteria )  <i>Calculation (e.g.):</i> Total scored points / maximum number of points x 0,20	e.g. 20%
3	...	e.g. 5 %
4	...	e.g. ...



### ***List of environmental award criteria:***

#### ***All writing instrument except wooden pencils***

- The holder and cap of writing instruments other than wooden pencils must be made of materials that can easily be separated during recycling.

#### ***All writing instrument except pencils, colour pencils, propelling pencils***

- Ink doesn't require classification in accordance with harmonized regulations in EU on environmental hazards, irritant, allergenic, oxidizing, highly flammable or flammable. Exempted from classification requirements are:
  - o Ink classified as irritants, with risk phrases R36, R37 and R38, or in combination. (see annex)
  - o Ink in overhead markers, whiteboard markers and text markers (permanent fiberpens) may be classified as flammable (R10), or as highly flammable (R11)
- The ingredients of the ink are not classified as carcinogenic, mutagenic or reprotoxic (concerning CMR1 & 2).

#### ***Pencils***

- Graphite doesn't require classification in accordance with harmonized regulations in EU on environmental hazards, very toxic, toxic, harmful to health, corrosive, irritant, allergenic, carcinogenic, harmful to the reproductive system or genetically harmful, explosive, oxidizing, extremely flammable, highly flammable or flammable. Exempted from classification requirements is graphite classified as irritants, with risk phrases R36, R37 and R38, or in combination. (see annex)
- If other materials are used for the body of the pencil (not for propelling pencils) those have to be 100% renewable or minimum recycled to 60%.

#### ***Wooden pencils***

- The raw materials of wooden products come from sustainable managed forests and are FSC, PEFC or an equivalent certification.

#### ***Markers, highlighters, fountain pens and propelling pencils***

- For marker, highlighters, fountain pens and propelling pencils at least 35% of the weight has to be of renewable or recycled materials.

#### ***Fountain pens, ballpoint pens and propelling pencils***

- For fountain pens, ballpoint pens and propelling pencils the holder and cap must permit the use of a refill and insertion of a refill must not require special tools.

#### ***Fountain pens, ballpoint pens***

- The surface of the plastic parts of the writing instruments that is treated is less than 12% of the total surface of the writing instrument.



**6) Performance clauses:**

- The tenderer who provides refillable writing instruments, also provides the refills for those instruments.
- The ink content of the inkwell/refill containers must not be less than the original content.

## References

[Information of the public authority that used these clauses in a procurement case]

