



Sustainable procurement guidelines for office stationery

Product sheet

The copy-and-paste guide to sustainable tendering for office stationery

Freiburg, X

Developed by ICLEI - Local Governments for Sustainability (ICLEI) for the United Nations Environment Programme – Division of Technology, Industry and Economics (UNEP-DTIE), 2008

Authors: Simon Clement and Amalia Ochoa

Owner/ Editor: UNEP-DTIE, 15 rue de Milan, F-75441 Paris

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Messages from the United Nations and UNEP

“...I would like to make a public commitment. We are already moving towards making our Headquarters in New York climate-neutral and environmentally sustainable. I would like to see our renovated headquarters complex eventually become a globally acclaimed model of efficient use of energy and resources. Beyond New York, the initiative should include the other UN headquarters and offices around the globe.

We need to work on our operations too, by using energy more efficiently and eliminating wasteful practices. That is why, today, I am asking the heads of all UN agencies, funds and programmes to join me in this effort. And I am asking all staff members throughout the UN family to make common cause with me.”



Ban Ki-Moon
UN Secretary General
New York, 5 June 2007
World Environment Day



Achim Steiner
Executive Director, UNEP
Geneva, 8 October 2007
117th Assembly of the Inter-Parliamentary Union

“Ban Ki-Moon is determined to put global warming at the top of the global political agenda and determined to build the trust so urgently needed if we are to succeed in combating climate change. Under his leadership, the UN is also determined to demonstrate its 'sustainability credentials' by action on the ground and by good housekeeping at home.

Reviews are underway across all agencies and programmes to establish a strategy for a carbon neutral UN and to make the refurbishment of the UN headquarters in New York a model of eco-efficiency.”*

UNEP is committed to take part in the fight for climate change and in showing leadership. We are committed to become carbon neutral by reducing our energy consumption and carbon footprint and by offsetting emissions.

Introduction to this document

The “Sustainable procurement guidelines for office stationery - Product Sheet” provides example criteria that may be used by United Nations staff to purchase sustainable office stationery. This document forms part of a series of guidelines on sustainable procurement for use by UN agencies. More information on the series can be found at xxx

A Background Report is also available at the same address which presents the rationale behind the development of the criteria in this product sheet and provides additional guidance on implementing sustainable procurement in the United Nations.

Sustainable procurement

Sustainable Procurement means buying products and services that have a high environmental relief potential and that have been produced in a socially-responsible way, e.g. respecting ILO core conventions. These products and services have a smaller ecological footprint. Sustainable procurement takes into account the costs and benefits that occur over the whole lifecycle of a product.

Scope of these guidelines

- Paper consumables: Paper (for writing, printing and copying purposes), envelopes, post-it notes and notepads
- Toner cartridges and ink
- Writing implements: Pens and markers

Structure of the guidelines

Two sets of sustainability criteria are presented in the Sustainable Procurement guidelines

- **Core** sustainability criteria address the most significant environmental and social impacts, and are designed to be used with minimum additional verification effort or cost increases.
- **Comprehensive** sustainability criteria are intended for use by procurers who seek to purchase the best environmental and socially-responsible products available on the market, and may require additional administrative effort or imply a certain cost increase as compared to other products fulfilling the same function.

The criteria are divided into the typical steps in a procurement action: tender subject matter, technical specifications, supplier qualification requirements, evaluation criteria, and contract clauses. For each criterion guidance is also provided on verifying compliance.

The criteria are also presented in the Annex in checklist form for use by requisitioners. An example weighting matrix is also provided in the Annex.

Regional applicability

It should be possible to use these criteria in all world regions. However it is advisable that the Core criteria are used to begin with. The Comprehensive criteria are more ambitious. In Europe, North America and Japan there will be sufficient supply on the market to ensure a competitive response. Elsewhere it is advisable to carry out some initial market research to assess price and availability.

Acknowledgements

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Note: There are four tables of criteria provided:

- **Table 1:** Subject matter, specifications and evaluation criteria for **paper and paper consumables**
- **Table 2:** Subject matter, specifications and evaluation criteria for **toner and printer cartridges**
- **Table 3:** Subject matter, specifications and evaluation criteria for **writing implements (e.g. pens and markers)**
- **Table 4:** Sourcing suppliers criteria and contract clauses relevant for **ALL THESE PRODUCT GROUPS**

Table 1: Sustainability guidelines for office stationery – Paper and paper consumables

Sustainability criteria	Verification	Copying and graphic paper		Paper consumables	
		Core Criteria	Comprehensive criteria	Core criteria	Comprehensive criteria
A – Procurement planning: subject matter					
A1 – Purchase of office stationery in a sustainable manner		●	●		
B – Requirement definition: specifications¹					
B1 – Copying and graphic paper for normal office use & Paper consumables (e.g. envelopes, writing pads)					
B1.1a Recycled paper Paper must be made from 100% recovered paper fibres. Recovered paper fibres include both post-consumer recycled fibres and pre-consumer recycled fibres from paper mills, also known as broke. Post-consumer recycled fibres may come from consumers, offices, printing houses, bookbinders or similar.	All products carrying the Blaue Engel (German ecolabel) or any other Type-I ecolabel (according to ISO 14024) that demonstrates compliance with this criterion will be deemed to comply. Other Type-I ecolabels which do not require 100% recovered paper fibres, such as the European Ecolabel, the Nordic Swan, Green Seal, and Ecologo, can also serve as means of proof if it specified that the paper is made from 100% recovered paper fibres.	●		● (only 75% recover red fibres)	● (only 75% recover red fibres)

¹ See *Implementation Notes* for further recommendations

Sustainability criteria	Verification	Copying and graphic paper		Paper consumables	
		Core Criteria	Comprehensive criteria	Core criteria	Comprehensive criteria
<p>Recycled paper Paper must be made from 100% recovered paper fibres. Recovered paper fibres include both post-consumer recycled fibres and pre-consumer recycled fibres from paper mills, also known as broke. Paper must be made from a minimum of 50% post-consumer recycled fibres. Post-consumer recycled fibres may come from consumers, offices, printing houses, bookbinders or similar. Fibres from paper mill broke shall not be considered recycled fibres. A higher percentage of post-consumer recycled fibres will also be accepted.</p> <p>Legally logged virgin fibres All virgin wood fibres for pulp production shall come from legally logged timber. The wood shall not come from protected areas or areas in the official process of designation for protection, old growth forests and high conservation value forests defined in national stakeholder processes unless the purchases are clearly in line with the national conservation regulations. The use of species covered by CITES is strictly prohibited.</p>	<p>Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer.</p> <p>All products the Blaue Engel (German ecolabel), or any other Type-I ecolabel (according to ISO 14024) that demonstrates compliance with this criterion will be deemed to comply.</p> <p>Other Type-I ecolabels, such as the Green Seal, European Ecolabel, the Nordic Swan, Eco Mark Japan and Ecologo, can also serve as means of proof if the percentage of recovered fibres and post-consumer recycled fibres is specified and the percentage is at least 50%.</p> <p>Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer.</p> <p>Certificates of chain of custody for the wood certified as FSC, PEFC or any other sustainable forest management standard where the percentage of certified wood is indicated, will be accepted as proof of compliance for that percentage. In Europe, if wood stems from a country that has signed a Voluntary Partnership Agreement (VPA) with the EU, the FLEGT licence will serve as proof of legality. For the non-certified wood bidders shall indicate the types (species), quantities and origins of the wood used in production, together with a declaration of their legality. As such the wood shall be able to be traced throughout the whole production chain from</p>		●		●

Sustainability criteria	Verification	Copying and graphic paper		Paper consumables	
		Core Criteria	Comprehensive criteria	Core criteria	Comprehensive criteria
<p>B1.3 Sustainably logged virgin fibres All virgin wood fibres for pulp production shall come from forests that are managed so as to implement the principles and measures aimed at ensuring sustainable forest management.</p> <p>In Europe, these principles and measures shall at least correspond to those of the Pan-European Operational Level Guidelines for Sustainable Forest Management, as endorsed by the Lisbon Ministerial Conference on the Protection of Forests in Europe (2 to 4 June 1998). Outside Europe they shall at least correspond to the UNCED Forest Principles (Rio de Janeiro, June 1992) and, where applicable, to the criteria or guidelines for sustainable forest management as adopted under the respective international and regional initiatives (ITTO, Montreal Process, Tarapoto Process, UNEP/FAO Dry-Zone Africa Initiative).</p> <p>B1.2a Elementary Chlorine Free (ECF) The paper must be at least Elementary Chlorine Free (ECF). Totally chlorine free (TCF) will also be accepted.</p>	<p>the forest to the product.</p> <p>If wood stems from countries in war², countries with a high level of corruption³ or countries with a high risk of illegal logging⁴, then third party verification of its legality will be required.</p> <p>All products carrying the FSC label, European ecolabel, Nordic Swan, or any other Type-I ecolabel (according to ISO 14024) which demonstrates compliance with this criterion will be deemed to comply.</p> <p>Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body will also be accepted.</p> <p>All products carrying the European Ecolabel, Blaue Engel (German ecolabel), Nordic Swan, Eco Mark Japan, Green Seal, Ecologo, or any other Type-I ecolabel (according to ISO 14024) which demonstrates compliance with this criterion, will be deemed to</p>				●
		●		●	

² Identified using reports of reliable sources such as http://www.globalwitness.org/media_library_get.php/150/0203_The%20Logs%20of%20War_by%20GW_Fafo.pdf

³ Identified on the basis of the Corruption Perception Index, based on reliable sources such as http://www.transparency.org/content/download/10825/92857/version/1/file/CPI_2006_presskit_eng.pdf

⁴ Identified through reliable sources, such as http://assets.panda.org/downloads/keep_it_legal_final_no_fsc.pdf

Sustainability criteria	Verification	Copying and graphic paper		Paper consumables	
		Core Criteria	Comprehensive criteria	Core criteria	Comprehensive criteria
<p>B1.2b Totally Chlorine Free (TCF) The paper must be Totally Chlorine Free (TCF).</p>	<p>comply.</p> <p>Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer.</p> <p>All products carrying the Blaue Engel (German ecolabel), European Ecolabel, Nordic Swan, Eco Mark Japan, Green Seal, or any other Type-I ecolabel (according to ISO 14024) which demonstrates compliance with this criterion will be deemed to comply.</p> <p>Other Type-I ecolabels, such as Ecologo, can also serve as means of proof if it specified that the paper is totally chlorine free (TCF) or chlorine gas is not used for bleaching the pulp.</p>		●		●
<p>B1.3 Whiteness⁵ The whiteness level must be <90 according to ISO 2470:1999 or equivalent.</p>	<p>Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer</p>	●	●	●	●
<p>B1.4 Technical quality Paper must be fit for use with standard office machinery (e.g. printers, photocopiers) in accordance with relevant national or regional standards such as to DIN 190309, AFNOR Q11-013 or equivalent.</p>	<p>Products certified according to DIN 190309, AFNOR Q11-013 or equivalent will be deemed to comply with the criterion.</p> <p>Otherwise a sample of the product must be provided to the purchasing authority to conduct quality tests.</p>	●	●		
<p>B1.5 Durability The durability of the paper must be >100 years, according to ISO 9706, DIN 6738 or equivalent.</p>	<p>Products certified according to ISO 9706, DIN 6738 or equivalent will be deemed to comply with the criterion.</p> <p>Otherwise appropriate test data must be submitted demonstrating</p>	●	●		

⁵ See *Implementation Notes* for further recommendations

Sustainability criteria	Verification	Copying and graphic paper		Paper consumables	
		Core Criteria	Comprehensive criteria	Core criteria	Comprehensive criteria
	that the criterion is met.				
<p>B1.6 Paper production</p> <p>The ecological criteria of any Type I ecolabel (according to ISO 14024) directly related to paper production (and not the management practices of the factory) must be met.</p>	<p>All products carrying a type I ecolabel (according to ISO 14024) will be deemed to comply.</p> <p>Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer.</p>		●		●
<p>C1 – Evaluation: award / evaluation criteria</p> <p>C1.1 – Paper production</p>					
<p><u>Additional points will be awarded for:</u></p> <p>Products which meet the ecological criteria of any Type I ecolabel (according to ISO 14024) directly related to paper production (and not the management practices of the factory).</p>	<p>All products carrying a type I ecolabel (according to ISO 14024) will be deemed to comply</p> <p>Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer.</p>	●		●	
<p>C – Evaluation: award / evaluation criteria</p> <p>C1.2 – Packaging</p>					
<p><u>Additional points will be awarded for products where:</u></p> <p>The packaging for the paper/paper consumables shall not contain PVC.</p> <p>The packaging materials shall be able to be separated into mono-material parts. At least 80 percent of the packaging by weight shall consist of materials that are readily recyclable (with locally available recycling systems) or can be composted.</p> <p>The cardboard packaging shall consist of 80% recycled material.</p>	<p>Bidders must provide a list of the different packaging materials used for the product, their weight and a declaration by the packaging producer/s where the percentage of recycled content for cardboard in their packaging is specified.</p>	●	●		

Implementation notes

B – Requirement definition: specifications. Recycled paper: For some regions, such as Africa, Latin America or the Middle East, it may not be possible to purchase paper made from 100% recovered fibres due to higher cost and/or insufficient market supply. In these cases it is recommended that the paper purchased is from either recovered or sustainably harvested virgin fibres. The specifications for purchasing paper made of virgin paper fibres should be as follows:

All virgin wood fibres for pulp production shall come from forests that are managed so as to implement the principles and measures aimed at ensuring sustainable forest management.

In Europe, these principles and measures shall at least correspond to those of the Pan-European Operational Level Guidelines for Sustainable Forest Management, as endorsed by the Lisbon Ministerial Conference on the Protection of Forests in Europe (2 to 4 June 1998). Outside Europe they shall at least correspond to the UNCED Forest Principles (Rio de Janeiro, June 1992) and, where applicable, to the criteria or guidelines for sustainable forest management as adopted under the respective international and regional initiatives (ITTO, Montreal Process, Tarapoto Process, UNEP/FAO Dry-Zone Africa Initiative).

Verification: All products carrying the FSC label, European ecolabel, Nordic Swan, or any other Type-I ecolabel (according to ISO 14024) which demonstrates compliance with this criterion will be deemed to comply.

Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body will also be accepted.

B – Requirement definition: specifications. Whiteness level: The purchasing/contracting authority may choose to use a whiteness level of less than 90. A whiteness level of above 90 would require that the paper is treated with optical brightening agents. Levels as low as 60 are of a good enough quality for everyday office use, but this is a matter of taste.

B – Requirement definition: specifications. Specifications or evaluation/award criteria: Where the purchasing/contracting authority is unsure about the price and availability of ecolabelled products on the local market, the above Specifications can be used instead as Award/Evaluation criteria. Where a points based evaluation system is used, these criteria could, for example, be given a 15% weighting in the final evaluation. Alternatively, carrying out some initial market research may help to indicate whether products are available on the market.

C – Evaluation: award / evaluation. Paper production: It is recommended that this criterion be used in regions where a Type-I ecolabel exists which includes criteria on the paper production process (not on the management practices at the factory). It is likely that this criterion can only be used in Europe, North America and Japan. The criterion is also recommended to use as a Comprehensive technical specification in the same regions mentioned.

Table 2 - Sustainability guidelines for office stationery – Toner & printer cartridges

Sustainability criteria	Verification	Core Criteria	Comprehensive criteria
<p>Setting up a service In order to reduce the amount of waste and help protect resources: - It is recommended that a service with the toner/printer cartridge supplier is purchased whereby a minimum amount of cartridges are purchased at the start and once their toner/ink has run out these are taken-back by the supplier, materials are reused and the cartridge is reprocessed for future uses by the contractor/purchaser.</p>			
<p>A – Procurement planning: subject matter</p>			
<p>A2 – Purchase of toner (or printer) cartridges in a sustainable manner</p>		●	●
<p>B – Requirement definition: specifications⁶</p>			
<p>B2.1 – Heavy metals and azo-colorants in toner (ink) Toners shall not contain any of the following: 1) Heavy metals: lead, mercury, cadmium, chromium or nickel; or 2) Azo colorants (dyes or pigments) that can release carcinogenic aromatic amines, according to [insert relevant national or international legislation].</p>	<p>All products carrying the Blaue Engel (German ecolabel), Nordic Swan, Eco Mark Japan or any other Type-I ecolabel (according to ISO 14024) which demonstrates compliance with this criterion will be deemed to comply. A technical dossier from the manufacturer or a test report from a recognised body showing compliance may be provided. Any other appropriate means of proof will also be accepted. Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer.</p>	●	●

⁶ See *Implementation Notes* for further recommendations

Sustainability criteria	Verification	Core Criteria	Comprehensive criteria
<p>Harmful or hazardous substances in toner (ink) Toners shall not contain harmful or hazardous substances or chemicals that are classified as toxic, carcinogenic, harmful to reproduction or harmful to the environment according to national or international classification standards.</p> <p>Re-used cartridges Bidders shall ensure that used cartridges or toner powder containers shall be collected, cleaned, checked/repared and refilled with new toner powder. A minimum of 75% by weight of the remanufactured toner cartridge (excluding toner/ink) shall consist of recycled parts.</p> <p>Quality and guarantee In order to guarantee the suitability of the reprocessed) toner cartridge for office machines (e.g. printers, photocopiers), a sample of the product must be provided to the purchasing authority to conduct quality tests.</p>	<p>A list of all ingredients constituting greater than 0.1% of the product for each of the cleaning products supplied along with a declaration prepared by the manufacturer showing compliance with this criterion shall be provided. Alternatively a technical dossier from the manufacturer or a test report from a recognised body showing compliance may be provided. Any other appropriate means of proof will also be accepted.</p> <p>All products carrying the Blaue Engel (German ecolabel), Nordic Swan or any other Type-I ecolabel (according to ISO 14024) which demonstrates compliance with this criterion will be deemed to comply.</p> <p>Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer.</p> <p>Bidders shall demonstrate compliance with the criterion in writing.</p>		<ul style="list-style-type: none"> ● ● ●
<p>B2.5 – Take-back scheme Bidders shall ensure that empty and used printing cartridges are taken back for the purpose of reusing and recycling the toner cartridge. Within the scope of such a scheme empty and used printing modules (including their components) supplied by the applicant must be taken back for the purpose of reprocessing and recycling. Information on the terms of the take-back scheme as well as the return station shall be included on the product packaging. Information/instructions on appropriate handling of the toner cartridges, e.g. for opening and closing, shall also be provided on the product itself.</p>	<p>Bidders must provide appropriate documentation of the existence of a toner/printer cartridge take-back scheme is stated.</p> <p>Bidders must demonstrate the existence of appropriate information/instructions on handling cartridges.</p>		<ul style="list-style-type: none"> ●
<p>C – Evaluation: award / evaluation criteria C2.1 – Packaging</p>			

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Sustainability criteria	Verification	Core Criteria	Comprehensive criteria
<p><u>Additional points will be awarded for products where:</u></p> <p>The packaging for the paper/paper consumables shall not contain PVC.</p> <p>The packaging materials shall be able to be separated into mono-material parts. At least 80 percent of the packaging by weight shall consist of materials that are readily recyclable (with locally available recycling systems) or can be composted.</p> <p>The cardboard packaging shall consist of 80% recycled material.</p>	<p>Bidders must provide a list of the different packaging materials used for the product, their weight and a declaration by the packaging producer/s where the percentage of recycled content for cardboard in their packaging is specified.</p>	<p>●</p>	<p>●</p>

Table 3 – Sustainability guidelines for office stationery – Writing implements (e.g. pens and markers)

Sustainability criteria	Verification	Core Criteria	Comprehensive criteria
A – Procurement planning: subject matter			
A3 – Purchase of writing implements/pens/markers in a sustainable manner			●
B – Requirement definition: specifications⁷			
B3.1 Refillable Pens and markers must be refillable and the bidder must supply refills. It must be clearly stated on the information label on the product and the packaging that the manufacturer offers refills.	Bidders must provide appropriate documentation that the pens/markers are refillable and a guarantee of the availability of refills.	●	
B3.2 – Recycled Pens and markers shall be made with 100% recycled content which includes at least 50% post-consumer recycled fibres (recycled content). Pencils shall be made with 100% post-consumer waste (recycled content).	All products carrying the Nordic Swan or any other Type-I ecolabel (according to ISO 14024) which demonstrates compliance with this criterion will be deemed to comply. Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacture		●
B3.3 – Inks Inks for pens and/or markers shall not contain the following: <ul style="list-style-type: none"> - Heavy metals; or - Harmful or hazardous substances or chemicals that are toxic, carcinogenic, harmful to reproduction or harmful to the environment according to national or international classification standards. 	All products carrying the Nordic Swan, the Thai Green Label (TGL-29-00) or any other Type-I ecolabel (according to ISO 14024) which demonstrates compliance with this criterion will be deemed to comply. Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacture		●
C – Evaluation: award / evaluation criteria			

⁷ See *Implementation Notes* for further recommendations

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<p>C3.1 – Recycled content <u>Additional points will be awarded for:</u> The percentage of recycled content by weight of pens and markers. The percentage of post-consumer waste content by weight of pencils</p>	<p>Bidders shall indicate the percentage by weight. All products carrying the Nordic Swan or any other Type-I ecolabel (according to ISO 14024) which demonstrates compliance with this criterion will be deemed to demonstrate that recycled content of pens and markers, and post-consumer waste content of pencils is 100%. Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacture</p>	<p>●</p>	
<p>C3.2 – Inks <u>Additional points will be awarded for products where the inks for pens and/or makers do not contain:</u> - Heavy metals; or - Harmful or hazardous substances or chemicals that are toxic, carcinogenic, harmful to reproduction or harmful to the environment according to national or international classification standards</p>	<p>All products carrying the Nordic Swan, the Thai Green Label (TGL-29-00) or any other Type-I ecolabel (according to ISO 14024) which demonstrates compliance with this criterion will be deemed to comply. Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacture</p>	<p>●</p>	
<p>C3.3 – Packaging <u>Additional points will be awarded for products where:</u> The packaging for the paper/paper consumables shall not contain PVC. The packaging materials shall be able to be separated into mono-material parts. At least 80 percent of the packaging by weight shall consist of materials that are readily recyclable (with locally available recycling systems) or can be composted. The cardboard packaging shall consist of 80% recycled material.</p>	<p>Bidders must provide a list of the different packaging materials used for the product, their weight and a declaration by the packaging producer/s where the percentage of recycled content for cardboard in their packaging is specified.</p>	<p>●</p>	<p>●</p>

Table 4 - Sustainability guidelines for office stationery – Sourcing criteria and criteria for contract clauses⁸

Sustainability criteria	Verification	Core Criteria	Comprehensive criteria
D - Sourcing suppliers D1 – Exclusion criteria⁹			
Bidders shall be excluded from taking part in a contract if they: <ul style="list-style-type: none"> - Have been found guilty of grave professional misconduct, including non-compliance with environmental legislation, proven by any means which the contracting authorities can demonstrate; or - Have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he/she is established or with those of the country of the contracting authority. 	Bidders must provide a declaration that they meet this criterion. Upon request, they may be asked to provide documentary proof to support this declaration.	●	●
D - Sourcing suppliers D2 – Social criteria: Production of the product according to international labour standards			
<u>D2a Production of the product according to international labour standards, self-declaration</u> The bidder shall provide proof that the producers and manufacturers of the furniture pieces comply with the international working standards (ILO Core Conventions) throughout the whole supply chain listed below. The supply chain includes producers and manufacturers of all furniture pieces that are the subject of this contract. Furthermore it includes contracted labour (contract manufacturers) that may design, market, manufacture and/or provide goods and services that are used to manufacture and supply the final product. <ul style="list-style-type: none"> • Freedom of Association and Protection of the Right to Organise (No. 87) 	The bidder is required to submit appropriate proof that these requirements have been met, such as a written <u>self-commitment/declaration</u> (such as a current industry code of conduct declaration)	●	

⁸ The criteria for “sourcing” and “contract clauses” are to be included for procurement of all office stationery covered by this Product Sheet: copying and graphic paper, paper consumables, toner/printer cartridges and writing implements. Criteria E3 and E4 are relevant only for toner/printer cartridges.

⁹ See *Implementation Notes* for more information on how to use this criteria

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<ul style="list-style-type: none"> • Right to Organise and Collective Bargaining (No. 98) • Forced Labour (No. 29) • Abolition of Forced Labour (No. 105) • Discrimination (Employment and Occupation) (No. 111) • Equal Remuneration (No. 100) • Minimum Age (No. 138) • Worst Forms of Child Labour (No. 182) 			
<p><u>D2.b Production of the product according to international labour standards, independent third party certified</u></p> <p>The bidder shall provide proof from an independent third party certification body that the manufacturer of the product complies with the international working standards (ILO Core Conventions) throughout the whole supply chain listed below. The supply chain includes producers and manufacturers of all furniture pieces that are the subject of this contract. Furthermore it includes contracted labour (contract manufacturers) that may design, market, manufacture and/or provide goods and services that are used to manufacture and supply the final product.</p> <ul style="list-style-type: none"> • Freedom of Association and Protection of the Right to Organise (No. 87) • Right to Organise and Collective Bargaining (No. 98) • Forced Labour (No. 29) • Abolition of Forced Labour (No. 105) • Discrimination (Employment and Occupation) (No. 111) • Equal Remuneration (No. 100) • Minimum Age (No. 138) • Worst Forms of Child Labour (No. 182) 	<p>The bidder is required to submit independent third party verification that the requirements are met.</p>		<ul style="list-style-type: none"> •
<p>D - Sourcing suppliers</p> <p>D3 – Written corporate environmental policy</p>			
<p>The bidder and the manufacturer of the final product(s) are required to demonstrate the existence and public availability of a written corporate environmental policy, consistent with ISO 14001 (International Organisation for Standardisation), or equivalent.</p>	<p>Proof of compliance is the written corporate environmental policy, consistent with ISO 14001 (International Organisation for Standardisation), or equivalent.</p>	<ul style="list-style-type: none"> • 	
<p>D - Sourcing suppliers</p> <p>D4 – Operational, third-party certified, environmental management system</p>			
<p>The bidder shall provide certificates from the manufacturer(s) that they and all companies throughout the whole product supply chain engaged in the design or manufacture of the product have an operational, third-party certified, environmental management system that meets one of three recognised systems: ISO 14001, European EMAS, U.S. EPA Performance Track or</p>	<p>The bidder is required to provide certificates for all the companies in the supply chain of the third-party certified environmental management system, such as ISO 14001, European EMAS, U.S. EPA Performance Track or equivalent.</p>		<ul style="list-style-type: none"> •

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equivalent			
E - Contract review and award: contract clauses			
E1 - Fundamental labour standards (For systems contracts only)			
<p><i>Please note: only one of the following criteria sets needs to be used.</i></p> <p><u>E1.a Production of the product according to international labour standards, self-declaration</u></p> <p>The contractor shall ensure that the producers and manufacturers of the stationery items comply with the international working standards (ILO Core Conventions) listed below throughout the whole supply chain during the term of the contract. The supply chain includes producers and manufacturers of all stationery items that are the subject of this contract. Furthermore it includes contracted labour (contract manufacturers) that may design, market, manufacture and/or provide goods and services that are used to manufacture and supply the final product. (International Labour Organisation Core Conventions) namely,</p> <ul style="list-style-type: none"> ▪ Freedom of Association and Protection of the Right to Organise (No. 87) ▪ Right to Organise and Collective Bargaining (No. 98) ▪ Forced Labour (No. 29) ▪ Abolition of Forced Labour (No. 105) ▪ Discrimination (Employment and Occupation) (No. 111) ▪ Equal Remuneration (No. 100) ▪ Minimum Age (No. 138) ▪ Worst Forms of Child Labour (No. 182) 	<p>1.a Upon demand the contractor is required to submit appropriate proof that these requirements have been met. A <u>self-commitment/declaration</u> that the requirements are met together with documentary support of the implementation and monitoring of measures will deem to comply.</p>	●	
<p><u>D1.b Production of the product according to international labour standards, independent third party certified</u></p> <p>The contractor shall ensure that the producers and manufacturers of the stationery items comply with the international working standards (ILO Core Conventions) listed below throughout the whole supply chain during the term of the contract. The supply chain includes producers and manufacturers of all stationery items that are the subject of this contract. Furthermore it includes contracted labour (contract manufacturers) that may design, market, manufacture and/or provide goods and services that are used to manufacture and supply the final product.</p> <ul style="list-style-type: none"> ▪ Freedom of Association and Protection of the Right to Organise (No. 87) ▪ Right to Organise and Collective Bargaining (No. 98) ▪ Forced Labour (No. 29) ▪ Abolition of Forced Labour (No. 105) 	<p>1.b Upon demand the bidder is required to submit independent third party verification that the requirements are met.</p>		●

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<ul style="list-style-type: none"> ▪ Discrimination (Employment and Occupation) (No. 111) ▪ Equal Remuneration (No. 100) ▪ Minimum Age (No. 138) ▪ Worst Forms of Child Labour (No. 182) 			
<p>E - Contract review and award: contract clauses E2 - Transport (for systems contracts only)</p>			
<p>Where a Systems (or framework) Contract is in place the contractor shall provide information in terms of figures regarding the amount of CO₂ emissions from the transportation of products supplied for the contract.</p> <p>By the end of the contract, the contractor shall demonstrate the efforts made of trying to reduce the emissions of CO₂ through transportation of products.</p>	<p>A report shall be provided by the contractor calculating the CO₂ emissions from transportation of products for the contract.</p>	●	●
<p>E - Contract review and award: contract clauses E3 – Take-back scheme (for toner and printer cartridges only)</p>			
<p>Empty and used printing cartridges shall be taken back by the contractor for the purpose of reusing/reprocessing and recycling.</p> <p>Information on the terms of the take-back scheme as well as the return station shall be included on the product packaging. Information/instructions on appropriate handling of the toner cartridges, e.g. for opening and closing, shall also be provided on the product itself.</p>	<p>The contractor must provide appropriate documentation where the take-back scheme is stated.</p> <p>The contractor must demonstrate the existence of appropriate information/instructions on handling cartridges.</p>		●
<p>E - Contract review and award: contract clauses E4 – Disposal (for toner and printer cartridges only)</p>			
<p>The contractor shall ensure that remaining toner in used cartridges is recycled or disposed of in a manner that complies with all environmental and human health and safety laws.</p>	<p>The bidder is required to submit appropriate proof that this requirement will be met, such as through a written self-commitment/declaration.</p>	●	●

Implementation notes

D – Sourcing Suppliers: Exclusion criteria. Where appropriate, the contracting authorities should ask bidders to supply relevant documents and, where they have doubts concerning the personal situation of a bidder, they may seek the co-operation of the competent authorities in the particular country.

The exclusion of such economic operators should take place as soon as the contracting authority has knowledge of a judgement concerning such offences. If national law contains provisions to this effect, non-compliance with environmental legislation or legislation on unlawful agreements in public contracts which has been the subject of a final judgement or a decision having equivalent effect may be considered an offence concerning the professional conduct of the economic operator concerned or grave misconduct.

6 Further aspects

This section introduces ideas for improving the overall sustainability performance of office stationery.

- Purchasing green office equipment, for instance, MFDs, printers that allow for double-sided printing to reduce paper consumption (training for staff also).
- Adopting new approaches which reduce the amount of paper consumed, e.g. sending e-Christmas cards, reducing the amount of paper filing, reusing notebooks (for internal working purposes),
- Transferring the approach to purchasing office stationery to other activities such as in the organisation of events
- Publications: Work with graphic designers so that designs take into account the use of recycled paper for publications purposes
- Reuse single-sided printed paper: This type of paper is good for internal reuse, for instance, in the form of notepads. This practice is already in place in some public administrations, such as the City of Barcelona (Spain), visit: <http://www.bcn.cat/agenda21/ajuntamentsostenible/english/documents/paper.pdf>

7 Information sources

7.1 Ecolabels and other criteria sources

7.2 Legislation

7.3 Studies and other information

7.4 Internet sources

8 Annex

This Annex provides additional information to assist procurers in addressing sustainability aspects for the selection of products.

It includes:

- An example weighting matrix for the evaluation of competing bids, and the final awarding of the contract taking into account sustainability criteria
- A checklist for pre-assessment of office stationery.

Example weighting matrix

In the evaluation of bids complying with the technical specifications, the sustainability criteria outlined above should be given a weighting of at least 20%.

[This text should be included as an annex in tender documents. Please note that only the core evaluation criteria are included as an example below. If these criteria have already been included in the specifications, the evaluation criteria may also be selected from the comprehensive criteria.]¹⁰

Sustainability of the offered products and services (bonus points/ weighting of criteria)		
Sustainability evaluation criteria for office stationery	Bonus points (max. 30)	Product Scoring
1. Paper production Products which meet the ecological criteria of any Type-I ecolabel (according to ISO 14024) directly related to paper production (and not the management practices of the factory).	Fulfilment of criterion = 10 points Non-fulfilment of criterion = 0 points	
2. Packaging The packaging for the paper/paper consumables shall not contain PVC. The packaging materials shall be able to be separated into mono-material parts. At least 80% of the packaging by weight shall consist of materials that are readily recyclable (with locally available recycling systems) or can be composted. The cardboard packaging shall consist of 80% recycled material.	Fulfilment of criterion = 5 points Non-fulfilment of criterion = 0 points	

¹⁰ The following evaluation criteria should be considered alongside other evaluation criteria such as price and quality.

<p>3. Recycled content by weight (for pens and markers) The percentage of recycled content by weight of pens and markers.</p>	<p>Maximum 5 points Over 80%: 5 points 60-80%: 4 points 40-59%: 3 points 20-39%: 2 points 1-19%: 1 points 0% recycled content: no points</p>	
<p>4. Post-consumer waste content by weight (for pencils) The percentage by weight of post consumer waste content in pencils</p>	<p>Maximum 5 points Over 80%: 5 points 60-80%: 4 points 40-59%: 3 points 20-39%: 2 points 1-19%: 1 points 0% post consumer waste content: no points</p>	
<p>5. Inks (for pens and markers) The inks for pens and/or makers do not contain: - Heavy metals; or - Harmful or hazardous substances or chemicals that are toxic, carcinogenic, harmful to reproduction or harmful to the environment according to national or international classification standards</p>	<p>Fulfilment of criterion = 5 points Non-fulfilment of criterion = 0 points</p>	
<p>SUM</p>		

Checklist for selection of sustainable products

The following checklist is designed to help UN requisitioners in the preparation of product or service criteria and UN procurers when selecting potential contractors and products. It is recommended to first read the Product Sheet and the Background Report “Sustainable procurement guidelines for office stationery” as these documents explain each criterion more comprehensively.

Checklist for selection of products that meet sustainability standards	
Sustainability criteria	Product scoring
B – Requirement definition : Specifications	
B – Requirement definition : Specifications	
C - Evaluation Criteria	
D - Sourcing Suppliers: selecting environmentally and socially responsible suppliers and manufacturers	
E - Contract Review and Award - Contract Clauses	