

Sustainable Public Procurement-fiche: advanced

1) *Subject matter*

Binders (ring binders, hanging folders, folders) 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)*

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4) *Technical specifications*

a) *Materials for the the cover*

- Following materials are allowed as cover
 - cardboard and paper
 - polyolefin, PET en Polystyrene
- For ring binders with a cover of more than 50% made of plastic, 10% of the plastic has to come from postconsumer recycled materials.

b) *Materials for the other parts*

- The materials are made from 90% postconsumer materials (except closing mechanic)
- The paper or cardboard in the maps contains at least 65% recycled fibre from waste paper grades low, medium, kraft or special (cat 1, 2, 4 or 5 except for the individual grades 4.01 and 4.07 conform the European List of Standard Grades of Recovered Paper and Board (EN643)). (see annex 2)
- No glyoxal was added to the paper and cardboard



c) **Chemicals in paper, cardboard and plastic**

- Waste paper treatment shall be done without the use of optical brighteners, ethylenediaminetetraacetic acids (EDTAs), diethylenetriaminepentaacetic acids (DTPAs) and Alkylphenol ethoxylates (APEOs) and chlorine or with the strict control of AOX levels after depuration (AOX \leq 0,05 g/kg and COD \leq 1,625 g/kg (closed bleaching process).
- No colorants, surface-finishing agents, auxiliaries and coating materials may be used, which, according to Directive 99/45/EG or Directive 67/548/EEC, require labelling with any of the following Risk Phrases:
R40, R45, R46, R49, R61, R63 (see annex 1).
- Used colorants, pigments and dyes don't contain hexavalent chrom or lead.

Evidence:

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



Milieukeur



Blauer Engel

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:

	Criterion	Weight
1	Price <i>Calculation (e.g.):</i> Lowest offered price/ stated price x 0,70	e.g.. 70%
2	Environmental criteria (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.....



Environmental criteria

a) Materials

- The percentage of postconsumer materials in the used paper and cardboard is higher than 90%.

b) Chemical substances

- No colorants, surface-finishing agents, auxiliaries and coating materials are used, which, according to Directive 99/45/EG or Directive 67/548/EEC, require labelling with any of the following Risk Phrases:
R43, R60, R62, R68, R50, R51, R52, R53 (see annex 1)
 - Used colorants pigments and dyes don't contain mercury, cadmium, arsenic, zinc compounds or more than 100mg/kg copper.
 - Azo dyes or pigments which may release one of the amines listed in Directive 2002/61/EEC must not be used as colorants.
- The content of detectable formaldehyde in the final product must not exceed 0.5mg/dm². The determination shall be made in accordance with EN 1541:2001
- The content of pentachlorophenol in the final product must not exceed 0.15 mg/kg. The determination shall be made in accordance with EN ISO 15320:2004.
- Only those substances may be used as biocides in the manufacture of products which are listed as so-called existing substances in Annex II to Commission Regulation (EC) No. 2032/200310.
- The glue in the cover (exclusively possible label) may not contain more than 1% volatile organic compounds.
- The printing ink of the cover (exclusively possible label) may not contain more than 1% volatile organic compounds.

6) Performance clauses:

- No consumer packaging is allowed

References

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



Annex 1 R-PHRASES:

(R-phrases are mentioned on product labels and in product safety datasheets. It can be a useful tool for verification-procedures.)

<u>R1:</u>	Explosive when dry.
<u>R2:</u>	Risk of explosion by shock, friction, fire or other sources of ignition.
<u>R3:</u>	Extreme risk of explosion by shock, friction, fire or other sources of ignition.
<u>R4:</u>	Forms very sensitive explosive metallic compounds.
<u>R5:</u>	Heating may cause an explosion.
<u>R6:</u>	Explosive with or without contact with air.
<u>R7:</u>	May cause fire.
<u>R8:</u>	Contact with combustible material may cause fire.
<u>R9:</u>	Explosive when mixed with combustible material.
<u>R10:</u>	Flammable
<u>R11:</u>	Highly flammable
<u>R12:</u>	Extremely flammable
<u>R13 (obsolet):</u>	<i>Extremely flammable liquid gas (This R-phrase is no longer designated by the version of the GefStoffV published on 26.10.93.)</i>
<u>R14:</u>	Reacts violently with water.
<u>R15:</u>	Contact with water liberates extremely flammable gases.
<i>Merck R15.1</i>	<i>Contact with acid liberates extremely flammable gases.</i>
<u>R16:</u>	Explosive when mixed with oxidizing substances.
<u>R17:</u>	Spontaneously flammable in air.
<u>R18:</u>	In use, may form flammable/explosive vapour-air mixture.
<u>R19:</u>	May form explosive peroxides.
<u>R20:</u>	Harmful by inhalation.
<u>R21:</u>	Harmful in contact with skin.
<u>R22:</u>	Harmful if swallowed.
<u>R23:</u>	Toxic by inhalation.
<i>Riedel-de Haen R23K:</i>	<i>Also toxic by inhalation.</i>
<u>R24:</u>	Toxic in contact with skin.
<i>Riedel-de Haen R24K:</i>	<i>Also toxic in contact with skin.</i>
<u>R25:</u>	Toxic if swallowed.
<i>Riedel-de Haen R25K:</i>	<i>Also toxic if swallowed.</i>
<u>R26:</u>	Very toxic by inhalation.
<i>Riedel-de Haen R26K:</i>	<i>Also very toxic by inhalation.</i>
<u>R27:</u>	Very toxic in contact with skin
<i>Riedel-de Haen R27A:</i>	<i>Very toxic in contact with eyes.</i>
<i>Riedel-de Haen R27K:</i>	<i>Also very toxic in contact with skin.</i>
<i>Riedel-de Haen R27AK:</i>	<i>Also very toxic in contact with eyes.</i>
<u>R28:</u>	Very toxic if swallowed.
<i>Riedel-de Haen R28K:</i>	<i>Also very toxic if swallowed.</i>



<u>R29:</u>	Contact with water liberates toxic gas.
<u>R30:</u>	Can become highly flammable in use.
<u>R31:</u>	Contact with acids liberates toxic gas.
<i>Merck R31.1</i>	<i>Contact with alkalies liberates toxic gas.</i>
<u>R32:</u>	Contact with acids liberates very toxic gas.
<u>R33:</u>	Danger of cumulative effects.
<u>R34:</u>	Causes burns.
<u>R35:</u>	Causes severe burns.
<u>R36:</u>	Irritating to eyes.
<i>Riedel-de Haen R36A:</i>	<i>Lacrimating</i>
<u>R37:</u>	Irritating to respiratory system.
<u>R38:</u>	Irritating to skin.
<u>R39:</u>	Danger of very serious irreversible effects.
<u>R40:</u>	Possible risk of cancer. <i>CAUTION: Until 2001 this R-phrased was used for possible mutagenic or teratogenic risks as well. These risks are now labelled with R68!</i>
<u>R41:</u>	Risk of serious damage to eyes.
<u>R42:</u>	May cause sensitization by inhalation.
<u>R43:</u>	May cause sensitization by skin contact.
<u>R44:</u>	Risk of explosion if heated under confinement.
<u>R45:</u>	May cause cancer.
<u>R46:</u>	May cause heritable genetic damage.
<i>R47(obsolet):</i>	<i>May cause deformities. (This R-phrased is no longer designated by the version of the GefStoffV published on 26.10.93.)</i>
<u>R48:</u>	Danger of serious damage to health by prolonged exposure.
<u>R49:</u>	May cause cancer by inhalation.
<u>R50:</u>	Very toxic to aquatic organisms.
<u>R51:</u>	Toxic to aquatic organisms.
<u>R52:</u>	Harmful to aquatic organisms.
<u>R53:</u>	May cause long-term adverse effects in the aquatic environment.
<u>R54:</u>	Toxic to flora.
<u>R55:</u>	Toxic to fauna.
<u>R56:</u>	Toxic to soil organisms.
<u>R57:</u>	Toxic to bees.
<u>R58:</u>	May cause long-term adverse effects in the environment.
<u>R59:</u>	Dangerous for the ozone layer.
<u>R60:</u>	May impair fertility.
<u>R61:</u>	May cause harm to the unborn child.
<u>R62:</u>	Possible risk of impaired fertility.
<u>R63:</u>	Possible risk of harm to the unborn child.
<u>R64:</u>	May cause harm to breastfed babies.
<u>R65:</u>	Harmful: may cause lung damage if swallowed.
<u>R66:</u>	Repeated exposure may cause skin dryness or cracking.
<u>R67:</u>	Vapours may cause drowsiness and dizziness.
<u>R68:</u>	Possible risks of irreversible effects.



COMBINATIONS OF R-PHRASES:

R14/15:	Reacts violently with water, liberating extremely flammable gases.
R15/29:	Contact with water liberates toxic, extremely flammable gas.
R20/21:	Harmful by inhalation and in contact with skin.
R21/22:	Harmful in contact with skin and if swallowed.
R20/22:	Harmful by inhalation and if swallowed.
R20/21/22:	Harmful by inhalation, in contact with skin and if swallowed.
R21/22:	Harmful in contact with skin and if swallowed.
R23/24:	Toxic by inhalation and in contact with skin.
R24/25:	Toxic in contact with skin and if swallowed.
R23/25:	Toxic by inhalation and if swallowed.
R23/24/25:	Toxic by inhalation, in contact with skin and if swallowed.
R24/25:	Toxic in contact with skin and if swallowed.
R26/27:	Very toxic by inhalation and in contact with skin.
R27/28:	Very toxic in contact with skin and if swallowed.
R26/28:	Very toxic by inhalation and if swallowed.
R26/27/28:	Very toxic by inhalation, in contact with skin and if swallowed.
R36/37:	Irritating to eyes and respiratory system.
R37/38:	Irritating to respiratory system and skin.
R36/38:	Irritating to eyes and skin.
R36/37/38:	Irritating to eyes, respiratory system and skin.
R39/23:	Toxic: danger of very serious irreversible effects through inhalation.
R39/24:	Toxic: danger of very serious irreversible effects in contact with skin.
R39/25:	Toxic: danger of very serious irreversible effects if swallowed.
R39/23/24:	Toxic: danger of very serious irreversible effects through inhalation and in contact with skin.
R39/23/25:	Toxic: danger of very serious irreversible effects through inhalation and if swallowed.
R39/24/25:	Toxic: danger of very serious irreversible effects in contact with skin and if swallowed.
R39/23/24/25:	Toxic: danger of very serious irreversible effects through inhalation, in contact with skin and if swallowed.
R39/26:	Very toxic: danger of very serious irreversible effects through inhalation.
R39/27:	Very toxic: danger of very serious irreversible effects in contact with skin.
R39/28:	Very toxic: danger of very serious irreversible effects if swallowed.
R39/26/27:	Very toxic: danger of very serious irreversible effects through inhalation and in contact with skin.
R39/26/28:	Very toxic: danger of very serious irreversible effects through inhalation and if swallowed.
R39/27/28:	Very toxic: danger of very serious irreversible effects in contact with skin and if swallowed.
R39/26/27/28:	Very toxic: danger of very serious irreversible effects through inhalation, in contact with skin and if swallowed.
R42/43:	May cause sensitization by inhalation and skin contact.
R48/20:	Harmful: danger of serious damage to health by prolonged exposure through inhalation.
R48/21:	Harmful: danger of serious damage to health by prolonged exposure in contact with skin.
R48/22:	Harmful: danger of serious damage to health by prolonged exposure if swallowed.
R48/20/21:	Harmful: danger of serious damage to health by prolonged exposure through inhalation and in contact with skin.
R48/20/22:	Harmful: danger of serious damage to health by prolonged exposure through inhalation and if swallowed.
R48/21/22:	Harmful: danger of serious damage to health by prolonged exposure in contact with skin and if swallowed.
R48/20/21/22:	Harmful: danger of serious damage to health by prolonged exposure through inhalation, in contact with skin and if swallowed.
R48/23:	Toxic: danger of serious damage to health by prolonged exposure through inhalation.
R48/24:	Toxic: danger of serious damage to health by prolonged exposure in contact with skin.
R48/25:	Toxic: danger of serious damage to health by prolonged exposure if swallowed.
R48/23/24:	Toxic: danger of serious damage to health by prolonged exposure through inhalation and in contact with skin.
R48/23/25:	Toxic: danger of serious damage to health by prolonged exposure through inhalation and if swallowed.
R48/24/25:	Toxic: danger of serious damage to health by prolonged exposure in contact with skin and if swallowed.



- R48/23/24/25: Toxic: danger of serious damage to health by prolonged exposure through inhalation, in contact with skin and if swallowed.
- R50/53: Very toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment.
- R51/53: Toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment.
- R52/53: Harmful to aquatic organisms, may cause long-term adverse effects in the aquatic environment.
- R68/20: Harmful: possible risk of irreversible effects through inhalation.
- R68/21: Harmful: possible risk of irreversible effects in contact with skin.
- R68/22: Harmful: possible risk of irreversible effects if swallowed.
- R68/20/21: Harmful: possible risk of irreversible effects through inhalation and in contact with skin.
- R68/20/22: Harmful: possible risk of irreversible effects through inhalation and if swallowed.
- R68/21/22: Harmful: possible risk of irreversible effects in contact with skin and if swallowed.
- R68/20/21/22: Harmful: possible risk of irreversible effects through inhalation, in contact with skin and if swallowed.



ANNEX 2: List of paper grades that may be used

Waste Paper Grades

Category 1 low grades

1.01 Unsorted mixed waste paper, free from undesired substances: Mixture of different paper and paperboard grades without limitation as to the percentage of short-fibred material.

1.02 Sorted mixed waste paper: Mixture of different paper and paperboard qualities containing 40% of newsprint and magazine paper at the most.

1.03 Greyboard: Printed and unprinted, white, lined and non-lined grey cardboard or mixed cardboard, free from corrugated board.

1.04 Warehouse wastes: Used paper and cardboard packing material containing at least 70% of corrugated board, remainder: millboard and wrapping paper.

1.05 Old corrugated-board packing material: Used packing material and sheets made of corrugated board of different qualities.

1.06 Unsold magazines: Unsold magazines, with or without adhesive backs.

1.06.01 Unsold magazines without adhesive backs.

1.07 Phone books: New and used phone books, without limitation as to the share of pages dyed throughout, with or without adhesive backs. Shavings admissible.

1.08 Newspapers and Magazines 1, mixed: Mixture of newspapers and magazines, containing at least 50% of newspapers, with or without adhesive backs.

1.09 Newspapers and Magazines 2, mixed: Mixture of newspapers and magazines, containing at least 60% of newspapers, with or without adhesive backs.

1.10 Newspapers and Magazines, mixed: Mixture of newspapers and magazines, containing at least 60% of magazines, with or without adhesive backs.

1.11 De-ink fibres: Sorted graphic paper from household-close collection, newspapers and magazines with a minimum share of 40% each. The percentage of non-deinkable paper should be reduced to 1.5% in the future. The respective percentage is to be agreed between seller and buyer.



Category 2 Medium Grades

2.1 Newspapers: Newspapers containing 5% of newspapers or supplements dyed throughout at the most.

2.02 Unsold newspapers: Unsold newspaper, free from subsequently added supplements or insertions dyed throughout.

2.02.01 Unsold newspapers, flexographic printing material inadmissible: Unsold newspapers, free from subsequently added supplements or insertions dyed throughout, strings admissible. Flexographic printing material inadmissible.

2.03 White shavings, slightly printed: White shavings, slightly printed, mainly from wood-containing paper.

2.03.01 White shavings, slightly printed, without adhesive backs: White shavings, slightly printed, mainly from wood-containing paper, without adhesive backs.

2.04 White shavings, densely printed: White shavings, densely printed, mainly from wood-containing paper.

2.04.01 White shavings, densely printed: White shavings, densely printed, mainly from wood-containing paper, without adhesive backs.

2.05 Sorted office waste paper: Sorted office waste paper.

2.06 Coloured deed paper: Correspondence on printing and writing paper, mixed papers dyed throughout, printed and unprinted printing or writing paper. Free from carbon paper and folders.

2.07 White books, wood-free: Books, incl. imperfect letterpress printings, without hard book covers, mainly from wood-free white paper, exclusively printed in black. The share of coated paper must not exceed 10%.

2.08 Coloured magazines, wood-free: Coated and uncoated magazines, white or dyed throughout, free from hard covers, adhesive backs, non-dispersible printing inks and adhesives, poster papers or labels. Shavings and insertions densely printed and dyed throughout are admissible. The share of wood-containing paper must not exceed 10%.

2.10 Bleached, PE-coated cardboard, wood-free: PE-coated cardboard, bleached, wood-free, from cardboard manufacturers and processing companies.

2.11 Other PE-coated cardboard: Unbleached cardboard or unbleached paper from cardboard manufacturers and processing companies admissible.

2.12 Continuous forms, wood-containing: Continuous forms, wood-containing, sorted according to colour, may include recycled fibres.



Category 4 Kraft-containing Grades

4.02 Used kraft corrugated board 1: Used packing materials of corrugated board, covers made of kraftliners exclusively. Flute made of pulp or semi-chemical pulp.

4.03 Used kraft corrugated board 2: Used packing materials of corrugated board, with covers made of kraftliners or testliners with at least one cover made of kraftliners.

4.04 Used kraft paper sacks: Clean used kraft paper sacks, wet-strength or no wet-strength paper.

4.04.01 Used kraft paper sacks with plastic-coated papers: Clean used kraft paper sacks, wet-strength or no wet-strength paper, plastic-coated papers are admissible.

4.05 Unused kraft paper sacks: Unused kraft paper sacks, wet-strength or no wet-strength paper.

4.05.01 Unused kraft paper sacks with plastic-coated papers: Unused kraft paper sacks, wet-strength or no wet-strength paper, plastic-coated papers are admissible.

4.06 Used kraft paper: Kraft paper and board, used, natural or light-coloured.

4.08 Unused kraft carrier board: Unused kraft carrier board, wet-strength papers admissible.

Category 5 Special Grades

5.01 Waste paper, mixed: Unsorted waste paper, separately collected.

5.02 Packing materials, mixed: Mixture of different sorts of used paper and board wrappings, free from newspapers and magazines.

5.03 Cardboard boxes for beverages: Used cardboard boxes for beverages, including plastic-coated cardboard boxes for beverages (with or without aluminium), with a fibre content of at least 50% weight percent, remainder aluminium or coatings.

5.04 Kraft packing paper: Used kraft packing paper with plastic inlays, plastic-sprayed or plastic-coated. Without bitumen or wax coatings.

5.05 Wet labels: Used, moist labels made of wet-strength paper, glass content is 1% at the most, moisture is content 50% at the most, without other unwanted substances.

5.06 White, wood-free wet-strength papers, unprinted: Unprinted, white, wood-free wet-strength papers.

5.07 White, wood-free wet-strength papers, printed: Printed, white, wood-free wet-strength papers.

