

# National Green Public Procurement Guidelines



## Copying and Graphic Paper

National target 100% (**Mandatory** for all Contracting Authorities and Cohesion policy projects.)

Date	Version No.	Change
Jun 2012	1.1	Insertion of explanatory note and revision of header
Oct 2011	1.0	First national guidelines for Copying and Graphic Paper

### Definition:

These product group criteria are applicable to unprinted paper for writing, printing and copying purposes (up to 170g/m<sup>2</sup>) sold in sheets or reels. Finished paper products such as writing pads, drawing books, calendars, manuals, etc. have not been included.

List of product items:		Pages:
1	Paper based on recovered fibres – Normal Paper	3
2	Paper based on recovered fibres – Professional Paper	4

or

3	Paper based on sustainable and/or legal virgin fibre	5
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### Applying GPP criteria

The National Action Plan for Green Public Procurement ([www.gpp.gov.mt](http://www.gpp.gov.mt)) requires **all contracting authorities** to consider and reflect the parameters (GPP criteria) stipulated below in the tenders for products falling under this product group. As a minimum requirement, these parameters must be included in technical specifications / terms of reference / bills of quantities (whichever is applicable, depending on whether the contract is for works, services or supplies) and in the corresponding selection criteria. These parameters may also feature as part of the subject matter of the contract, and, if the Most Economically Advantageous Tender (MEAT) procedure is used – in the award (evaluation) criteria

Contracting authorities must ensure that tenders do not request the supply of legal virgin fibre or recycled fibre in the same lot, but should only request either of the two in the same lot. If the contracting authority requires the supply of both legal virgin fibre and recycled fibre, these two types of fibre should be procured through separate lots. This would ensure that offers concerning recycled fibre would only be evaluated against other offers for recycled fibre. At no point should a tender give rise to a situation where both options are made to compete with each other.

Subject Matter	"Subject Matter" means the title of the tender - i.e. a short description of the product, works or service to be procured.
Technical Specifications	"Technical specifications", in the case of public works contracts means the totality of the technical prescriptions contained in the tender

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	<p>documents, defining the characteristics required of a work, material, product or supply, which describes in a manner that fulfils its intended use by the contracting authority.</p> <p>"Technical specifications", in the case of public supply or service contracts, means a specification in a document defining the required characteristics of a product or a service,</p> <p><i>'Technical Specifications must be requested in accordance with regulation 46 of LN 296/2010.</i></p>
<p>Award Criteria</p>	<p>"Award Criteria" (Variants) are criteria the contracting authority will consider when evaluating the quality of the different bids which meet the minimum requirements. These are only applicable using the Most Economically Advantageous Tender (MEAT) procedure for evaluation and their selection must be related to the subject matter of the contract. These criteria shall be included in the contract documents or, in the case of a competitive dialogue, in the descriptive document, indicating all the criteria which are to be applied in the award of the contract. Relative weighting must be indicated with a minimum total of 15% for the GPP criteria.</p> <p><i>Variants are regulated under regulation 47 of LN 296/2010.</i></p>
<p>Performance Contract Clauses</p>	<p>"Performance Contract Clauses" may lay down by contracting authorities, provided that these are compatible with Community law and are indicated in the contract notice or in the specifications. The conditions governing the performance of a contract may, in particular, concern social and environmental considerations.</p> <p><i>Contract Performance Clauses are regulated under regulation 31 of LN 296/2010.</i></p>
<p>Selection Criteria</p>	<p>"Selection Criteria" focus on the company's ability to perform the contract.</p> <p><i>Selection Criteria are regulated under 51 and 52 of LN 296/2010.</i></p>
<p>Verification</p>	<p>"Verification" means the proof required from the supplier that the Specifications are met by the product or service.</p>
<p><b>Note:</b> The standards, regulations, legislations and directives referred to in these guidelines may have been revised in which case procurers must refer to the latest updates and versions.</p>	

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## Paper based on recovered fibres – Normal Paper

### 1.1 Subject Matter

Purchase of recycled office paper made from 100% recovered paper fibres.

### 1.2 Technical Specification

Paper must be made from 100% recovered paper fibres.<sup>1</sup>

**Verification:**

Tenderers must provide appropriate proof of compliance. This may be in the form of technical dossier of the manufacturer or a test report from a recognised body. All products carrying the EU Ecolabel will be deemed to comply.

The paper must be at least Elementary Chlorine Free (ECF). Totally Chlorine Free (TCF) will also be accepted.

**Verification:**

Tenderers must provide appropriate proof of compliance. This may be in the form of technical dossier of the manufacturer or a test report from a recognised body. All products carrying the EU Ecolabel will be deemed to comply.

In order to guarantee the suitability of the paper offered for office machines, a sample of the product must be provided to the authority to conduct quality tests.

**Verification:**

N/A

<sup>1</sup> 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.

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## Paper based on recovered fibres – Professional Paper

### 2.1 Subject Matter

Purchase of recycled office paper made from at least 75% recovered paper fibres.

### 2.2 Technical Specification

Paper must be made from at least 75% 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.

**Verification:**

Tenderers must provide appropriate proof of compliance. This may be in the form of technical dossier of the manufacturer or a test report from a recognised body. All products carrying the EU Ecolabel will be deemed to comply.

The paper must be at least Elementary Chlorine Free (ECF). Totally Chlorine Free (TCF) will also be accepted.

**Verification:**

Tenderers must provide appropriate proof of compliance. This may be in the form of technical dossier of the manufacturer or a test report from a recognised body. All products carrying the EU Ecolabel will be deemed to comply.

In order to guarantee the suitability of the paper offered for office machines, a sample of the product must be provided to the authority to conduct quality tests.

**Verification:**

N/A

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## Paper based on sustainable and/or legal virgin fibre

### 3.1 Subject Matter

Purchase of office paper based on virgin fibre stemming from legally and/or sustainably harvested sources (also potentially containing a percentage of recovered fibres).

### 3.2 Technical Specification

The virgin fibre for pulp production shall come from legal sources.

**Verification:** Certificates of chain of custody for the virgin fibre 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. The legal origin of wood can also be demonstrated with a tracing system being in place. These voluntary systems may be 3rd party certified, often as part of ISO 9001:2008 and/or ISO 14001:2004 or EMAS management system. If wood stems from a country that has signed a Voluntary Partnership Agreement (VPA) with the EU, the FLEGT license may serve as proof of legality. For the non-certified virgin fibre, bidders shall indicate the types (species), quantities and origins of fibres used in the pulp and paper production, together with a declaration of their legality. As such the fibres shall be able to be traced throughout the whole production chain from the forest to the product. In specific cases, where the evidence provided is not considered sufficient to prove compliance with the requested technical specifications, contracting authorities may ask suppliers for further clarifications or proof.

The paper must be at least Elementary Chlorine Free (ECF)

**Verification:** A technical dossier of the manufacturer will serve as means of proof.

### 3.3 Award Criteria

Additional points will be awarded in proportion to the amount of virgin wood fibres for pulp production coming from forests that are verified as being managed so as to implement the principles and measures aimed at ensuring sustainable forest management, on condition that these criteria characterize and are relevant for the product.

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 EU Ecolabel will be deemed to comply. Certificates of chain of custody for the wood fibres certified as FSC, PEFC or any other equivalent means of proof, will also be accepted as proof of compliance. 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.