

National Green Public Procurement Guidelines



Furniture

National target	2012	2013	2014
	10%	20%	30%

Date	Version No.	Change
Jun 2012	1.1	Minor revision of text
Oct 2011	1.0	First national guidelines for Furniture

Definition:

These product group criteria are applicable to:

Indoor furniture: This includes indoor furniture for business purposes, e.g. offices and schools, as well as for domestic purposes. It includes all free-standing or built-in furniture units, which are used for storing, hanging, lying, sitting, working and eating. It does not include, however, building products (for example, steps, walls, mouldings and panels), sanitary equipment, carpets, fabrics, office supplies, and other products, whose primary purpose is not to function as furniture.

Outdoor furniture: This includes mainly benches, tables and chairs, excluding other products, whose primary purpose is not to function as furniture (such as streetlights, bike-parks, playgrounds, etc.).

List of product items:

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Applying GPP criteria

The National Action Plan for Green Public Procurement (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

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 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. "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, <i>Technical Specifications must be requested in accordance with regulation 46 of LN 296/2010.</i>
Award Criteria	"Award Criteria" (Variants) are criteria the contracting authority will consider

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	<p>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>
Performance Contract Clauses	<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>
Selection Criteria	<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>
Verification	<p>“Verification” means the proof required from the supplier that the Specifications are met by the product or service.</p>
<p>Note: 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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Furniture

1.1 Subject Matter

Purchase of furniture produced with environmentally friendly materials and processes.

1.2 Technical Specification

Wood and wood-based materials

All wood and wood-based materials shall come from legally sourced timber.

Verification: Certificates of chain of custody for the wood certified as FSC, PEFC or any other equivalent means of proof, will be accepted as proof of compliance. 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 9000 and/or ISO 14 000 or EMAS management system. If wood stems from a country that has signed a Voluntary Partnership Agreement (VPA) with the EU, the FLEGT licence may 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 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 of proof.

Plastic parts

All plastic parts $\geq 50g$ shall be marked for recycling according to ISO 114 69 or equivalent and must not contain additions of other materials that may hinder their recycling.

Verification: Bidders must provide a description of the plastic materials that are present and the quantities used, the way in which they are labelled and how they are attached to one another or to other materials. Products carrying a type I ecolabel fulfilling the selected criteria will be deemed to comply.

Surface coating of wood, plastic and/or metal parts

The products used for surface coating shall:

- Not contain hazardous substances that are classified according to Directive 1999/45/EC as carcinogenic (R40, R45, R49), harmful to the reproductive system (R60, R61, R62, R63), mutagenic (R46, R68), toxic (R23, R24, R25, R26, R27, R28, R51), allergenic when inhaled (R42) or harmful to the environment (R50, R50/53, R51/53, R52, R52/53, R53). cause heritable genetic damage (R46), danger of serious damage to health by prolonged exposure (R48), possible risks of irreversible effects (R68).
- Not contain more than 5% by weight of volatile organic compounds (VOCs).
- For phtalates: no use is allowed of phtalates that at the time of application ffill the classification criteria of any of the following risk phrases (or combinations thereof): R60, R61, R62, in accordance with Directive 67/548/EEC and its amendments.
- Not contain aziridine
- Not contain Chromium (VI) compounds

Verification: Bidders must present a list with all surface treatment substances used for each material present in the furniture and their Security Data Sheet or equivalent documentation demonstrating compliance with the above criteria. Furniture carrying a type I ecolabel will be deemed to comply.

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Adhesives and glues

The VOC content of adhesives used in the assembly of furniture shall not exceed 10% by weight.

Verification: Bidders must present a list with all adhesives used in the assembly of furniture and their Security Data Sheet or equivalent documentation where the amount of VOCs is displayed demonstrating compliance with the above criteria. Furniture carrying a type I ecolabel fulfilling will be deemed to comply.

Packaging materials

Packaging must consist of readily recycled material, and/or materials taken from renewable resources, or be a multi-use system.

All packaging materials shall be easily separable by hand into recyclable parts consisting of one material (e.g. cardboard, paper, plastic, textile).

Verification: A description of the product packaging shall be provided together with a corresponding declaration of compliance with these criteria.

Durability, reparability, fitness for use and ergonomics

Furniture must meet [insert national standard code] quality standard regarding serviceability (durability and ergonomics).

Guidance Note:

Insert above the relevant Durability and Ergonomics standard from the list below.

Office Furniture

Office work chair - *MSA EN 1335-1:2000* (Determination of dimensions)

Office work chair - *MSA EN 1335-2:2009* (Safety requirements)

Work tables and desks - *MSA EN 527-1:2011* (Dimensions)

Non-Domestic Furniture

Tables - *MSA EN 15372:2008* (Strength, durability and safety)

Seating - *MSA EN 15373:2007* (Strength, durability and safety)

Domestic Furniture

Seating - *MSA EN 12520:2010* (Strength, durability and safety)

Tables - *MSA EN 12521:2009* (Strength, durability and safety)

Educational Institutions

Furniture - *MSA EN 1729-1:2006* (Functional sizes/dimensions)

Verification: Bidders must provide appropriate documentation to demonstrate compliance with these standards

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1.3 Award Criteria

Raw material/Sustainable forest management:

The percentage of the final product made of wood, wood fibres or wood particles stemming 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 (2to 4June 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:

Certificates of chain of custody for the wood fibres certified as FSC , PEFC or any other sustainable forest management standard will 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 an independent body will also be accepted.

Recycled materials content:

Percentage by weight of recycled content of wood-based materials, plastics and/or metals in the final piece of furniture.

Verification:

Bidders must provide appropriate documentation where the recycled content percentage by weight is stated.

Textiles

The products shall comply with

(insert the core GPP criteria of the product sheet for textiles)

Verification:

All products carrying the EU Ecolabel for textiles or private label fulfilling the listed criteria 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.

The padding material shall comply with the EU Ecolabel criteria available at:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2002:236:0010:0015:EN:PDF>

Verification:

All products carrying the EU Ecolabel or private label fulfilling the listed criteria 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.