National Green Public Procurement Guidelines

Construction works and other related products and services

National target

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>20%</td>
<td>30%</td>
<td></td>
</tr>
</tbody>
</table>

Construction, Hard floor Coverings and Windows

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>80%</td>
<td>90%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

Thermal Insulation and Wall Panel

Date | Version No. | Change
---|-------------|-------
Jun 2012 | 1.1 | Minor revision of scope and criteria text
Oct 2011 | 1.0 | First national guidelines for Construction works and other related products and services.

Definition:

These product group criteria are applicable in the procurement of Construction works and other related services and products. The following Product Groups are included in these guidelines:

- Construction
- Thermal insulation
- Wall Panels
- Hard Floor Coverings
- Windows

List of product items:

<table>
<thead>
<tr>
<th>pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>11</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>16</td>
</tr>
</tbody>
</table>

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
**National Green Public Procurement Guidelines**

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

<table>
<thead>
<tr>
<th><strong>Subject Matter</strong></th>
<th>&quot;Subject Matter&quot; means the title of the tender - i.e. a short description of the product, works or service to be procured.</th>
</tr>
</thead>
</table>
| **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,  
"Technical Specifications must be requested in accordance with regulation 46 of LN 296/2010." |
| **Award Criteria** | "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.  
*Variants are regulated under regulation 47 of LN 296/2010.* |
| **Performance Contract Clauses** | "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.  
*Contract Performance Clauses are regulated under regulation 31 of LN 296/2010.* |
| **Selection Criteria** | "Selection Criteria" focus on the company's ability to perform the contract.  
*Selection Criteria are regulated under 51 and 52 of LN 296/2010.* |
| **Verification** | "Verification" means the proof required from the supplier that the Specifications are met by the product or service. |

*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.
National Green Public Procurement Guidelines

Construction

These are the applicable criteria for construction works (construction and renovation), including the supply of related services such as cooling, heating and ventilation services and the provision of electricity. It addresses the design, construction, use and disposal phase of buildings such as public services buildings and office buildings.

1.1 Subject Matter

Construction of new energy efficient [insert building type], using environmental friendly construction materials and products

or

Renovation of building stock of [insert building type] to high energy efficiency standards using environmental friendly construction materials and products.

1.2 Selection Criteria

Experience of the architect in environmental construction

The contractor must demonstrate sufficient expertise on environmental building design. This may include reference to associated specialists (e.g. engineering consultants for heating/cooling systems). The contractor is required to specify in the submission of Forms 5 and 6 of the tender templates past and on-going experiences of these experts in the following areas (indicative list):

- Energy efficient and RES friendly construction design. Including, if available, specific energy demand per m² including heating, cooling, lighting and ventilation for a previous construction.
- The use of high-efficiency cogeneration
- The use of renewable energy sources
- The use of guaranteed performance contracts with Energy Service Companies
- Design of air-tight and air exchange systems with heat recovery.
- Bioclimatic architecture, to achieve energy efficiency, thermal and optical comfort, and good indoor air quality standards, avoiding mechanical systems, e.g. light
- Supply with daylight systems.
- Use of construction materials and products complying with environmental criteria
- Water efficiency
- Waste reduction

Technical capacity to take the necessary environmental management measures in order to ensure that the construction works are executed in an environmental friendly way

(Procurers may apply the General Environment Plan to implement this criteria)

Bidders must demonstrate their technical capacity to put in place certain environmental management measures that meet the following requirements:

- Ensuring effective protection of fauna and flora in the building area and its surroundings (where construction takes place in an environmentally sensitive area).
National Green Public Procurement Guidelines

- Measures to prevent any harmful waste and hazardous substance flows that may adversely impact the area.
- Environmental management measures aimed at minimising waste production on the site, respecting noise regulations and avoiding traffic congestion.
- Measures to ensure energy and water efficiency

**Verification:**
The application of the General Environment Plan for contractors to address the requirements of the criteria. Possible other means of proof include EMAS and ISO 14001 certificates or equivalent certificates issued by bodies conforming to Community law or the relevant European or international standards concerning certification based on environmental management standards.

### 1.3 Technical Specification

**Energy consumption standards**
The contractor has to provide how the building design and materials used meaningfully reduce the energy demand of the building.

**Energy efficiency training**
A training session must be given to the building manager on the energy efficient use of the building following the completion of construction/renovation works. The bidder must outline the content of the training.

**Exclusion of certain materials**
Bidders must declare that the following materials/substances will not be used in the building:

- Products which contain sulphur hexafluoride (SF6).
- Indoor paints and varnishes\(^1\) with a content of solvents (volatile organic compounds (VOCs) with a boiling point of 250°C maximum) higher than:
  - For wall paints (according to EN 13300): 30 g/l (minus water).
  - For other paints with a spreading rate of at least 15 m\(^2\)/l at a hiding power of 98% opacity: 250 g/l (minus water).
  - For all other products (including paints that are not wall paints and that have a spreading rate of less than 15m\(^2\)/l, varnishes, wood stains, floor coatings and floor. paints, and related products): 180g/l (minus water).

**Verification:** Bidders must declare that these products/substances will not be used in the building

**Timber**
Timber used in the building shall come from legal sources.

**Verification:**
Certificates of chain of custody for the wood fibres certified as FSC, PEFC or any other equivalent means of proof will be accepted as proof of compliance. The legal origin of the 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 14000 or EMAS management systems. If wood stems from a country that has signed a Voluntary Partnership Agreement (VPA) with the EU, the FLEGT license will serve as proof of legality.

For the non-certified wood bidders shall indicate the types (species), quantities and origins, together with a declaration of 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.

\(1\) Limit values extracted from the European Ecolabel and relevant standards such as EN 13300.
National Green Public Procurement Guidelines

Volatile Organic Compounds (VOC)
The VOC emissions from the building products used must not exceed the respective values outlined in the European standard for the determination of emissions from building products EN ISO 16000-9 to -11, or equivalent.

Verification: Test report based on the outlined method in EN ISO 16000-9 to –11 or equivalent

Water saving installations
All sanitary and kitchen water facilities must be equipped with the water-saving technologies available on the market such as, but not limited to:

- Dual flush WCs should use a maximum of 6 litres for full flush and 3 litres for urine flush.
- Waterless urinals have to either use a biodegradable fluid or operate completely without fluid.
- Water saving devices fitted into cisterns must demonstrate water saving of at least 30% for toilet flushing.
- Tap inserts should save at least 50% of water compared to normal tap use.

Verification: Bidders must provide technical data-sheets for the products to be installed that verify compliance with the specifications.

1.4 Award Criteria

Use of construction materials and products complying with certain environmental criteria
Bidders must indicate the percentage of [insert relevant product types, e.g. windows, paints, insulation materials] to be used in construction (by value) that are produced in compliance with the standards underlying a Type I ecolabel according to ISO standard 14024 or provide clear and transparent information on the product performance based on type III product declarations. Additional points will be awarded in proportion to the percentages proposed.

Verification: Products carrying a type I ecolabel will be deemed in compliance with these criteria. Alternatively credible documentation that the standards of a given type I ecolabel are met will also be accepted.

Use of construction materials based on renewable raw materials
Bidders must indicate the percentage of [insert relevant product types, e.g. windows, paints, insulation materials] to be used in construction (by value) that are based on renewable raw materials

Sustainable forestry sources Wood products 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 (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
These procurement guidelines have been developed by the Ministry for Sustainable Development, the Environment and Climate Change on the basis of EU GPP criteria and applicable national standards.

National Green Public Procurement Guidelines

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 FSC1, PEFC1 or any other equivalent means of proof, 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 a recognised body will also be accepted.

1.5 Contract Performance Clauses

Compulsory blower door test
Where mechanical ventilation is included in the building, the contractor must ensure that a ‘Blower Door Test’ is carried out at [insert appropriate building stage]. This must be repeated until the appropriate standard is achieved.

Book-keeping
The contractor must provide a regular book-keeping service for the first three years that will provide the building manager with monthly figures on energy consumption for heating, cooling, ventilation, hot water, and electricity.

Transport and recycling of building materials
The contractor should set a minimum and a target level for the use of reusable containers to transport the necessary building materials to, on and from the construction site.

Suppliers of building materials must set a minimum and a target level for packaging waste (to be achieved for instance through a system of take back, recycle and reuse of packaging that comes with the building materials).

Waste management
The contractor must put appropriate measures in place to reduce and recover (reuse or recycle) waste that is produced during the demolition and construction process. It is required to have a recovery rate of at least 60% related to weight percentage segregation.

Verification: Proof of compliance can be provided by an Environmental Management System (EMS) such as EMAS or other evidence of equivalent environmental management measures.
National Green Public Procurement Guidelines

Thermal Insulation

The following criteria are applicable to building materials used to keep buildings cooler in summer and warmer in winter by reducing the flow of heat through the exterior surfaces of the building. It has six main applications: Cavity wall insulation; Solid wall insulation; Loft insulation; Floor insulation; Roof insulation; & Insulation for pipe work and ducts.

2.1 Subject Matter

Purchase of energy efficient and environmentally sound thermal insulation products

2.2 Technical Specification

Based on the required building performance within the framework of the EPBD, the thermal conductivity of the thermal insulation product must be less than 0.044W/mK.

Verification:
Where the listed criteria for a product are included in a relevant harmonised European standard, under the Construction Products Directive (89/10/EEC), for CE marking, the supplier must provide the information accompanying the required CE marking to demonstrate compliance with the listed criteria. Where the listed criteria for a product are not included in the accompanying information to CE marking under the Construction Products Directive (89/10/EEC), products holding a relevant Type 1 ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof or a signed declaration will also be accepted.

The product will not release or leach out any substances above existing limit values set in the following regulations:

a) Substances regulated in the EU through the Regulation 842/2006/EC on fluorinated gases.

b) Any substances or preparations that are classified according to Directive 1999/45/EC and 67/548/CEE 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), allergic when inhaled (R42), cause heritable genetic damage (R46), danger of serious damage to health by prolonged exposure (R48), possible risks of irreversible effects (R68) shall not be released.

c) Any substances or preparations that are classified according to CLP Regulation (EC) 1272/2008 as carcinogenic (H350-351), harmful to the reproductive system (H360-361), mutagenic (H340-341), toxic (H300-301, H310-311, H330-331, H411), allergic when inhaled (H334), cause heritable genetic damage (H340), danger of serious damage to health by prolonged exposure (H372-373), possible risks of irreversible effects (H371) shall not be released.

Verification: The bidder must provide appropriate proof that this criterion is met.

2.3 Award Criteria

The wood based materials (e.g. cork, cellulose) used in the manufacture of thermal insulation stemming from forests that are sustainably managed so as to implement the principles and measures aimed at ensuring sustainable and legal forest management, on condition that these criteria characterise 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
National Green Public Procurement Guidelines

These procurement guidelines have been developed by the Ministry for Sustainable Development, the Environment and Climate Change on the basis of EU GPP criteria and applicable national standards.

<table>
<thead>
<tr>
<th>Verification:</th>
<th>The sustainable and legal origin of timber/wood fibres can be demonstrated with a chain-of-custody tracing system being in place. These voluntary systems may be 3rd-party certified, often as part of ISO 9000 and/or ISO 14000 or EMAS management system. Certificates of chain of custody for timber/wood fibres certified as FSC, PEFC or any other equivalent means of proof will also be accepted as proof of compliance. If timber/wood fibre stems from a country that has signed a Voluntary Partnership Agreement (VPA) with the EU, the FLEGT license may serve as proof of legality. Other means of proof that will be accepted includes a relevant and valid CITES certificate or other equivalent and verifiable means such as the application of a &quot;due diligence&quot; system. For the non-certified virgin material bidders shall indicate the types (species), quantities and origins of the timber/wood fibres, together with a declaration of their legality. As such the timber/wood fibres shall be able to be traced throughout the whole production chain from the forest to the product.</th>
</tr>
</thead>
</table>

2.4 Contract Performance Clauses

The bidder must provide information on:

- Manufacturer and date of manufacture/batch no.
- Product R-values and respective H phrases at time of manufacture.
- The material that the product is manufactured from.
- Weight and thickness.
- Percentage recycled contents: for materials, the percentage of each material must be clearly labelled by mass and volume.
- Maximum storage time or install-by date.
- Time after installation at which the product will have re-lofted to its nominal thickness.
- Transportation and installation instructions.
- Written storage instructions.

| Verification: | Where the listed criteria for a product are included in a relevant harmonised European standard, under the Construction Products Directive (89/10/EEC), for CE marking, the supplier must provide the information accompanying the required CE marking to demonstrate compliance with the listed criteria. Where the listed criteria for a product are not included in the accompanying information to CE marking under the Construction Products Directive (89/10/EEC), products holding a relevant Type 1 ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof or a signed declaration will also be accepted. |
National Green Public Procurement Guidelines

Gypsum Plasterboard Wall Panels

These criteria are applicable to gypsum plasterboard wall panels defined as boards that are used in vertical or angled placement (for example in loft conversions) in a building, where the panel itself is not load bearing and its surface is not the final surface seen in the finished building, i.e. it will be plastered, skimmed, painted, papered etc.

3.1 Subject Matter

| Purchase of environmentally sound wall panels. |

3.2 Technical Specification

<table>
<thead>
<tr>
<th>Paper used in the manufacture of gypsum panels must be either from:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) 100% recycled wood/paper, and/or</td>
</tr>
<tr>
<td>b) Paper made of wood, wood fibres or wood particles stemming from legally harvested forests.</td>
</tr>
</tbody>
</table>

**Verification:**

- **Verification a:** Provision of appropriate documentation verifying that the paper or wood used is 100% recycled, i.e. from a national or EU certification scheme.
- **Verification b:** The legal origin of timber/wood fibres can be demonstrated with a chain-of-custody tracing system being in place. These voluntary systems may be 3rd-party certified, often as part of ISO 9000 and/or ISO 14000 or EMAS management system. Certificates of chain of custody for timber/wood fibres certified as FSC, PEFC or any other equivalent means of proof will also be accepted as proof of compliance. If timber/wood fibre stems from a country that has signed a Voluntary Partnership Agreement (VPA) with the EU, the FLEGT license may serve as proof of legality. Other means of proof that will be accepted includes a relevant and valid CITES certificate or other equivalent and verifiable means such as the application of a "due diligence" system. For the non-certified virgin material bidders shall indicate the types (species), quantities and origins of the timber/wood fibres, together with a declaration of their legality. As such the timber/wood fibres shall be able to be traced throughout the whole production chain from the forest to the product.

The gypsum content must be at least 2% recycled gypsum board (by weight, based on an annual average, not including gypsum taken from FGD sites). Where higher percentages are possible these should be selected in preference.

**Verification:** Appropriate proof must be provided that this criterion is met. For example, the supply of quality control or production documentation.

3.3 Award Criteria

| In proportion to the increased percentage of recycled gypsum in the purchased plasterboard. |

**Verification:** Appropriate proof must be provided that this criterion is met. For example through the provision of documentation covering proof of recycled input.

Paper used in the manufacture of gypsum panels is made from wood, wood fibres or wood particles stemming from forests that are verified as being sustainably 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...
National Green Public Procurement Guidelines

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: | Acceptable proof of sustainable harvest for timber may be provided for by means of a tracing system being in place. These voluntary systems may be 3rd party certified, often as part of ISO 9000 and/or ISO 14000 or EMAS management system. 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. |

3.4 Contract Performance Clause

Information on wall panel covering materials, such as paint types, that will not hinder the recycling or diversion of gypsum plasterboard at end-of-life must be made available.

| Verification: | Products holding a relevant Type 1 Ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof will also be accepted. |

Appropriate and acceptable user information describing the handling, installation procedures, surface treatment applications, recycling and/or disposal methods shall be provided with the product or on the packaging or labels.

| Verification: | Compliance with these requirements shall be demonstrated by providing examples of labels, packaging and point of sale information. Other appropriate means of proof will also be accepted. |

The bidder must demonstrate that the contractor installing the wall panels has in place effective policies and procedures to ensure that waste arising from the installation, i.e. off cuts, trimming losses, damaged boards etc. is properly dealt with in a sustainable manner, such as recovery, recycling or diverting from landfill where possible through an appropriate collection scheme.

| Verification: | Possible means of proof include EMAS and ISO 14001 certificates or equivalent certificates issued by bodies conforming to Community law or the relevant European or international standards concerning certification based on environmental management standards. Other appropriate means of proof will also be accepted. |
National Green Public Procurement Guidelines

Wood-Based Wall Panels

These criteria are applicable to wood-based wall panels defined as boards that are used in vertical or angled placement (for example in loft conversions) in a building, where the panel itself is not load bearing and its surface is not the final surface seen in the finished building, i.e. it will be plastered, skimmed, painted, papered etc.

### 4.1 Subject Matter

Purchase of environmentally sound wall panels.

### 4.2 Technical Specification

**Virgin wood material used shall come from legal sources**

- The legal origin of timber/wood fibres can be demonstrated with a chain-of-custody tracing system being in place. These voluntary systems may be 3rd-party certified, often as part of ISO 9000 and/or ISO 14000 or EMAS management system.
- Certificates of chain of custody for timber/wood fibres certified as FSC, PEFC or any other equivalent means of proof will also be accepted as proof of compliance. If timber/wood fibre stems from a country that has signed a Voluntary Partnership Agreement (VPA) with the EU, the FLEGT license may serve as proof of legality. Other means of proof that will be accepted includes a relevant and valid CITES certificate or other equivalent and verifiable means such as the application of a "due diligence" system. For the non-certified virgin material bidders shall indicate the types (species), quantities and origins of the timber/wood fibres, together with a declaration of their legality. As such the timber/wood fibres shall be able to be traced throughout the whole production chain from the forest to the product.

**Wood panels that use formaldehyde-containing binding agents shall not exceed the emission limit of the E1 standard for formaldehyde following EN13986, 0.13 mg / m3 of air (or 0.1ppm). This includes coated boards and pre-coating.**

- The bidder must provide appropriate proof that this criterion is met. For example, an independent laboratory test report or any other appropriate proof will also be accepted.

### 4.3 Award Criteria

The proportion (%) of timber that is recycled or reused timber. The greater this percentage the greater the level of award points offered.

- Bidders must provide a signed declaration indicating the level of this criterion the products are able to meet. Other appropriate means of proof will also be accepted.

The final product made of wood, wood fibres or wood particles stemming from forests that are verified as being sustainably 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).

---

2 The standard EN 13986 refers to CE marking for wood based panel products in construction. The test requirements for formaldehyde class E1 is listed in Annex B of the Standard. Class E1 stipulates 8 mg or less of formaldehyde per 100 g oven dry board for unfaced particleboard, OSB, and MDF under test method EN 120. It stipulates 3.5mg/m2h or less of formaldehyde release for all other panel products under test method EN 717-2.
National Green Public Procurement Guidelines

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:** Acceptable proof of sustainable harvest for timber may be provided for by means of a tracing system being in place. These voluntary systems may be 3rd party certified, often as part of ISO 9000 and/or ISO 14000 or EMAS management system. 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.

### 4.4 Contract Performance Clause

<table>
<thead>
<tr>
<th>Description</th>
<th>Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information on wall panel covering materials, such as paint types, that will not hinder the recycling or diversion of wood based panel boards at end-of-life must be made available.</td>
<td>Products holding a relevant Type 1 Ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof will also be accepted.</td>
</tr>
<tr>
<td>Appropriate and acceptable user information describing the handling, installation procedures, surface treatment applications, recycling and/or disposal methods shall be provided with the product or on the packaging or labels.</td>
<td>Compliance with these requirements shall be demonstrated by providing examples of labels, packaging and point of sale information. Other appropriate means of proof will also be accepted.</td>
</tr>
<tr>
<td>The bidder must demonstrate that the contractor installing the wall panels has in place effective policies and procedures to ensure that installation waste is properly dealt with in a sustainable manner, such as recycling or diverting from landfill where possible.</td>
<td>Possible means of proof include EMAS and ISO 14001 certificates or equivalent certificates issued by bodies conforming to Community law or the relevant European or international standards concerning certification based on environmental management standards. Other appropriate means of proof will also be accepted.</td>
</tr>
</tbody>
</table>
# National Green Public Procurement Guidelines

## Hard Floor Coverings

These criteria are applicable to Hard Floor Coverings of the following categories as defined by their respective standards:

### Natural Products
Natural stones (CEN TC 246)

### Processed Products (Hardened)
Agglomerated Stones, Concrete Paving (CEN/TC 178) and Terrazzo Tiles (CEN/TC 229)

### Processed Products (Fired)
Ceramic Tiles (CEN/TC 67) and Clay Tiles (CEN 178)

<table>
<thead>
<tr>
<th>5.1 Subject Matter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase of hard floor coverings with low life cycle environmental impacts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5.2 Technical Specification</th>
</tr>
</thead>
</table>

### Raw Material Selection

#### All Flooring Products:

No substances or preparations that are assigned any of the following phrases (or combinations thereof) as laid down in Council Directive 67/548/EEC and its subsequent amendments may be added to raw materials.

- R45 may cause cancer
- R46 may cause heritable genetic damage
- R49 may cause cancer by inhalation
- R50 very toxic to aquatic organisms
- R51 toxic to aquatic organisms
- R52 harmful to aquatic organisms
- R53 may cause long term adverse effects in the aquatic environment
- R54 toxic to flora
- R55 toxic to fauna
- R56 toxic to soil organisms
- R57 toxic to bees
- R58 may cause long-term adverse effects in the environment
- R59 dangerous for the ozone layer
- R60 may impair fertility
- R61 may cause harm to unborn child
- R62 possible risk of impaired fertility
- R63 possible risk of harm to the unborn child
- R68 possible risk of irreversible effects

Alternatively, classification may be considered according to Regulation (EC) No 1272/2008 of the European Parliament and of the Council. In this case no substances or preparations may be added to the raw materials that are assigned, or may be assigned at the time of application, with and of the following hazard statements (or combinations thereof): H350, H340, H350i, H400, H410, H411, H412, H413, EUH059, H360F, H360D, H361f, H361d, H360FD, H361fd,
National Green Public Procurement Guidelines

H360Fd, H360Df, and H341.

The above requirement does not apply to the quota of closed-loop recycled materials used by the process and defined as a material that is extracted from the production system and is returned to the same production system, eventually after a recycling treatment.

Where lead and cadmium (or any of their compounds) are used in the additives, their content shall not exceed the following limits:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Limit (% in weight of the glazes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead</td>
<td>0.5</td>
</tr>
<tr>
<td>Cadmium</td>
<td>0.1</td>
</tr>
</tbody>
</table>

Verification: Possible means of proof include EMAS and ISO 14001 certificates or equivalent certificates issued by bodies conforming to Community law or the relevant European or international standards concerning certification based on environmental management standards. Other appropriate means of proof will also be accepted.

Energy Consumption

Processed Products Only:

The energy consumption shall be calculated as process energy requirements (PER) for agglomerated stones and terrazzo tiles or as energy requirement for firing (ERF) for ceramic tiles and clay tiles. Not applicable to concrete paving units.

PER Limit:

<table>
<thead>
<tr>
<th>Agglomerated Stones</th>
<th>Hurdle (MJ/kg)</th>
<th>Test Method</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.6</td>
<td>EU Ecolabel Technical Appendix A4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Terrazzo Tiles</th>
<th>Hurdle (MJ/kg)</th>
<th>Test Method</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.3</td>
<td>EU Ecolabel Technical Appendix A4</td>
</tr>
</tbody>
</table>

ERF Limit:

<table>
<thead>
<tr>
<th>Ceramic and Clay Tiles</th>
<th>Hurdle (MJ/kg)</th>
<th>Test Method</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3.5</td>
<td>EU Ecolabel Technical Appendix A4</td>
</tr>
</tbody>
</table>

Verification: Products holding a relevant Type 1 ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof will also be accepted.

Water Use

Processed Products Only:

The wastewater produced by the process included in the production chain shall reach a recycling ratio of at least 90%. The recycling ratio shall be calculated as the ratio between the wastewater recycled or recovered by applying a combination of process optimisation measures and process waste treatment systems, internally or externally at the plant, and the total water that leaves the process, as defined in the EU Ecolabel Technical Appendix A3.

Verification: Products holding a relevant Type 1 Ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof will also be accepted.
National Green Public Procurement Guidelines

### Waste

**All Products:**
All plants involved in the production of the product shall have a system for handling the waste and residual products deriving from the production of the product. It shall include the following:

- Procedures for separating and using recyclable materials from the waste stream
- Procedures for recycling materials for other uses
- Procedures for handling and disposing of hazardous waste

**Processed Products Only:**
At least 85% (by weight) of the total waste generated by the process or the processes shall be recovered according to the terms and definition established by Council Directive 2008/98/EC, amending Directives 91/156/EC and 75/442/EEC on waste.

**Verification:**
Possible means of proof include EMAS and ISO 14001 certificates or equivalent certificates issued by bodies conforming to Community law or the relevant European or international standards concerning certification based on environmental management standards. Other means of evidence provided by the company that can prove the required technical capacity will also be accepted.
### Windows

These criteria are applicable to windows defined as openings in a wall or roof with glass mounted in a fixed frame to admit day-light. Often it is possible to open the window through a sliding or hinged component of the frame to allow air to enter into the building. This definition deliberately encompasses external glazed doors and skylights: where ‘window’ is written it refers to all three products.

#### 6.1 Subject Matter

| Purchase of high thermal efficiency and environmentally sound windows |

#### 6.2 Technical Specification

To ensure that all windows fitted into new buildings and as replacement windows in pre-existing buildings achieve greater thermal efficiency than required by National Regulations.

To achieve this, the following indicators shall be applied by public procurers:

- a) **U-value**
- b) **G-value**
- c) **L50 value**
- d) **Daylight transmittance.**

The indicators are to be applied to the whole window, glazing and frame combined.

**Verification:**

Where the listed criteria for a product are included in a relevant harmonised European standard, under the Construction Products Directive (89/10/EEC), for CE marking, the supplier must provide the information accompanying the required CE marking to demonstrate compliance with the listed criteria.

Where the listed criteria for a product are not included in the accompanying information to CE marking under the Construction Products Directive (89/10/EEC), products holding a relevant Type 1 Ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof or a signed declaration will also be accepted.

Timber used shall come from legal sources.

**Verification:**

The legal origin of timber can be demonstrated with a chain-of-custody tracing system being in place. These voluntary systems may be 3rd-party certified, often as part of ISO 9000 and/or ISO 14000 or EMAS management system. Certificates of chain of custody for timber certified as FSC, PEFC or any other equivalent means of proof will also be accepted as proof of compliance. If timber stems from a country that has signed a Voluntary Partnership Agreement (VPA) with the EU, the FLEGT license may serve as proof of legality. Other means of proof that will be accepted includes a relevant and valid CITES certificate or other equivalent and verifiable means such as the application of a "due diligence" system. For the non-certified virgin material bidders shall indicate the types (species), quantities and origins of the timber, together with a declaration of their legality. As such the timber shall be able to be traced throughout the whole production chain from the forest to the product.

Plastic components weighing more than 50g should be marked according to ISO 11469 or equivalent.

**Verification:**

Products holding a relevant Type 1 Ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof will also be accepted.
National Green Public Procurement Guidelines

Filler gases that contribute to the greenhouse effect, with a Global Warming Potential (GWP) > 5 over a period of 100 years, may not be used in the insulating units.

Inert gases (e.g. argon, krypton) have a GWP <5.

**Verification:** Products holding a relevant Type 1 Ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof will also be accepted.

The bidder shall demonstrate that the production of PVC complies with best practice in accordance with Vinyl 2010 or equivalent.

**Verification:** Participation with Vinyl2010 will be acceptable, otherwise the bidder must provide written evidence that Vinyl2010’s recommendations, or equivalent, are complied with.

### 6.3 Award Criteria

The final product made of wood, wood fibres or wood particles stemming from forests that are verified as being sustainably 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, Teapot Process, UNEP/FAO Dry-Zone Africa Initiative).

**Verification:** Acceptable proof of sustainable harvest for timber may be provided for by means of a tracing system being in place. These voluntary systems may be 3rd party certified, often as part of ISO 9000 and/or ISO 14000 or EMAS management system. 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.

Lead (R23, R25 and H301, H331) and its compounds must not intentionally be added to the plastics and coatings used in windows.

The final window product will not release or leach out any substances or preparations that are classified according to Directive 1999/45/EC and 67/548/CEE any substances with the listed R-phrases specified below, under normal usage conditions:

- carcinogenic (R40, R45, R49)
- harmful to the reproductive system (R60, R61, R62, R63)
- mutagenic, cause heritable genetic damage and possible risks of irreversible effects (R46, R68)
- toxic (R23, R24, R25, R26, R27, R28, R51)
- allergenic when inhaled (R42)
- harmful to the environment (R50, R50/53, R51/53, R52, R52/53, R53)
- danger of serious damage to health by prolonged exposure (R48),

Regulation (EC) No 1272/2008, amending and repealing Directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No 1907/2006, gives the following H-phrases which relate to the above R-phrases. The final window product will not release or leach out any substances or preparations that are classified with the listed H-phrases, below under normal usage conditions:
National Green Public Procurement Guidelines

- carcinogenic (Carcinogenic 1A, 1B and 2: H350, H350i, H351)
- harmful to the reproductive system (Reproductive 1A, 1B and 2: H360F, H360D, H361f, H361d, H360FD, H361fd, H360Fd, and H360DI)
- mutagenic and cause heritable genetic damage (Mutagenic 1B and 2: H340 and H341)
- toxic (Acute Toxicity 1, 2 and 3: H330, H331, H311, H301, H310, H300, Aquatic Chronic 2: H412)
- allergenic when inhaled (Repertory Sensitivity 1: H334)
- harmful to the environment (Aquatic Acute 1 and Aquatic Chronic 1, 2, 3 and 4: H400, H410, H411, H412, H413)
- danger of serious damage to health by prolonged exposure (Health Hazard: H372 and H373)

Verification: Products holding a relevant Type 1 Ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof will also be accepted.

Additional points will be awarded in proportion to the recycled content of materials used. This excludes process waste.

Verification: Products holding a relevant Type 1 Ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof will also be accepted, for example a manufacturer’s appropriate certification.

6.4 **Contract Performance Clauses**

The bidder must ensure maintenance recommendations are provided with the product. It also has to provide documented procedures and instructions for quality and environmental assurance.

Verification: Products holding a relevant Type 1 Ecolabel fulfilling the listed criteria will be deemed to comply. Other appropriate means of proof will also be accepted.