



OLLSCOIL NA GAILLIMHE  
UNIVERSITY OF GALWAY



# Sustainable Public Procurement SPP

PROCUREMENT & CONTRACTS OFFICE

# University of Galway

## Sustainable Procurement Guidelines and Criteria

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### 1. Introduction

The University of Galway is committed to implementing sustainable procurement across its portfolio of contracts and frameworks. Sustainable public procurement (SPP) requires us to consider the environmental, social and economic impacts of all purchases, and to clearly communicate our expectations to bidders and contractors. It requires changes to the entire procurement cycle: from budgeting and planning to tendering and managing contracts. This handbook provides guidance on each of these stages and examples of detailed criteria which can be inserted into tender documents.

In some cases (see section 2) SPP is mandated under Irish or EU law. In all cases, it is compatible with procurement law and with other objectives such as transparency and value for money. It contributes to important targets in terms of Climate Action, the Circular Economy and the Sustainable Development Goals (SDGs). University of Galway is implementing these targets through its [Climate Action and Sustainability Policy](#) and [Green Campus Charter](#). This handbook sets out the recommended practices and procedures to ensure successful application of SPP in line with these broader commitments.

### 2. Scope of Application and Key Terms

Every contract awarded by the University of Galway has an environmental, social and economic footprint. This handbook applies to all contracts/frameworks handled by the

Procurement and Contracts Office (PCO), and many of the approaches outlined are also relevant for low value purchases. The basic requirements for all PCO contracts are:

1. Prior to initiating a tender (including call-offs under frameworks), the Annex to this document must be consulted to determine if there are any applicable SPP criteria. Where no specific criteria exist, the use of the sample SPP award criterion and contract performance clause, adapted to the subject-matter of the tender, should be considered. If award criteria are used to implement SPP, a minimum of 10% of the marks should be allocated to sustainability criteria. Where no sustainability criteria are applied, specific justification for this must be provided.
2. The need for the goods/services/works must be considered in light of the expected environmental and social impacts or risks (as set out in Section 4 under Needs Assessment). Where the application of sustainability criteria is likely to have a significant impact on user experience or contract management, users/contract managers must be informed of the intention to apply sustainability criteria and consulted regarding their implementation.
3. Where any doubt exists about the ability of the market to meet the sustainability criteria, or there are concerns about impacts on cost, product availability or other aspects of performance/delivery, potential suppliers or service providers should be consulted as set out in Section 4 of this document under Market Engagement.
4. The use of life-cycle costing must be considered for all contracts and frameworks in which a significant part of the total cost of ownership arises after the point of purchase.<sup>1</sup> Where a decision is taken not to apply life-cycle costing, this must be justified. Environmental externalities (e.g. CO<sub>2</sub>e emissions) may be monetised and included in LCC where a method is available for this, for example the [EU LCC tools](#).
5. All contracts and frameworks must include specific clauses highlighting the commitments made in response to SPP criteria, together with clear requirements for monitoring, reporting, escalation and remedies in case of non-performance. SPP commitments will be a standing item on the agenda at all contract review meetings. Contract clauses will also provide for periodic reviews of environmental performance, with the possibility of increasing the level of ambition in line with University of Galway's commitments in relation to climate change or other environmental policies.

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<sup>1</sup> This includes any contract with significant ongoing costs in terms of energy, fuel, water, maintenance or consumables. For example, ICT equipment, heating and cooling systems, vehicles, lighting or equipment which uses consumables such as printer cartridges.

## **Key terms**

**Criteria** – In this document, the term criteria means exclusion grounds, selection criteria, award criteria, technical specifications and contract performance clauses.

**EU GPP criteria** – the European Commission has developed green procurement criteria for 20 commonly procured categories, based on life-cycle assessment studies, market analysis and consultation with the public sector, industry and NGOs. They are available [here](#).

**Irish GPP Criteria** – the green procurement criteria published by the Environmental Protection Agency (EPA) in 2021, which cover ten priority products and services. They are available [here](#) and can be searched based on keywords using [this tool](#).

**Label** – While in general it is not possible to specify brands or proprietary names in tender documents, an exception applies in the case of environmental or social labels which are independent and based on scientific criteria. These are known as third-party or Type 1 ecolabels. More information on the role of labels in GPP is available [here](#).

**Link to the subject-matter** – A requirement which applies to all procurement criteria: they must relate to the specific goods, services or works being purchased and not to general corporate policies or performance. For example, in a tender it is possible to evaluate the carbon footprint of a product, but not of the company selling or manufacturing it.

**Life-cycle costing (LCC)** - A technique for evaluating the total cost of ownership of an asset, including operational and end-of-life costs, which may also include costs assigned to environmental externalities (e.g. greenhouse gas emissions).

**Needs assessment** – A process of evaluation and consultation which takes place prior to launching a tender, to ensure that the goods/services/works being procured will meet user requirements in the most sustainable way.

**Market engagement** – A process of collecting information on the capacity of market actors to deliver more sustainable solutions, while informing them of the intention to apply GPP criteria.

**Verification** – The steps taken to require and evaluate evidence from bidders' regarding sustainability claims, for example in the form of labels, certifications or test reports.

### 3. Legal requirements

The following tables summarise the main environmental and social requirements under EU and Irish law which apply to the award of contracts. While the list cannot be considered exhaustive, it gives an indication of the core obligations which the University of Galway must ensure are addressed in tenders and contracts. The sector-specific environmental obligations are incorporated in the [Irish GPP criteria](#) for the relevant categories.

**Table 1. Environmental requirements**

<b>Legal instrument</b>	<b>Contracts affected</b>	<b>Requirements</b>
Climate Action and Low Carbon Development (Amendment) Act 2021 (section 17)	All contracts	(1) A relevant body shall, in so far as practicable, perform its functions in a manner consistent with— (a) the most recent approved climate action plan, (b) the most recent approved national long term climate action strategy, (c) the most recent approved national adaptation framework and approved sectoral adaptation plans, (d) the furtherance of the national climate objective, and (e) the objective of mitigating greenhouse gas emissions and adapting to the effects of climate change in the State.
S.I. 284/2016 European Union (Award of Public Authority Contracts), Regulation 18(4)	All contracts above the EU threshold	Contract terms must require the main contractor and any subcontractors/suppliers to comply with all applicable obligations in the fields of environmental law that apply at the place(s) where the works are carried out or the services provided. <sup>2</sup>
S.I. 284/2016 European Union (Award of Public	All contracts above the EU threshold	Abnormally low tenders must be rejected where they do not comply

<sup>2</sup> This includes applicable national, EU or international law, and the international environmental conventions set out in Schedule 7 of the Regulations.

Authority Contracts), Regulation 69(5)		with the environmental obligations set out in Regulation 18(4)
S.I. 339/2011 Clean and Energy-efficient Road Transport Vehicles Regulations as amended by S.I. 381/2021	Above-threshold contracts for the purchase, lease, rent or hire-purchase of road transport vehicles AND service contracts for passenger transport, refuse collection, parcel and mail transport or delivery.	At least 38.5% of light-duty vehicles covered by all contracts awarded up to 31 December 2025, must be either zero or low-emission (maximum 50 g Co2/km and 80% of Euro emission limits); At least 10% of trucks and 45% of buses must be low or zero emission <sup>3</sup>
S.I. 151/2011 Energy Efficient Public Procurement Regulations	All contracts (regardless of value) for a wide range of energy-using equipment (ICT, lighting, HVAC, appliances, building energy management systems, electromechanical systems, vehicles and charging systems)	Public bodies must purchase equipment which, as a minimum, meets the criteria for inclusion on the <a href="#">Triple E Register</a> for the relevant categories. <sup>4</sup>
S.I. No. 393/2021 - European Union (Energy Performance of Buildings) Regulations 2021 and Part L of the Irish Building Regulations and Technical Guidance	New and existing buildings or major building renovations	Requirements to install building automation and control systems, self-regulating devices for heat generation/temperature regulation, and electric vehicle charging points. Part L of the Building Regulations implements the <a href="#">Nearly Zero Energy Buildings</a> standard.

<sup>3</sup> Eligible low-emission technologies are specified in the Directive for trucks and buses: Hydrogen, battery electric, plug-in hybrids, natural gas (CNG/LNG, biomethane), liquid biofuels, synthetic and paraffinic fuels, LPG. Restrictions apply to prevent the use of biofuels associated with land use change as specified in Directive 2018/2001, and to prevent the blending of liquid biofuels, synthetic and paraffinic fuels with conventional fossil fuels.

<sup>4</sup> To ensure adequate competition in a public procurement process, this requirement does not apply where, in the opinion of the public body concerned, there is, or is likely to be, an insufficient amount or number, as the case may be, of equipment or vehicles either listed on the Register or likely to satisfy the SEAI energy efficiency criteria.

**Table 2. Social requirements**

<b>Legal instrument</b>	<b>Contracts affected</b>	<b>Requirements</b>
S.I. 284/2016 European Union (Award of Public Authority Contracts), Regulation 18(4)	All contracts above the EU threshold	Contract terms must require the main contractor and any subcontractors/suppliers to comply with all applicable obligations in the fields of social and labour law, including collective agreements, that apply at the place(s) where the works are carried out or the services provided. <sup>5</sup>
S.I. 284/2016 European Union (Award of Public Authority Contracts) Regulation 42(4)	All procurement above the EU threshold which is intended for use by natural persons (staff or public)	Technical specifications must take into account accessibility criteria for persons with disabilities or design for all users.
S.I. 284/2016 European Union (Award of Public Authority Contracts), Regulation 69(5)	All contracts above the EU threshold	Abnormally low tenders must be rejected where they do not comply with the social or labour obligations set out in Regulation 18(4)
Human Rights and Equality Commission Act 2014, Section 42	All contracts – see <a href="#">guidance from IHREC</a> confirming that the Public Sector Equality and Human Rights Duty applies to procurement/contracting	A public body shall, in the performance of its functions, have regard to the need to— - Eliminate discrimination; -Promote equality of opportunity and treatment of its staff and the persons to whom it provides services; and -Protect the human rights of its members, staff and the persons to whom it provides services.
S.I. No. 358/2020 - European Union (Accessibility of Websites and Mobile Applications of	All websites and mobile applications of public sector bodies (no minimum contract value applies)	Public bodies must take necessary measures to make their websites and mobile applications more accessible by making them perceivable, operable, understandable and robust. An accessibility statement and

<sup>5</sup> This includes applicable national, EU or international law or collective agreements, and the core ILO conventions as set out in Schedule 7 of the Regulations.

Public Sector Bodies) Regulations 2020		feedback mechanism must be provided.
S.I. No. 131/2003 - European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003	Any transfer of an undertaking, business or part of an undertaking or business from one employer to another (this may result from a tender procedure)	Where TUPE may apply, the principles of equal treatment and transparency require the contracting authority to provide information to bidders regarding the scope of obligations

#### **4. Pre-procurement**

The pre-procurement stage is vital for successful implementation of SPP. Prior to launching a tender, you should ensure that:

- 1) You understand the main environmental and social impacts or risks of the procurement, and that you have reviewed the available SPP criteria in the Annex.
- 2) You have conducted an appropriate Needs Assessment as set out below.
- 3) You have sufficient market knowledge to understand the impact of applying SPP criteria on product/service availability, cost or other aspects of contract performance. If you do not have this knowledge, you must conduct Market Engagement using one of the techniques set out below.

#### **Needs Assessment**

Needs assessment means consulting the users and/or staff responsible for implementing the contract, to ensure they are aware of the SPP aspects and understand any changes to the way products or services will be delivered. In some cases, this may involve questioning the need for a particular product or service, for example branded items (which can be difficult to reuse/recycle) or new ICT equipment rather than repairing or upgrading existing equipment.

The following techniques may be appropriate for different types of contract:

- Observation and analysis of existing use and disposal patterns;
- Discussion with internal and external users of the products or services;
- A questionnaire or online survey to determine user needs and preferences;
- A review and planning meeting to which all relevant stakeholders are invited;
- Inviting users to attend supplier demonstrations held as part of market engagement.

The technique(s) applied and outcomes should be noted as part of the procurement plan/business case and on the Tender Initiation Form (where applicable). The overall outcome of needs assessment for SPP should be confidence that the planned purchase meets a real requirement and that users understand the environmental and social impacts, risks and opportunities.

#### **Market engagement**

Market engagement for SPP has two purposes:

1. To identify market capacity to deliver sustainable goods and services which meet the needs you have identified; and
2. To give potential bidders advance notice of the intention to apply SPP criteria.

In addition, market engagement can help you to:

- Confirm or refine your specification and procurement strategy;

- Gain insight into the cost of sustainable solutions and any internal changes which will be needed to implement/manage the contract;
- Identify products and services which have third-party environmental/social labels or certifications;
- Decide on the most appropriate procedure, criteria and timelines.

Depending on the nature of the contract, your existing level of market knowledge and the time available, any combination of the following techniques may be relevant:

- Online searches for information about products, services and companies;<sup>6</sup>
- E-mails or phone calls to potential suppliers or service providers, to identify their capacity to offer sustainable products and services;
- Attending industry events or requesting samples or demonstrations of products;
- Publishing a Prior Information Notice (PIN) in which you announce the intention to apply sustainability criteria for specific tender(s) and request information from potential bidders regarding their relevant capacities;
- Issuing a market sounding questionnaire to potential bidders, to request information on specific questions such as energy efficiency, environmental or social labels/certifications;
- Hosting a market engagement event to discuss your upcoming requirements and gather information from potential bidders.

For a large or complex contract, it is recommended to start market engagement at least 3 months prior to launching the tender. For simpler requirements, a few days or weeks may be sufficient. Preliminary market consultation is specifically authorised under the Procurement Directives.<sup>7</sup> In order to avoid any bidder gaining an unfair advantage or disadvantage, the following safeguards are recommended:

1. Keep a record of all communications and the main points discussed.
2. Ensure that you share the same information with all market participants. The same information should then be included as an annex to the tender documents (this may be a summary document), for the benefit of any bidders who have not been involved at the pre-procurement stage.
3. When finalising the specification/project requirements, check that they have not been unduly influenced by input from any party, and are open and accessible to all bidders.

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<sup>6</sup> Note that this only addresses the first purpose of market engagement, as it does not notify potential bidders of your intention to apply SPP criteria.

<sup>7</sup> Article 40 of Directive 2014/24EU

While it is not necessary to ensure all market participants are involved in a market engagement exercise, do reach out beyond ‘the usual suspects’ and consider whether SMEs, social enterprises or other non-profit groups may have relevant input. Remember to highlight the sustainability aspects of the contract, ideally in the title of any communications. The following checklist can assist with pre-procurement for SPP:

Prepare draft needs statement/business case	<input type="checkbox"/>
Consult with internal/external users, including on sustainability aspects	<input type="checkbox"/>
Develop specification and procurement strategy	<input type="checkbox"/>
Put specification and procurement strategy to environmental challenge	<input type="checkbox"/>
Finalise needs statement for market engagement	<input type="checkbox"/>
Initial market scan/consultation with other buyers	<input type="checkbox"/>
Publish PIN and/or make direct contact with potential suppliers	<input type="checkbox"/>
Ask questions about suppliers’ ability to meet sustainability criteria	<input type="checkbox"/>
Hold and/or attend supplier events and meetings	<input type="checkbox"/>
Keep a record of all information exchanged	<input type="checkbox"/>
Notify all participants that market engagement has ended and expected start date for procurement	<input type="checkbox"/>

## 5. Preparing tender documents

Tender documents may incorporate SPP criteria in some or all of the sections outlined below. Keep in mind that the overall purpose of applying SPP criteria is to bring the market along with you, so it is important to tailor the criteria based on the specific requirements of the contract and your knowledge of the market. It is also important to recall that candidates/tenderers are entitled to rely upon the capacity of other entities (e.g. partners, subcontractors, parent companies) for the purpose of demonstrating that they meet SPP (or any) criteria. You can (and should) request evidence or clarification from tenderers where there is any doubt regarding their ability to meet the criteria you have set out. The following are high-level summaries of possible criteria – for detailed text of suggested criteria please consult the Annex.

### **Pre-qualification Questionnaire**

The following areas may be addressed by either pass/fail or weighted criteria,<sup>8</sup> if they are relevant and proportionate to the requirements of the contract:

- Does the candidate have either a third-party certified (e.g. ISO 14001, EMAS) or in-house environmental management system in place?
- Does the candidate have a supply chain management system in place to select and monitor suppliers/subcontractors based on environmental and social compliance?
- Does the candidate have previous experience in delivering the specific environmental requirements associated with the contract?<sup>9</sup>
- Does the candidate have access to a suitable workforce including people with appropriate training and skills to deliver the environmental aspects of the contract (e.g. training in building energy management systems for facilities managers, training in carbon pricing for auditors or accountants)?<sup>10</sup>
- **Declaration of Bona Fides:** The question relating to compliance with applicable environmental, social and labour law and collective agreements should always be included. This needs to be confirmed for the main contractor and any suppliers/subcontractors included in the application.

### **Technical specifications/Project requirements**

These should include any essential environmental requirements which you are confident the market (or at least some bidders) can meet, for example:

- Minimum energy-efficiency levels (for ICT equipment, appliances, buildings<sup>11</sup> etc)
- Maximum emissions (for vehicles, heating equipment, printers etc)
- Minimum warranty or durability (for mobile phones, laboratory equipment, carpets)
- Minimum percentage of recycled materials (for plastics, asphalt/concrete, textiles)
- A requirement for waste to be separated for recycling (in a cleaning contract) or excess food to be redistributed (in a catering contract)
- Requirements regarding transport and packaging (for any contract involving delivery)

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<sup>8</sup> In an open procedure, selection (eligibility) criteria may be evaluated on a pass/fail basis only.

<sup>9</sup> Note that it would not generally be proportionate to require a certain number of previous contracts involving a specific environmental aspect over a designated period of time (e.g. three contracts in the previous five years) if the environmental aspect is not yet common practice on the market. In such cases, candidates should be allowed flexibility to demonstrate adequate experience/expertise in different ways. A candidate may rely upon the capacity of another entity (e.g. partner, subcontractor, parent company) provided they can demonstrate that they will be able to access this capacity for fulfilment of the contract.

<sup>10</sup> Note that this relates to the candidate's workforce as a whole (including any partners/subcontractors included in the application). At award stage, you may wish to evaluate the skills, experience, qualifications etc of the **specific individuals/team proposed for delivery of the contract**.

<sup>11</sup> For new build/substantial renovations, the nearly-zero energy building (NZEB) standard is the minimum legal requirement. As part of SPP, higher levels of energy-efficiency and on-site renewable energy should be targeted as part of the technical specifications and/or award criteria. See the Annex for sample criteria.

- For service contracts: a requirement to evaluate and report on the environmental impact of activities carried out under the contract; limitations on travel or printed outputs; a requirement for ongoing staff training on environmental topics relevant to contract delivery; minimum environmental requirements for any equipment purchased to fulfil the contract)

### **Award criteria**

Qualitative award criteria should be used to evaluate specific environmental/social commitments which go beyond the minimum requirements in the specification. They may relate to the same considerations, for example energy efficiency, but must not award marks for merely meeting the specification. Award criteria may be either ‘closed’ – i.e. bidders will receive full marks if they offer a particular feature such as a third-party sustainability certification, or ‘open’ in that bidders may propose their own means of adding environmental or social value in the delivery of the contract. An example of an open award criterion can be found in the Irish GPP criteria for catering services:

#### ***AC2. Environmental innovation***

*Up to [X] marks will be awarded for specific proposals which will result in measurable environmental improvements under the contract, for example related to waste, energy or water consumption, emissions or other impacts of food production and transportation. The proposals must go beyond the requirements set out in the technical specifications and must not repeat commitments made in relation to any of the other award criteria. The expected environmental benefits of the measures should be quantified (e.g. kg of CO<sub>2</sub>/week, kWh of electricity/week, kg of waste to landfill/week).*

***Verification:*** *Tenderers must provide a detailed description of the proposed measures, including the timeline for their implementation and how their impact will be measured and reported. Measures accepted by the contracting authority under this criterion will become part of the contract requirements.*

Further examples of both types of award criteria can be found in the Annex. A key consideration when setting and evaluating award criteria is the **link to the subject-matter requirement**. This means that award criteria should not relate to general corporate commitments, e.g. a ‘net zero’ policy. They must concern the specific goods, services or works being purchased and be verifiable.

**Note regarding weighting of award criteria:** The award criteria set out in the Annex are accompanied by suggested weightings and, where appropriate, suggested minimum pass marks. While the weighting attached to environmental and social criteria is important, of equal importance is the approach taken to evaluation. This should ensure that the full range of marks is used, where appropriate, to distinguish between bids based on their demonstrated sustainability characteristics. See Section 6 for further guidance and examples.

Environmental considerations may also be incorporated in the financial evaluation, through the application of life-cycle costing (see Section 7).

### **Contract performance conditions**

Contract performance conditions are an essential part of SPP – they ensure that commitments made in tenders can be monitored and enforced, with consequences for non-performance. Two key requirements apply in respect of contract performance conditions:

- i) They must be linked to the subject-matter of the contract (meaning, for example, that a requirement for a contractor to offset some or all of their emissions would probably not be enforceable); and
- ii) They must be indicated in the notice or tender documents (usually in the form of a draft contract, with tenderers invited to comment or to indicate acceptance).

Contract performance conditions may act either as ‘carrots’ (incentives) or ‘sticks’ (penalties) – and may be associated with key performance indicators (KPIs) or other metrics. For SPP, it is important to draw attention to the specific commitments made during the tender process which differ from ‘business as usual’ – this may involve highlighting them in a cover letter/e-mail and during any contract meetings.

An example of an environmental contract performance condition can be found in the Irish GPP criteria for Indoor Cleaning Services:

#### ***CPC1. Reporting and environmental audits***

*The contractor is required to submit quarterly reports tracking the indicators specified in TS3. In addition, an annual report must be provided detailing:*

- *Staff training undertaken (dates, number of staff involved, topics covered)*
- *Implementation of corrective action/improvements to environmental practices*
- *Any changes in the type of products used to fulfil the contract*
- *Feedback received from staff regarding environmental aspects of the service*
- *Any other relevant information/ ideas regarding environmental aspects of the service*

*The contracting authority reserves the right to carry out unannounced environmental audits of the service, to confirm compliance with all obligations. Where instances of non-compliance are identified, the contractor must provide a response/explanation within 72 hours of notification and a proposed timeline for resolving the issue. The contracting authority will confirm acceptance of the proposed timeline or may require more rapid resolution.*

*Failure to resolve instances of non-compliance within the specified timeline will result in contractual penalties [specify financial, KPI, contract shortening or termination as appropriate].*

It is often the case that the people involved in delivering or managing a contract have had little or no involvement in the procurement process. In these situations, it is particularly important that the SPP aspects of the contract are explained at the outset of the contract, and that clear lines of responsibility and reporting are established. Wherever possible, this should be done in person (e.g. as part of a kick-off meeting) and using plain language, instead of ‘legalese’.

The below checklist can help with preparing tender documents:

Check Annex of this guide for relevant SPP criteria	<input type="checkbox"/>
Declaration of Bona Fides to include compliance with applicable environmental, social and labour law	<input type="checkbox"/>
Include SPP selection criteria where relevant/proportionate	<input type="checkbox"/>
Include minimum environmental/social requirements in technical specifications	<input type="checkbox"/>
Set award criteria which target improved environmental/social performance (min 10% of marks)	<input type="checkbox"/>
Include SPP contract performance conditions in draft contract with clear lines of responsibility and reporting	<input type="checkbox"/>
Seek peer review of documents to check SPP criteria are clear and coherent	<input type="checkbox"/>

## 6. Evaluating tenders

Where SPP criteria have been included in a tender, it is important that they are fully evaluated and that any evidence required from bidders is checked.<sup>12</sup> This is essential both to avoid ‘greenwash’ and to ensure equal treatment of bidders. All of the criteria set out in the Annex include a verification provision, which details the type of evidence which bidders must provide. Depending on the nature of the criterion, this may be third-party evidence (e.g. an ecolabel, environmental product declaration, test report or certification) or it may be produced by the bidder itself (e.g. a methodology for managing environmental or social risks under the contract, calculation of carbon footprint, description of training to be undertaken).

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<sup>12</sup> Depending on the procedure used, in some cases detailed verification will only be undertaken in relation to the designated successful tender. If so, it is essential that this is undertaken prior to finalising the result/notifying bidders, and that the evaluation and scoring are revisited if SPP criteria cannot be verified for the first placed bid.

The evaluation team needs to establish whether the evidence provided adequately addresses the criterion, and may request clarification from bidders in order to do this. In some cases, a bidder may not be able to provide the specific form of evidence requested (e.g. an ecolabel), but may seek to demonstrate that it has equivalent evidence. In this case, the bidder must set out in the tender how its evidence demonstrates compliance with the requirements. It is up to the evaluation team to decide whether the requirement has been met and to record the reasons for its decision.

In scoring selection or award criteria, it is important to follow the information set out in the tender documents. This should allow you to fully distinguish between different tenders, ideally by using the full range of marks under the criterion. For example, if an award criterion relates to the management of waste under a contract, and a bidder does not make any specific commitments beyond compliance with legislation, then they should not receive any marks under the criterion. Try to avoid a situation where all bidders receive very similar marks under a criterion, unless there is genuinely nothing to distinguish their responses. Information about a bidder’s general corporate sustainability practices (e.g. a commitment to net zero) will generally not be relevant – marks should only be awarded for specific actions which will be taken as part of the contract.

For contracts with significant environmental and/or social impacts, it may be worth including someone with expertise in the relevant areas on the evaluation panel. For example, if a works and maintenance contract is expected to have an impact on biodiversity, someone with expertise on this topic could be asked to review tenderers’ proposed approach to managing risks.

The below checklist may assist with tender evaluation for SPP:

Apply environmental/social exclusion grounds and selection criteria to identify eligible bidders	<input type="checkbox"/>
When tenders are received: Check compliance with any minimum environmental and social requirements set out in specifications. Reject tenders which do not comply with requirements.	<input type="checkbox"/>
Evaluate valid and responsive tenders <sup>13</sup> against any environmental and social award criteria, applying the verification provisions and seeking clarification where necessary. Keep a record of the reasons for assigning scores.	<input type="checkbox"/>
If life-cycle costing has been used, check that all required information has been provided. Add all costs together for each tender to determine cost score.	<input type="checkbox"/>
Finalise scoring and identify preferred bidder. Notify all bidders of the outcome of the procedure.	<input type="checkbox"/>

<sup>13</sup> Valid and responsive tenders are those which meet all formal requirements and comply with the technical specifications

## 7. Life-cycle costing

Life-cycle costing allows you to identify the true cost of ownership/implementing a solution, which may include environmental costs. Some examples of categories where LCC are frequently applied are:

- ICT equipment (computers, monitors, printers, mobile phones)
- ICT systems
- Vehicles
- Lighting and heating systems
- Appliances and other energy-using equipment
- Buildings and building components
- Civil engineering/infrastructure

While LCC may be used for strictly financial reasons, it also allows the environmental costs of purchases to be evaluated, for example:

- Emissions or other environmental impacts associated with raw materials or production process;
- Energy, water consumption and emissions during use phase;
- Environmental impact of maintenance activities
- Recoverability or recyclability of materials at end-of-life

Under the Procurement Directives, these costs may be taken into account provided their monetary value can be determined and verified.<sup>14</sup> For example, the shadow cost of carbon and other greenhouse gas emissions can be established under the [Public Spending Code](#).<sup>15</sup> You may decide to apply LCC at the project appraisal/planning stages, in order to compare the estimated costs and benefits of different solutions. It can also be applied as part of tender evaluation, provided basic transparency and equal treatment rules are followed:

- You must notify bidders of the method which will be used to calculate life-cycle costs – this is normally done by including a spreadsheet or link to an online tool as part of the tender documents;
- The method must be based on objectively verifiable and non-discriminatory criteria;
- The method must be accessible to all interested parties;
- Data required can be provided with reasonable effort by normally diligent economic operators<sup>16</sup>

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<sup>14</sup> Article 68 of Directive 2014/24/EU.

<sup>15</sup> See Public Spending Code Supplementary Guidance - Measuring & Valuing Changes in Greenhouse Gas Emissions in Economic Appraisals

<sup>16</sup> For example, if testing of products is required, this should be in accordance with established industry standards

More detailed guidance on LCC is available within the [Irish GPP criteria](#) for relevant categories, as noted in the Annex. The European Commission has also developed a number of [spreadsheet-based tools](#), and accompanying guidance, for relevant categories. The below checklist can assist with applying LCC:

Decide if LCC is appropriate based on review of SPP criteria/guidance and discussions with suppliers/other buyers at pre-procurement stage	<input type="checkbox"/>
Identify the main categories of financial and environmental costs	<input type="checkbox"/>
Review available tools/methodologies for LCC and choose one, or develop your own spreadsheet	<input type="checkbox"/>
Set evaluation period, discount rate and other parameters for calculating LCC	<input type="checkbox"/>
Identify the data which bidders must provide and how to verify it (e.g. test reports, certificates, labels)	<input type="checkbox"/>
Include LCC tool/spreadsheet in tender documents	<input type="checkbox"/>
Evaluate, compare and assign marks based on LCC	<input type="checkbox"/>
Include data from spreadsheet in contract terms	<input type="checkbox"/>
Keep track of real costs under contract to compare with predictions	<input type="checkbox"/>

## 8. Contract award

Once evaluation against the award criteria is complete, a designated successful bidder will be identified. In some cases, verification of evidence in relation to award criteria will only be undertaken for the designated successful bidder. If this is the case, you must be prepared to revisit the evaluation and scoring if suitable evidence has not been provided by the first-placed bidder. For this reason, the outcome of the procedure should not be notified to bidders until the required checks are carried out. In some cases, you may need to clarify the evidence submitted prior to finalising the contract award decision.

The contract terms then need to be finalised and issued to the designated successful bidder. It is important to include any specific commitments made by the bidder in response to the award criteria, as well as any more general SPP requirements which are relevant. Each requirement should be accompanied by clear timelines, allocation of responsibility, reporting and provision for escalation and remedies in cases of noncompliance. In some cases, this may form part of a service level agreement.

As the SPP provisions may differ from ‘business as usual’ it is a good idea to highlight them both within the contract itself and in any covering letter or documentation which goes out with the contract terms. Keep in mind that there may be a need to amend standard terms and conditions where these include general environmental/social clauses

which may conflict with the more specific commitments made in the tender. Wherever possible, use simple and clear language in contracts instead of 'legalese'.

## **9. Contract management, monitoring and reporting**

Once a contract is awarded, work to implement the sustainability measures in practice will begin. The people involved in delivering and managing the contract on both sides need to be made aware of the specific requirements – especially if they have not been closely involved in the tendering process. Internally, there is a need to explain the SPP provisions as part of handing over the contract, and to ensure that responsibility for managing these is clear. For example, if the contract includes a requirement on reducing waste to landfill, it needs to be clear how and when this will be measured and reported on, and what actions to take if the target is not met.

Contracts may include penalties and/or incentives linked environmental or social performance. For example, key performance indicators (KPIs) or payments may be linked to achieving a designated level of energy efficiency or training staff in particular areas. In some cases, the possibility of a contract extension may also be linked to the performance of sustainability measures. Conversely, failure to meet these requirements may lead to shortening or termination of the contract, if there is a failure to remedy noncompliance.

Some SPP criteria, including the sample contract performance condition set out in the Annex, will require monitoring and reporting by the contractor. They may need to collect data from further down the supply chain, for example regarding packaging or manufacturing processes. Others may be monitored by you as the client, for example spot checks or audits carried out for a cleaning, catering or facilities management contract. Over time, data collected on CO<sub>2</sub>e emissions or other impacts associated with contracts may form part of the University's reporting against sustainability indicators.

## Annex: SPP criteria by category

**Sample Award Criterion** – *for categories where no specific SPP criteria exist or where they are not deemed appropriate/sufficient.*

The tenderer must outline their approach to addressing the specific environmental impacts or risks which it considers may arise during performance of the contract. For example, these may relate to:

- Greenhouse gas emissions
- Air, water or soil pollution
- Waste management
- Management of chemicals or hazardous substances
- Material use and recycling
- Energy and water use
- Biodiversity and land use

The specific actions which will be taken by the tenderer or its subcontractors/suppliers to address these impacts, and the expected outcome of these actions, must be detailed. In addition, the tenderer must outline their approach to addressing the social impacts or risks which may arise during performance of the contract. For example, these may relate to:

- Low pay or poor working conditions
- Compliance with labour law
- Human rights in supply chains
- Ethical trade
- Gender equality and equal pay
- Accessibility for people with disabilities
- Social inclusion (whether for users/customers or workforce delivering the contract)

**Verification:** The tenderer must describe the specific actions to be taken as part of the performance of the contract, the timelines and who will be responsible for them. Marks will be awarded based on the scope, level of detail and verifiability of the measures. The measures described under this criterion will form part of the terms of the contract with the successful bidder.

Suggested weighting: 10-15% of total marks

**Sample Contract Performance Condition** – *for all contracts where calculation of the environmental footprint is deemed feasible and proportionate.*

The contractor is required to monitor the environmental footprint of all activities carried out by it, and its subcontractors, in order to fulfil the contract. A calculation of the environmental impact of these activities, expressed in terms of carbon dioxide equivalent (CO<sub>2</sub>e) shall be made by the contractor, using a credible and recognised

methodology which is appropriate for the purpose. The contractor is required to report on:

- iii) The tool(s) and method(s) proposed to calculate the CO<sub>2</sub>e generated by the contract activities (within two weeks of contract commencement);
- iv) The estimated CO<sub>2</sub>e to be generated by each task/deliverable under the contract (prior to commencing the relevant task/deliverable);
- v) The steps taken to mitigate and reduce the impact of each task/deliverable (prior to commencing the relevant task/deliverable); and
- vi) The actual volume of CO<sub>2</sub>e generated by each task/deliverable (following completion of each task/deliverable)

The University of Galway will review the information provided by the contractor and may request supporting evidence or data as well as additional mitigation measures, within the scope of the contract terms.

**Note:** It would also be possible for the University to nominate a particular method/tool for calculating the environmental footprint of a particular contract. This may be appropriate where the data will form part of broader calculation and reporting.

Category	IT, Computing and Telecoms
Subject matter	<b>ICT products: (Stationary ICT devices (desktop computers, thin clients, etc); Computer displays/monitors; Rack Mounted Servers, Enterprise Storage Equipment, Precision Cooling Equipment, Centralised Direct Current Power Distribution, Power Management, Uninterruptible Power Supply, Blade Servers, Enterprise Communication Equipment, ICT Optimisation Solutions; Mobile ICT devices (laptops, tablets, smart phones)</b>
Main environmental impacts	<ul style="list-style-type: none"> <li>• Climate change effects linked to energy consumption of ICT products</li> <li>• Impact on air, water, soil, biodiversity and human health of hazardous substances found in ICT products</li> <li>• Climate change effects and natural resource depletion linked to the manufacturing, delivery and disposal of new products</li> <li>• Specific environmental impact of battery production</li> <li>• End-of-life impacts including release of hazardous substances</li> </ul>
Main social impacts	<ul style="list-style-type: none"> <li>• Poor working conditions and low pay in production facilities</li> <li>• Human rights risks linked to extraction of critical raw materials, including conflict minerals</li> <li>• Exposure to hazardous substances throughout supply chain (including end-of-life waste management)</li> </ul>
Relevant SPP criteria	<a href="#">Irish GPP criteria for ICT products and services</a> (EPA 2021): This document should be consulted to identify relevant and

	<p>proportionate criteria, based on the needs assessment and market engagement activities carried out. As a minimum, compliance with the Triple E register criteria for relevant categories, as set out in TS35, must be specified.</p> <p><a href="#">Criteria for Socially Responsible ICT Procurement (Make ICT Fair Project, 2020)</a></p>
<p>Sample award criterion</p>	<p>Tenderers should outline their approach to identifying and mitigating all environmental impacts of the contract, including:</p> <ul style="list-style-type: none"> <li>• Energy consumption of ICT equipment</li> <li>• Control of hazardous substances</li> <li>• Design for repairability and recycling</li> <li>• Product lifetime extension, including service level agreements, warranties, tested battery endurance, compatibility and ports</li> <li>• Product packaging and transport</li> <li>• End-of-life management</li> </ul> <p>List the specific measures which your firm, and if relevant your partners, subcontractors or suppliers, will take to address these impacts, and the effect you expect each measure to have. The measures may relate to any aspect of the contract, but must be specific to the contract activities (i.e. not general corporate commitments such as net zero or offsetting).</p> <p>In addition, the tenderer must outline their approach to addressing the social impacts or risks which may arise during performance of the contract. For example, these may relate to:</p> <ul style="list-style-type: none"> <li>• Low pay or poor working conditions</li> <li>• Compliance with labour law</li> <li>• Human rights in supply chains</li> <li>• Ethical trade</li> <li>• Gender equality and equal pay</li> <li>• Accessibility for people with disabilities</li> <li>• Social inclusion (whether for users/customers or workforce delivering the contract)</li> </ul> <p><b>Verification:</b> For each measure, you should indicate whether a relevant third-party certification or standard (e.g. independent environmental or social labels; an environmental management system such as ISO 14001 or EMAS; supply chain management system) will be applied to verify and measure the impact. Marks will be awarded based on the scope, level of detail and verifiability of the measures. The measures described under this criterion will form part of the terms of the contract with the successful bidder.</p>

	<p>Suggested weighting: 10-15% of total marks</p> <p>Suggested pass mark: 60%</p>
Verification	The Irish GPP criteria and sample award criterion include verification provisions, which must be included in the tender documents.
<b>Subject matter</b>	<b>ICT services: ICT consultancy and systems design; Purchase of storage capacity in existing data centres including enterprise, colocation and managed service provider centres; IT virtualisation services; Purchase of hosting services or cloud services delivered via data centres such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS and Software as a Service (SaaS)</b>
Main environmental impacts	<ul style="list-style-type: none"> <li>• Energy consumption of ICT equipment and systems used to provide services (including for data storage)</li> <li>• Other environmental impacts of equipment and systems used to provide services (water, land use, hazardous substances, etc)</li> <li>• Impact of system design/delivery on client’s equipment performance and lifespan</li> </ul>
Main social impacts	<ul style="list-style-type: none"> <li>• Poor working conditions and low pay in production facilities</li> <li>• Human rights risks linked to extraction of critical raw materials, including conflict minerals</li> <li>• Exposure to hazardous substances throughout supply chain (including end-of-life waste management)</li> </ul>
Relevant SPP criteria	<p><a href="#">Irish GPP criteria for ICT products and services</a> (EPA 2021): This document should be consulted to identify relevant and proportionate criteria, based on the needs assessment and market engagement activities carried out. As a minimum, compliance with the Triple E register criteria for relevant categories, as set out in TS35, must be specified.</p> <p><a href="#">Criteria for Socially Responsible ICT Procurement (Make ICT Fair Project, 2020)</a></p>
Sample award criterion	<p>Tenderers should outline their approach to identifying and mitigating all environmental impacts of the contract, including:</p> <ul style="list-style-type: none"> <li>• Energy consumption of ICT equipment</li> <li>• Control of hazardous substances</li> <li>• Design for repairability and recycling</li> <li>• Product lifetime extension, including service level agreements, warranties, tested battery endurance, compatibility and ports</li> <li>• Product packaging and transport</li> <li>• End-of-life management</li> </ul> <p>List the specific measures which your firm, and if relevant your partners, subcontractors or suppliers, will take to address these</p>

	<p>impacts, and the effect you expect each measure to have. The measures may relate to any aspect of the contract, but must be specific to the contract activities (i.e. not general corporate commitments such as net zero or offsetting).</p> <p>In addition, the tenderer must outline their approach to addressing the social impacts or risks which may arise during performance of the contract. For example, these may relate to:</p> <ul style="list-style-type: none"> <li>• Low pay or poor working conditions</li> <li>• Compliance with labour law</li> <li>• Human rights in supply chains</li> <li>• Ethical trade</li> <li>• Gender equality and equal pay</li> <li>• Accessibility for people with disabilities</li> <li>• Social inclusion (whether for users/customers or workforce delivering the contract)</li> </ul> <p><b>Verification:</b> For each measure, you should indicate whether a relevant third-party certification or standard (e.g. independent environmental or social labels; an environmental management system such as ISO 14001 or EMAS; supply chain management system) will be applied to verify and measure the impact. Marks will be awarded based on the scope, level of detail and verifiability of the measures. The measures described under this criterion will form part of the terms of the contract with the successful bidder.</p> <p>Suggested weighting: 10-15% of total marks Suggested pass mark: 60%</p>
Verification	The Irish GPP criteria and sample award criterion include verification provisions, which must be included in the tender documents.
<b>Subject matter</b>	<b>Graphic design services</b>
Main environmental impacts	<ul style="list-style-type: none"> <li>• Energy consumption of ICT equipment (including for data storage)</li> <li>• Impact of printing (paper, chemicals, inks, energy, water, waste)</li> <li>• Impact of design on recyclability of products (e.g. can logos be removed, can materials be separated for reuse/recycling)</li> </ul>
Main social impacts	<ul style="list-style-type: none"> <li>• Low pay/precarious working conditions</li> <li>• Human and labour rights in supply chains for ICT equipment</li> <li>• Accessibility of designs to users with disabilities</li> <li>• Social inclusion in the design process</li> </ul>
Relevant SPP criteria	<p><a href="#">Irish GPP criteria for ICT products and services</a> (EPA 2021):</p> <p>The below criteria should be included in tender documents where the use of any of the listed equipment is part of the technical</p>

	<p>specifications. For lower value contracts, it may be specified that these criteria only apply where new equipment will be purchased to fulfil the contract.</p> <ul style="list-style-type: none"> <li>• TS1. Minimum energy performance for computers</li> <li>• TS2. Minimum energy performance for monitors</li> <li>• AC1. Improved energy performance for computers</li> <li>• AC2. Improved energy performance for monitors</li> <li>• TS35. Compliance with Triple E Register Criteria</li> </ul> <p><a href="#">Irish GPP criteria for paper and printing services</a> (EPA 2021): The below criteria should be included in tender documents where printed outputs (graphic paper, converted paper products such as envelopes or stationery, and printed paper products) are required as part of the technical specifications. For lower value contracts, or where the amount of printing is minimal, the sample award criterion may be applied instead.</p> <ul style="list-style-type: none"> <li>• TS1. Legal harvest of timber for pulp production</li> <li>• TS2. Sustainable sourcing of fibres for pulp production</li> <li>• TS3. Waste (for converted or printed paper products)</li> <li>• TS12. Recyclability (for converted or printed paper products)</li> </ul> <p><i>Note: for TS3 and TS12, different versions apply for converted and printed paper products.</i></p>
Sample award criterion	<p><i>Note: the below award criterion is an alternative to the above specifications/award criteria, for contracts where application or verification of the above criteria is considered disproportionate. It allows greater flexibility to evaluate specific measures proposed by bidders.</i></p> <p>Tenderers should outline their approach to identifying and mitigating all environmental impacts of the contract, including:</p> <ul style="list-style-type: none"> <li>• Energy consumption of ICT equipment (whether owned/operated directly by the contractor or a third party such as a printer/data hosting service used to fulfil the contract);</li> <li>• Impact of printing (paper, chemicals, inks, energy, water, waste)</li> <li>• Impact of design on recyclability of products (e.g. can logos be removed, can materials be separated for reuse/recycling)</li> </ul> <p>List the specific measures which your firm, and if relevant your partners, subcontractors or suppliers, will take to address these impacts, and the effect you expect each measure to have. The measures may relate to any aspect of the services being provided,</p>

	<p>but must be specific to the contract activities (i.e. not general corporate commitments such as net zero or offsetting).</p> <p>In addition, the tenderer must outline their approach to addressing the social impacts or risks which may arise during performance of the contract. For example, these may relate to:</p> <ul style="list-style-type: none"> <li>• Low pay or poor working conditions</li> <li>• Compliance with labour law</li> <li>• Human rights in supply chains</li> <li>• Ethical trade</li> <li>• Gender equality and equal pay</li> <li>• Accessibility for people with disabilities</li> <li>• Social inclusion (whether for users/customers or workforce delivering the contract)</li> </ul> <p><b>Verification:</b> For each measure, you should indicate whether a relevant third-party certification or standard (e.g. independent environmental or social labels; an environmental management system such as ISO 14001 or EMAS; supply chain management system) will be applied to verify and measure the impact. Marks will be awarded based on the scope, level of detail and verifiability of the measures. The measures described under this criterion will form part of the terms of the contract with the successful bidder.</p> <p>Suggested weighting: 10-15% of total marks Suggested pass mark: 60%</p>
Sample contract clause	<p>The contractor is responsible for implementing the environmental measures detailed in the technical specifications and in its response to the award criteria, which form part of the contract terms. The contractor is required to report on the environmental measures taken and to provide a calculation of the energy consumption, greenhouse gas emissions, waste or other impacts based on a recognised third-party tool or standard. This information must be provided <i>[specify timing and format for reporting]</i>.</p> <p>Failure to meet these conditions may result in payment being withheld under the contract <i>[other remedies, including termination, may be specified]</i>.</p>
Verification	<p>The Irish GPP criteria and sample award criterion include verification provisions, which must be included in the tender documents.</p>
Notes	<p>Prior to applying the GPP criteria in tender documents, information should be collected regarding the ability of current and potential</p>

	suppliers to meet these requirements. Further information about approaches to market engagement is set out in the SPP Handbook.
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<b>Category</b>	<b>Buildings and estates</b>
<b>Subject matter</b>	<b>Architectural design services</b>
Main environmental impacts	<ul style="list-style-type: none"> <li>• Energy consumption and renewable energy generation during use</li> <li>• Impacts of building materials and construction methods</li> <li>• Impacts on biodiversity and land use</li> <li>• Impacts on water management</li> <li>• Impacts on transport</li> <li>• Impact of design on end-of-life (e.g. ability to reclaim and reuse materials)</li> </ul>
Main social impacts	<ul style="list-style-type: none"> <li>• Impacts on human health and well-being linked to design and use of buildings</li> <li>• Accessibility for users with disabilities</li> <li>• Social inclusion in design process</li> </ul>
Relevant SPP criteria	<a href="#">Irish GPP criteria for Office Buildings</a> (EPA, 2021) - Sections A and B are relevant for design services. Note that the development of criteria to cover additional building types is underway at EU level and is expected to be completed by the end of 2023 (draft criteria documents are available <a href="#">here</a> ). The new criteria will be aligned with the <a href="#">EU Levels framework</a> , which incorporates environmental, social and economic principles of sustainable design.
Sample award criterion	<p>Describe the impacts which you expect this contract to have in terms of greenhouse gas emissions, energy use, resource consumption, waste, biodiversity and land use. List the specific measures which your firm, and if relevant your partners and subcontractors, will take to address these impacts, and the effect you expect each measure to have. The measures may relate to any aspect of the services being provided, but must be specific to the contract activities.</p> <p>For each measure, you should indicate whether a relevant third-party certification or standard (for example, relating to carbon footprint) will be applied to verify and measure the impact. Marks will be awarded based on the scope, level of detail and verifiability of the measures. The measures described under this criterion will form part of the terms of the contract with the successful bidder.</p> <p><b>Verification</b> Bidders must provide:</p> <ul style="list-style-type: none"> <li>•A list of the expected environmental impacts of the contract;</li> </ul>

	<ul style="list-style-type: none"> <li>•A detailed description and timeline for the environmental measures to be implemented as part of this contract;</li> <li>•How the impacts will be monitored during the contract and whether these will be certified by an independent third party and/or in accordance with an independent standard.</li> </ul>
Sample contract performance condition	<p>The contractor is required to monitor the environmental footprint of all activities carried out by it, and its subcontractors, in order to fulfil the contract. A calculation of the environmental impact of these activities, expressed in terms of carbon dioxide equivalent (CO<sub>2</sub>e) shall be made by the contractor, using a credible and recognised methodology which is appropriate for the purpose. The contractor is required to report on:</p> <ul style="list-style-type: none"> <li>vii) The tool(s) and method(s) proposed to calculate the CO<sub>2</sub>e generated by the contract activities (within two weeks of contract commencement);</li> <li>viii) The estimated CO<sub>2</sub>e to be generated by each task/deliverable under the contract (prior to commencing the relevant task/deliverable);</li> <li>ix) The steps taken to mitigate and reduce the impact of each task/deliverable (prior to commencing the relevant task/deliverable); and</li> <li>x) The actual volume of CO<sub>2</sub>e generated by each task/deliverable (following completion of each task/deliverable)</li> </ul> <p>The University of Galway will review the information provided by the contractor and may request supporting evidence or data as well as additional mitigation measures, within the scope of the contract terms.</p>
Verification	The Irish GPP criteria and sample award criterion include verification provisions, which must be included in the tender documents.
Notes	Prior to applying the GPP criteria in tender documents, information should be collected regarding the ability of current and potential suppliers to meet these requirements. Further information about approaches to market engagement is set out in the SPP Handbook.

<b>Category</b>	<b>Events and Conferences</b>
<b>Subject matter</b>	<b>Branded supplies/merchandise</b>
Main environmental impacts	<ul style="list-style-type: none"> <li>• Paper products: deforestation, air, water and soil pollution, energy and chemical use in processing, printing, waste</li> </ul>

	<ul style="list-style-type: none"> <li>• Textiles: Water, energy, chemicals, emissions and land use, end-of-life impacts</li> <li>• Plastic products: Emissions and fossil fuel use, end-of-life impacts</li> <li>• Impact of design on recyclability of products (e.g. can logos be removed, can materials be separated for reuse/recycling)</li> <li>• Impact of packaging and transport</li> </ul>
<p>Relevant SPP criteria</p>	<p><a href="#">Irish GPP criteria for paper and printing services</a> (EPA 2021): The below criteria should be included in tender documents where printed outputs (graphic paper, converted paper products such as envelopes or stationery, and printed paper products) are required as part of the technical specifications. For lower value contracts, or where the amount of printing is minimal, the sample award criterion may be applied instead.</p> <ul style="list-style-type: none"> <li>• TS1. Legal harvest of timber for pulp production</li> <li>• TS2. Sustainable sourcing of fibres for pulp production</li> <li>• TS3. Waste (for converted or printed paper products)</li> <li>• TS12. Recyclability (for converted or printed paper products)</li> </ul> <p><i>Note: for TS3 and TS12, different versions apply for converted and printed paper products.</i></p> <p><a href="#">Irish GPP Criteria for Textiles (EPA 2021)</a>: The below criteria should be included in tenders where textiles are being provided. For lower value contracts, or where the volume of textiles provided is minimal, the sample award criterion may be applied instead.</p> <p>TS1. Cotton fibres TS2. Wool fibres TS3.1 Sulphur emissions to air TS5. Substances on REACH candidate list TS7. Durability standards AC4. Design for reuse and recycling</p>
<p>Sample award criterion</p>	<p><i>Note: the below award criterion is an alternative to the above specifications/award criteria, for contracts where application or verification of the above criteria is considered disproportionate or for products which fall outside of the scope of the criteria (e.g. plastic products). It allows greater flexibility to evaluate specific measures proposed by bidders.</i></p> <p>Tenderers should outline their approach to identifying and mitigating all environmental impacts of the contract, including:</p> <ul style="list-style-type: none"> <li>• Use of materials and production methods with lower environmental impact, e.g. replacing plastic with more</li> </ul>

	<p>sustainable materials, avoiding energy-intensive production processes, limiting the use of chemicals and managing water and waste;</p> <ul style="list-style-type: none"> <li>• Impact of printing (paper, chemicals, inks, energy, water, waste);</li> <li>• Impact of design on recyclability of products (e.g. can logos be removed, can materials be separated for reuse/recycling);</li> <li>• Impact of design on durability/longevity of the product;</li> <li>• Impact of product packaging and transportation.</li> </ul> <p>List the specific measures which your firm, and if relevant your partners, subcontractors or suppliers, will take to address these impacts, and the effect you expect each measure to have. The measures may relate to any aspect of the services being provided, but must be specific to the contract activities (i.e. not general corporate commitments such as net zero or offsetting).</p> <p>In addition, the tenderer must outline their approach to addressing the social impacts or risks which may arise during performance of the contract. For example, these may relate to:</p> <ul style="list-style-type: none"> <li>• Low pay or antisocial working hours</li> <li>• Compliance with labour law</li> <li>• Human rights in supply chains</li> <li>• Ethical trade</li> <li>• Gender equality and equal pay</li> <li>• Accessibility for people with disabilities</li> <li>• Social inclusion (whether for users/customers or workforce delivering the contract)</li> </ul> <p><b>Verification:</b> For each measure, you should indicate whether a relevant third-party certification or standard (e.g. independent environmental or social labels; an environmental management system such as ISO 14001 or EMAS; supply chain management system) will be applied to verify and measure the impact. Marks will be awarded based on the scope, level of detail and verifiability of the measures. The measures described under this criterion will form part of the terms of the contract with the successful bidder.</p> <p>Suggested weighting: 10-15% of total marks Suggested pass mark: 60%</p>
Sample contract clause	The contractor is responsible for implementing the environmental measures detailed in the technical specifications and in its response to the award criteria, which form part of the contract terms. The contractor is required to report on the environmental

	<p>measures taken and to provide a calculation of the energy consumption, greenhouse gas emissions, waste or other impacts based on a recognised third-party tool or standard. This information must be provided <i>[specify timing and format for reporting]</i>.</p> <p>Failure to meet these conditions may result in payment being withheld under the contract <i>[other remedies, including termination, may be specified]</i>.</p>
Verification	The Irish GPP criteria and sample award criterion include verification provisions, which must be included in the tender documents.
Notes	Needs assessment is particularly important prior to procuring any branded supplies/merchandise – is it really needed and how can the impact be reduced? Further information about approaches to needs assessment is set out in the SPP Handbook.