



Product Sheet

Sustainable Procurement Guidelines for Office Stationery

Paper consumables: envelopes, notepads and post-it notes

Advanced sustainability criteria and verification instructions

Advanced sustainability criteria: are intended for use by procurers who seek to purchase the most advanced environmentally-friendly and socially-responsible products available on the market, and may require additional administrative effort or result in a price increase, as compared to other products fulfilling the same function.

Regions covered: **All Regions**

This Product Sheet is divided into four sections:

[Section 1: Sustainability and verification criteria](#) for the following:

Paper consumables: envelopes, notepads and post-it notes

[Section 2: Information sources](#)

[Annex 1: Check-list](#)

For further information on any of the issues addressed in this Product Sheet, please consult the **Sustainable Procurement Guidelines for Office Stationery Background Report**.

Section 1: Sustainability and verification criteria for Office Stationery Paper consumables: Envelopes, notepads & post-it notes Advanced requirements

SUSTAINABILITY CRITERIA	VERIFICATION
<p>A – Procurement planning: subject matter (defining what will be purchased)</p>	
<p>Provision of envelopes/notepads/post-it notes made in an environmentally and socially responsible way</p>	
<p>B – Requirement definition: specifications (compulsory requirements that product must fulfil)</p>	
<p>Recovered paper fibres</p> <p>Paper must be made from 75% recovered paper fibres (post and pre-consumer waste)</p> <p>Recovered paper fibres include both post-consumer recycled fibres and pre-consumer recycled fibres from paper mills, also known as broke. Post-consumer recycled fibres may come from consumers, offices, printing houses, bookbinders or similar.</p>	<p>All products carrying the Blaue Engel (German ecolabel), or Umweltzeichen (Austrian ecolabel) will be deemed to comply.</p> <p>The Green Seal, and the PEFC label can also serve as means of proof if it specified that the paper is made from at least 75% recovered paper fibres.</p> <p>Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer. 'Recognised bodies' are test and calibration laboratories and certification and inspection bodies which comply with applicable regional, national and/or international standards.</p>
<p>Ecological criteria regarding production (see Implementation Note)</p> <p>The ecological criteria of the Nordic Swan, Blaue Engel (German ecolabel), Austrian Ecolabel, Ecologo or the Eco Mark Japan, (or the <i>Thai Green Label – see Implementation Note</i>) or equivalent, directly related to the product or production process (and not the management practices of the factory) must be met. Full criteria documents are available at:</p> <p>Nordic Swan – paper envelopes: http://www.svanen.nu/Default.aspx?tabName=CriteriaDetailEng&menuItemID=7056&pgr=14</p> <p>Blaue Engel (German ecolabel): http://www.blauer-engel.de/downloads/vergabegrundlagen_en/e-UZ-014.pdf</p> <p>Austrian Ecolabel – UZ18 Recycled paper products: http://www.umweltzeichen.at/filemanager/list/15672/</p>	<p>Products carrying the the Nordic Swan, Blaue Engel (German ecolabel), Umweltzeichen (Austrian ecolabel), Ecologo or the Eco Mark Japan, (or the <i>Thai Green Label – see Implementation Note</i>) will be deemed to comply.</p> <p>Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer. 'Recognised bodies' are test and calibration laboratories and certification and inspection bodies which comply with applicable regional, national and/or international standards.</p>

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SUSTAINABILITY CRITERIA	VERIFICATION
<p>Marque NF Environnement - Envelopes: http://www.marque-nf.com/appli.asp?NumAppli=NF316&lang=French</p> <p>Eco Mark Japan – packaging paper: http://www.ecomark.jp/english/nintei.html</p> <p>Ecologo – Envelopes: http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=305</p> <p>(Thai Green Label Scheme – paper TGL-8-97 (printing and writing paper requirements): http://www.tei.or.th/greenlabel/)</p>	
<p>Virgin fibres from sustainably logged raw wood</p> <p>All virgin wood fibres for pulp production shall come from forests that are managed so as to implement the principles and measures aimed at ensuring sustainable forest management.</p> <p>In Europe, these principles and measures shall at least correspond to those of the Pan-European Operational Level Guidelines for Sustainable Forest Management, as endorsed by the Lisbon Ministerial Conference on the Protection of Forests in Europe (2 to 4 June 1998). Outside Europe they shall at least correspond to the UNCED Forest Principles (Rio de Janeiro, June 1992) and, where applicable, to the criteria or guidelines for sustainable forest management as adopted under the respective international and regional initiatives (ITTO, Montreal Process, Tarapoto Process, UNEP/FAO Dry-Zone Africa Initiative).</p>	<p>All products carrying the Blaue Engel (German ecolabel), FSC label, Umweltzeichen (Austrian ecolabel), Nordic Swan, Ecologo and the Eco Mark Japan will be deemed to comply.</p> <p>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. 'Recognised bodies' are test and calibration laboratories and certification and inspection bodies which comply with applicable regional, national and/or international standards.</p>
<p>Whiteness (see Implementation Note)</p> <p>The whiteness level must be <90 according to ISO 2470:1999 or equivalent.</p>	<p>Bidders must provide written proof that they meet this criterion.</p>
<p>Technical quality</p> <p>Paper must be fit for use with standard office machinery (e.g. printers, photocopiers) in accordance with relevant national or regional standards such as to DIN 190309, AFNOR Q11-013 or equivalent.</p>	<p>Products certified according to DIN 190309, AFNOR Q11-013, or equivalent, will be deemed to comply with the criterion.</p> <p>Otherwise a sample of the product must be provided to the purchasing authority to conduct quality tests.</p>
<p>Environmentally-friendly packaging</p> <p>The packaging for the paper/paper consumables shall not contain PVC or other chlorinated plastics.</p> <p>The packaging materials may be separated into mono-material parts, and at least 80 percent of the packaging by weight shall consist of materials that are readily recyclable (with locally available recycling systems) or can be composted.</p> <p>The cardboard packaging shall consist of 80% recycled material.</p>	<p>Bidders must provide a list of the different packaging materials used for the product, their weight and a declaration by the packaging producer/s where the percentage of recycled content for cardboard in their packaging is specified.</p>
<p>C – Sourcing suppliers (use in pre-qualification)</p>	
<p>Compliance with environmental legislation (see Implementation Note)</p> <p>Bidders shall not be permitted to take part in a contract if they:</p>	<p>Bidders must provide a declaration that they meet this criterion. Upon request, they may be asked to provide documentary proof to support this declaration.</p>

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SUSTAINABILITY CRITERIA	VERIFICATION
<p>Have been found guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate; or have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he/she is established or with those of the country of the contracting authority.</p>	
<p>Production of the product according to international labour standards (independent third party certified)</p> <p>The bidder shall provide proof from an independent third party certification body that the manufacturer of the product complies with the international working standards (ILO Core Conventions) throughout the whole supply chain listed below. The supply chain includes producers and manufacturers of all furniture pieces that are the subject of this contract. Furthermore it includes contracted labour (contract manufacturers) that may design, market, manufacture and/or provide goods and services that are used to manufacture and supply the final product.</p> <ul style="list-style-type: none"> • Freedom of Association and Protection of the Right to Organise (No. 87) • Right to Organise and Collective Bargaining (No. 98) • Forced Labour (No. 29) • Abolition of Forced Labour (No. 105) • Discrimination (Employment and Occupation) (No. 111) • Equal Remuneration (No. 100) • Minimum Age (No. 138) • Worst Forms of Child Labour (No. 182) 	<p>Upon demand the bidder is required to submit independent third party verification that the requirements are met.</p>
<p>Operational, third-party certified, environmental management system</p> <p>The bidder shall provide certificates from the manufacturer(s) that they and all companies throughout the whole product supply chain engaged in the design or manufacture of the product have an operational, third-party certified, environmental management system that meets one of three recognised systems: ISO 14001, European EMAS, U.S. EPA Performance Track, or equivalent.</p>	<p>The bidder is required to provide certificates for all the companies in the supply chain of the third-party certified environmental management system, such as ISO 14001, European EMAS, U.S. EPA Performance Track, or equivalent.</p>

SUSTAINABILITY CRITERIA	VERIFICATION
<p>E - Contract Clauses – for Systems Contracts only - (include in contract conditions)</p>	
<p>Production of the product according to international labour standards (independent third party certified)</p> <p>The contractor shall ensure that the producers and manufacturers of the stationery items comply with the international working standards (ILO Core Conventions) listed below throughout the whole supply chain during the term of the contract. The supply chain includes producers and manufacturers of all stationery items that are the subject of this contract. Furthermore it includes contracted labour (contract manufacturers) that may design, market, manufacture and/or provide goods and services that are used to manufacture and supply the final product.</p> <ul style="list-style-type: none"> • Freedom of Association and Protection of the Right to Organise (No. 87) • Right to Organise and Collective Bargaining (No. 98) • Forced Labour (No. 29) • Abolition of Forced Labour (No. 105) • Discrimination (Employment and Occupation) (No. 111) • Equal Remuneration (No. 100) • Minimum Age (No. 138) • Worst Forms of Child Labour (No. 182) 	<p>Upon demand the bidder is required to submit independent third party verification that the requirements are met.</p>
<p>Emissions from transport of the product</p> <p>The contractor shall provide information in terms of figures regarding the amount of CO₂ emissions from the transportation of products supplied for the contract.</p> <p>By the end of the contract, the contractor shall demonstrate the efforts made of trying to reduce the emissions of CO₂ through transportation of products.</p>	<p>A report shall be provided by the contractor calculating the CO₂ emissions from transportation of products for the contract.</p>

Implementation notes

B – Requirement definition: specifications - Whiteness level

The purchasing/contracting authority may choose to use a whiteness level of less than 90. A whiteness level of above 90 would require that the paper is treated with optical brightening agents. Levels as low as 60 are of a good enough quality for everyday office use, but this is a matter of taste.

B – Requirement definition: specifications - Specifications or evaluation/award criteria

Where the purchasing/contracting authority is unsure about the price and availability of ecolabelled products on the local market, the above Specifications can

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be used instead as Award/Evaluation criteria. Where a points based evaluation system is used, these criteria could, for example, be given a 15% weighting in the final evaluation. Alternatively, carrying out some initial market research may help to indicate whether products are available on the market.

B – Requirement definition – Specifications – Ecological criteria regarding paper production

In Europe, North America & Japan reference to the Thai Green Label should not be made. This reference should only be included in South-east Asia. This is because the criteria are slightly less strict than those for the other ecolabels.

Other relevant ecolabels may also exist in your region and may also be included here. Please check if they are a Type I ecolabel, according to ISO 14024. For more information on ecolabels and environmental labels and their use in the UN procurement process, please consult: "A Guide to Environmental Labels for United Nations Procurers" published by UNOPS and UNEP (as part of the SUN initiative) (May 2009).

B – Requirement definition – Specifications – References to labels in Verification

Other relevant ecolabels may also exist in your region which may also be used to verify compliance. Please check if they are a Type I ecolabel, according to ISO 14024, and ensure they demonstrate compliance with the criteria presented here. For more information on ecolabels and environmental labels and their use in the UN procurement process, please consult: "A Guide to Environmental Labels for United Nations Procurers" published by UNOPS and UNEP (as part of the SUN initiative) (May 2009). For more information regarding ecolabels available globally, please consult the website of the Global Ecolabelling Network (GEN): <http://www.globalecolabelling.net>

C – Sourcing suppliers – Compliance with environmental legislation

Where appropriate, the contracting authorities should ask bidders to supply relevant documents and, where they have doubts concerning the personal situation of a bidder, they may seek the co-operation of the competent authorities in the particular country.

The exclusion of such economic operators should take place as soon as the contracting authority has knowledge of a judgement concerning such offences. If national law contains provisions to this effect, non-compliance with environmental legislation or legislation on unlawful agreements in public contracts which has been the subject of a final judgement or a decision having equivalent effect may be considered an offence concerning the professional conduct of the economic operator concerned or grave misconduct.

Exclusion of suppliers on the basis of non-compliance with environmental legislation may prove impractical in situations where a strong legal framework and enforcement is not in place. The procurer will need to assess their own situation.

D – Evaluation: Award/evaluation criteria

Depending on the market availability of products meeting the Specifications, the procurer may want to give a "preference" for greener products at this stage of the procurement procedure. It is possible to include sustainability Evaluation/Award criteria if you have included minimum standards (for sustainability criteria) in the Specifications

Section 2: Information sources

- Austrian ecolabel (“Österreichische Umweltzeichen” - the Austrian ecolabel): <http://www.umweltzeichen.at/>. Specific criteria used:
UZ 57: Office and School Articles
UZ 11: Toners
UZ 18: Products made from Recycled Paper
UZ 02: Graphic Paper
- Blue Angel (“Blaue Engel” - the German ecolabel): Specific criteria sets used:
RAL-UZ 14: Recycled Paper (covering copy paper, envelopes, labels, paper, recycled paper, self-stick notes and writing paper)
RAL-UZ 55: Recycled Printing Modules Refilled with Toner
- Chlorine-Free Products Association (CFPA) (a certification standard to address the bleaching process of paper, primarily): <http://www.chlorinefreeproducts.org/>
- Clement, S (2006): The Procura⁺ Manual. A Guide to Cost-Effective Sustainable Public Procurement (2nd Edition). ICLEI – Local Governments for Sustainability (2007): <http://www.procuraplus.org/index.php?id=4611>
- Ecologo (North American ecolabel): <http://www.ecologo.org/>. Specific criteria used:
CCD-077: Printing and writing paper
CCD-080: Envelopes
CD-075: Pulp
CCD-040: Printing inks
- Eco Mark Japan (Japanese ecolabel): <http://www.ecomark.jp/english/>. Specific criteria sets used:
Product Category 113, “Packaging Paper Version 2.3”
Product Category 102, “Printing Ink Version 2.2”
Product Category 135, “Toner Cartridge Version 1.4”
Product Category 142, “Ink Cartridges Version 1.0”
- European Commission GPP Training
Toolkit: http://ec.europa.eu/environment/gpp/toolkit_en.htm
- Forest Stewardship Council (FSC) (environmental and social third-party certification scheme that promotes responsible management of the world's forests): <http://www.fsc.org>
- Green Seal (National ecolabel for America, USA): <http://www.greenseal.org>. Specific criteria sets used:
GS-7: Green Seal Environmental Standard for Printing and Writing Paper
GS-10: Green Seal Environmental Standard for Coated printing paper
- NF Environnement (French ecolabel): <http://www.marque-nf.com/>. Specific criteria:
REGNF 316: Envelopes
REGNF 335: Toners
- Nordic Swan (Scandinavian ecolabel): Specific criteria sets used:
Copying and Printing Paper: Basic Module, Supplementary Module
Paper Envelopes: Supplementary Module
Writing Instruments
Toner Cartridges (remanufactured)
- Office Depot. Greener Office Guide: <http://www.officedepot.eu/GreenerOffice/>

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- Programme for the Endorsement of Forest Certification (PEFC) (promotes sustainable forest management - environmentally, socially beneficial and economically viable management of forests for present and future generations - through independent third party forest certification): <http://www.pefc.org>
- Responsible Purchasing Guide: Copy Paper. Responsible Purchasing Network, 2008
- Thai Green Label Scheme (Thailand national ecolabel): <http://www.tei.or.th/greenlabel/>.
Specific criteria sets used:
TGL-8-97: Paper (covering printing and writing paper requirements)
TGL-30-R1-03: Toner Cartridge
TGL-29-00: Writing Instruments
- UNDP Environmental Procurement Practice Guide. Volumes 1 and 2. UNDP Bureau of Management, Procurement Support Office (2008): <http://www.undp.org/procurement>
- [UNON Supplier Sustainable Procurement Guidelines \(Annex G\)](#)

Annex 1: Check-lists for selection of sustainable office stationery products

The following check-list is designed to:

- Provide an quick overview of the criteria presented above
- Be used by UN procurers/requisitioners in assessing different offers

The Check-list only includes general headings does not include the criteria themselves. The criteria are presented in the document above.

For specifications and sourcing criteria, the procurer should insert “yes” or “no” in the final column depending on whether the product or service meets the criteria presented above.

For each award/evaluation criteria, the procurer should assess the performance of the product or service being evaluated and decide how many points should be awarded.

Check-list: Paper consumables	
B - Requirement definition: specifications (compulsory requirements that the product must fulfil)	Yes/No
Recovered paper fibres	
Ecological criteria regarding paper production	
Virgin fibres from sustainably logged raw wood	
Whiteness	
Technical quality	
Environmentally-friendly packaging	
C - Sourcing suppliers (use in pre-qualification)	Yes/No
Compliance with environmental legislation	
Production of the product according to international labour standards (independent third party certified)	
Operational, third-party certified, environmental management system	
E – Contract clauses – for Systems Contracts only – (include in contract conditions)	Yes/No
Production of the product according to international labour standards (independent third party certified)	
Emissions from transport of the product	