



Product Sheet

Sustainable Procurement Guidelines for Cleaning Products

Basic sustainability criteria and verification instructions

Basic sustainability criteria: these address the most significant environmental and social impacts and require minimum effort in verification and minimal increase (if any) in price.

Regions covered: **Region 1 (Europe, North America and Thailand)**

This product sheet is divided into four sections:

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

[Section 2: Information sources](#)

[Annex 1: Evaluation award/criteria matrices](#)

[Annex 2: Check-list](#)

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

Section 1: Sustainability criteria for cleaning products

Basic requirements for Region 1

SUSTAINABILITY CRITERIA	VERIFICATION
<p>A - Procurement planning: subject matter (defining what will be purchased)</p>	
<p>Provision of sustainable cleaning products</p>	
<p>B - Requirement definition: specifications (compulsory requirements that product must fulfil)</p>	
<p>Cleaning products (general restrictions)</p> <p>All offered cleaning products must meet the criteria of one of the following ecolabels: Ecologo, Green Seal, European Ecolabel, Nordic Swan, Umweltzeichen (Austrian ecolabel), Good Environmental Choice (or the <i>Thai Green Label</i> – see <i>Implementation Note</i>) or equivalent</p>	<p>Products carrying the Ecologo, Green Seal, European Ecolabel, Nordic Swan, Umweltzeichen (Austrian ecolabel), or Good Environmental Choice (or the <i>Thai Green Label</i> – see <i>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>
<p>Packaging - concentrated form and clear dosing instructions</p> <p>All products must be delivered with clear dosing instructions.</p> <p>The product must be delivered in bulk or in a concentrated form.</p>	<p>Data on the packaging or a sample of the packaging materials if appropriate shall be provided, together with a declaration of compliance with these criteria. Any other appropriate means of proof will also be accepted.</p>

Sustainable Procurement Guidelines for Cleaning Products

Product Sheet, **Basic** Requirements, **Region 1** (Europe, North America & Thailand)



SUSTAINABILITY CRITERIA	VERIFICATION
C - Sourcing Suppliers (use in pre-qualification)	
<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>Have been found guilty of grave professional misconduct, including non-compliance with environmental legislation, 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>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>
<p>Production of the product according to international labour standards (self-declaration)</p> <p>The bidder shall provide proof that they and the manufacturers of the cleaning products comply with the international working standards (ILO Core Conventions) listed below throughout the whole supply chain. The supply chain includes producers and manufacturers of all cleaning products that are the subject of this contract. Furthermore it includes contracted labour (contract manufacturers) that may 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>The bidder is required to submit appropriate proof that these requirements have been met, such as a written self-commitment/declaration (such as a current industry code of conduct declaration) that the requirements are met, together with documented support of the implementation and monitoring of measures</p>
<p>Written corporate environmental policy</p> <p>The bidder and the manufacturer of the final product(s) are required to demonstrate the existence and public availability of a written corporate environmental policy, consistent with ISO 14001 (International Organisation for Standardisation), or equivalent.</p>	<p>Proof of compliance is the written corporate environmental policy, consistent with ISO 14001 (International Organisation for Standardisation), or equivalent. Any other appropriate means of proof will also be accepted.</p>

Sustainable Procurement Guidelines for Cleaning Products

Product Sheet, **Basic** Requirements, **Region 1** (Europe, North America & Thailand)



SUSTAINABILITY CRITERIA	VERIFICATION
D - Evaluation: award/evaluation criteria (awarding the contract and allocating bonus points)	
Environmentally-friendly packaging Points shall be awarded for products for which: <ul style="list-style-type: none">• The packaging for the paper/paper consumables does not contain PVC or other chlorinated plastics.• The packaging materials are able to be separated into mono-material parts, and at least 80 percent of the packaging by weight consists of materials that are readily recyclable (with locally available recycling systems) or can be composted.• The cardboard packaging consists of 80% recycled material.	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.

Sustainable Procurement Guidelines for Cleaning Products

Product Sheet, **Basic** Requirements, **Region 1** (Europe, North America & Thailand)



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 (self-declaration)</p> <p>The contractor shall ensure that the producers and manufacturers of the cleaning products 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 the cleaning products that are the subject of this contract. Furthermore it includes contracted (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 contractor is required to submit appropriate proof that these requirements have been met, such as a written self-commitment/declaration (such as a current industry code of conduct declaration) that the requirements are met, together with documented support of the implementation and monitoring of measures</p>

Implementation notes

B - Requirement definition – Specifications – Cleaning products (general restrictions)

In Europe and North America 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.

B - Requirement definition – Specifications – Cleaning products (general restrictions)

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 – Cleaning service done by in-house workers

Consider the sustainability criteria for Cleaning Services if the cleaning service is to be done by in-house workers or if the cleaning services are not procured (i.e. no tendering process is used). This is particularly relevant for issues such as dosage and dosage devices, new techniques, awareness of health and risk, and cleaning frequency.

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

Where the market availability of products meeting the Specifications is less certain. The procurer may wish to use certain specifications as Evaluation/Award criteria instead, indicating that such characteristics are preferred but not required. It is advisable to do some small market research before procurement.

Section 2: Information sources

- Austrian Ecolabel (Umweltzeichen). All purpose and sanitary cleaners, hand dishwashing detergents: <http://www.umweltzeichen.at/filemanager/list/15672>
- Bra Miljöval/Good Environmental Choice. Cleaning products: <http://www2.snf.se/bmv/english.cfm>
- European Ecolabel. All Purpose cleaners and household cleaners: http://ec.europa.eu/environment/ecolabel/product/index_en.htm
- European Commission GPP Training Toolkit: http://ec.europa.eu/environment/gpp/toolkit_en.htm
- Green Seal Environmental Standard for industrial and institutional cleaners, cleaning services: <http://www.green Seal.org>
- Kenya United Nations Office at Nairobi, Sustainable Procurement Policy (unpublished)
- Kenya United Nations Office at Nairobi, Guaranteed Fair Employment Package (unpublished)
- Nordic Swan. Cleaning products, microfibre cloths and mops: <http://www.svanen.nu>
- Terrachoice Environmental Marketing Ecologo, general purpose cleaners, bathrooms cleaners, degreasers, hand dishwashing products, industrial cleaners, window and glass cleaners: <http://www.ecologo.org>
- Thai Green Label. Detergents, dishwashing detergents and surface cleaners: <http://www.tei.or.th/greenlabel>
- European Commission (2007) "Detergent Ingredient Database (DID list)", available at http://ec.europa.eu/environment/ecolabel/product/pg_did_list_en.htm
- International Fragrance Association (2006) "The International Fragrance Association Code of Practice". Geneva, available at <http://www.ifraorg.org/Home/Code,%20Standards%20Compliance/Code-of-Practice/page.aspx/88>
- International Labour Office (2001) "Guidelines on occupational safety and health management systems, OSH – 2001" Geneva, available at <http://www.ilo.org/public/english/protection/safework/cops/english/download/e000013.pdf>
- United Nations (2004) "Consolidated List of Products Whose Consumption and/or Sale Have Been Banned, Withdrawn, Severely Restricted or not Approved by Governments" United Nations Publications
- United Nations Economic Commission for Europe (2007) "Globally Harmonized System of Classification and Labelling of Chemicals (GHS) second revised edition", United Nations, New York and Geneva, available at http://www.unece.org/trans/danger/publi/ghs/ghs_rev02/02files_e.html
- UN High Level Committee on Management Procurement Network (HLCM-PN), Sustainable Procurement Statement, Revised 15th January 2009
- Council of the European Communities, Council Directive 76/769/EEC of 27 July 1976 on the approximation of the laws, regulations and administrative provisions of the Member States relating to restrictions on the marketing and use of certain dangerous substances and preparations, available at http://eur-lex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexapi!prod!CELEXnumdoc&lg=EN&numdoc=31976L0769&model=guichett

Annex 1: Evaluation/Award criteria matrix

This matrix provides a model which procurers may wish to use in the evaluation/award phase of the procurement process. The matrix (provided below) should serve as an example of how procurers can allocate bonus points for sustainability criteria when evaluating competing bids.

The evaluation criteria, for instance, in the form of the evaluation matrix, should be included as an annex in the tender documents published by the procurement/contracting authority.

The sustainability criteria included in the evaluation phase should be considered alongside other standard evaluation criteria, such as cost (ideally full costs over the lifetime of the product, i.e. life-cycle costing) and quality. As a rule of thumb, the total weighting given to sustainability criteria is recommended to be about 20% of the total points given to all evaluation criteria.

CLEANING PRODUCTS - Sustainability evaluation criteria	Bonus points (max. 100)	Score
<p>1. Environmentally-friendly packaging</p> <p>Points shall be awarded for products for which:</p> <ul style="list-style-type: none"> - The packaging for the paper/paper consumables does not contain PVC or other chlorinated plastics. - The packaging materials is able to be separated into mono-material parts, and at least 80 percent of the packaging by weight consists of materials that are readily recyclable (with locally available recycling systems) or can be composted. - The cardboard packaging consists of 80% recycled material. 	<p>Fulfilment of criterion = 100 points</p> <p>Non-fulfilment of criterion = 0 points</p>	
SUM		



Annex 2: Check-list for selection of Sustainable Cleaning Products (basic requirements for region 1)

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 (or terms of reference for services) 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: Cleaning Products	
B - Requirement definition: specifications (compulsory requirements that the product must fulfil)	Yes/No
Cleaning products (general restrictions)	
Packaging - concentrated form and clear dosing instructions	
C - Sourcing suppliers (use in pre-qualification)	Yes/No
Compliance with environmental legislation	
Production of the product according to international labour standards, self declaration	
Written corporate environmental policy	
D - Evaluation: award/evaluation criteria (awarding the contract and allocating bonus points)	Points
Environmentally-friendly packaging	
E – Contract clauses – for Systems Contracts only – (include in contract conditions)	Yes/No
Production of the product according to international labour standards (self-declaration)	