National Green Public Procurement Guidelines

Office IT Equipment

National target 100% (*Mandatory for all Contracting Authorities and Cohesion policy projects.*)

<table>
<thead>
<tr>
<th>Date</th>
<th>Version No.</th>
<th>Change</th>
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<tr>
<td>Jun 2012</td>
<td>1.1</td>
<td>Minor revision of text</td>
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<tr>
<td>Oct 2011</td>
<td>1.0</td>
<td>First national guidelines for Office IT Equipment</td>
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**Definition:**
These product group criteria are applicable to
- Computers - covering both PCs and notebooks
- Monitors
- Imaging equipment - covering copiers, printers, scanners, faxes, and MFDs

**List of product items:**

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**Applying GPP criteria**

The National Action Plan for Green Public Procurement ([www.gpp.gov.mt](http://www.gpp.gov.mt)) requires **all contracting authorities** to consider and reflect the parameters (GPP criteria) stipulated below in the tenders for products falling under this product group. As a minimum requirement, these parameters must be included in technical specifications / terms of reference / bills of quantities (whichever is applicable, depending on whether the contract is for works, services or supplies) and in the corresponding selection criteria. These parameters may also feature as part of the subject matter of the contract, and, if the Most economically Advantageous Tender (MEAT) procedure is used – in the award (evaluation) criteria.

- **Subject Matter**
  - “Subject Matter” means the title of the tender - i.e. a short description of the product, works or service to be procured.

- **Technical Specifications**
  - “Technical specifications”, in the case of public works contracts means the totality of the technical prescriptions contained in the tender documents, defining the characteristics required of a work, material, product or supply, which describes in a manner that fulfils its intended use by the contracting authority.
  - “Technical specifications”, in the case of public supply or service contracts, means a specification in a document defining the required characteristics of a product or a service,
  - *Technical Specifications must be requested in accordance with regulation 46 of LN 296/2010.*

- **Award Criteria**
  - “Award Criteria” (Variants) are criteria the contracting authority will consider when evaluating the quality of the different bids which meet the minimum requirements. These are only applicable using the Most
These procurement guidelines have been developed by the Ministry for Sustainable Development, the Environment and Climate Change on the basis of EU GPP criteria and applicable national standards.

**Performance Contract Clauses**
Economically Advantageous Tender (MEAT) procedure for evaluation and their selection must be related to the subject matter of the contract. These criteria shall be included in the contract documents or, in the case of a competitive dialogue, in the descriptive document, indicating all the criteria which are to be applied in the award of the contract. Relative weighting must be indicated with a minimum total of 15% for the GPP criteria. **Variants are regulated under regulation 47 of LN 296/2010.**

**Selection Criteria**
“Performance Contract Clauses” may lay down by contracting authorities, provided that these are compatible with Community law and are indicated in the contract notice or in the specifications. The conditions governing the performance of a contract may, in particular, concern social and environmental considerations. **Contract Performance Clauses are regulated under regulation 31 of LN 296/2010.**

**Verification**
“Selection Criteria” focus on the company’s ability to perform the contract. **Selection Criteria are regulated under 51 and 52 of LN 296/2010.**

“Verification” means the proof required from the supplier that the Specifications are met by the product or service.

**Note:**
The standards, regulations, legislations and directives referred to in these guidelines may have been revised in which case procurers must refer to the latest updates and versions.
National Green Public Procurement Guidelines

### PCs, notebooks and monitors

#### 1.1 Subject Matter
Purchase of energy efficient [PCs/notebooks/monitors].

#### 1.2 Technical Specification

All products must meet the latest ENERGY STAR standards for energy performance.

**Verification:** All products carrying the ENERGY STAR label will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted.

**PCs must be designed so that:**
- The memory is readily accessible and can be changed.
- The hard disk and, if available, the CD drive and/or DVD drive, can be changed.

**Verification:** All products carrying the EU Ecolabel will be deemed to comply. Other appropriate means of proof will also be accepted.

**Notebooks must be designed so that the memory is easily accessible and can be changed.**

**Verification:** All products carrying the EU Ecolabel will be deemed to comply. Other appropriate means of proof will also be accepted.

#### 1.3 Contract Performance Clause

For notebooks the availability of compatible batteries and power supplies and of the keyboard and its parts shall be guaranteed for at least 3 years from the time that production ceases.

**Verification:** All products carrying the EU Ecolabel will be deemed to comply. Alternatively the bidder must provide a written guarantee that this criterion will be met.
# Imaging devices

## 2.1 Subject Matter

Purchase of energy efficient [printers, copiers, MFDs, scanners].

## 2.2 Technical Specification

Appliances [with a printing function] with a maximum operating speed of more than 45 sheets per minute for A4 size paper must be equipped with automatic double-sided copying (a duplex-unit). All other devices with a lower maximum operating speed must at least offer a manual option (copiers) or an extra software-based option (printers, multifunction devices) for double-sided printing on A4 size paper.

All products must meet the latest ENERGY STAR standards for energy performance.

**Verification:** All products carrying the ENERGY STAR will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted.

## 2.3 Contract Performance Clause

The bidder must guarantee the availability of spare parts for at least 3 years from the time that production ceases.

**Verification:** All products carrying any type I Ecolabel fulfilling this criterion will be deemed to comply. Alternatively the bidder must provide a written guarantee that this criterion will be met.