

3.4. SUSTAINABLE CRITERIA IN PUBLIC PROCUREMENT REPORT

GREECE

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Executive Summary 1

This report summarizes the methodology used for defining the sustainable criteria that could be used in the short to medium term for public procurement in Greece. The focus was at the same time to identify the preparedness level of the Greek market sector vis-a-vis these sets of criteria, how long it would take it to meet it and what impact this switch would have on the market in general.

The first phase of the methodology was the initial identification of key priority sectors (products, services) based on data collected through market analysis and feedback provided by the public sector. In order to conclude to these priority products and services, the following parameters were taken into account:

- o The prioritization of these categories by the members of the Procura+ Greece Network
- o The budgetary importance on national level of the 18 categories of products and services' for which the European Commission has developed GPP criteria
- o The European/National Strategies framework analysis through which product/services of high importance could be identified.

From this analysis, the top 5 priority products and services were the following:

- ✓ Copying and graphic paper
- ✓ Cleaning products and Services
- ✓ Office IT equipment
- **Energy using Products (Street lighting)**
- ✓ Food and catering services

The second phase was the **establishment of working groups** among procurers and suppliers for the assessment of the 5 priority products/services. The project team developed specific questionnaires addressed to the members of the working groups for the assessment of the above mentioned products/service. Through the discussions, the main conclusion was that for the categories of goods and services considered in the BuildingSPP, as national level the market is ready to meet the integration of environmental and social criteria in public procurement, while at local level this can be only done under certain circumstances and it usually entails an increase in the purchase cost of the product/service. As such, products and services procured by the public authorities may fully comply with the criteria set by the EU; nevertheless, the 'local' market has disadvantages compared with the national market in terms of integration of social criteria, as well as in the variety of specific products and services.

















The key conclusions of the working groups as regards the environmental criteria that could be used in public tenders for the 5 priority product/services are the following:

- ✓ Big suppliers that operate at national level can fulfill environmental criteria for all product categories
- ✓ Local market is also ready 100% to provide products and services with environmental criteria; however, the public sector does not usually requests products with such characteristics
- ✓ Local market cannot provide products with low prices compared to prices that national market provides due to the fact that no economies of scale are created at this level
- ✓ For products fulfilling environmental criteria, the risk is higher for local suppliers due to delays in payment on behalf of the local authorities
- ✓ Public procurement can be used to lead innovation; this is particularly the case in rapidly progressing technologies such as street lighting. The request of products fulfilling high energy performance standards can be used to promoted products that are innovative and try to get a greater share in the market.
- ✓ The cost per product or service increases for certified products and every additional criterion used creates further costs leading to a higher price of the product.

Within the context of the working group activities, social criteria was also taken into account. The social criteria for which discussions took place were the following:

- Childhood labor promotion by the Greek companies and how they can assure that the products / services that they provide don't fall into this
- Social labels were presented and discussed
- How do public authorities validate that services provided by personnel with legal documents, social insurance and working on legal basis
- How do the suppliers may prove with legal documents all the above mentioned issues
- Do the suppliers have a policy on hiring and occupying disabled people or people with special needs.
- Social criteria within their supply chains.
- Integration of disadvantaged workers and social integration cooperatives/sheltered workshops working with the public sector (application of Presidential Decree 60/2007 article 18)

The main conclusions regarding social criteria are:

✓ Local Market is not fully ready to incorporate nor to comply with social criteria in Public procurement. During the working group at the Municipality of Elefsina for



















- example, local market stakeholders declared that they are willing to hire a small percentage of disadvantaged workers. .
- ✓ However, all supliers declared that they fulfill criteria related to payment of social dues as this is obligatory in order for them to get paid by a public authority
- ✓ 50% of the participants declared that they have hired personnel with social criteria and they are willing to do it again.
- Local market does not promote by any chance childhood labor.
- ✓ Small enterprises cannot afford economically the issuing of global certifications such as ILO, Fairtrade, etc. In the contrary, many Greek large companies are already compliant or may be compliant with these certification schemes. As well , specifically in the cleaning services category, large scale employers can easily meet the 30% threshold of disadvantaged workers which is the EU threshold.

















Introduction 2

2.1 Aim of the Action

Action 3 of the BuildingSPP project aims at encouraging greater market engagement between public authorities and suppliers. It has been commonly agreed, that there is not a direct link between the market and public authorities. Staff dealing with procurement in public organizations are rarely aware of the market conditions (types of products, their characteristics, prices etc); on the other hand, suppliers of products with green characteristics or even suppliers of innovative products are not familiar with the needs of public authorities or they are reluctant to get involved in public tenders.

The project team in Greece, having identified priority products/services for the public sector, proceeded to market involvement activities so as to highlight sustainable criteria that could be used in public tenders for these specific categories.

The main lesson learnt from this process is that greater collaboration between the public and the private sector is needed in order to promote products/services which fulfill high environmental and social specifications. In addition, the effective cooperation of stakeholders can also lead to the promotion of innovative products thus providing benefits for both the public and the private sector.

2.2 *Greek legislative framework*

In Greece, public procurement legislative framework has undergone a significant change. A new Law was introduced in the Greek legislative framework in August 2014 regarding public procurement. This new Law 4281/2014 simplifies the public purchasing procedures and reppeals previous laws, presidential decrees and ministerial decisions that govern public procurement in the country. This law will be applicable for the first time to all levels of public authorities in Greece replacing the various laws, decrees, decisions that were in force for different types of public authorities; however it will enter into force in stages.

Until 28/02/2015, the following apply:

- EU directives 2004/17/EC and 2004/18/EC as transposed in the Greek legislation according to the:
 - Presidential Decree No.59/2007
 - Presidential Decree No.60/2007.
- Presidential Decree 28/80 for public procurement of services that applies to local authorities
- Presidential Decree 118/2007 "Public Procurement Regulation" (applies to national authorities but not to local authorities)



















- Ministerial Decision No.11389/93 for public procurement of products applying to local authorities
- Law No.3316/2005 "Public Procurement process and award for studies and other relevant services" for the whole public sector
- Law No. 3669/2008 for awarding public works contracts for the whole public sector

From 01/03/2015 and on, the new Law will apply:

Law 4281/2014 (transposing directives 2004/17/EC & 2004/18/EC and appeals PD 59/2007 and PD60/2007, as well as other relevant legislation). This new Law will apply for all public contracts above 2.500 euros (VAT excluded) and promotes the use of environmental and social criteria in public tenders.

Additional to that for specific product categories obligatory provisions apply for the use of sustainable procurement criteria during public tenders. For example:

- For new and renovated buildings, energy efficient regulations deriving from Laws 3661/2008 and 4122/2013 (transposing EBPD and EBPD recast)
- For vehicles, Law 3982/2011 that introduces Life Cycle Costing of the vehicle and promotes the use of clean and energy efficient vehicles by the public sector (transposing Directive 2009/33/EC)
- Office Equipment, where Energy Star standards apply

At the same time, the operation of the e-procurement platform for all public tenders above 60.000 euros increases transparency and competition.

Finally, Law No. 3855/2010 which is currently under revision, should also be mentioned as it has established an Interministerial committee for Greek Public Procurement in Greece with the following responsibilities:

- Development of the National Action Plan on Greek Public Procurement and the national policy development
- Inform local and national "market" towards Greek Public Procurement
- Green criteria development and EU GPP criteria adaptation
- Allocation of products and services to be implement GPP
- Monitoring and Assessment of the implementation and update of the National Action Plan and the National Policy





















3 **Objectives of this Report**

This report is part of the Action 3 of the project. One of the main objectives of this action was to establish 5 working groups on the priority products and services which have been selected, with the participation of various interested organizations/stakeholders (from local and central administration) and key suppliers/technology developers in order to facilitate the adoption of SPP criteria in the procurement process.

The discussions among the working groups mainly focused on the following topics:

- For the 5 priority products/service categories in Greece, the criteria that the suppliers could comply with and may be used in future public procurement processes.
- The availability of products fulfilling the criteria in the Greek market; the potential to produce products with environmental criteria in Greece or the need to import them from FU and international markets.
- The social criteria that are applicable in the Greek public procurement processes; in addition the capacity of small and large scale suppliers to comply with social criteria.
- The economic criteria in terms of final prices and how these are affected by the criteria used and future trends.

Taking into account all the above mentioned points, the ultimate goal was to finally select the sustainable criteria that could be used for public procurement in Greece.

















Definition of Priority Products and Services

In brief, the priority products and services were initially identified and defined through the Application of the Priority Products and Services Matrix. The final list of the top 5 priority products and services identified for Greece are:

- Copying and graphic paper
- Cleaning products and Services
- Office IT equipment
- Energy using Products (street lighting)
- Food and catering services

For selecting these products, the steps that have been followed are described in the paragraphs below.

4.1 Step 1: Starting Point – SPP network

During the development of the priority products and services, a matrix methodology was developed in the framework of BuildingSPP project. The products and service categories that were chosen for further assessment were:

- 1. Copying and graphic paper
- 2. Cleaning products and services
- 3. Office IT equipment
- 4. Construction
- 5. Transport
- 6. Furniture
- 7. Electricity
- 8. Food and Catering services
- 9. Textiles
- 10. Gardening products and services
- 11. Windows, Glazed Doors and Skylights
- 12. Thermal insulation
- 13. Hard floor-coverings
- 14. Wall Panels
- 15. Combine Heat and Power (CHP)
- 16. Road construction and traffic signs
- 17. Street lighting and traffic signals
- 18. Mobile phones

During the SPP network meetings, the BuildingSPP Greek partners developed a questionnaire in order to assess and rank the above mentioned categories towards the priority products and services from the SPP network members' view.

The results from the questionnaires analysis are reported in the following table:



















Table 1: Ouestionnaire analysis on the stakeholder's view for SPP networks

Is there a procurement department in your Municipality?	100%
Have you ever incorporate environmental or social criteria in previous procurements?	33%
Copying and graphic paper	67%
Cleaning products	50%
Office IT equipment	50%
Gardening products	50%
Textiles	25%
Furniture	33%
Windows, Glazed Doors and Skylights	50%
Thermal insulation	42%
Hard floor-coverings	42%
Wall Panels	42%
Street lighting and traffic signals	58%
Road construction and traffic signs	50%
Paint - Varnishes	67%
Construction	58%
Cleaning services	42%
Catering Services	25%
Gardening Services	25%
Mobile Phones	25%

4.2 Step 2: Budgetary importance at national level

In parallel, EPTA analyzed the budgetary importance of the above mentioned categories at National level. The analysis was based on data from the Ministry of Finance, Tenders Electronic Daily, and the Cl@rity program, every Government Decision on the Internet, the General Accounting Office of the State, the General Secretariat of Commerce and other sources. These data referred to the years 2008, 2009 and 2010. The results as shown below were presented also at the SPP networks in Greece as well as at the the national half project conference in Porto, to the EU desk officers and to the Portuguese Monitoring Team.

The results are shown in the following table:

Table 2: Top 8 products that the public sector procures (Year 2009, Ministry of Finance)

Code	Type of products	Value of contracts	%
1100	Supply of equipment, laboratories, etc.	87.683.098,49 €	10,20%
1200	Health, medical supplies and cleaning items	91.080.060,06€	10,59%
1300	Supplies for maintenance of equipment and infrastructure	154.809.307,98€	18,01%















1400	Food, clothing, shoes, harness, food, camping and sports	147.781.853,81 €	17,19%
1500	Fuel and lubricants	259.584.087,72€	30,19%
1600	Various	28.917.423,40 €	3,36%
1700	Capital equipment	39.964.210,51 €	4,65%
1900	Military construction, supplies and equipment	49.892.640,08 €	5,80%
	(Year 2009) TOTAL:	859.712.682,05	

Table 3: Top 8 services that the Greek public sector procures (2009, Ministry of Finance)

Code	Code Type of services Value of contracts			
Coue	Type of services	value of contracts	%	
810	Renting	255.355.498,00	17,01%	
820	Transportation, Telecommunications	206.005.437,26	13,72%	
830	Water, electricity, cleaning etc.	114.836.705,48	7,65%	
840	Publications, publications and other public relations costs	30.846.690,32	2,05%	
850	Maintenance and Repair of Infrastructures	25.021.060,11	1,67%	
860	Maintenance and Repair of Equipment	156.976.742,50	10,46%	
870	Special services	189.488.534,32	12,62%	
880	Training Services	9.110.899,15	0,61%	
890	Various others	513.636.177,73	34,21%	

Following that, the market research for 18 products and services took place on behalf of the Interministerial Committee. EPTA launched an online survey in order to assess the level of preparedness of the Greek Market to respond to GPP criteria. The research had duration of 2 months (19/05/2011-31/07/2011) and it was addressed to the chambers and associations across Greece. The conclusions of this research are the following:

Data were collected for 13 categories of products/services commonly used by the public sector















- Many products in the Greek market either imported or manufactured in Greece fulfilhigh environmental standards
- Only half of the suppliers do cooperate with the public sector providing their products
- There is great potential for green market to be developed in Greece
- A shift in the demand of the public sector could provide a boost for green market development

According to the above mentioned budgetary importance, the top ranking products and services categories were the following:

- 1. Copying and Graphic paper
- 2. Cleaning products and services
- 3. Office IT equipment
- 4. Construction / Windows, Glazed Doors and Skylights / Thermal insulation / Hard floor-coverings / Wall Panels
- 5. Furniture
- 6. Food and Catering Services
- 7. Textiles
- 8. Gardening products and services

First list of the priority products/services

Regarding the influence on the market, EPTA and ERS collaborate with the Municipalities of Agia and Elefsina in order to rank the following priority products and services list that have derived from the above mentioned steps.

Table 4: 1st list of priority products and services

Product/Services/public works	Budgetary importance	Stakeholders view
Copying and graphic paper	Х	Х
2. Cleaning products and services	Х	Х
3. Office IT equipment	Х	Х
4. Construction / Windows Glazed Doors and Skylights / Thermal insulation / Hard floor-coverings / Wall Panels	Х	Х
5. Furniture	Х	Х
6. Food and Catering services	Х	Х
7. Textiles	Х	Х
8. Gardening products and services	Х	Х

















Product/Services/public works	Budgetary importance	Stakeholders view	Type of market	Market regulation	Length of innovation cycles	Total Ranking
			1) Local (2), National (1) International (0)		Small (2)Medium (1)Long (0)	
 Copying and graphic paper 	Х	Х	1	1	2	4
2. Cleaning products and services	X	x	1	1	2	4
3. Office IT equipment	Х	х	0	1	0	1
4. Construction / Windows, Glazed Doors and Skylights / Thermal insulation / Hard floor- coverings / Wall Panels	X	Х	1	1	0	2
5. Furniture	Х	Х	1	1	1	3
6. Food and Catering services	Х	х	1	1	2	4
7. Textiles	Х	X	1	1	1	3
8. Gardening products and services	х	Х	1	1	1	3

Step 3: European/national strategies framework 4.4

Regarding the European and national Strategies, the project team assessed all the available legislation framework and ranked it according to the following table:

Table 5: Social related legislation - priorities

SOCIAL - Priority challenges	points
Social Exclusion/poverty	5
Employment	5
Education/Trainning	1
Health and safety at work	1
Equality	1
Human Rights	
Ethics	















Consumer and citizen trust	1
Acessibility	
Innovation	

Table 6: Environmental related legislation - priorities

ENVIRONMENT	Points
Transport (fuel, emissions, electric vehicles, etc)	11
Indoor lighting	6
Energy (electricity, biofuels, energy efficiency, cogeneration, renewable, etc)	12
ICT / office equipment	5
Public lighting	5
Waste	14
Buildings/construction	4
Household appliances	5
Agriculture	3
Water	1
Bio-based products (bio plastics, biofuels, bioenergy, etc.) from agriculture, forestry, fisheries, food, pulp and paper production and parts of chemical, biotechnological and energy industries.	1

Table 7: Procurement related legislation

PROCUREMENT	Points
	. 06
Cleaning products	x
Office ICT equipment: computers, printers, copy, fax and	
multifunctional equipment	х
Design and construction of public works, including lighting and	
equipment	х
Transport equipment and services	х
Energy	х
Office consumables (including paper)	х
Management and maintenance services for public equipment	
and infrastructures	Х

















Table 8: Innovation in Greece

INNOVATION	Points
raw materials	
food and drink	
greening business	
renewable energy	X
passive houses / environmental friendly construction materials /sustainable construction	Х
technologies related to raw materials (including food, drink, fuel,	
employment	
information technologies	
environmental technologies (water efficiency and treatment, water and soil pollution, treatment of waste for re-use or recycling)	Х
education	
social inclusion	
e-Health	
protective textiles	
bio-based products	
recycling	
energy	
agriculture	
fisheries	
industry	
material efficiency	
automobile industry	

















4.5 Final list of products and services

According to the above mentioned steps of the methodology, the final list of priority products/services the following:

Table 9: Final Ranking list

Product/Services	Strategies (National and European)	Budgetary importance	Stakeholders view
1. Copying and graphic paper	Х	Х	Х
2.Cleaning products and services		X	Х
3.Office IT equipment and Energy Using Products (street lighting, etc) ¹	Х	X	Х
4.Food and Catering services	Х	Х	Х
5.Textiles		X	X
6.Gardening products and services		X	X

The priority products/ services to be further studied in action 3 are:

- 1. Copy and graphic paper
- 2. Cleaning products and services
- 3. Office IT equipment
- 4. Food and Catering Services
- 5. Street Lighting.

¹It should be noted that Category 3 was then divided into two subcategories: IT office equipment and street lighting





















Suppliers identification and Working Groups

Focus group - suppliers' identification

The project team used the vast database that had been created with suppliers during the National market analysis that was conducted and it also collaborated with the Municipalities of Elefsina and Agia to identify suppliers for the specific 5 priority categories. The latter were mainly suppliers from the local market which use to collaborate with the two Municipalities.

In order to initialize the working groups, the project team developed specific questionnaires with questions relevant to green criteria. For the development of the questionnaires, except the above mentioned market analysis, the project team used already the criteria covered by the EU GPP toolkit in order to discuss on a realistic basis with the market.

For developing the questionnaires, project team used criteria based on:

- a. European Commission' GPP Toolkit
- b. Ecolabels such as the European Ecolabel, Blue Angel, Nordic Swan, Swedish Environmental Management Council and other relevant labels and criteria databases:
- Social tools that enhance social accountability and insure social performance and criteria, e.g. Fairtrade, Ethical Trading Initiative, ILO, Iseal Alliance, etc.
- d. Other social considerations as described in the following chapters
- e. Technical Data of technologically advanced public lighting equipment that is already in use by Greek Municipalities regarding Public Lighting

The questionnaires developed are presented in the following chapter.

The initial contact with different product sector representatives was made through the chamber of commerce and the sectoral association representatives for the product sectors. They were contacted asked to provide feedback and distribute the questionnaires to their members as well as disseminate information about the project. Initial meetings found to be ineffective with low participation from the market players.

As a result, telephone conversations and meetings were held with the different parties in local groups to insure market involvement and feedback. Meetings were also held with suppliers and market actors in participating local authorities. The results from the working group deliberations and conclusions are based with the discussions, questionnaire responses and meetings held with the market actors.



















4.7 Development of questionnaires with environmental criteria

In order to simplify the discussion among participants in the working groups, project team developed questionnaires for each product / service category as already mentioned. The product / service categories discussed during the working groups are the following:

- ✓ Copying and graphic paper
- ✓ Office IT equipment
- ✓ Cleaning products and services
- ✓ Food and catering services
- Energy Using products Street lighting

The questionnaires were divided in two sheets. The first sheet contains general data about the supplier's company size, annual turnover, experience in public procurement, etc. The first sheet of the questionnaire is presented in table 1.

Table 10: Supplier profile questionnaire (this applies for all product /service categories)

		SUPPLIER PROFI	LE
Company			
sation	Very small enterprise		Enterprises occupying less than 10 employees and have annual financial balance less than 2.000.000€
categora	Small enterprise		Enterprises occupying less than 50 employees and have annual financial balance less than 10.000.000€
Company categorasation	Small-Medium enterprise		Enterprises occupying less than 250 employees and the annual financial balance is less than 50.000.000€
•	Large enterprise		
Annual	please indicate your company's annual turnover		0 - 2.000.000€ 2.000.000€ - 10.000.000€ 10.000.000€ - 43.000.000€ > 43.000.000€
Is your p	roduct manufactured / produ	ced in Greece? If no	, please indicate the manufacture country
YES	• •	NO	,
Otl	ner Country (please indicate)		
	Do	your export your pr	oduct?
YES		NO	
	Did you signed a c	ontract with the pub	lic sector in the past?
YES		NO	
		aboration with the p	ublic sector until today (1-5)
	Ranking		(1 Not good - 5 Excellent)
Which		ncountered during th	ne collaboratiojn with the public sector?
	Bureaucracy		















	Payment delay					
	Communication problems					
	Other (please described)					
Would y	ou be interested in collaborat	ing with the public s	ector? If yes, under which cirmcustanses?			
YES		NO				
	Do you agree with the int	egration of Sustaina	ble criteria in public tenders?			
YES		NO				
Communication details						
	•	communication de	lalis			
Pleas			er clarifications on the questionnaires			
Pleas Adreess:						
Adreess:		n case we need furth				

For each product/service category, a second sheet was developed tailor made for each category. More specifically, the questionnaire was based on:

- EU GPP criteria (comprehensive criteria)
- Ecolabel

The questionnaires for each category are presented below:

Table 11: Questionnaire for copying and graphic paper

Copying and graphic paper			
1) Product description			
Below please desc	cribe y	our product details	
Paper use		Paper Weight	
Professional		80g/m3	
Office		90g/m3	
Graphic		100g/m3	
Print		120g/m3	
Photocopy		160g/m3	
Manufacture Country		Certifications	
Greece		Ecolabel	
Other (please desc	cribe)	Nordic Swan	
		Blue Angel	
		FSC	
		Other (please	describe)
		l Criteria	
Paper fibres			

















100% recovered paper fibres		Paper must be made at least from 100% recovered paper fibres, with a minimum of 65% post-consumer recycled fibres.	
75% recovered paper fibres		Paper must be made at least from 75% recovered paper fibres, with a minimum of 80% post-consumer recycled fibres.	
Elementary Chlorine Free	(ECF)	or Total chlorine free (TCF)	
ECF			
TCF			
Is your product certified for office printing machines?		Please describe if your products meets of environmental specifications	other
YES			
NO			
Please specify other techn	ical spe	ecifications of your product:	
	3) cos	т	
Indicative sell price	€	Please indicate price per unit. If this is not p please indicate to us the calculation metho price	

Table 12: Questionnaire for cleaning products and services			
CLEANING PRODUCTS AND SERVICES			
1) DESCRIPTION OF THE PRODUCT			
Below please de	scri	be your product details	
Applicable for:			
All purpose cleaners		Hand dishwashing detergents	
Sanitary cleaners		Laundry	
Window cleaners		Dishwasher	
Manufacture Country		Certifications	
Greece		European ecolabel	
Other (please describe):		Nordic Swan	
Blue Angel			
		AFNOR NR	
		Other (please descr	ibe):
2) Envii	ronn	nental Criteria	
Please fill in which of the followi	ing "	green" criteria that fulfill your product	
Samples of all products must be supplied to t			
contracting authority testi			
	No ingredient (substance or preparation) shall be included in the product in a quantity that exceeds 0,01% by weight of the final product that is classified with any of the risk phrases, or combinations thereof.		
If any ingredient shall be included in the following risk phrases, please note:			

















R31 (contact with acids liberates toxic gases)		R42 (sensitizing), exceeding 0,1% by weight of the final product.	
R40, 45, 49 (carcinogenic)		R43 (sensitizing), exceeding 0,1% by weight of the final product.	
R46, 60, 61, 62, 63 (toxic for reproduction)		R50/53, 51/53 (toxic to aquatic organisms)	
R59 (dangerous to the ozone layer)		R68 (possible risk of irreversible effects)	
The following ingredients	mus	st not be included in the product:	
Phosphorus		Biocides which are classified as R50/53 or R51/53 in accordance with Directive 67/548/EEC.	
Phosphates salts		Preservatives which are or may be classified as R50/53 and its amendments.	
Biocides, unless used as preservatives			
Packag	ging	requirements	
All products must be delivered with clear dosing instructions.		Sprays containing propellants must not be used	
The primary packaging parts shall be easily separable into mono-material parts.		The cardboard packaging shall consist of at least than 80% recycled material.	
Please specify other '	"gre	en" criteria of your product:	
Please specify other to	echi	nical criteria of your product:	
It it is possible to send electronic specification		please click the button to upload the relevant file	
	3)	COST	
Indicative sell price	€	Please indicate price per piece. If it is not possible, indicate the method of calculation	

Table 13: Questionnaire for office IT equipment

OFFICE IT EQUIPEMENT			
·			
1) DESCRIPTION OF THE PRODUCT			
Below pies	ase descr	ibe your product details	
Product Category ¹		Certifications	
Computer (Personal computer, notebooks)		ENERGY STAR PROGRAMME	
Computer Monitors		Version of the Energy Star	
Supply displayer ¹		Ecological label of E.U.	
Manufacture Country		Blue Angel	
Greece		Nordic Swan	
Other (please de	escribe):		
		Other(please describe):	
2) Environ	mental Criteria	
Please fill in which of the f	ollowing	"green" criteria that fullfill your product	
A) Personal compu	iters (PC),	notebooks, Computer monitors	
i) Your produ	ıcts met t	he following certifications:	















Energy Star	
Other (please describe)	
ii) The design of the personal computers (PC) allow ² :	
Easy Access and change of Memory	
Easy replacement of hard drive, units of compact discs (CD/DVD)	
iii)Notebooks shall be designed so that the memory is easily accessible and can be changed or upgraded ² :	
v) The background lighting of LCD monitors shall not contain more than 3,5 mg of mercury on average per lamp ³ :	
vi)The declared A-weighted Sound Power Level shall not exceed:	
4,0B(A) in the idle operating mode (PCs)	
4,5B(A) when accessing a hard-disk drive (PCs)	
3,5B(A) in the idle operating mode (notebooks)	
4,0B(A) when accessing a hard-disk drive (notebooks)	
B)Equipment of display	
i) Your products met the following certifications:	
Energy Star	
Other (Please Describe)	
Maximum printing speed over 45 papers/min and have an auto double side printing unit	
Supplies with less maximum operating speed have a non-automatic double side printing function	
Noise levels meet the ISO 9296 standard and by all means the noise level doesn't exceed the limit that corresponds to the LwAd=0,035xCPM+5,9 (B)	
Please specify other "green" criteria of your product:	
Please specify other technical specifications of your product:	
3) COST	
Please indicate price per piece. If it is	
Indicative sell price € not possible, indicate the method of calculation	
Calculation	
Note 1: Photocopiers, printers, scanners, fax, multifunction devices	
Note 1: Priotocopiers, printers, scanners, rax, multifurction devices Note 2: The products which bearing the eco-label of E.E are presumed to be conformed.	
Note 3: The products which bearing the eco-label of E.E are conformed with the condition or other type I	ers eco-labels of the

Table 14: Questionnaire for food and catering services

FOOD AND CATERING SERVICES			
1) Description of the products			
Please provide below which products are you supply:			
Fruits and Vegetables Dairy Poducts			
Fish and Sea products		Beverages	
Meat		Catering services	















Certifications				
EMAS	ISO 14001:2004			
ISO 9001:2008	Other (please describ	e)		
2) Environment	al Specifications			
Which of the following products comply with ce	rtification such as Agrocert, BIOHELLAS or other			
Fruits and Vegetables	Certification			
Fish and Sea products	Certification			
Meat	Certification			
Dairy Poducts	Certification			
Beverages	Certification			
Catering services	Certification			
For catering services which of the following	ng certification schemes you comply with:			
EMAS	ISO 14001:2004			
	Environmental procedures inside the			
Environmental policy inside the organisation	organisation			
Other (please describe)				
Product packaging is using recycled n	naterial over 45% of recycled material			
YES	NO			
product packaging is using recy	vcled raw material (percentage)			
YES	NO NO			
Percentage				
Do you supply prod	lucts in small shares			
YES	NO			
Percentage				
	e for the waste reduction			
Reuse Cutlery	Reuse plates			
Recycling	Other (please describe)			
Which type of vehicles do	o you use for your service			
EURO 4 (IV)	Other (please describe)			
Do you use recucled paper	and tissue paper products			
YES	NO			
Other Green character	ristics of your products			
Other green characte	ristics of your services			
3) C	OSTS			
Cost of the service				
Cost Calculation method				



















For street lighting, there was no questionnaire developed due to the fact that suppliers declared that the EU GPP criteria are outdated and further improvement was needed. However, in this report, the proposed criteria for magnetic induction and led public lighting equipment is listed as resulted from the working group meetings.

4.8 **Working Groups**

The organization of the first working group was scheduled for the 4th of July 2013. Following the definition of the 5 priority products and services in Greece, project team prepared the questionnaires for the suppliers and distributed them to the National Associations of the suppliers of each product/service category. The questionnaires were attached to an invitation letter for the first working group on the 4th of July 2013. However, this meeting had no active participations. In order to overcome this, project team started telephone meetings with some of the suppliers in order to at least complete the questionnaires by telephone.

Following this, project team in collaboration with the Municipalities of Agia and Elefsina, in order to overcome the no participation barrier with the suppliers, invited the suppliers of the local market to meetings at the premises of the Municipalities. The suppliers invited were old contacts and former official suppliers of the Municipalities. This resulted the organization of the first working group that was successfully implemented at the Municipality of Agia on the 20th of May 2014 and the second at the Municipality of Elefsina on the 4th of April 2014. During the working group, members of the project team were discussing with the suppliers through personal interviews based on the questionnaires about the environmental criteria. Following the interviews, a short discussion on social criteria was developed among all participants and finally a discussion on current and future pricelist was implemented.

















Sustainable procurement criteria for 5 product/services 5

5.1 Copy and graphic paper

During the working groups, 7 small scale companies that provide paper to Municipalities participated. In addition, the results of the analysis of the questionnaires by 2 large market suppliers that participate in the National Research, were also taken into account.



Picture 1: Working Group at the Municipality of Agia

The conclusions of this working group are that the green criteria requirements can be met by the market. However there is a divergent opinion between large scale providers and small scale providers.

All small scale providers mentioned that for the public sector they work with, environmental criteria are not requested in the contracts. Furthermore, the paper with environmental criteria is one of the products with the lowest demand and therefore, the prices are not competitive at all as it is considered a "specialty item". Additionally, in the case of recycled paper the small scale providers stated and were all in agreement that they could not compete with the large scale retailers in price.

Furthermore, all small scale local providers agreed that adding green criteria to and higher standards would result in a higher price for the local authorities, which would in effect further increase the risk for them as there is a large delay with receiving local authority payments. Due to time-consuming bureaucratic procedures, the final payment to suppliers may take from 6 months to two years. Therefore, the higher the cost the higher the risk. It should be also taken into account, that suppliers are required to pay VAT to the state from the moment an invoice is issued and not when it is paid. As a result, delays in payments by the Local Authorities stretch the ability of suppliers to meet those obligations; on the other

















hand, if they have not submitted these payments, the law does not permit local authorities to pay them. Therefore the main conclusion from local small scale market actors is that in their opinion, if local authorities ask for paper with green criteria, they could meet that demand but with added risk to themselves and at a significantly higher price.

In opposition to this, large scale market actors can both meet the needs and state that a higher demand for copying paper with green criteria would result in a decrease in price of the product. One large scale producer/provider stated that the when very large private sector organizations have transferred to paper with green criteria this has resulted in a significant decrease in price and for certain periods it has resulted in recycled paper being lower than their conventional paper.

Social criteria:

There were several social criteria aspects discussed. Issues discussed included supply chain guarantees. For example, it was examined if the suppliers would be able to guarantee that the paper supplies they sold either met social standards (eg. PEFC ST 1003:2010 or equivalent, meeting ILO Convention and dealing fairly with local communities in forest areas)

The small scale local providers would not be able to meet social criteria for their products if requested. They could not meet the extra administrative burden required to come to an agreement with their major suppliers. Nor could they meet any internal social criteria beyond that which is currently required by law. They were not aware of any social criteria within their supply chain or available on the market and were not able to provide further comment, beyond the fact that if it were requested they did not believe their current products would meet the criteria and they would require time to be able to meet it. The large scale providers who have paper products that meet GPP criteria with labels felt that they could as their products are produced within the EU and they felt confident that if required the producers who supplied them with their products could give them the additional guarantees. Although some of the products did meet social criteria and certification, only one supplier was aware of the fact.

The following table shows the capability of the market to comply with the sustainable criteria as resulted from the working groups' discussions.

Table 15: Suppliers ability to meet the sustainability criteria proposed for copying and graphic paper

Specifications	Supplier's ability to fulfill the criteria	Suppliers answers	
Copying and graphic paper			
1) Product description			
Paper use			
Professional	YES	ES ALL	















Office	YES	ALL
Graphic	YES	ALL
Print	YES	ALL
Photocopy	YES	ALL
Manufacture Country	,	
Greece	YES	ALL
Paper Weight		
80g/m3	YES	ALL
90g/m3	YES	ALL
100g/m3	YES	ALL
120g/m3	YES	ALL
160g/m3	YES	ALL
Certifications		
Ecolaber	YES	ALL
Nordic Swan	YES	2
Blue Angel	YES	2
FSC	YES	2
2) Environmental Criteria		
Paper fibres		
100% recovered paper fibres	YES	ALL
75% recovered paper fibres	YES	2
Decree worth a made at least form 400% recovered and		ALL
Paper must be made at least from 100% recovered paper fibres, with a minimum of 65% post-consumer recycled		
fibres	YES	
Decree was the mode at least from 750/ recovered acres		2
Paper must be made at least from 75% recovered paper fibres, with a minimum of 80% post-consumer recycled		
fibres	YES	
Elementary Chlorine Free (ECF) or Total	chlorine free (TCF)	
ECF	YES	2
TCF	YES	2

5.2 Cleaning products and services

This section examined both products and services. For the sake of clarity of conclusions products and services will be examined separately. During the implementation of the working groups, 11 different local suppliers participated. Moreover, data from the National Market Analysis were analyzed for 3 different National suppliers.

Cleaning products

Stakeholders in this section are from two different categories: 1) cleaning product producers from Greece and 2) importers of cleaning products from abroad.



















In regards to the Greek producers of cleaning products, those that currently do not meet green criteria stated that having to meet standards and to certify their production process and their products would mean an added cost that the industry is not able to meet at the moment due to the situation related to the financial crisis. The products that are currently in demand are those that can meet the lowest price. Those that produce cleaning products that meet green criteria or have labels clearly stated that the tenders from the public sector do not include green criteria. These suppliers compete for public tenders with their product lines that do not have green criteria as they are much cheaper.

The general view is that "Labels cost money and the public sector's ability to pay for the labels they may require is in question."

Additionally, in the case of those that do currently meet criteria, the public sector as a general rule- in their experience- does not request their products with green criteria but rather the products with the lowest cost. This sub sector's, market for green criteria and labelled products is aimed more on retail consumers. Their products however do meet green criteria and have recognized labels. The cost of their green product line could fall to meet the price of non-green products if there were a shift in the market although it would have to also be at the retail level or a very significant part of the public sector would have to request green products to have an impact on the cost.

In regards to the importers and resellers of cleaning products, they are more confident in being able to meet the green criteria set out. Most of their products are imported from other EU countries and meet the eco-label criteria. In fact, based on the market analysis conducted by EPTA, one can find more than 98 cleaning products certified with ecolabels in the market.

Of interest is the testimony regarding hospital cleansers, the resellers discussed the fact that 10 years ago the green products would not have been able to meet the health and safety/sanitation criteria required by hospitals. Now, not only do they meet them but also provide higher health and safety product standards as there are significantly less hazardous substances in the products meeting the GPP criteria. However, it is only the private hospitals and clinics that request these products. Public hospitals do not request green criteria and the tenders are awarded to the lowest bidders.

In regards to social criteria for this sector, the minimum social criteria set out by law for the public sector is already met before the payment is made. The law requires that all public sector actors receive verified proof that the supplier has paid all the social dues and that there are no charges against the procurer of non-payment of social dues to employees. This sub-sector (Greek cleaning product producers) stated that it would not be difficult to provide sworn statements (common procedure in public contracts) stating they meet specific social criteria in their own plants/companies.

















In the case of the importers of cleaning products, although they had never been requested before, as all their green products were produced within the EU they felt that if it was requested their suppliers would also be able to provide them with a similar statement but it would have to be over an adjustment period. Although most felt that there would be very little possibility to actually monitor/control what was being done abroad and that it was outside the scope of their business activities.

One company stated that it donated all the cleaning products required to a local mess hall that feeds over 100 people in need daily. If a % of their profits from the public sector would be requested to go to local social programs, they would not be opposed to it. The other positions were mixed, stating that either it would increase the price or the others said they already had corporate social responsibility programs in place and therefore it would be integrated there, but were not certain of the added value of this.

Cleaning services:

In regards to cleaning services the ability to meet the green criteria set out in expected to be easily met. The only difficulties in meeting this criteria would be in the cases where some very specific product with extremely stringent prerequisites would be required. Again it is not a question of whether or not it is available but rather that it could have an impact on the price between +1%-3%. It was stated however that this would be in very rare cases related to health care facilities.

In regards to social criteria for this sector, national social criteria set out by law for the public sector is already met before the payment is made. The law requires that all public sector actors receive verified proof that the supplier has paid all the social dues and that there are no charges against the procurer of non-payment of social dues to employees. As far as their services are concerned a sworn statement could be expanded to include other social criteria.

In regards to including gender equality strategies the sector is widely female dominated. Around 90% of employees in this sector are women.

The larger private suppliers would be able to meet disadvantaged workers criteria almost immediately between 10-20% although some the larger organizations said they could meet the 30% threshold. However, smaller procurers who run small business at the local level would not be able to meet this criteria as they have tried to maintain salaries at pre-crisis level and therefore are not in a position to hire new employees that fall under the vulnerable groups' category.

Of note, some local authorities have set-aside contracts with social insertion enterprises working with extremely disadvantaged groups in this field. They fall under the category of

















"sheltered workshops" and provide work for extremely vulnerable groups through reintegration programs.

Table 16: Suppliers ability to meet the sustainability criteria proposed for cleaning products and services

Specifications	Supplier's ability to fulfill the criteria	Suppliers answers
CLEANING PRODUCTS AND SERVICES		
1) DESCRIPTION OF THE PRODUC	T	
Applicable for:		
All purpose cleaners	YES	ALL
Sanitary cleaners	YES	ALL
Window cleaners	YES	ALL
Hand dishwashing detergents	YES	ALL
Laundry	YES	ALL
Dishwasher	YES	ALL
Manufacture Country		
Greece	YES	0
Certifications	. = 5	
European ecolabel	YES	1
Nordic Swan	YES	ALL
Blue Angel	YES	ALL
AFNOR NR	YES	ALL
2) Environmental Criteria		
Surfactants in detergents comply with the biodegradability levels issued by Regulation 684/2004	YES	1
No ingredient (substance or preparation) shall be included in the product in a quantity that exceeds 0,01% by weight of the final product that is classified with any of the risk phrases, or combinations thereof.	YES	1
The following ingredients must not be included	l in the product:	
Phosphorus	YES	1
Phosphates salts	YES	1
Biocides, unless used as preservatives	YES	1
Biocides which are classified as R50/53 or R51/53 in accordance with Directive 67/548/EEC.	YES	1
Preservatives which are or may be classified as R50/53 and its amendments.	YES	1
Packaging requirements		
All products must be delivered with clear dosing instructions.	YES	1
Provision of services in an environmentally friendly way (comply with health and safety rules, protection of the environment, training of staff)	YES	1
The primary packaging parts shall be easily separable into mono-material parts.	YES	1
Sprays containing propellants must not be used	YES	1















The cardboard packaging shall consist of at least than 80% recycled material.	YES	1
The contractor should use reusable microfibre cloths where		
appropriate and application of dry cleaning in floors from	YES	1
linoleum		

5.3 Office IT equipment

For Office IT equipment and the contacts made by the BuildingSPP project team, 7 questionnaires were collected. In addition, the national market analysis provided also useful information as 140 suppliers answered the questions.

In the national market analysis, 140 different products brought certification. In Greece there are no producers available as all of the products are imported from other manufacturing countries such as Taiwan, China, USA and Japan.

After deliberating with IT equipment providers, initial conclusions show that all green criteria can be met immediately as the market has already been adapted to green criteria. Given the fact that the market in Greece is for the largest part not composed of producers that produce products in Greece but rather of offices of international producers that meet EU and international standards and then import those products into the Greek market and of their resellers here in Greece. Another part of the market represents IT companies that assemble their own products from different components. However again here the components are widely standardized and the market actors from this section of the market are able to meet the green criteria set out.

The following table shows the capability of the market to comply with the sustainable criteria as resulted from the questionnaire analysis during BuildingSPP project. It should be mentioned here that ALL the suppliers may comply with the following criteria.

Table17: Suppliers ability to meet the sustainability criteria proposed for office IT equipment

Specifications	Supplier's ability to fulfill the criteria	Suppliers answers
OFFICE IT EQUIPEMENT		
1) DESCRIPTION OF THE PRODUCT		
Product Category		
Computer (Personal computer, notebooks)	YES	ALL
Computer Monitors	YES	ALL
Supply displayer	YES	ALL
Manufacture Country		
Greece	NO	ALL
Certifications		

















		1
ENERGY STAR PROGRAMME	YES	ALL
EU Ecolabel	YES	ALL
Blue Angel	YES	ALL
Nordic Swan	YES	ALL
2) Environmental Criteria		
A) Personal computers (PC), notebooks, Computer monitors		
i) Your products	met the following	g certifications:
Energy Star	YES	ALL
Other (please describe)	YES	ALL
ii) The design of the	e personal compu	ters (PC) allow:
Easy Access and change of Memory	YES	ALL
Easy replacement of hard drive, units of compact discs (CD/DVD)	YES	ALL
iii)Notebooks shall be designed so that the memory is easily accessible and can be changed or upgraded*	YES	ALL
v) The background lighting of LCD monitors shall not contain more than 3,5 mg of mercury on average per lamp**	YES	ALL
vi)The declared A-weighted Sound Power Level shall not exceed:		
4,0B(A) in the idle operating mode (PCs)	YES	ALL
4,5B(A) when accessing a hard-disk drive (PCs)	YES	ALL
3,5B(A) in the idle operating mode (notebooks)	YES	ALL
4,0B(A) when accessing a hard-disk drive (notebooks)	YES	ALL
B)Equipment of display		
i) Your products	met the following	g certifications:
Energy Star	YES	ALL
Maximum printing speed over 45 papers/min and have an auto double side printing unit	YES	ALL
Supplies with less maximum operating speed have a non- automatic double side printing function	YES	ALL
Noise levels meet the ISO 9296 standard and by all means the noise level doesn't exceed the limit that corresponds to the LwAd=0,035xCPM+5,9 (B)	YES	ALL

^{*} There are some few laptops that do not meet the easily accessible component. This can be done only through authorized repairers.

National social criteria is already met before the payment is made which verifies that the procurer has paid all the social dues and that there are no charges against the procurer of non-payment of social dues.

In regards to including gender equality strategies it is difficult for the sector as it is widely a traditionally male oriented sector in regards to the technical parts.



















^{**} LED-based monitors have no mercury content

The larger procurers would be able to meet disadvantaged workers criteria if it is around 10%. Smaller actors would have significant difficulties in meeting this criteria as due to economic crisis growth in the industry and therefore the creation of new jobs is very limited.

Finally, in regards, to providing assurances that a set of social criteria in the supply chain the only existing assurances that could be provided immediately are the resellers of members of the Electronic Industry's Citizenship Coalition where member electronic actors adhere to the EICC code of Conduct that monitors labor, health and safety, environment, ethics, and management criteria for its supply chain. As well, for the local stakeholders if it were a prerequisite they could sign binding documentation stating that they themselves adhere to the set-out social criteria at a national level. In most cases they could get the guarantee from their providers based on the EICC as many large electronic providers adhere to this, but only if they are members. The rest would be able to ask their brand-makers if they adhere to something similar and get documentation, but they believe this would take some time as the national suppliers have never had to do this before.

5.4 Food and Catering Services

This section focuses mainly on catering services. For this category, questionnaires from 7 catering organizations were assessed and analyzed.

Stakeholders from the private sector and particularly from large cities would be able to meet the labelling criteria if requested although this would have a significant impact on the cost. To date it is extremely rare that any buyers have requested catering services with GPP criteria. The only relevant requests made from the buyers relate to provide the services on reusable plates and cutlery rather than those for single use.

However, depending on the type of products, the availability would differ. For example, organic foods and labels would be much more easily available for fruits and vegetables and the increase in price would be smaller. However, for sea food in none of the cases was such criteria requested, instead, criteria/requests focused on fresh rather than frozen, open water fishing rather than aquaculture.

Small local catering companies especially on islands would not be able to meet the criteria relating to certification as there catering services focus and depend on locally grown foods and traditionally produced foods. This is particularly true of women's cooperatives active in the countryside. The concept is that they produce food in their own farms, fields and gardens and then cook foods for catering and to be sold to locally. This provides work and income for the local women. They do not work on the scale that would enable them to certify their products. They are able to meet the other criteria.

The vast majority of all categories agreed that any requests made were primarily focused on ensuring that the products were locally grown, ideally from small producers and traditional methods of production rather than focusing on labels. In most cases it is their policy to promote these types of products.

















The following table shows the capability of the market to <u>comply with the sustainable</u> criteria.

Table18: Suppliers ability to meet the sustainability criteria proposed for food and catering services

services		
Specifications	Supplier's ability to meet the criteria / availability of the product or service in the Greek market	Supplier's Answers
FOOD AND CATERING S	SERVICES	
1) Description of the p	products	
Fruits and Vegetables	YES	ALL
Fish and Sea products	YES	ALL
Meat	YES	ALL
Dairy Products	YES	ALL
Beverages	YES	ALL
Catering services	YES	ALL
Certifications		
EMAS	YES	ALL
ISO 9001:2008	YES	ALL
ISO 14001:2004	YES	ALL
2) Environmental Specifications		
Products complying with certification such as A	Agrocert, BIOHELLAS or other	
Fruits and Vegetables	YES, if requested and under certain conditions such as availability, seasonality, etc	ALL
Fish and Sea products	YES, if requested and under certain conditions such as availability, seasonality, etc	ALL
Meet	YES, if requested and under certain conditions such as availability, seasonality, etc	ALL
Dairy Poducts	YES, if requested and under certain conditions such as availability, seasonality, etc	ALL
Beverages	YES, if requested and under certain conditions such as availability, seasonality, etc	ALL
Catering services	YES, if requested and under certain conditions such as availability, seasonality, etc	ALL
For catering services which of the following certification schemes you comply with:		
EMAS	YES	ALL
ISO 14001:2004	YES	ALL















Environmental policy inside the organization	YES	ALL
Environmental procedures inside the organization	YES	ALL
Product packaging is using recycled material over 45% of	YES	ALL
recycled material		
Product packaging is using recycled raw material	YES	ALL
(percentage)	TLS	
Do you supply products in small shares	YES	ALL
Which actions do you take for the waste reduction		
Reuse Cutlery	YES	ALL
Recycling	YES	ALL
Reuse plates	YES	ALL
Which type of vehicles do you use for your service		
EURO 4	YES	ALL
EURO 5	YES	ALL
EURO 6	YES	ALL
Do you use recycled paper and tissue paper products	YES	ALL

The Ministry of Labor and the Ministry of Employment have begun to use set-aside contracts in the field of catering for social insertion cooperatives dealing with extremely disadvantaged groups. These cooperatives are able to also meet most of the environmental criteria if requested although getting organically certified meats and fish products would greatly impact on the price. As well, at this stage their operations are not large enough to have a standardization process in place. This is the same of most small caterers.

5.5 Street Lighting

Street lighting, due to its great energy saving potential, is of high interest and importance for Greek municipalities. The technology is progressing rapidly and for each application (depending on the type of road for which the international standards EN: 13201 must be met), one can find many alternatives. For street lighting, the BSPP project team had extensive discussion with 5 market representatives on the technology of magnetic induction lamps (new technology). The proposed criteria are not based on the GPP criteria of the European Commission, as the latter in some cases are technologically outdated. Instead, as an example, technical specification for the use of LED and induction lamps are provided. The table lists the criteria suggested by the suppliers for two specific road applications.

Table 19: Proposed environmental criteria for the procurement of Magnetic induction and LED street lighting

Case Study 1: Magnetic induction lamps for street lighting
Magnetic induction lamps 80Watt
Life time 100.000 hrs
Switching Power Supply
Dimming
Hot Start
Ingress IP65















Outer shell temperature endurance 65C AC 89V - 279V Power 80Watt Lighting angle >120o Lamp operating temperature -35C - 55C Temperature range Warm 2.700K Temperature range Cold 6.500K CRI>80 Continuous flux Flux per Watt 85-90lm/W Lumens: 6800 - 7200lm Case Study 2: LED lamps of 30W **LED 30Watt** Life time 50.000 hrs **Switching Power Supply** Dimming **Hot Start** Ingress IP65 Outer shell temperature endurance 65C AC 85V - 265V Power 30Watt Power Factor >0.98 Lamp operating temperature -20C - 50C Temperature range Warm 2.500K Temperature range Cold 2.800K CRI>80 Continuous flux Flux per Watt 85-90lm/W Lumens: 3000lm

















