

Sustainable Public Procurement Guidelines
on
**Cleaning Services and Cleaning
Materials**

The Procurement Policy Office

(under the aegis of the Ministry of Finance and Economic Development)

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Abbreviations

AOX	Halogenated Organic Compounds expressed as Chlorine
APEO/ APE	Alkyl-Phenol-Ethoxylates
BCF	Bioconcentration Factor
ECF	Elementary Chlorine Free
EDTA	Ethylene-Diamine-Tetra-Acetic Acid
EFL	Environment Friendly Label
EMS	Environmental management Systems
EU	European Union
GHS	Globally Harmonized System
GPNI	Green Purchasing Network of India
ICSC	International Chemical Safety Cards
LCA	Life Cycle Assessment
LCC	Life Cycle Cost
MID	Maurice Ile Durable
MSDS	Material Safety Data Sheet
OAP	Open Advertised Bidding
OBA	Optical Brightening Agents
PPA	Public Procurement Act
PPO	Public Procurement Office
PVC	Poly Vinyl Chloride
SPP	Sustainable Public Procurement
SWM	Solid Waste Management
TOR	Terms of Reference
UNEP	United Nations Environment Program
USEPA	United States Environment Protection Agency
VOC	Volatile Organic Compound

1.0 Introduction, Scope and Methodology

The sustainable procurement guidelines for Cleaning Services and Cleaning Materials for the Mauritius Public Procurement System have been developed with the twin objectives to give comprehensive information on the rationale behind the sustainable procurement recommendations and to present the sustainability criteria that can be used for Sustainable Public Procurement (SPP). This document covers aspects such as “key environmental impacts”, “key social considerations”, “appropriate verification schemes”, “indicative market availability of sustainable products” amongst others.

The understanding of SPP has been drawn from the following:

“Sustainable Procurement practices integrate requirements, specifications and criteria that are compatible and in favour of the protection of the environment, of social progress and in support of economic development, namely by seeking resource efficiency, improving the quality of products and services and ultimately optimizing costs.”¹

1.1 Scope

These guidelines cover both the procurement of **Cleaning Services and Cleaning Materials** for offices.

The guideline aims to cover all chemical products likely to be used by cleaning staff for cleaning. These comprise:

- All purpose and neutral cleaners, sanitary cleaners and window cleaners²
- Specific cleaners for plastics, metals and wood

In many organisations and offices cleaning is carried out by private companies and in others directly by the staff themselves. The guidance presented in these guidelines is relevant in both cases.

1.2 Methodology of Developing SPP Guidelines for Mauritius

This SPP guideline for Mauritius has been defined using UNEP sustainable public procurement guidelines. Other guidelines like that of the European Commission and relevant ecolabels were also reviewed to identify SPP criteria. Simultaneously, the Public

¹Definition adopted by the High Level Committee on Management Procurement Network of the United Nations System

²It does not include other cleaning products sometimes provided by contractors such as dish washing liquid or laundry detergents. It also does not include other products sometimes provided by cleaning contractors such as paper towels, toilet paper or bin liners.

Procurement Act, 2006 of Mauritius was reviewed to identify the parts where sustainable guidelines would need to be incorporated.

The key regulations in Mauritius that have a direct or indirect bearing on emission standards, indoor air quality, waste management, use of chemicals in product manufacture, end-of-life use, labour working conditions and welfare were reviewed for developing the product specific criteria. Similarly international conventions to which Mauritius is a signatory were also reviewed. The overall institutional enablers for sustainability in Mauritius have also been additionally reviewed to appreciate the initiatives taken under various programs.

The environmental impacts of the products across the life cycle namely materials, production, transport, use and disposal have been assessed for development of sustainability criteria. Similarly the social considerations in terms of impacts on workers and community across the life cycle have also been incorporated.

The framework developed by Green Purchasing Network of India (GPNI) as an internationally coordinated and harmonized system was used as the basis for developing the product sustainability criteria for Mauritius. The GPNI framework identified eight common core criteria for sustainability.

A comparison was drawn between product criteria of UNEP, European Commission EUROPA and select ecolabels such as European Ecolabel and Nordic Swan to identify criteria SPP in Mauritius. The UNEP criteria were used as a base, to which criteria from the other sources that were found applicable to Mauritius and easy to verify were added. Such criteria which have relevance to Mauritius have been used.

Refer **Annex 1** for differences between UNEP guidelines and the product guidelines developed for Mauritius.

The sustainability criteria have been customized considering the fact that most products are imported from other countries and verification of compliance to the criteria needs further strengthening in Mauritius. The criteria have been classified as basic and advanced to enable seamless integration of 'sustainability' in the procurement process. The 'basic' criteria are easy to comply and verify; and have to be fulfilled at all times for procurement of the product. The 'advanced' criteria can be adopted once the system matures and the market along with other requirements for sustainable public procurement is better developed.

1.3 Structure

The guidance document starts with discussion of key environmental impacts of cleaning services and cleaning materials and then brings out the social considerations which need to be addressed. The legislations, if any, in the context of the product manufacture and across the life cycle has been discussed next.

The criteria are divided into the typical steps in a procurement action viz, tender subject matter, technical specifications, supplier qualification requirements and evaluation criteria. For each criterion, guidance is also provided on how to verify compliance.

The document contains implementation notes as guidance for implementing the proposed SPP criteria. Additional information on life cycle costing and ecolabels has also been provided.

2.0 Incorporating Sustainability into the Mauritian Procurement Process

The public procurement process in Mauritius is administered under the Public Procurement Act 2006. The Public Procurement Regulations 2008 have been drafted under Section 61 of the Act of 2006. The Regulations further elaborate and define procedures for implementing the provisions of the Act.

2.1 Public Procurement Act (PPA) 2006

The Act elucidates the basic principles and procedures to be applied during public procurement of goods, public works and services. Consisting of nine Parts each dealing with different aspects of public procurement from institutional framework to the conduct of the bidding process, it forms the overarching procurement guide for public procurers (refer **Figure 1**)

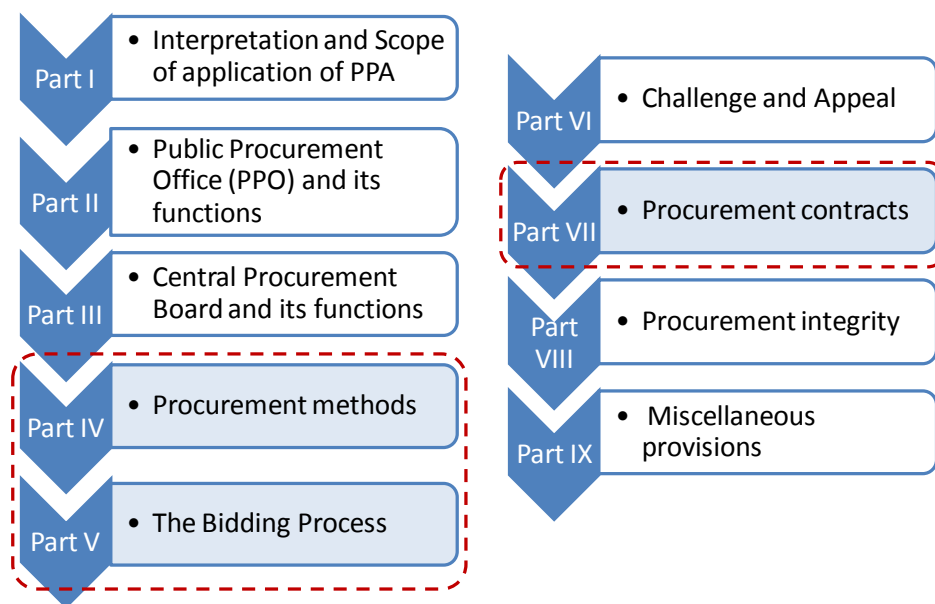


Figure 1- Public Procurement Act 2006

Parts IV, V and VII of the Act are of importance in SPP, as sustainability considerations can be incorporated in these sections.

2.1.1 Procurement Methods

In Part IV, the conditions for the use of procurement methods other than open advertised bidding, and the mandate to provide reasons for doing so, are described. Of the total ten

methods³ listed in the PPA, **six** are stated to be “for procurement of goods, other services and works” (which is the category the five SPP target products fall under):

1. Open advertised bidding
2. Restricted bidding
3. Request for sealed quotations
4. Direct procurement
5. Community or end-user participation, or
6. Departmental execution

2.1.2 Procurement Process

The **Figure 2** depicts the outline of conventional procurement process⁴ as conducted as per PPA 2006. The stages where sustainability requirements can be integrated have also been highlighted with alphabets.

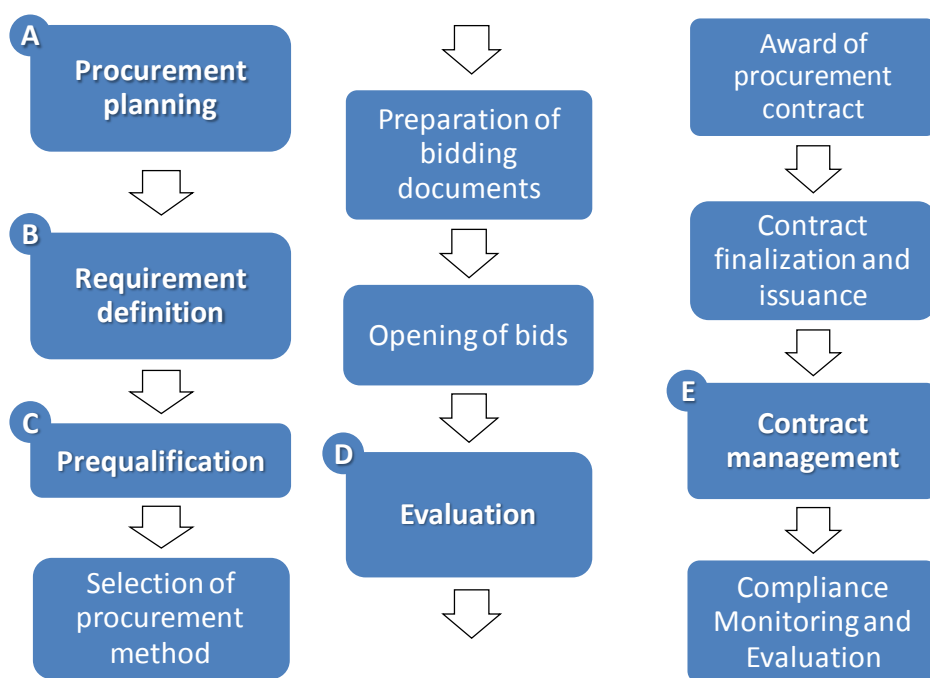


Figure 2- Mauritius procurement process

Source: Adapted from UNEP Procurement Process (SPP Guidelines Product Sheet Furniture)

³ The ten methods are: Open advertised bidding, Open national bidding, Open international bidding, Restricted bidding, Request for sealed quotations, Emergency procurement, Community and end-user participation, Departmental execution, Request for proposals, Direct procurement

⁴ Also referred to as *bidding process*

2.1.3 Procurement Planning under PPR 2008

The Public Procurement Regulations under Section 10 guide the public bodies in procurement planning to ensure that procurement is carried out within allocated financial estimates. Public bodies are required to prepare an annual procurement plan that includes: (a) the type and quantity of the goods and services to be procured; (b) the timing and implementation of the procurement; (c) an indication of possible packages of procurement, and their value; and (d) an indication of possible pre-qualification proceedings and procurement methods to be used.

The Regulations also include a provision of conducting need assessment as per the guidelines of the Policy Office for any individual procurement.

2.1.4 Requirement definitions under PPR 2008

Also commonly called “Technical specifications”, it defines requirements of the product or service in detail. For large contracts, the procurement requirements have to be defined and described at the planning stage itself.

2.1.5 Prequalification and Post Qualification under PPA 2006

Prequalification process is conducted to identify bidders that are qualified, before the invitation to bids. This process is used for large and major contracts or contracts that require skilled expertise. Unless bidders pass this stage, they are not permitted to submit bids.

Post qualification process involves checking the qualifications of the lowest evaluated substantially responsive bidder against the criteria specified in the bidding documents. For cases where the bid fails to conform to these criteria, the bid is rejected and the same process is applied to the next ranked bid.

2.1.6 Evaluation under PPA 2006

According to the PPA, 2006, the evaluation criteria present in the Standard Bidding Documents for Goods helps the procurer in selecting the ‘lowest evaluated substantially responsive bids’.

In the sequence of tasks, the financial proposals of only those bidders are considered who are responsive to the technical evaluation. The financial proposals are evaluated by the public body after a public announcement of the results of the technical evaluation.

The present evaluation criteria adopted under the PPA 2006 has features which reflect elements of life cycle costing as well as preference for indigenous producers. Some of these factors are discussed below.

- **Cost of major replacement components, mandatory spare parts, and service. [any one of the following]**
 - The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation is in the List of Goods. An adjustment equal to the total cost of these items,

at the unit prices quoted in each bid, shall be added to the bid price, for evaluation purposes only.

Or

- The Purchaser will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the bid price, for evaluation purposes only.

- **Availability in Mauritius of spare parts and after sales services for equipment offered in the bid.**

An adjustment equal to the cost to the Purchaser of establishing the minimum service facilities and parts inventories if quoted separately, is added to the bid price, for evaluation purposes only.

- **Projected operating and maintenance costs**

An adjustment to take into account the operating and maintenance costs of the Goods will be added to the bid price, for evaluation purposes only.

- **Performance of the equipment**

An adjustment representing the capitalized cost of additional operating costs over the life of the plant will be added to the bid price for evaluation purposes. The adjustment will be evaluated based on the drop in the guaranteed performance or efficiency offered in the bid below the norm of 100, using a specified methodology.

2.2 Mode of Integrating Sustainability in the Procurement Process

In **Figure 3** the stages and the manner in which sustainability interventions could be introduced in the procurement process have been indicated. The subsections below describe details of how this could be achieved.

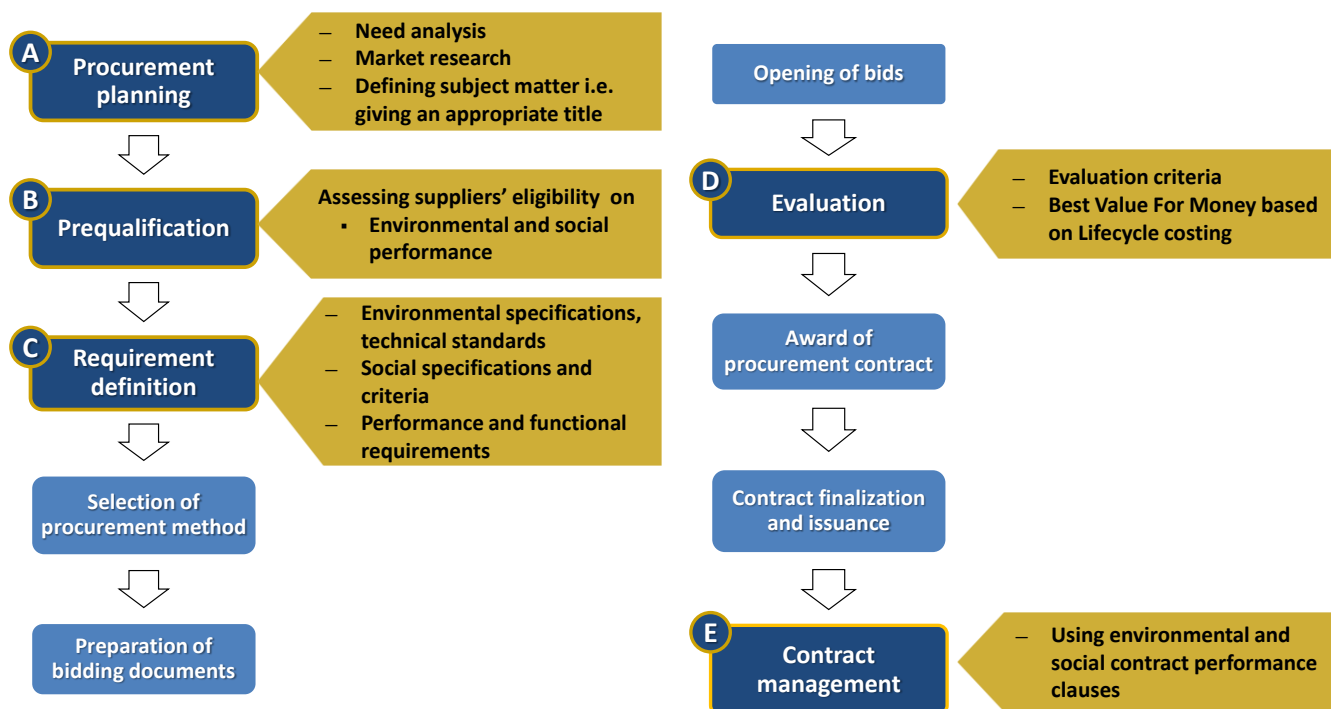


Figure 3- Stages at which sustainability interventions can be incorporated in the procurement process

2.2.1 Procurement Planning

Procurement planning is an essential step in SPP. It is the process of identifying and consolidating requirements and determining the timeframes for their procurement with the aim of having them as and when they are required. At this step the need assessment should be carried out with due considerations been given to the required outcome sought from the procurement and whether the 'need' can be met by more sustainable alternative. Considering sustainability at an early stage of procurement decision-making may identify opportunities to:

- avoid or reduce consumption, by finding other alternatives
- identify whether there is a more sustainable alternative readily available
- rethink and revise specifications in order to improve sustainability outcomes

The procurement planning phase could contain several important sustainable procurement-related interventions, as an extension of its conventional goals of ensuring timely solicitation of bids, cost efficiency, making an annual procurement plan (budgeting, product type and quantities, procurement method etc), conducting market research and identifying needs,

among others.⁵ Of particular importance are the needs assessment exercise and defining the subject matter (a green title for the contract).

Conducting a rigorous **needs analysis** forms an important part of this stage of SPP since reducing consumption is the simplest way to reduce one's impact on the environment. Correctly identifying the volumes to be procured including evaluating ways in which volumes can be reduced, is the first step. It would involve internal consultations on current arrangements and potential adjustments in current modes of functioning. There may or may not be opportunities to reduce quantities, but the option must be explored as it forms the first step to integrating sustainability in Mauritian public procurement.

Giving a **green title** (i.e. the subject matter) to the contract conveys to the market the intention of procuring with sustainability considerations in mind. Clearly labelling a contract with a green title makes it easier for prospective bidders to promptly recognize the requirements of the procurer. It instantly expresses the point that the environmental performance of the product or service will have significant importance at the award stage, and that the other steps in the procurement process are linked to the title. Examples of titles include: "Recycled paper for writing, printing and copying purposes"; "Environmental cleaning services including selective waste collection"⁶.

2.2.2 Requirement Definitions

Introduction of environmental considerations should not lead to a compromise on the quality of the product. The quality and functionality of the sustainable goods and services must either be the same, or better than, what is hitherto being procured. The sustainability requirements for goods and services should be defined along with technical specifications.

2.2.3 Pre-qualification and Post-qualification Requirements

The technical and professional qualifications of bidders are examined to determine their capability to supply the desired products. This stage may address the sustainability experience of the bidder and its environmental and social performance. This method may be a useful way to improve the general environmental management and corporate social responsibility of companies. Where possible, preference should be given to domestic Mauritian suppliers, in accordance with the SME promotion initiative of the Government⁷.

2.2.4 Sustainability Evaluation Criteria

The National Action Plan for Sustainable Public Procurement in Mauritius (2011-2015) defines "Evaluation Criteria" as follows:

⁵ Public Procurement (Regulations 2008), Mauritius; Environmental Procurement Practice Guide Volume 1, UNDP Practice Series. September 2008. http://www.greeningtheblue.org/sites/default/files/UNDP-Environmental%20procurement_0.pdf

⁶ Environmental Procurement Practice Guide Volume 1, UNDP Practice Series. September 2008. http://www.greeningtheblue.org/sites/default/files/UNDP-Environmental%20procurement_0.pdf

⁷ Promotion of SMEs through a business facilitation programme has been given priority by the Government through the Business Facilitation (miscellaneous provisions) Act 2006. (Source: National Action Plan on Sustainable Public Procurement (SPP) for Mauritius (2011- 2015))

*“Evaluation Criteria are used to evaluate and compare the bids received which meet the minimum specifications (i.e. compliant bids). In sustainable procurement, it is essential to indicate that the contract will be awarded to the offer that provides “best value for money”- the term used if criteria other than just the price will be assessed when comparing bids. **Evaluation criteria evaluate the performance of a bid both in terms of price and other criteria, such as environmental performance.** As with all phases of the tendering process, the tender documents published by the purchasing authority must clearly set out the various evaluation criteria that will be used to evaluate bids (such as price, technical quality, environmental quality, social performance, etc.) as well as the weight in percentage terms allocated to each aspect. In sustainable procurement, evaluation criteria can be used to encourage higher levels of sustainability performance than those demanded in the specifications, without risking significant increases in cost. **Sustainability evaluation criteria should, altogether, account for at least 10 % of the total points available.**”⁸*

To implement SPP in Mauritius, a life-cycle approach⁹ will need to be taken while developing Evaluation and Qualification Criteria. For bids that have passed the minimum qualifications (Prequalification procedure), the technical evaluation criteria will need to be satisfied by the goods. Costs which will be incurred during the lifetime of the goods or service are equally important as the procurement price and are taken into consideration when doing “Life cycle costing”. The existing evaluation of a bid takes into account, in addition to the Bid Price quoted other factors which are conducive to implementing LCC. These factors can be adapted with certain modifications to reflect LCC to achieve the best value for money.

The evaluation criteria will take account of:

- (a) the price considering the Life cycle costing
- (b) responsiveness to sustainability criteria

Under the SPP process the technical evaluation shall consider the verification of SPP requirement definitions stated. Bid evaluation will determine which Bidder wins the contract and how sustainable the contract will actually be in practice. This stage therefore needs to ensure transparency which is already a part of the present evaluation process

2.2.5 Contract Management

Contract management involves administration of contracts drawn with the Suppliers and ensuring compliance to the terms and conditions. The compliance to specifications meeting the sustainability criteria for the goods and services as submitted during bidding should be inspected during delivery. The compliance of Suppliers to the pre-qualification criteria should also be periodically checked where the contract periods are longer. The suppliers performance during the contract period should be evaluated so as to generate a central database for use in future procurements.

⁸ Adopted from National Action Plan on Sustainable Public Procurement - Mauritius

⁹ Life cycle approach has been explained in details in Section 10.

2.3 Framework Agreements

These find mention in the National Action Plan on Sustainable Public Procurement (SPP) for Mauritius (2011- 2015), and subsequently included as an amendment (in 2013) in the PPA 2006 which is of relevance in implementing SPP. A framework agreement is an “umbrella agreement” that sets out terms (on pricing, quality and quantity) under which individual contracts may be prepared throughout the agreement period¹⁰. They are usually used when procuring agencies know they will face a constant or repeated need for a particular product or service over a period of time, but are unsure of the extent or frequency. Thus, it has direct applicability to some of the target products. The advantages apply to both bidders and procurers. Bidders are assured of regular business, and procurers could expect greater number of bidders (higher competition due to attractiveness of regular business). This increases chances of procuring sustainable products at the best available price. Furthermore, it eliminates the bureaucratic hassle of individual agencies procuring small volumes several times, in addition to saving time and money.

3.0 Institutional Enablers for Sustainable Public Procurement (SPP) in Mauritius

The Government of Mauritius recognizes that procurement decisions by public bodies have inherent social, public health, environmental and economic impacts both locally and globally on an immediate and long-term basis. Towards this end, they have used several regulatory and non-regulatory drivers, pilot projects, policies and strategies to stimulate Sustainable Public Procurement in the country. This section elaborates on some of these initiatives taken by the Govt. of Mauritius that stimulates Sustainable Public Procurement on a holistic basis.

3.1 “Maurice Ile Durable” (MID) Policy, Strategy and Action Plan

Maurice Ile Durable (MID) was announced as a concept by the Prime Minister of Mauritius, Dr. The Honourable Navinchandra Ramgoolam in 2008. Triggered by the global energy crisis, MID has now been expanded to include sustainable growth strategy of the country. The MID now aims to facilitate economic growth that acknowledges the limitations of the natural resource availability, embraces green economy, with empowerment of its population and striving towards equitable distribution of wealth; thus nurturing a vision for Mauritius to become a model of sustainable development.

In order to coordinate the “Maurice Ile Durable” (MID) project from a more holistic perspective, harmonize efforts in the MID endeavour, and look into all aspects of sustainability, Commission on Maurice Ile Durable (MID Commission) was initiated in 2011. The MID Commission operates under the aegis of the Prime Minister’s Office in

¹⁰ Usually a maximum of 4 years (Source: National Action Plan on Sustainable Public Procurement (SPP) for Mauritius (2011- 2015))

collaboration with the Ministry of Environment and Sustainable Development and other stakeholders. The MID Commission developed the 'MID Policy, Strategy and Action Plan' which has recently received the acceptance of the Cabinet. The MID Policy, Strategy and Action Plan has identified many projects/activities which would be implemented in the short, medium and long terms to bring coherence and to enhance existing activities by introducing new ideas for better sustainable development. SPP is one of the key strategies recognized by this document. MID recognizes Sustainable Public and Private Procurement in the country as a key strategy towards greening of the economy and has proposed actions towards operationalization of SPP.

3.2 National Programme on Sustainable Consumption and Production (2008 - 2013)

The overall objective of the National Programme on Sustainable Consumption and Production is to change energy consumption patterns, encourage technological shifts and behavioural change, increase resource efficiency, change consumption patterns and increase the demand and supply of sustainable products and services in the market. The Programme was approved by the Cabinet in August 2008. The Programme also is aimed at greening the economy through a number of projects. One of the projects identified under this Programme and accorded high priority is Sustainable Government Procurement.

The Programme also identified the development of a National Eco-Labeling framework as one of the projects. Mauritius Standard Bureau (MSB)¹¹ in collaboration with MoESD is setting up an Environment Friendly Label (EFL) for goods and services. TOR on the development of an Eco-labelling scheme for local products and services in Mauritius has been finalized.¹²

Inter-linkages can be drawn between SPP and the Mauritian Ecolabelling Framework as shown in **Box 1**. Collaboration of these two schemes on their technical specifications may lead to progress of the economy on the path of sustainable development.

Box 1: Inter-linkages between SPP and Mauritian Ecolabelling Framework

- *The technical specifications under Sustainability Criteria of SPP can be mapped to the certification criteria of the ecolabelling framework. This will help in maintaining uniformity on a macro-economic basis thus stimulating the acceptance of both the schemes by the stakeholders.*
- *During the evaluation and examination phase of SPP process, the certification by*

¹¹The Mauritius Standards Bureau (MSB) is a corporate body which has been set up under the Mauritius Standards Bureau Act 1993. The Bureau is responsible for standardization, quality assurance, testing and metrology. MSB operates a certification marking scheme for products and a national management system certification scheme (ISO 9001, ISO 14001, ISO 27001, ISO 22000, HACCP).

¹²Mid Term Review of the National Programme on Sustainable Consumption and Production (SCP); MoESD; February 2012

Mauritian ecolabel can be used as a verification tool for technical specifications.

3.3 National Action Plan on Sustainable Public Procurement (SPP) for Mauritius (2011-2015)

The Procurement Policy Office (PPO), under the Ministry of Finance and Economic Development, has been identified as the enabler for implementation of the SPP project. The PPO developed the 'National Action Plan on Sustainable Public Procurement for Mauritius' in July 2011. The Cabinet approved the Action Plan in November 2011 and contextualised it the MID. The National Action Plan for Mauritius promotes sustainable public procurement in accordance with Government's policy statement and in the following five themes: People; Policy, Strategy and Communication; Procurement Process; Supplier Engagement; and Monitoring and Reporting. The following seven products/services have been selected as the focus products: **1) Paper and Printing; 2) IT Devices; 3) Cleaning Products and Services; 4) Office and Classroom Furniture; 5) Vehicles; 6) Food and Catering Services and 7) Construction work.** The Capacity building of procurement officers has been identified as a crucial step for the successful implementation of the action plan.

3.4 Solid Waste Management

With the vision for "an efficient and sustainable management of solid wastes", the Ministry of Local Government and Outer Islands set up the Solid Waste Management (SWM) Department in Mauritius. This public body developed the SWM Strategy (2011-15) as a coordinated and an integrated approach to achieve an effective and cost efficient collection and storage of wastes as well as adequate disposal infrastructures and treatment technologies for sustainable waste disposal.

The strategy recognizes that if waste continues to grow at the present rate, the total amount of waste requiring management and disposal would be around 472,500 Tons by the year 2015. Besides domestic and yard waste, paper and metal has been identified as the key wastes generated in Mauritius. The quantification and characterization of E-waste (electronic waste) is at present being done which has been identified as a task under the SWM strategy.

To mitigate this environmental and societal challenge, a few pilot projects have been initiated. These are briefly described below.

- **Pilot Project on E-waste: Collection and Disposal from select Government Offices**

About 40 tonnes of e-waste presently stored with selected public offices has been identified for collection, dismantling and disposal purposes. An e-waste recycling company has also been identified to carry out these activities. Based on the pilot-project a detailed study will be carried to develop a mechanism for e-waste collection, dismantling and disposal.

- **Pilot Project on Paper Recycling**

This pilot programme aims at collecting the paper wastes (mainly used printing and photocopier paper) generated by few selected public offices for the purpose of recycling. To perform this task effectively, two formal recycling companies have already been authorized by the SWM Department who use this waste paper to manufacture paper boards. This project is currently ongoing and is being studied to understand the cost economic, environmental impacts and other issues related to waste paper collection and recycling.

Inter-linkages can be drawn between SPP and the pilot programmes on solid waste management as shown in **Box 2**.

Box 2: Inter-linkages between SPP and SWM pilot projects

Up-scaling of the pilot projects on e-waste and paper waste will promote SPP in Mauritius as the mechanism to address the end-of-life impacts can be managed. A systematic recycling program can help procurements under SPP by helping introduction of sustainability criteria aimed at management of product disposal.

Also the up-scaling of end-of-life waste management, which itself can be get a boost through SPP, will facilitate the creation of green jobs in the country.

3.5 Facilitation of End-of-Life Disposal of Procured Items in Public Bodies

In the past, the method prescribed for end-of-life disposal of procured goods from public bodies of Mauritius was destruction as prescribed in the Financial Management Manual. Due to this there was no possibility of recycling or recovery of end-of-life products thus invariably leading to disposal as waste. This would result in increasing the environmental burden of the island country. To address this, the Financial Management Manual has been updated in 2012 and provisions for proper practices towards end-of-life disposal of products have been incorporated thus facilitating recycling.

Identification and authorization processes for formal recycling enterprises in the country have already been started for recycling of waste generated from products like electrical and electronic equipment, paper, plastics, batteries and waste oil. These will facilitate the end-of-life goods from the public bodies.

As can be seen from the above discussions there are various initiatives which have been started in Mauritius which are conducive to the uptake of SPP. Some of these are at Policy and Strategy level, while the others are Action level. In order to SPP to succeed there has to be a concerted effort not only at the PPO level but also through the initiatives and involvement of other ministries and government agencies. The present linkage of SPP with the other initiatives in Mauritius can be presented diagrammatically as presented in **Figure 4**.

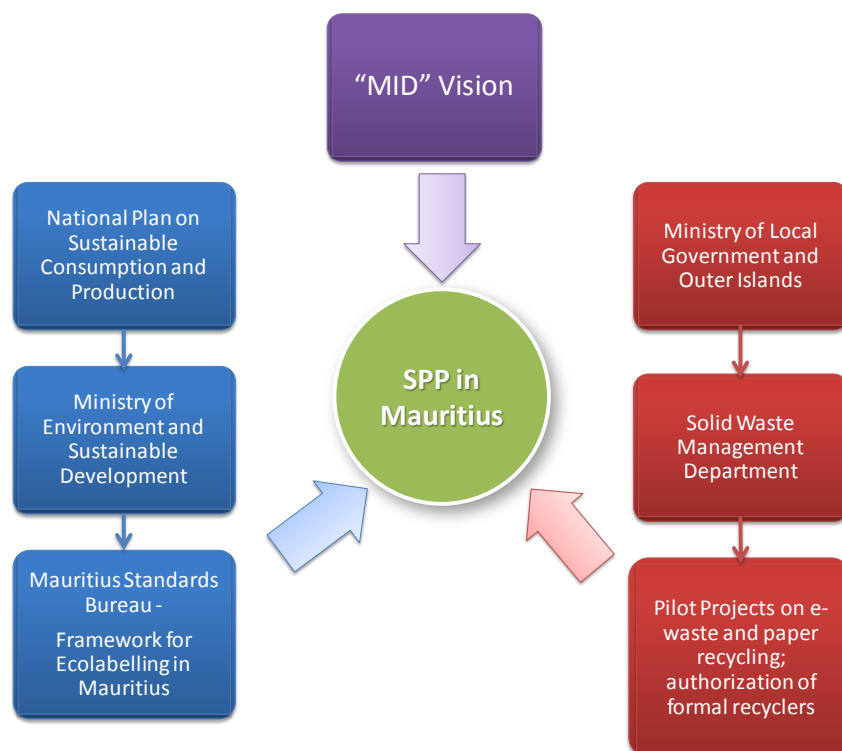


Figure 4: Institutional enablers to stimulate SPP in Mauritius

4.0 Key Environmental Impacts

As Mauritius is a Small Island Developing State (SIDS)¹³, it is more sensitive than non-SIDS nations on certain environmental impact aspects.¹⁴ Like all other SIDS, the remote geographical location and small physical size makes Mauritius ecologically fragile, and limits its capacity to respond to natural and environmental disasters. Limited industrial capacities mean a heavy dependence on imports for most products. This makes Mauritius vulnerable to high transport costs and uncertainty of supplies.

The environmental impacts of a sustainable product are identified (and addressed) based on a Life Cycle Assessment (LCA) of the product. Life Cycle Assessment (LCA) is a tool for the systematic evaluation of the environmental impacts of a product or service system through all stages of its life cycle from raw materials extraction to disposal¹⁵. It is an important supporting instrument for aiding decision-making on environmental impacts concerning products or services.

¹³Small island developing states (SIDS) are a group of countries that “share similar sustainable development challenges, including small population, limited resources, susceptibility to natural disasters, vulnerability to external shocks and excessive dependence on international trade. Their growth and development is often further stymied by high transportation and communication costs, disproportionately expensive public administration and infrastructure due to their small size, and little to no opportunity to create economies of scale”

¹⁴ SIDS focused Green Economy: An analysis of challenges and opportunities. UNEP, UN DESA and FAO, 2012

¹⁵ UNEP website

<http://www.unep.org/resourceefficiency/Consumption/StandardsandLabels/MeasuringSustainability/LifeCycleAssessment/tabid/101348/Default.aspx>

As majority products are imported into Mauritius from overseas, transportation will account for a significant proportion of the life cycle impacts, when evaluated in the Mauritian context. However the geographical location of the country leaves no choice but to import at the cost of high air and sea transport emissions, unlike the multiple options that the non-island nations of the world can consider in similar situations. Therefore, transportation impacts are excluded from the scope of these guidelines.

4.1 Key Chemical Substances

All cleaning products contain an often complex mixture of chemical substances with different functions. Some of the main functional elements are:

- Surfactants: Short for “surface active agent”, these help to reduce the surface tension of the water used in cleaning, thus enabling it to mix with, and remove dirt more easily. As a result of their surface-active properties, surfactants are relatively toxic to aquatic organisms
- Chelating/ complexing agents: These are included to counter the effects of “hard” water which reduces the effectiveness of detergents. Phosphates and EDTA have traditionally been used as chelating agents in cleaning products
- Builders: These have a similar effect to chelating agents, and are used to upgrade and protect the cleaning efficiency of surfactants, they help to soften the solution and to break up oily and greasy dirt. Phosphates have often been used as builders.
- Solvents: These help to break up dirt particles and dissolve them in the water solution.
- Preservatives: These help to increase the lifetime of the product by preventing bacteria from spoiling the solution.

The chemicals used for cleaning may have a number of adverse health and environmental impacts:

- Eutrophication of water bodies due to release of hazardous chemicals through sewerage systems during production, use and disposal.
- Environmental pollution due to generation of toxic compounds like AOX from use of chlorine based cleaning products
- Bioaccumulation of chemicals impacting aquatic life which move up the food chain
- Health impacts on cleaning staff (allergic reactions, burns etc) due to exposure to various cleaning products
- Depletion of finite natural resources and environmental pollution due to production, use and disposal of PVC containers
- Land pollution due to leaching of hazardous chemicals from unscientific disposal of cleaning products containers

A schematic of key environmental impacts across the life cycle of cleaning products and cleaning services is presented in **5**.

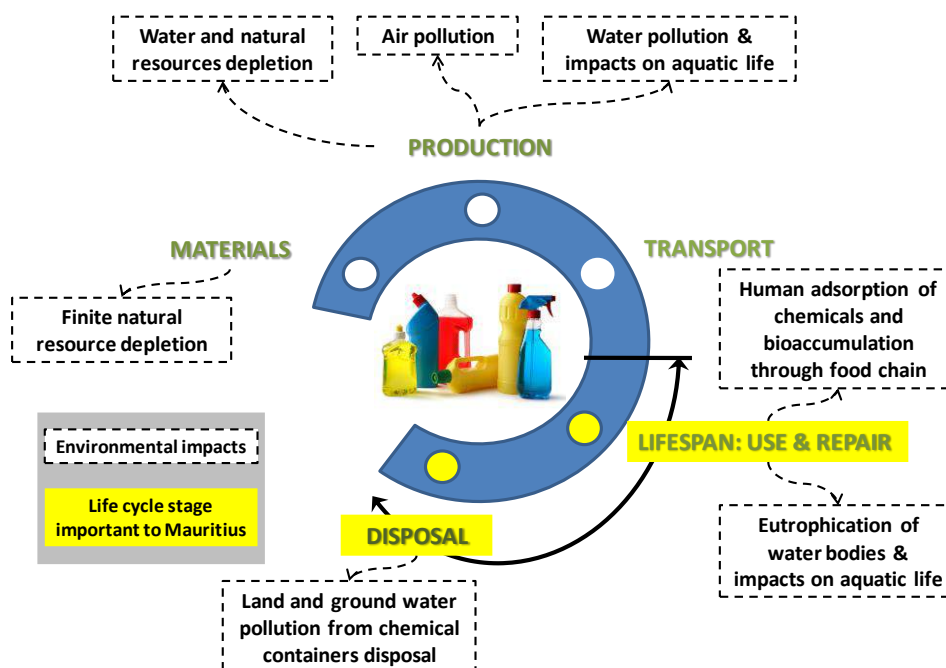


Figure 5: Key Environmental Impacts across the Life Cycle of Cleaning Products

As noted above the different stages in the life cycle have potential impacts on the environment and these impacts pose various environmental risks. Environmental risk is the probability of an undesirable event arising from human action that is transmitted through the environment. Impacts are concerned with events that are reasonably certain to occur, while risk assessment is concerned with events that may possibly occur. A number of impacts such as air pollution due to conventional energy generation, forest depletion etc could lead to the same risk namely climate change. Similarly a number of activities and their impacts during production of cleaning chemicals and its allied components pose a risk to human health (See **Figure 6**).

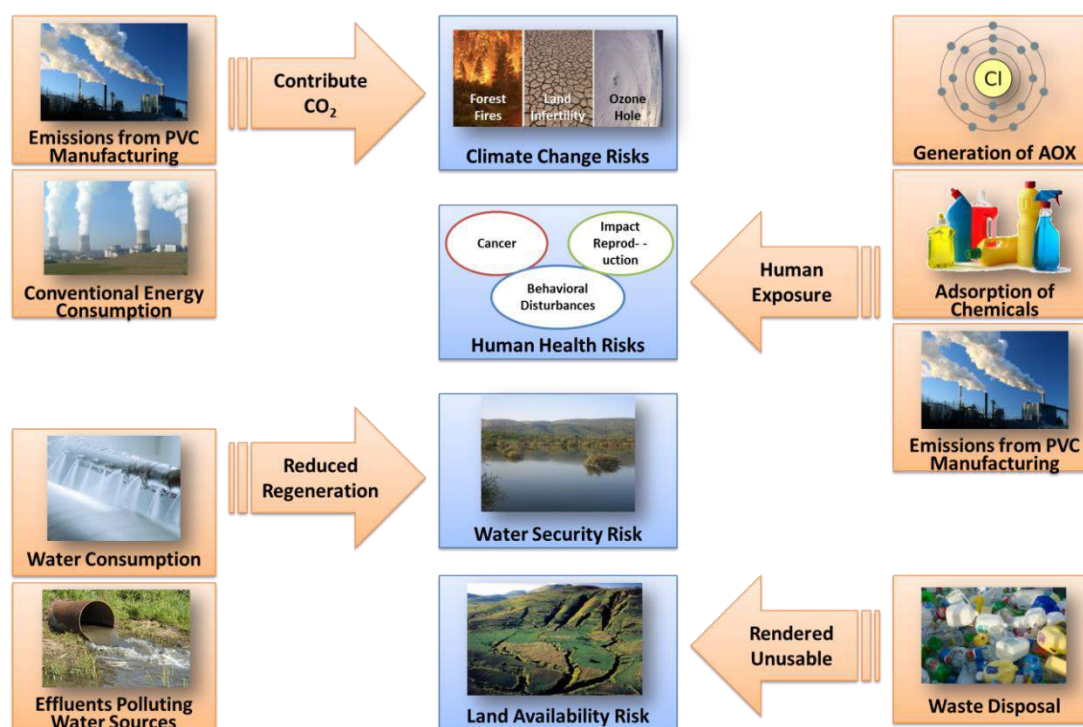


Figure 6: Key Environmental Impacts and their Risks

A summary of the main groups of constituents and key substances in cleaning products along with their environmental impacts is provided in the following sections. Depending on the differing legislative frameworks in Mauritius and cleaning requirements/traditions, the ingredients and types of cleaning products used may vary.

4.2 Potential Environmental Impacts

4.2.1 Hazardous chemicals

A number of specific substances with potentially harmful impacts have traditionally been used in cleaning products and should be avoided where possible. Some of the most common substances are:

- **EDTA** (ethylene-diamine-tetra-acetic acid) - a very strong complexing agent. Complexing agents may have the effect of re-mobilizing heavy metals into the aquatic environment. EDTA is particularly problematic in this regard as it is poorly biodegradable and relatively strong.
- **NTA** (Nitrilo-triacetic acid) - a possibly carcinogenic builder that requires the use of carcinogens and toxic substances in its production. It may also re-mobilise heavy metals in aquatic environments.

- Phosphorus (including phosphates and phosphonates) - used as a “builder” in cleaning products, phosphorus is a major cause of “eutrophication”¹⁶ in water systems, though the impact depends on the wastewater treatment process and temperatures of the receiving waters.
- VOCs (volatile organic compounds) – Volatile organic compounds (such as ethanol and isopropanol) are found in many cleaning products. VOC emissions cause ground level ozone and photochemical smog. When highly concentrated in the air, ozone can impair human health and can damage forests, vegetation and crops, reducing yields.
- APEO's or APE's - APEOs (Alkyl-phenol-ethoxylates), are highly harmful surfactants. In Europe APEO's were recently banned as part of a new detergents regulation¹⁷ which states that only surfactants meeting strict biodegradability standards can be used in cleaning products. APEO's may still be in use in regions outside of Europe.
- Heavy metals - Heavy metals is a term used to cover a range of substances including arsenic, lead, cadmium, chromium and mercury. These metals are usually toxic and chronic low exposures can have serious health effects.

There are global and regional regulations/conventions about the labelling of potential health (and environmental) hazards of substances. Although there are certain similarities, the regulations on labelling vary around the world. This covers products which are, for example, considered toxic, irritating, allergenic, carcinogenic, mutagenic, harmful to reproduction or corrosive. Most ecolabels restrict the use of substances which carry such hazard warnings. Given the huge variety of chemicals used (and potentially used in future) in cleaning products, such classification schemes are highly useful for procurers.

4.2.2 Disinfectants

Most disinfectants are, by their nature, potentially harmful to human health and other living organisms, and care needs to be taken in their use. For most cleaning purposes disinfecting is not necessary, but is frequently carried out as standard practice. It is only required for areas where there is a potentially hazardous build up of bacteria or areas which need to be as sterile as possible.

Many disinfectants are chlorine-based¹⁸. Chlorine-based bleaches have been found to have a number of health and environmental impacts:

- Chlorine based bleaches give off toxic fumes which can cause irritation to the throat. If the bleach comes into contact with the skin or eyes it can also cause irritation.
- The main potential health impact of using chlorine based bleach is the accidental mixing of the bleach with other cleaners, particularly those that are ammonia based

¹⁶ “Eutrophication” is a process whereby water bodies, such as lakes, estuaries, or slow-moving streams receive excess nutrients that stimulate excessive plant growth

¹⁷ Detergents Regulation (EC) No 648/2004

¹⁸ Sodium hypochlorite is a very common form of household bleach

or contain acids. The bleach can react with these chemicals to give off toxic gases such as chlorine gas which if inhaled, hospitalisation may be required.

- In higher concentrations, bleach may also corrode metal surfaces and is toxic to aquatic life if it enters aquatic environments¹⁹.
- Halogenated organic compounds may be formed by the reaction of active chlorine with organic substances and thus contributing to the AOX load of the aquatic environment. (The AOX load is a measure of the presence of halogens (chlorine, fluorine, bromine, and iodine) within waste water²⁰). Some of these halogenated compounds may be toxic and slowly degradable in the aquatic environment.

Given these potential impacts procurers may want to consider excluding chlorine-based bleach from the portfolio of cleaning products or at least aim to minimise its use.

4.2.3 Biocides/Preservatives

Biocides are chemical agents that prevent the growth of micro-organisms and are typically used in liquid products as preservatives. Most substances used as preservatives may also be used as disinfectants. Some biocides are bioaccumulative, i.e. they accumulate in food as they move up the food chain.

There are two ways of determining the bioaccumulation of a chemical. The first is to measure what is called the "octanol-water partition coefficient"²¹, the other is to determine the "bioconcentration factor (BCF)"²². Most ecolabels refer to both measures of bioaccumulation.

4.2.4 Fragrances

Fragrances often serve no cleansing purpose but are simply designed to give off a "clean" smell. Fragrances require attention because of their potential health hazards and also due to their bioaccumulative potential. The main health hazard is their allergic potential. Contact allergy to perfume is relatively common. Unfortunately, data about the environmental fate and inherent properties of perfumes is very incomplete.

¹⁹ International Occupational Safety and Health Information Centre, International Chemical Safety Card, No. 0482 and 1119. Available at:

<http://www.ilo.org/public/english/protection/safework/cis/products/icsc/dtasht/icsc04/icsc0482.htm> and <http://www.ilo.org/public/english/protection/safework/cis/products/icsc/dtasht/icsc11/icsc1119.htm>

²⁰Chlorine online, glossary, available at: <http://www.eurochlor.org/mainglossary>

²¹"The octanol/water partition coefficient (KOW) is defined as the ratio of a chemical's concentration in the octanol phase to its concentration in the aqueous phase of a two-phase octanol/water system ... Numerous studies showed that KOW was useful for correlating structural changes of drug chemicals with the change observed in some biological, biochemical, or toxic effect ... It has been found to be related to water solubility, soil/sediment adsorption coefficients, and bioconcentration factors for aquatic life." - Lyman and others, 1990

²²Bioconcentration factor is the concentration of a particular chemical in a tissue per concentration of chemical in water

Most manufacturers who use perfume in their formulations refer to the Code of Practice of International Fragrance Association (IFRA), and it is a typical ecolabeling approach to demand that any fragrances used have been produced in accordance with this code.

4.2.5 Biodegradability

The harmful nature of many ingredients in cleaning products makes it important that they biodegrade quickly in the environment. Biodegradation means that the substance is broken down by microbial action and is normally assessed both in terms of aerobic biodegradability (in the presence of oxygen), and anaerobic biodegradability (in the absence of oxygen). For cleaning products aerobic biodegradability is of most importance as once most waste cleaning products have been discharged as wastewater they will ultimately degrade in aerobic environments.

Surfactants are the key active ingredient in most cleaning products and they are often toxic to aquatic organisms. It is therefore particularly important that they biodegrade quickly in the environment.

It is important that the ingredient has been tested to be “readily biodegradeable” as defined by the international standards OECD 301A-301E or ISO 7827. This means that 70% of the product degrades within 28 days. If a general claim of biodegradability is made by a supplier, there is no way of confirming the rate at which the substance biodegrades (i.e. it could be that 2% of the product biodegrades within 50 years).

4.3 Packaging

As with any consumer product, it is important to consider packaging namely, the quantity and type of packaging used (particularly chlorinated plastics like polyvinyl chloride), and the opportunities for recycling or refilling. This assumes more importance for Mauritius as a SIDS.

Using refillable, bulk containers for chemicals is one approach to reducing packaging requirements. Using highly concentrated products, which are then diluted on site, is also an effective way of both reducing packaging and transportation costs.

In establishing purchasing criteria, and particularly limit values for certain substances, these should take into account the differences between the concentrated product supplied and the final diluted product used. If this is not recognized this can discriminate against concentrates in favour of ready-diluted products.

4.4 Reducing the key environmental impacts

Table 1 summarises the main environmental impacts related to cleaning products as described above, and indicates the focus of measures to address these impacts.

Table 1- Key environmental impacts of cleaning products for office use

#	Impact	Sustainable Procurement Approach
1.	Eutrophication of water bodies due to release of hazardous chemicals through sewerage systems during production, use and disposal.	Avoid the use of certain cleaning chemicals containing hazardous chemicals Limit the quantity of hazardous chemicals in cleaning chemicals
2.	Environmental pollution due to generation of toxic compounds like AOX from use of chlorine based cleaning chemicals	Use biodegradable cleaning chemicals
3.	Bioaccumulation of chemicals impacting aquatic life which move up the food chain	
4.	Health impacts on cleaning staff (allergic reactions, burns etc) due to exposure to various cleaning chemicals	
5.	Depletion of finite natural resources and environmental pollution due to production, use and disposal of PVC containers	Decrease the quantity of packaging used; ensure recyclability; increase use of recycled packaging; and avoid packaging material containing PVC
6.	Land pollution due to leaching of hazardous chemicals from unscientific disposal of cleaning chemicals containers	

5.0 Key Social Considerations

The social considerations applied to any business activity or process originate from international conventions and instruments developed mainly by International Labour Organization and United Nations. The social considerations are related to the ethical treatment of workers engaged in the business and the communities impacted by raw material sourcing.

The following practices are included under social considerations for workers:

1. Promoting fair treatment, non-discrimination, and equal opportunity of workers²³
2. Establishing, maintaining and improving worker-management relationship
3. Promoting compliance with national employment and labor laws
4. Protecting workers - including vulnerable categories such as children, migrant workers, workers engaged by third parties, and workers in the client's supply chain
5. Promoting safe and healthy working conditions, and the health of workers.
6. Avoiding use of forced labor and child labor
7. Allowing worker's organizations and collective bargaining to protect worker's rights regarding working conditions and terms of employment
8. Carrying out collective dismissals and retrenchment in a planned manner
9. Providing grievance mechanism to workers to raise workplace concerns

The above social considerations in a procurement process would be applicable to the producer and supplier of a product.

From the perspective of sustainability, impact of business activities on Indigenous People²⁴ is also included. These are social groups with identities that are distinct from mainstream groups in national societies. In many cases, their economic, social, and legal status limits their capacity to defend their rights to, and interests in, lands and natural and cultural resources, and may restrict their ability to participate in and benefit from development. The path towards sustainability promotes avoidance of adverse impacts on Indigenous Peoples and sharing benefits of business activities where they are adversely impacted.

Ethical trading, as defined by the Ethical Trade Initiative²⁵, refers to retailers, brands and their suppliers assuming responsibility for improving the conditions of the people who work for them. Most workers employed by supplier firms are based in developing or underdeveloped countries where there are inadequate legal provisions protecting workers' rights of even if such laws exist, they are rarely enforced. Firms that are committed to supporting ethical trade adopt a code of labour conduct that covers social elements like minimum wages, work hours, occupational health and safety, no child labour or gender discrimination etc. Their suppliers globally are supposed to follow this code of conduct.

However, implementing ethical trade is immensely challenging. This is because present day product supply chains are highly complex, spanning several countries worldwide thereby

²³Non-discrimination and equal opportunity refer to avoid basing employment decisions on parameters such as gender, race, nationality, ethnic, social and indigenous origin, religion or belief, disability, age, or sexual orientation.

²⁴ As described by International Finance Corporation's Performance Standard 7. There is no universally accepted definition of "Indigenous Peoples." Indigenous Peoples may be referred to in different countries by such terms as "Indigenous ethnic minorities," "aboriginals," "hill tribes," "minority nationalities," "scheduled tribes," "first nations," or "tribal groups."

²⁵<http://www.ethicaltrade.org/about-eti>

making traceability and accountability at every stage of the supply chain a difficult process. In addition, labour issues themselves stir debate on the whether forcibly halting certain labour practices is justified. *(For e.g. In poor countries, child labourers are important supplementary income providers in their households. Without the informal work that they do, they may be forced to resort to anti-social practices like thievery, begging for alms or drug addiction to overcome or cope with their constraints, thereby leading them into more serious social problems.²⁶)*

6.0 Legislations Impacting Procurement of Cleaning Materials

6.1 Environmental Regulations

The Environment Protection Act (EPA) 2002 is the main legislative framework to support environmental management in Mauritius. The act has been amended from time to time to be in line with new and emerging challenges, with regard to environmental protection strategies and tools for effective environmental protection and sustainable development. Environmental concerns surrounding economic development have been given greater significance by bringing in Environmental Impact Assessments and Environmental Monitoring tools. Industrial waste audit regulations have also been introduced to encourage industries to self-regulate and adopt cleaner technologies. Since 2010, sustainable development has been included in the portfolio of the Ministry of Environment which empowers the Ministry to make regulations in relation to SCP for:

- the introduction of eco-labelling schemes for products
- carrying out cleaner production opportunity assessments in industry
- the introduction of producer and importer responsibility

Mauritius has been actively pursuing the path of Sustainable Development, with the Maurice Ile Durable (MID) Policy and Strategy Action Plan having been recently approved. Of the four MID Priority Programmes, three are expected to have a direct or indirect impact on product sustainability:

- Energy Conservation and Renewables
- Cleaner, Greener and Pollution Free Mauritius
- Green Economy

Cleaning products under the Public Procurement System in Mauritius may be manufactured within Mauritius or may be blended from certain basic chemical ingredients imported into Mauritius. Such industrial activities are addressed through legislations like Dangerous Chemicals Control Act, 2004 and Environmental Protection Act (EPA) 2002.

The Dangerous Chemicals Control Act, 2004 addresses the prevention of damage to health and to the environment caused by dangerous chemicals and for better protection of the workers, members of the public and the environment against dangerous chemicals. The Act

²⁶ <http://www.ethicaltrade.org/about-eti>

has identified certain chemicals the use of which are regulated and also provides for substitution of dangerous chemicals. The manufacturers of cleaning products in Mauritius have to comply with this regulation.

Environmental Protection Act (EPA) 2002 is the primary environmental legislation of the country. The act has been amended several times to strengthen it towards delivering effective environmental protection and sustainable development. The manufacturers of cleaning products in Mauritius have to manage their environmental compliance complying with this regulation.

Other than the above mentioned legal provisions the manufacturers should use the Industrial waste audit regulations (The Environment Protection (Industrial Waste Audit) Regulations 2008) which have been introduced to encourage industries to self-regulate and adopt cleaner technologies. This is expected to lead towards better environmental management and eventual adoption of environmental management system development and certification as per ISO 14001:2004.

For imported cleaning products, compliance to the national legislations in the country of origin of the product should be ensured.

6.2 Social Regulations

Mauritius has three legal provisions on social considerations, which may be applicable if the products sourced are manufactured within the country.

- Employment Relations Act 2008 and Employment Rights Act 2008
- Occupational Safety and Health Act 2005
- Sex discrimination Act 2002

If local manufacturers bid for a particular product, they shall be required to adhere to these laws, unlike international manufacturers for whom these laws shall not apply. For international bidders, social laws in the country of origin would apply.

7.0 Framework for Developing Sustainability Criteria

7.1 Background

In order to operationalize the **National Action Plan on Sustainable Public Procurement for Mauritius** there is a need for a structured approach. During the operationalization process, it is important to define how the product sustainability will be addressed. Sustainability, as is known, lies in the interplay of environmental quality, economic vitality and social equity and therefore the sustainability criteria should also be encompassing these elements of sustainability. Since the goods and service which will be addressed under this Action Plan will be growing in number and will be of diverse type there is need to evolve or adapt a framework of sustainability criteria which can then be applied across the products to be targeted under the SPP mechanism.

For this a structured and logical approach is required that has the potential for assessing the product sustainability addressing commonality across the elements of sustainability being assessed while being able to maintain the individuality that arises due to the basic nature of the product life cycle. A progressive and hierarchical system of criteria would be the best suited for such an approach.

Sustainability criteria sets have been defined by various organizations and even at country level or multi country level as in the global procurement system developed for the UN system of procurements. But the systems themselves vary in their approach and criteria sets prescribed for similar products. For a country like Mauritius, which, because of its SIDS status, has to use a framework for criteria development that is flexible and adaptable particularly considering that the source of most products in the country is import from multiple countries across the world. A study carried out by the Green Purchasing Network India (GPNI) to develop an internationally coordinated and harmonized system provides such a framework.

The following section presents the key elements of the Framework developed towards the standardized assessment criteria and its applicability to the designated product being studied.

7.2 GPNI's Common Core Criteria²⁷

In order to develop the framework, GPNI reviewed multiple ecolabels (over 150) from all across the world in an analytical framework to identify a set of common core criteria applicable irrespective of product categories. The common criteria set comprises of eight Common Core Criteria to assess the sustainability performance of products across life cycle. **Figure 7** illustrates GPNI's 8 Common Core Criteria.

²⁷ The Framework towards Standardized Assessment Criteria for Eco Products and Eco Services was developed by the Green Purchasing Network India (www.gpnindia.org) to propose a framework towards developing harmonized criteria as applicable to products and services.

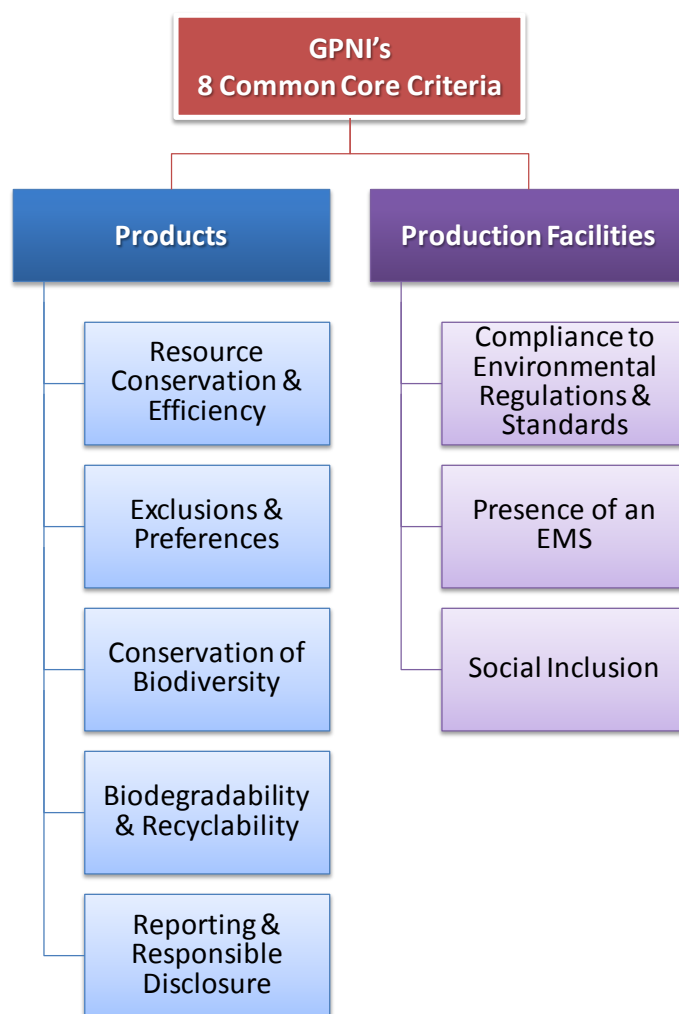


Figure 7: 8 Common Core Criteria proposed by GPN

Table 2 provides a description of 8 Common Core Criteria proposed by GPN.

Table 2: Description of GPN's Common Core Criteria

#	Common Core Criteria	Description
1.	Resource Conservation and Efficiency	Resource Conservation and Efficiency emphasizes on conservation and efficient consumption of resources. Efforts to conserve resources should be demonstrated to come close to the 'benchmarks' by appropriate choices of technology and by practicing 4Rs (Reuse, Recycle, Reduce and Recover)
2.	Exclusions and Preferences	Exclusions and Preferences indicate the kinds of substances or technologies that should be or should not be used throughout a life cycle. Exclusion criteria talks

#	Common Core Criteria	Description
		about substances and technologies that should not be used due to their adverse environmental impacts or risks. On the other hand, Preferences should be made for environmentally benign and socially acceptable technologies and substances.
3.	Conservation of Biodiversity	Conservation of Biodiversity refers to protection and conservation of regional and global ecological resources. The products or services should not pose risk to local, regional or national biodiversity assets.
4.	Biodegradability and Recyclability	'Biodegradability' means that the product should be easily decomposable by natural agents like microorganisms present in the environment. Recyclability indicates the potentials of a finished product to get recycled to a maximum extent possible prior to disposal.
5.	Reporting and Responsible Disclosure	Transparency to consumers/customers is very important. Reporting and Responsible Disclosure of products and services indicates disclosure of information to the consumers about product-ingredients, safety related precautions during use, environmental impacts and on disposal.
6.	Compliance to environmental, health and safety regulations	Compliance to environmental, health and safety regulations is one of the basic requirements for certifying products or services. At each stage of life cycle, the product or service needs to conform to the applicable national and international health safety and environmental laws, regulations and standards.
7.	Presence of Environmental Management Systems(EMS)	An Environment Management System, or EMS , is a comprehensive approach of managing environmental issues, integrating environment-oriented thinking into every aspect of business management. Presence of EMS ensures that greenness of a product or service is consistent and not a chance. It also indicates that a continual process of improvement is in place under the directions of top management.
8.	Social Inclusions	Social inclusion includes fair trade, pricing, promotion of local sourcing and practicing work related ethics.

7.3 Relevance and Applicability

The Common Core Criteria can be applied to goods to be procured under the SPP mechanism to address the environmental and social impacts caused during its various life cycle stages. Therefore, it can be used as a basic approach in the Sustainable Public Procurement of Mauritius to define technical specifications for products. Out of 8 Common Core Criteria, the three that are applicable to production facilities can be linked to Prequalification Criteria. The remaining five can be mapped to the Sustainability Criteria of SPP process for each product based on the environmental and social impacts caused during each stage of product's life cycle. This harmonized approach of using Common Core Criteria as a basis to develop Sustainability Criteria for product will ensure consistency and completeness of the SPP process in Mauritius.

An attempt has been made in this study to link GPNI's Common Core Criteria to Sustainability Criteria for SPP of each of the 5 product sectors covered under the scope of this project.

7.4 Prequalification Criteria

Prequalification Criteria in SPP refers to suppliers' qualification requirements and conformance to social standards. Out of the 8 Common Core Criteria proposed by GPNI, **Table 3** shows the three criteria that can be linked to the Prequalification Criteria for products:

Table 3: Linking Prequalification Criteria to GPNI's Common Core Criteria

#	GPNI's Common Core Criteria	Prequalification Criteria (examples)
1.	Compliance to Environmental, Health and Safety Regulations	Compliance with environmental legislations
2.	Social Inclusions	Adherence to national social regulations and standards Capacity to provide a safe working environment for cleaning staff

7.5 Sustainability Criteria

Besides the three common core criteria mentioned above, the other five common core criteria will have relevance to the Sustainability Criteria being proposed for this product. Refer **Table 4 and 5**

Table 4: Linking Sustainability Criteria to GPNI's Common Core Criteria –Cleaning Products

Sustainability Criteria –Cleaning Products	GPNI's Common Core Criteria				
	Resource Conservation and Efficiency	Exclusions and Preferences	Conservation of Biodiversity	Biodegradability and Recyclability	Reporting and Responsible Disclosure
Restricted cleaning products The portfolio of cleaning products shall not include: <ul style="list-style-type: none"> Chlorine-based sanitary cleaners and strongly acidic toilet and bathroom cleaners with inorganic acids 		✓			
Packaging - clear dosing instructions All cleaning materials must be packaged with clear dosing instructions. All the key ingredients should be clearly mentioned		✓		✓	
Environmentally-friendly packaging <ul style="list-style-type: none"> The packaging for the consumables does not contain PVC Cardboard packaging consists of 80% recycled material.			✓		✓
Packaging - clear dosing instructions All cleaning materials must be packaged with clear dosing instructions. All the key ingredients should be clearly mentioned		✓			
Restricted cleaning products The portfolio of cleaning products shall not include: <ul style="list-style-type: none"> Chlorine-based sanitary cleaners and strongly acidic toilet and bathroom cleaners with inorganic acids 	✓	✓		✓	

Table 5: Linking Sustainability Criteria to GPNI's Common Core Criteria –Cleaning Services

Sustainability Criteria –Cleaning Services	GPNI's Common Core Criteria				
	Resource Conservation and Efficiency	Exclusions and Preferences	Conservation of Biodiversity	Biodegradability and Recyclability	Reporting and Responsible Disclosure
Cleaning materials Products used by the cleaning company in carrying out the service must meet the Criteria for Cleaning materials stated above	✓	✓	✓	✓	✓
Training of staff to carry out the contract in a sustainable manner The staff should be trained in the areas listed below (not limited to): <ul style="list-style-type: none"> a. safe cleaning methods b. use of cleaning materials – quantities, storage c. material safety data sheets for various cleaning materials d. health, safety and environmental aspects of cleaning activities e. specific environmental management measures which are routinely applicable to cleaning services 	✓				

8.0 Cleaning Materials and Cleaning Services – Key Sustainability Criteria

8.1 Procurement Planning

At this stage an analysis should be carried out to identify the need for procuring Cleaning Services and Materials. The need assessment could include evaluating the various spaces or surfaces that require cleaning, and the frequency of cleaning each type of space or surface. Also the possibility of minimising the types of cleaners to be procured can be looked at so that certain specific types of cleaners are identified to be procured under the SPP. Such an analysis may indicate that the quantities of cleaning products required would vary. For example, kitchens and washrooms would require cleaning more often (perhaps daily), as compared to meeting rooms or windows.

This stage also should consider the market readiness to deliver. That the correct dosage of cleaning product is used effectively depends on the level of training imparted to the cleaning service staff.

8.2 Developing the Criteria – Sources and Rationale

The criteria included in this sheet are based on the UNEP criteria given in the Product Sheet (Basic and Advanced²⁸) for Cleaning Products and Services, which in turn have been developed by conducting an assessment of different ecolabels (**Section 11** deals with relevant ecolabels). These criteria cover a range of substances which pose several health and environmental risks.

For a number of these chemicals there is ongoing debate by chemists, health professionals, environmental scientists and the cleaning products industry on the nature and severity of the impacts these substances may have on human health or the environment. There is also debate about appropriate trigger levels and which verification testing methods should be used. This ambiguity makes it impossible to create common criteria that take into account all the specifications of the different ecolabels.

The UNEP guidelines analyse the most common criteria across several ecolabels. Criteria that were similar were grouped and the most common criterion were included in the proposed cleaning product purchasing criteria. The criteria that allowed the most ecolabels to demonstrate compliance were chosen, and this required minor adjustments to the wording.

The UNEP Guidelines also compares and elaborates upon the technical differences between the ecolabels' criteria. In the criteria, the above differences against each requirement definition have been laid down. In addition to the ecolabels, the Cleaning Products and Services criteria of two other sources – the Procura+ Manual on SPP and the European Commission²⁹ - have also been referred and relevant specifications³⁰ on each requirement definition have been inserted.

The criteria in this sheet therefore contain a comprehensive assemblage of criteria specifications from multiple recognized sources. Final decisions, on which substances, trigger levels or testing methods are the most important and feasible for Mauritius and should therefore be included in the criteria, will be taken by Mauritian procurement experts.

²⁸ Separate Product Sheets for Basic and Advanced Criteria

²⁹ The criteria of EC EU are mainly derived from the European Ecolabel for Cleaning Products which is one of the sources of UNEP's criteria as well.

³⁰ Some sources had specifications similar to UNEP's but with additional technical details, while some were quite different from UNEP's.

8.3 Verification Methods

8.3.1 For Cleaning Materials

Procuring authorities may have difficulty judging compliance of cleaning materials with environmental criteria due to the complexity of the chemical information to be evaluated.

Ecolabels

Products carrying the ecolabels specified against the criterion, will be deemed to comply.

The burden of verification will be lesser if a sufficient supply of ecolabelled products is available in the market, because in that case majority suppliers will most likely be offering ecolabelled products. Even if this is not the case in Mauritius, other “appropriate” means of proof (see list below) are in any case accepted and this is clearly stated even in the tender documents. It will however, be a tougher process than accepting ecolabelled products.

Material Safety Data Sheet (MSDS)

The main source of information for chemical cleaning products is the safety data sheet, sometimes known as a Material Safety Data Sheet (MSDS). According to some countries’ laws, producers are mandated to provide users with detailed health, safety and environmental information on all their products, using a common format. A safety data sheet is also a requirement of the GHS (Globally Harmonised System of classification and labelling of chemicals)

Issues with MSDS: Not every important environmental and health concern is fully dealt with in the safety data sheet or other standard accompanying information - many issues covered by certain ecolabels are, for example, not covered in the safety data sheet.

Also, classified hazardous ingredients are usually mentioned in the safety data sheet only if they make up higher than a certain percentage of the weight of the final product. Below this weight threshold, the supplier does not need to include the information on the safety data sheet. For example, under the GHS and also in European legislation, the legal weight threshold is considerably higher (less stringent) than that used by the European Ecolabel – typically 1% of the final product weight in the safety data sheet, compared to 0.1% or 0.01% for the European Ecolabel (this varies from ingredient to ingredient).

International Chemical Safety Cards (ICSC)

These are similar in format to an MSDS and provide information on health and safety impacts for a large number of common chemicals³¹. Procurers can use this database to help verify the claims made by manufacturers.

³¹ They can be found on the International Occupational Safety and Health Centre website:
<http://www.ilo.org/public/english/protection/safework/cis/products/icsc/dtasht/index.htm>

Compare List of ingredients against “Consolidated list of products whose consumption and/or sale have been banned, withdrawn, severely restricted or not approved by Governments”

Another approach to verification could be that the supplier is required to provide a list of ingredients that make up more than 0.01% of the product. The procurer can then verify the criteria by comparing the ingredient list to internationally recognised lists of dangerous chemical substances such as the Consolidated List of Products Whose Consumption and/or Sale Have Been Banned, Withdrawn, Severely Restricted or not Approved by Governments. This list is updated and edited every year by the United Nations³².

Other forms of proof – self declarations and test reports

For criteria where such lists are not available, contracting authorities will need to consider other forms of proof, such as self-declarations and test reports³³.

8.3.2 For Cleaning Services

Bidders can verify compliance with cleaning service requirements by demonstrating that they use ecolabel or have an Environmental Management System (EMS) in place. It is important to note that it is not possible to require that the contractor has in place a specific ecolabel, EMS or reporting framework even though these can be used to demonstrate compliance if relevant information is included. Instead, purchasers will often need to rely on contractors supplying appropriate documentation of their capacity to take the necessary environmental management measures, and for these measures to be properly documented and reported during the contract. As such, when setting criteria, it is important to outline the documentation should be provided.

8.4 Sustainability Criteria and Verification Guidance

This section presents the various possible sustainability criteria which may be considered as part of the SPP.

8.4.1 Prequalification Criteria

The Prequalification sustainability criteria that suppliers should meet for cleaning materials is given in **Table 6** and that for cleaning services is given in **Table 7**.

³² Criteria which can be verified in this way have been included in the Basic Sustainability Criteria in the UNEP Product Sheet

³³ These criteria have been included under the Advanced Sustainability Criteria to reflect the greater effort required in verifying these requirements

Table 6 – Prequalification Sustainability Criteria –Cleaning Materials

#	Sustainability Criteria - Prequalification	Verification Guidance
1.	<p>Compliance with environmental legislation</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 s/he is established or with those of Mauritius</p>	<p>Bidders must provide a declaration that they meet this criterion in the Bid Submission form</p> <p>Upon request, they may be asked to provide documentary proof to support this declaration</p>
	<p>Adherence to national social regulations and standards</p> <p>Bidders shall not be permitted to take part in a contract if they do not adhere to the national social standards and legislations. The following are the basic requirements:</p> <ul style="list-style-type: none"> • Employment Relations Act 2008 and Employment Rights Act 2008 • Occupational Safety and Health Act 2005 • Sex discrimination Act 2002 	<p>Bidders must provide a declaration that they meet this criterion in the Bid Submission form.</p> <p>Upon request, they may be asked to provide documentary proof to support this declaration</p>

Table 7 – Prequalification Sustainability Criteria – Cleaning Services

#	Prequalification Sustainability Criteria	Verification Guidance
1.	<p>Compliance with environmental legislation</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</p>	<p>Bidders must provide a declaration that they meet this criterion.</p> <p>Upon request, they may be asked to provide documentary proof to support this declaration</p>

#	Prequalification Sustainability Criteria	Verification Guidance
	contributions in accordance with the legal provisions of the country in which s/he is established or with those of Mauritius	
2.	<p>Capacity to provide a safe working environment for cleaning staff</p> <p>The bidder must demonstrate its capacity to provide a safe working environment for cleaning staff. This must include evidence of:</p> <ul style="list-style-type: none"> • Appropriate storage, labelling, handling and disposal of chemicals • First aid and accident arrangements • Occupational health and safety training for staff • Regular equipment maintenance • A process for reporting and fixing hazards and accidents 	<p>An independently verified occupational health and safety management system that complies with the ILO “Guidelines on occupational safety and health management systems ILO-OSH 2001, Chapter 3 or Occupational Health and Safety Assessment Series 18001: 2007 or equivalent will be deemed to comply. Alternatively a list of references for similar services rendered and/or list of any quality certifications and membership of any industry agencies/ confederations/ unions will assist demonstrate the capacity of the contractor to meet this criteria.</p> <p>Any other appropriate means of proof will also be accepted.</p>
3.	<p>Adherence to national social regulations and standards</p> <p>Bidders shall not be permitted to take part in a contract if they do not adhere to the national social standards and legislations. The following are the basic requirements:</p> <ul style="list-style-type: none"> • Employment Relations Act 2008 and Employment Rights Act 2008 • Occupational Safety and Health Act 2005 • Sex discrimination Act 2002 	<p>Bidders must provide a declaration that they meet this criterion.</p> <p>Upon request, they may be asked to provide documentary proof to support this declaration</p>

8.4.2 Requirement Definition

The sustainability criteria required from suppliers based on which they would be evaluated during bidding are given in **Table 8** for cleaning materials and **Table 9** for Cleaning services.

Table 8: Sustainability Criteria Required from Suppliers – Cleaning Materials

#	Sustainability Criteria – Cleaning Materials	Verification Guidance
1.	Restricted cleaning products The portfolio of cleaning products shall not include: <ul style="list-style-type: none"> Chlorine-based sanitary cleaners and strongly acidic toilet and bathroom cleaners with inorganic acids 	A list of products within the cleaning product portfolio must be provided. This list should include the brand name, product name, constituent chemicals and intended use of the products.
2.	Biodegradability All offered cleaning products must only contain surfactants and organic ingredients which are in compliance to OECD 301A-301E or ISO 7827 or equivalent standards (70% of the surfactants and organic ingredients can degrade in 28 days)	A list of all surfactants and organic ingredients included in each product must be supplied. Ingredients listed as readily biodegradable on the Detergent Ingredient Database (DID list) of the European Union will be deemed to comply. Any other appropriate means of proof demonstrating that the criteria are met will be accepted, such as a technical dossier from the manufacturer along with a test report from a recognized body showing compliance. Products carrying the Ecologo, Green Seal, European Ecolabel, Nordic Swan or Thai Ecolabel will also be deemed to comply.
3.	Packaging - clear dosing instructions All cleaning materials must be packaged with clear dosing instructions. All the key ingredients should be clearly mentioned	Bidder to submit declaration that dosing instructions and key ingredients shall be included in the packaging.
4.	Volatile Organic Compounds (VOCs) All offered cleaning products shall not contain more than 25% by weight of VOCs	Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a technical dossier from the manufacturer along with a test report from a recognized body showing compliance. Products carrying the Ecologo, Green Seal,

#	Sustainability Criteria – Cleaning Materials	Verification Guidance
		European Ecolabel or Thai Ecolabel will also be deemed to comply.
5.	Environmentally-friendly packaging <ul style="list-style-type: none"> The packaging for the consumables does not contain PVC Cardboard packaging consists of 80% recycled material. 	<p>Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a technical dossier from the packaging manufacturer or a declaration from the cleaning material manufacturer along with a certificate from a recognized body stating explicitly the absence of PVC in the material.</p> <p>Any appropriate documentation where the percentage of recycled content for cardboard in their packaging is specified.</p>

Table 9: Sustainability Criteria Required from Suppliers – Cleaning Services

#	Sustainability Criteria – Cleaning Services	Verification Guidance
1.	Cleaning materials Materials used by the cleaning company in carrying out the service should meet the Criteria for Cleaning Materials stated above	As per the verification guidance given for Cleaning Materials stated above
2.	Training of staff to carry out the contract in a sustainable manner The staff should be trained in the areas listed below (not limited to): <ol style="list-style-type: none"> safe cleaning methods use of cleaning materials – quantities, storage material safety data sheets for various cleaning materials health, safety and environmental aspects of cleaning activities specific environmental management measures which are routinely applicable to cleaning services 	The bidder should provide details of staff training, together with other management measures routinely applied. A list of references for similar services rendered should also be supplied together with a list of any quality certifications and membership of any industry agencies/ confederations/ unions.

8.5 Implementation notes

8.5.1 On Prequalification

Compliance with environmental legislation

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

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.

8.5.2 On Requirement definitions

Recognised Body

Testing laboratories and certification bodies that are recognised by the National Accreditation Agency of the country of origin or an International Accreditation Agency which is member of International Laboratory Accreditation Cooperation (ILAC) or International Accreditation Forum (IAF) shall be treated as Recognised Body. In case of ambiguity, the opinion of Mauritius Accreditation Service (MAURITAS) may be obtained.

References to Ecolabels in Verification

Other relevant ecolabels may also be used to verify compliance if they are a Type I ecolabel, according to ISO 14024, and include 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>

Cleaning service 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.

Biodegradability

Ready biodegradability is defined under OECD Guidelines for Testing of Chemicals (301 – A-F), ISO test methods - ISO 9439, ISO 10708, ISO 10707, or ISO 7828 or Thai Standard for Detergent, TISI 578.

Sustainable cleaning techniques and equipment

Cleaning techniques – For Example, use dry-cleaning techniques for linoleum flooring where appropriate, only clean when and where it is necessary, clean at times when facility occupants are not present in order to reduce exposure to harmful chemicals and dust, reduce the cleaning frequency of room where appropriate.

Cleaning equipment – For Example, use reusable microfibre cloths instead of disposable cloths, use microfibre mops, use automatic dispensers that do not result in overuse of the product, use equipment that avoids dust emissions, use energy efficient vacuum cleaners and polishers.

9.0 Relevant Ecolabels

There are a wide variety of labels available and also several classification schemes for labels defined by the International Standards Organisation (ISO)-Type I, Type II³⁴ and Type III³⁵ labels. **Type I labels**³⁶ are the most useful group for procurers because they are based on life-cycle environmental impacts and the criteria are set by an independent body and monitored through a certification or auditing process. Transparency and credibility is thus ensured by third-party certification.

9.1 Environmental Labels for Cleaning Materials

A number of ecolabels for cleaning materials exist in the different regions. Although their criteria are similar in some aspects, there are also important differences between the labels. This is principally in terms of how the criteria are worded, the specific restricted substances, trigger levels, testing methods and the different types of chemical classification.

Table 10 gives only an indicative list comprising popular labels; however there may be labels not listed here which may still meet the requirement specifications detailed in Section III and which therefore qualify as accepted compliance verification. No cleaning material relevant labels could be identified in Japan, Latin America, East Africa or the Middle East.

Table 10: Ecolabels relevant to Cleaning Materials

Name and Website	Region	Products Labelled
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³⁴ Type II labels are self-declared environmental claims. They are not independently verified, do not use pre-determined and accepted criteria for reference http://www.globalecolabelling.net/what_is_ecolabelling/index.htm Accessed on 20 June 2013

³⁵ Type III labels are voluntary programs that provide more detailed quantitative information of products. It takes the form of a matrix and similar to declarations of nutritional characteristics of products. A “score” is given for the product for certain environmental impacts, based on LCA methods and by a third party certification agency. http://www.globalecolabelling.net/what_is_ecolabelling/index.htm Accessed on 20 June 2013

³⁶They are according to ISO 14024 standard. Type I labels are a voluntary, multiple-criteria based, third party program that awards a license that authorises the use of environmental labels on products indicating overall environmental preferability of a product within a particular product category based on life cycle considerations. http://www.globalecolabelling.net/what_is_ecolabelling/index.htm Accessed on 20 June 2013.

Terrachoice Environmental Marketing Ecologo http://www.ecologo.org	North America	General purpose cleaners, bathrooms cleaners, degreasers, hand dish washing products, industrial cleaners, window and glass cleaners
Green Seal www.greenseal.org	U.S.	Environmental Standard for industrial and institutional cleaners, cleaning services
European Ecolabel (Flower) http://ec.europa.eu/environment/ecolabel/index_en.htm	Europe	All Purpose cleaners, Household cleaners
Nordic Swan http://www.svanen.se	Europe (mainly Scandinavia)	Cleaning products, microfibre cloths and mops
Austrian Ecolabel (Umweltzeichen) http://www.umweltzeichen.at/cms/home233/content.html	Europe (Austria)	All purpose and sanitary cleaners, hand dish washing detergents
Bra Miljöval/ Good Environmental Choice http://www2.naturskyddsforening.se/bra-miljoval/in-english/	Europe (mainly Scandinavia)	Cleaning products
Thai Green Label http://www.tei.or.th/greenlabel/	Thailand	Detergents, dish washing detergents, surface cleaners

9.2 Environmental Labels for Cleaning Services

Two ecolabels were identified for cleaning services: **Green Seal (U.S.)** and the **Nordic Swan** (Europe). The issues addressed in them that have been used in the cleaning services criteria cover:

- use of green cleaning products and green cleaning techniques
- appropriate work instructions and cleaning plans for the buildings
- training for staff on cleaning techniques and the handling of chemicals and waste
- monitoring and reporting on performance, training and chemical use

The Green Seal criteria go into substantially more detail than those of the Nordic Swan, with highly prescriptive approaches for many types of cleaning procedures. Whilst this may be useful guidance for cleaning organisers it seems too detailed and complicated to use as a form of minimum general specification.

10.0 Information Sources

- UNEP Sustainable Procurement Guidelines for Cleaning Products and Services – Background Report

- Sustainable Procurement Guidelines for Cleaning Products - Product Sheet (Basic Requirements, Region 2 Rest of World)
- Sustainable Procurement Guidelines for Cleaning Products - Product Sheet (Advanced Requirements, Region 2 Rest of World)
- UNEP Sustainable Procurement Guidelines for Cleaning Services - Product Sheet (Basic and Advanced Requirements, All Regions)
- European Commission GPP Training Toolkit – Cleaning Products and Services Background Product Report; Cleaning Products and Services Product Sheet http://ec.europa.eu/environment/gpp/eu_gpp_criteria_en.htm
- The Procura+ Manual 2nd edition: A Guide to Cost-effective Sustainable Public Procurement. ICLEI- Local Governments for Sustainability, Freiburg, Germany. 2007.
- Mauritius Employment Relations Act 2008
- Mauritius Employment Rights Act 2008
<http://labour.gov.mu/English/Documents/Legislations/Employment%20rights%20acts%202008/employment%20rights%20act%202008.pdf>

11.0 Additional Guidance

A number of other sources provide useful guidance on green cleaning:

- Swedish Environmental Management Council's (MSR) procurement criteria for chemical products (Not yet available in English – www.msr.se) – Provides concrete purchasing criteria which can be used directly by public authorities or other major purchasers
- EcoBuy (Australia) Guide to Green Purchasing (restricted access for members only - www.ecobuy.org.au) – Provides concrete advice principally on the products, but also on cleaning approaches
- The US Environmental Protection Agency has an Environmentally Preferable Purchasing (EPP) Guide for cleaning products which is largely based around the Green Seal criteria <http://www.epa.gov/epp/pubs/cleaning.htm>
- For more information on environmental labels and the use of environmental labels in the UN procurement process, please consult: “A Guide to Environmental Labels for procurement Practitioners of the United Nations system” published by UNOPS and UNEP (as part of the HLCM/SUN sustainable procurement initiative) (July 2009)

Annexure 1:

A Generic Comparison of Contents between Mauritian SPP Guidelines and UNEP SPP Guidelines

SPP Guidelines for Mauritius		UNEP SPP Guidelines		Remarks
Sec. Nos.	Title	Sec. Nos.	Title	
1. 1.1. 1.2. 1.3.	Introduction, Scope and Methodology Scope Methodology for Developing SPP Guidelines for Mauritius Structure	1.	Introduction and Scope	Sections 1.2. and 1.3. of Mauritian SPP guidelines do not have equivalent sections in the UNEP guidelines. Section 1.2. talks about the methodology that has been used in developing SPP Guidelines for Mauritius. Section 1.3. provides the differences in structure of Sustainability Criteria on SPP of each product category
2. 2.1. 2.2. 2.3	Incorporating Sustainability in the Mauritian Procurement System Public Procurement Act (PPA) 2006 Mode of Integrating Sustainability in the Procurement Process <i>Procurement Planning</i> <i>Requirement definitions</i> <i>Sustainability Evaluation Criteria</i> <i>Contract Management</i> Framework Agreements	2.	Incorporating Sustainability in the UN Procurement System Relevant UN Procurement Procedures Procurement Planning – Subject matter Requirement Definition – Specifications Sourcing – selecting environmentally and socially responsible suppliers and manufacturers Evaluation – using Life Cycle Costing and Bonus System Contract Review and Award – contract clauses	The section has been contextualised to the Mauritian Procurement System. The Section on Contract Review from UNEP guidelines has not been included in the Mauritian Guidelines. This will be taken up as a subsequent deliverable for the project where detailed analysis of the Standard Bidding Documents for each of the Product Categories will be conducted.
3.	Institutional Enablers for Sustainable Public Procurement in Mauritius	-	-	This section presents a review of the existing and proposed Policies, Strategies and Programs that can stimulate SPP in

SPP Guidelines for Mauritius		UNEP SPP Guidelines		Remarks
Sec. Nos.	Title	Sec. Nos.	Title	
3.1. 3.2. 3.3. 3.4. 3.5.	“Maurice Ile Durable” (MID) Policy, Strategy and Action Plan National Programme on Sustainable Consumption and Production (2008 - 2013) National Action Plan on Sustainable Public Procurement (SPP) for Mauritius (2011-2015) Solid Waste Management Facilitation of End-of-Life Disposal of Procured Items in Public Bodies			Mauritius.
4. 4.1. 4.2.	Key Environmental Impacts Elements and Potential Environmental Impacts(<i>specific to each product category</i>) Reducing the Key Environmental Impacts	3. 3.1.	Key Environmental Impacts Potential Environmental Impacts(<i>specific to each product category</i>)	The SPP Approach for Reducing Key Environmental Impacts has been reviewed and expanded from that included by UNEP.
5.	Key Social Considerations	4.	Key Social Considerations	-
6.	Legislations Impacting Procurement(<i>specific to each product category</i>)	5.	Legislations Impacting Procurement(<i>specific to each product category</i>)	-
7. 7.1. 7.2. 7.3. 7.4. 7.5.	Framework for developing Sustainability Criteria Background GPNI's Common Core Criteria Relevance and Applicability Linking GPNI's Common Core Criteria to Prequalification Criteria Linking GPNI's Common Core Criteria to Sustainability Criteria(<i>specific for each of the product categories</i>)	-	-	This section has been specially included in the Mauritian SPP Guidelines. It describes how the Common Core Criteria developed by the Green Purchasing Network of India can be used as a framework to develop Sustainability Criteria for products towards public procurement.

SPP Guidelines for Mauritius		UNEP SPP Guidelines		Remarks
Sec. Nos.	Title	Sec. Nos.	Title	
8.	Key Sustainability Criteria(<i>specific to each product category</i>)	6.	Sustainable Procurement Criteria – Sources and Rationale	Section 8.2. of Mauritian SPP Guidelines matches Section 6. of the UNEP Guidelines.
8.1.	Procurement Planning	7.2.	Verification methods	Section 8.3. of Mauritian SPP Guidelines matches Section 7.2. of the UNEP Guidelines. All the other sections on Sustainability Criteria (8.1 – 8.5. of Mauritian Guidelines) matches the section heading given in the product sheets of UNEP. Key Sustainability Criteria have been contextualised to the Mauritian context.
8.2.	Developing the Criteria – Sources and Rationale			
8.3.	Verification Methods			
8.4.	Sustainability Criteria and Verification Guidance			
8.5.	Implementation Notes <i>On Prequalification</i> <i>On Requirement Definitions</i>			
9.	Relevant Ecolabels(<i>specific to each product category</i>)	6.1.	Environmental Labels(<i>specific to each product category</i>)	
10.	Information Sources	8.	Information Sources	-
11.	Additional Guidance	6.2.	Other Guidance	-