
**Capacity Building for the Implementation of
Sustainable Public Procurement in Mauritius**

Procurement Policy Office, Government of Mauritius

**Training Manual
For
Suppliers**

(Personal computers / laptops and printers)

November 2013

Environmental Management Centre LLP, India

www.emcentre.com

The training manual has been designed for duplex printing and it is encouraged that the manual is printed as double-sided on suitable paper.

Acknowledgement

The *Training Manual for Suppliers* is part of the package developed for conducting capacity building training courses on Sustainable Public Procurement in Mauritius. These have been developed by Environmental Management Centre LLP (EMC), India under the project commissioned by the Ministry of Finance and Economic Development, Government of the Republic of Mauritius for Capacity Building for the implementation of Sustainable Public Procurement in Mauritius. The EMC team involved in developing the package was led by Shantanu Roy with support from Lucille Andrade and guided by Dr Prasad Modak.

The officials of the Procurement Policy Office (PPO) provided support in finalization of the training material through review and suggestions.

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INTRODUCTION TO THE TRAINING MANUAL

The Government of the Republic of Mauritius has initiated the implementation of Sustainable Public Procurement (SPP) under the aegis of Ministry of Finance and Economic Development (MOFED) with Procurement Policy Office (PPO) as the focal point. The SPP program was introduced in Mauritius through the United Nations Environment Programme (UNEP) supported project titled "Capacity building for Sustainable Public Procurement (SPP) in developing countries" launched in January 2009.

Since then, under the SPP program, various activities have been undertaken such as status assessment, legal review and market readiness analysis. Subsequently, in August 2011, the 'National Action Plan on Sustainable Public Procurement for Mauritius (2011-2015)' was drafted. In order to operationalize the Action Plan, the project titled "*Capacity Building for the implementation of Sustainable Public Procurement in Mauritius*" was commissioned by MOFED.

A set of goods and services have been taken up in the pilot phase viz. paper for general office use, cleaning materials, passenger cars, personal computers/ laptops and printers, office furniture,; and cleaning services. For these goods sustainability criteria and their evaluation mechanism have been developed. Using these, corresponding standard bidding documents for each of the aforementioned goods and services have been developed incorporating appropriate modifications in the Standard Bidding Documents used for Public Procurement in Mauritius. A contract management manual has also been prepared to manage contracts under SPP.

Currently SPP is in the implementation phase wherein interaction with suppliers has been initiated for successful implementation of the program. As part of the training program, this manual has been prepared to aid participants in the process.

This Training Manual for Suppliers consists of the following modules:

- Module 1: Introduction to Sustainable Public Procurement
- Module 2: Sustainable Public Procurement of Goods

Each module has been organized with a covering note that provides brief description of the topics included in the module; and a set of slides with space for notes which participants could take during the training sessions.

It must be noted that this training package is designed to act as introductory material on the topic of SPP in the Mauritian context, material which will help the users to establish, operate and maintain an SPP process at their organization. It is expected that the participants undergoing training through this training package have basic understanding of Public Procurement as practiced in Mauritius.

Note that in providing examples from various sources, this training package does not endorse any of the cited web sites or books.

1. INTRODUCTION TO SUSTAINABLE PUBLIC PROCUREMENT

Module 1 introduces the concept of sustainable public procurement as a technique for implementation of sustainable consumption and production.

The concept of Sustainable Consumption and Production (SCP) as a solution to arrest environmental degradation has been introduced. The life cycle of products or goods and associated environmental impacts are discussed. The discussion leads to the concept of a sustainable product. The various attributes of a sustainable product have been provided.

Further the role of public procurements in boosting use of sustainable products has been discussed.

The above discussion leads to the concept of sustainable public procurement. Price and quality generally are the most important criteria in terms of the procurement of goods and services. However, under SPP the concept of 'value for money' is applied and this is discussed in detail. The need for SPP and its benefits has been elaborated.

In order to bring out the benefits of SPP some of the initiatives on SPP undertaken by various countries across the globe in SPP or green public procurement have been provided. Further the benefits of procuring sustainable products within the public procurement systems have also been included.

The module also provides an overview of the status of activities and their outcomes under the SPP program in Mauritius. The module ends through a sub-section identifying the various policies, programs and the associated institutions in Mauritius that can directly or indirectly promote SPP. The 'Maurice Ile Durable' vision (MID vision) in particular can be considered to be of specific relevance in promoting and practicing SPP in Mauritius.

2. SUSTAINABLE PUBLIC PROCUREMENT OF GOODS AND SERVICES

Module 2 comprises of the following three sub-modules:

- Sustainability Criteria for Goods and Services
- Modifications for SPP Integration in Standard Bidding Document
- Evaluation of Bids for SPP

The contents of each of the three sub-modules is described in the subsequent sections.

A. DEVELOPMENT OF SUSTAINABILITY CRITERIA

This sub-module focusses on the process followed for development of the sustainability criteria and the criteria that have been developed for goods in the pilot phase. The verification guidance for the criteria are also presented.

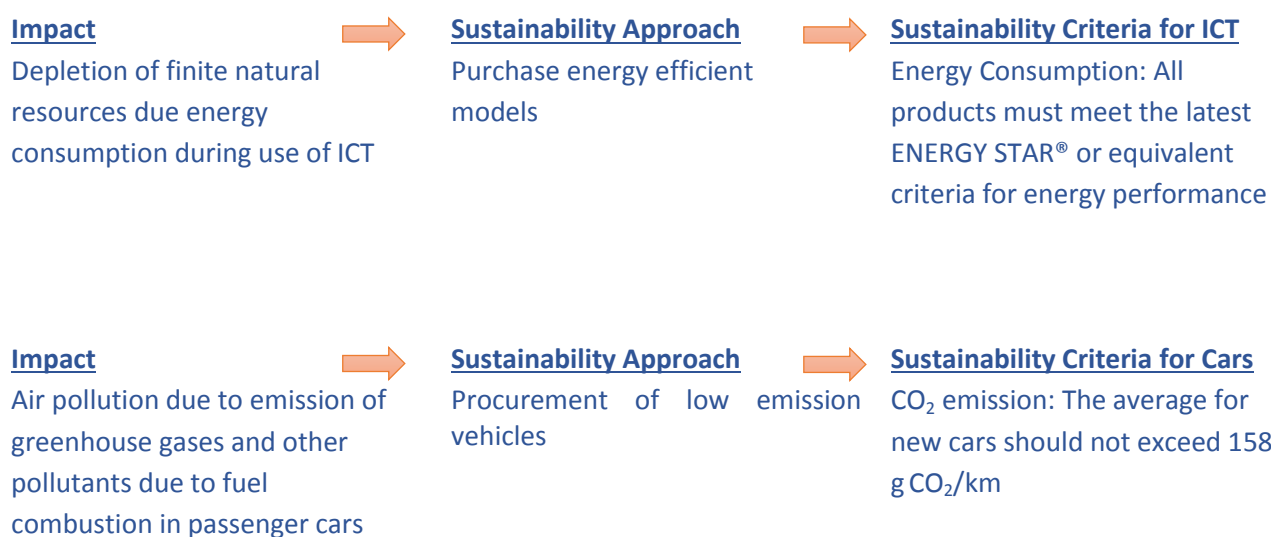
Development of the sustainability criteria for goods involves the following:

- a) Review of Mauritian Procurement Process
- b) Review of national environmental and social regulations applicable to the goods (general & goods specific)
- c) Identification of environmental and social impacts across the life cycle of the goods
- d) Identify life cycle costing aspects specific to the goods
- e) Review of the common core criteria of sustainability developed by Green Productivity Network of India
- f) Review of UNEP Sustainable Procurement Guidelines and resources from similar other agencies

The stages in the Mauritian procurement process where SPP interventions can be implemented were identified. The environmental and social regulations applicable to goods in general and specific to particular goods were reviewed.

During the identification of environmental and social impacts across the life cycle of the goods, focus was directed towards those that are pertinent in the Mauritian context. Since a majority of goods are imported into Mauritius, emphasis was laid on impacts manifested in the use and disposal phases of the goods.

Based on the impacts identified, a sustainability approach was derived to overcome the same. The sustainability approach was further utilized to develop the sustainability criteria. For example:



In the process of developing the sustainability criteria for goods, the eight common core criteria developed by GPNi were also referred. The common criteria set enables assessment of sustainability performance of products across their life cycle.

The UNEP Sustainable Procurement Guidelines for the product along with the Product Sheets, European Commission Guidelines and relevant ecolabels which are independent sources of environmental performance criteria were also reviewed for developing the sustainability criteria.

The criteria identified from the various sources have been adapted in a manner to include those that are important in the Mauritian context based on the lifecycle. For each criteria a verification method has also been identified in terms of manufacturer's certificate, supplier declaration, test certificates etc.

For all the goods in the pilot phase, pre-qualification sustainability criteria and sustainability requirement criteria have been developed. The pre-qualification sustainability criteria refer to environmental and social legal compliance and are primarily applicable to the Bidder and their operations in Mauritius. These are common across all the goods.

The sustainability requirement criteria are applicable to the respective goods. The criteria specify the parameters to be evaluated, the requirements that the goods should comply to be sustainable and the means of verification of compliance to the criterion.

B. INTEGRATION OF SPP IN STANDARD BIDDING DOCUMENT

The Standard Bidding Documents (SBDs) for Goods Ref: G/SBD1/12-12 has been adapted for Sustainable Public Procurement (SPP) of goods in the pilot phase. The SBDs have been adapted based on sustainability criteria developed for the above goods.

This sub-module outlines the modifications carried out in the SBDs during adaptation for SPP.

The sections of the SBDs for Goods within which SPP requirements have been integrated are as follows:

PART 1 Bidding Procedures

- Section I. Instructions to Bidders (ITB)

- Section II. Bidding Data Sheet (BDS)
- Section III. Evaluation and Qualification Criteria
- Section IV. Bidding Forms

PART 2 Supply Requirements

- Section V. Schedule of Requirements

PART 3 Contract

- Section VI. General Conditions of Contract (GCC)
- Section VII. Special Conditions of Contract (SCC)
- Section VIII. Contract Forms

In **Section I: Instructions to Bidders (ITB)**, sub-clauses have been added to prevailing clauses as instructions for SPP requirements, where relevant. Reference to Sustainability Schedule and Schedule for Life Cycle Costing in clauses referring to bidding forms and preliminary examination of bids. Also reference to pre-qualification criteria for evaluation of bids has been inserted.

Documents required as evidence for verification of compliance to the sustainability criteria of the goods have been listed in **Section II: Bidding Data Sheet (BDS)**, under ITB 12.1(h). Similarly for goods involving life cycle costing (LCC), additional parameters required for evaluation of LCC have been listed in the BDS under ITB 37.3(d).

In **Section III: Evaluation and Qualification Criteria**, the pre-qualification sustainability criteria and methodology for evaluation of LCC of goods are provided. Similarly the parameters to be used for evaluation of LCC of the goods with a brief methodology have been provided under the 'Evaluation Criteria'. The pre-qualification sustainability criteria refer to environmental and social legal compliance and are primarily applicable to the Bidder and their operations in Mauritius. The LCC methodology elaborates upon evaluation of parameters from the sustainability requirement criteria (*provided in Section V: Schedule of Requirements of the SBD*) that are applicable during the use and disposal phases of the said goods.

In **Section IV: Bidding Forms**, the prevailing Bid Submission Form has been modified to include items required as a declaration from the Bidder on their compliance to environmental and social regulations of Mauritius as per the pre-qualification criteria.

Further, a Sustainability Schedule has been inserted for goods under SPP. The key parameters of the sustainability criteria; the goods specification required for the criteria in the form of numbers/ confirmation/ availability; reference to supporting documents required for verification of compliance; and reference to the particular sustainability criterion are provided in the schedule. The Bidder is required to complete the fields on specifications of goods offered in the bid as per the sustainability requirement criteria; and reference to supporting documents annexed to the bid as per verification guidance of the sustainability requirement criteria.

For goods that involve LCC (such as passenger cars, personal computers/ laptops and printers), a 'Schedule for Life Cycle Costing' has been included among the Bidding Forms. The schedule obtains data from the Bidder that would be used for evaluation of LCC of the Goods. The manner in which the data would be used for evaluation has also been provided in the schedule. The detailed methodology for evaluation of LCC using this data to be adopted by the Purchaser has been provided in Section III: Evaluation and Qualification Criteria of the respective SBD.

In **Section V: Schedule of Requirements**, the sustainability requirement criteria developed for the goods have been incorporated. The criteria specify the parameters to be evaluated, the requirements that the goods should comply to be sustainable and the means of verification of compliance to the criterion.

The sustainability criteria are referred to in the general conditions of contract in Clause 22 – Specifications and Standards of **Section VI: General Conditions of Contract**. For goods that are offered with a warranty such as passenger cars, personal computers/ laptops and printers, the warranty period and maintenance period are mentioned in **Section VII: Special Conditions of Contract**.

In **Section VIII: Contract Forms**, the Contract Agreement has been modified to include SPP. The documents constituting the Contract include the Sustainability Criteria under item 2(d) Technical Requirements.

C. EVALUATION OF BIDS

This sub-module outlines the process for evaluation of bids to be adopted for procurement of goods under Sustainability Public Procurement (SPP) program. The process has been integrated with the Standard Bidding Documents (SBDs) for Goods Ref: G/SBD1/12-12 which have been adapted for SPP of goods and services in the pilot phase.

The process of evaluation under SPP is as follows:

- a) While checking the completeness of the bid at the stage of acceptance of bids, the submission of Sustainability Schedule and Schedule for Life Cycle Costing should also be validated.
- b) On opening the bid, Bidder's compliance to pre-qualification sustainability criteria will be evaluated. The pre-qualification sustainability criteria refer to environmental and social legal compliance and are primarily applicable to the Bidder and their operations in Mauritius.
- c) The Bidder's that pass the pre-qualification stage will be evaluated for their responsiveness to sustainability requirement criteria along with technical specifications. The criteria specify the parameters to be evaluated, the requirements that the goods should comply to be sustainable and the means of verification of compliance to the criterion. The Bidder's that do not comply with all the criteria mentioned in the bidding document will be disqualified.
- d) Once technical evaluation is completed and evaluation of cost is undertaken, life cycle cost (LCC) of the goods will be calculated based on the information submitted by the Bidder in the Schedule for LCC and the evaluation methodology provided in the bidding document. The Bidder offering the said goods with the least LCC will be awarded the contract.

Module – 1

INTRODUCTION TO SUSTAINABLE PUBLIC PROCUREMENT

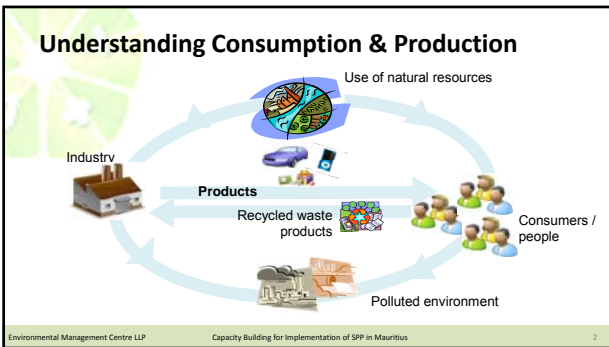
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WORKSHOP FOR SUPPLIERS ON
OPERATIONALIZATION OF SPP IN MAURITIUS

Sustainable Public Procurement



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Development of Mauritius has resulted in greater demands being made on the environment



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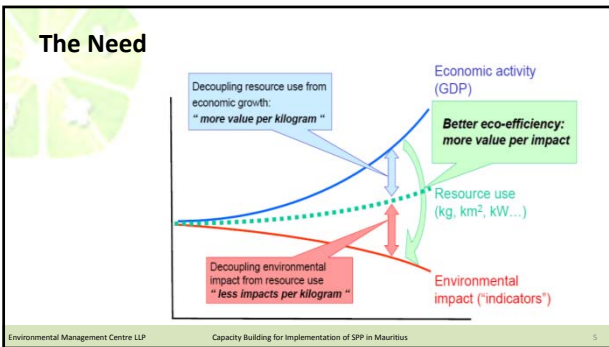
Key Environmental Indicators of Mauritius

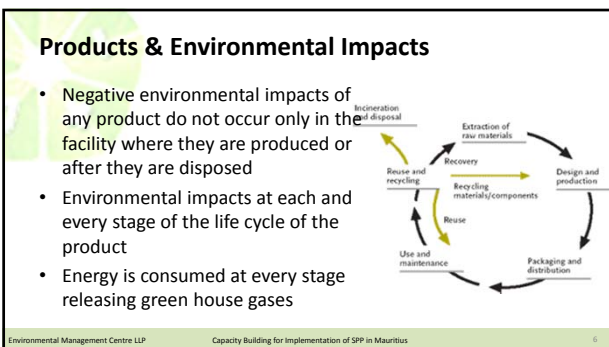
Key Indicator	Units	2001	2010 ¹
Total forest area (as a % of total land area)	%	30.4	25.3
Total Carbon dioxide emission	000 tons	2,647.9	3,583.2
Per capita carbon dioxide emission	tons	2.3	2.8
Daily per capita solid waste generated (estimate)	Kg	0.7	0.9
Annual fresh water abstraction	Mm ³	677	695

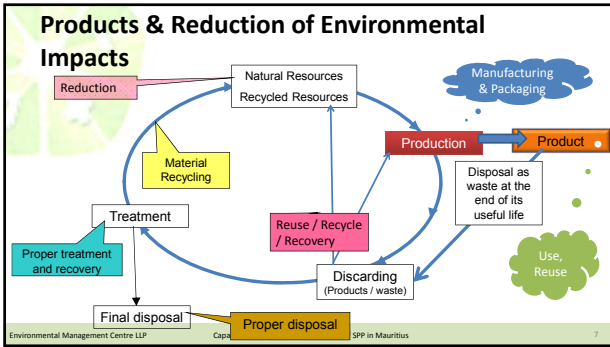
¹ provisional

<http://www.gov.mu/portal/sites/mid/file/Env%20Ind.pdf>

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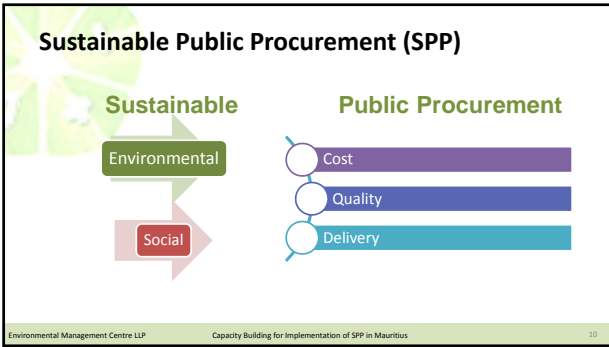


Sustainable Product

A Sustainable Product is considered to be an item or service which **minimizes its impact on the environment and society at large at each phase of its life cycle**, while also bringing about a better quality of life and maintaining competitiveness.

Public Procurement can push Sustainable Products

- Public authorities are major consumers
 - For Mauritius, it is in the range of 15-20%
- Range of products covered under Public Procurement very wide spread and far impacting
- Can set an example and influence the market
- Industry gets real incentives for developing sustainable products



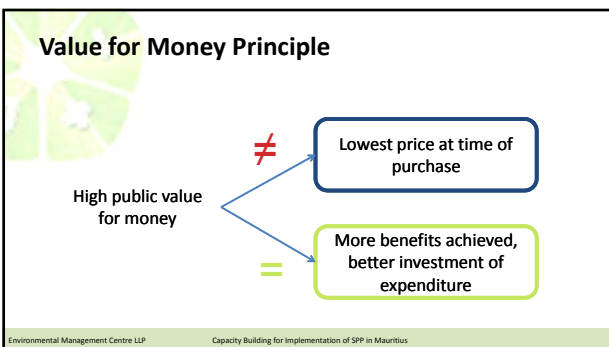
Definition of SPP

- Sustainable Public Procurement (SPP) is

*"... the process whereby organizations meet their needs for goods, services, works and utilities in a way that achieves **value for money** on a **whole life basis** in terms of generating benefits not only to the organization, but also to society and the economy, whilst minimizing damage to the environment."*

Defra, UK Sustainable Procurement Task Force (2006).

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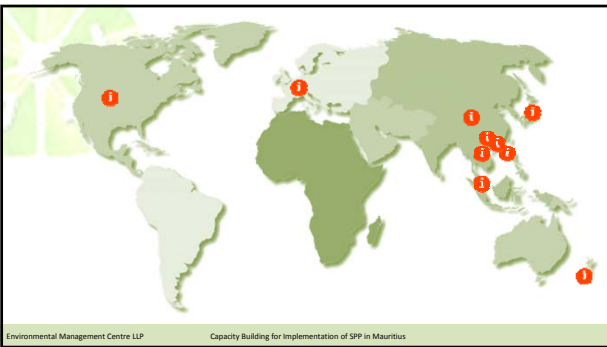


Why SPP is essential?

- Set an example---snowball effect
- Allow public authorities to buy products / services / work with reduced environmental impact and more social outcomes
- Drives the market to develop cleaner technologies and products
- Involves people in a more sustainable market and to increase their awareness
- Incentive for environmental technologies


Case Examples

SPP / GPP IN DIFFERENT COUNTRIES



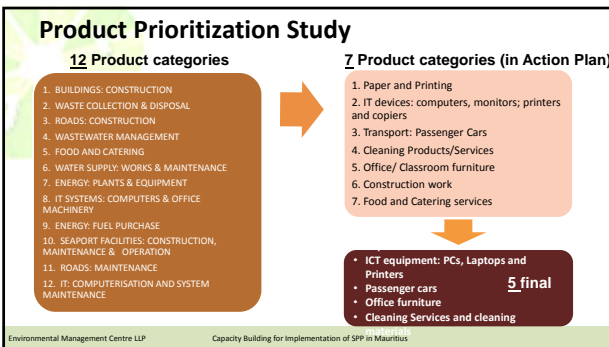
<p>USA:</p> <ol style="list-style-type: none"> EPA set up a website to identify federal green buying requirements EPA developed 5 guiding principles to promote EPP 	<p>China:</p> <ol style="list-style-type: none"> Legal Foundation for GPP(2003) Policy Guidance on Implementing GPP, published in 2006 Govt. Procurement List of Env. Labelled Products(2007) China Environmental Label by SEPA(1993) China GPN(2006) 	<p>Japan:</p> <ol style="list-style-type: none"> Green Purchasing Law(2000) Green Contract Law(2007) Eco-Mark Japan(1989) GPN-Japan(1996) 		
<p>EU:</p> <ol style="list-style-type: none"> Sixth EAP of the European Community (2002 – 2012) identified GPP Communication on Integrated Product Policy (2003) asked states to produce National Action Plans on GPP by 2006 EU Sustainable Development Strategy (2001 - 2011) focuses on GPP Communication Public Procurement for a Better Environment (2008) was included in SCP/SP AP) Europe 2020 Strategy: A European Strategy for Smart, Sustainable and Inclusive Growth (2010) promotes GPP Reference to GPP made in various directives and market instruments like EU Eco-label scheme On 20 December 2011, European Commission adopted proposals on new Public Procurement Directives 	<p>New Zealand:</p> <ol style="list-style-type: none"> Min. of Eco. Dev. Implemented SPP policy Member of UN MTF on SPP 	<p>Hong-Kong:</p> <ol style="list-style-type: none"> Waste Reduction Framework Plan(1998) Stores and Procurement Regulation(2000) Govt. defined specifications for 103 products(2010) 		
<p>Taiwan:</p> <ol style="list-style-type: none"> Govt. GP legislation(1999): Action Plan(2001) Green Mark Programme, Energy and Water Conservation Marks GPA(2007) 			<p>Thailand:</p> <ol style="list-style-type: none"> GPP Policy(2004) Thai Green Label Scheme(1994) Thai GPN(2004) 	<p>Korea:</p> <ol style="list-style-type: none"> Green Procurement Law(2004) Korean Eco-label and Goods Recycled Mark Korean GPN(1999)

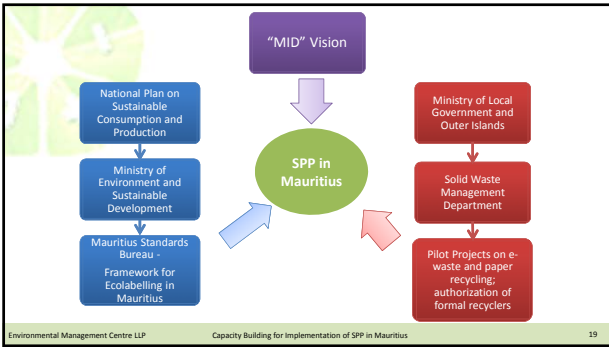
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SPP IN MAURITIUS

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Module – 2

SUSTAINABLE PUBLIC PROCUREMENT OF GOODS AND SERVICES

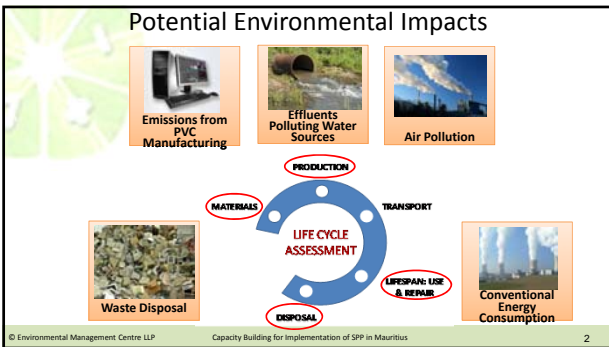
Capacity Building for the implementation of Sustainable Public Procurement in Mauritius

WORKSHOP FOR SUPPLIERS ON OPERATIONALIZATION OF
SPP IN MAURITIUS

**Sustainability Criteria for Mauritius ICT
Equipment – PCs, Laptops & Printers**



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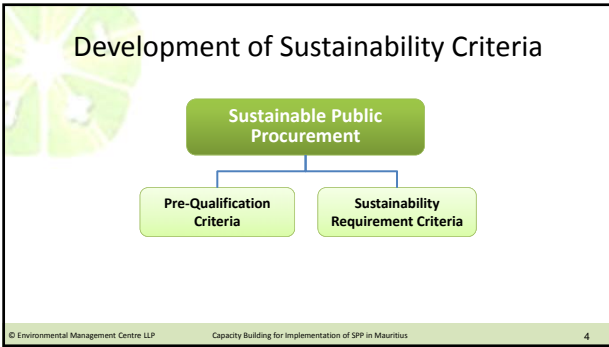


Mauritian Social Regulations

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



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Sustainability Criteria - Prequalification


1. Compliance with environmental legislation
2. Adherence to national social regulations and standards

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Pre-Qualification Criteria (1)

Pre-Qualification Criteria	Verification Guidance
<p>Compliance with environmental legislation</p> <p>Bidders shall not be permitted to take part in a contract if they:</p> <ul style="list-style-type: none"> • Have been found <u>guilty</u> of grave professional misconduct, including <u>non-compliance with environmental legislation</u>, proven by any means which the contracting authorities can demonstrate; or • Have not fulfilled obligations relating to the payment of <u>social security</u> contributions in accordance with the legal provisions of the country in which s/he is established or with those of Mauritius. 	<p>Bidders must provide a <u>declaration</u> that they meet this criterion.</p> <p>Upon request, they may be asked to provide documentary proof to support this declaration</p>

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Declaration

We hereby declare that:

- i. We comply with environmental legislations of Mauritius and fulfil social security obligations in accordance with the legal provisions of Mauritius. We have ensured that the manufacturers from whom goods are procured and supplied comply with legal regulations in their respective countries of establishment

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Pre-Qualification Criteria (2)

Pre-Qualification Criteria	Verification Guidance
<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>


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Sustainability Criteria – PCs & Laptops

- Energy Consumption
- Upgradability
- Resource Efficiency
- Warranty and Durability



- Maintenance
- Exclusions
- Packaging
- End of life, disassembly, recycling and disposal



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Sustainability Requirement Criteria (1)

Sustainability Requirement Criteria	Verification Guidance
<p>Energy Consumption</p> <p>Minimal power consumption during operation and standby mode</p> <p>All products must meet the latest ENERGY STAR® or equivalent criteria for energy performance.</p>	<p>All products carrying the ENERGY STAR label will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer along with a test report from a recognized body demonstrating that the criteria are met will also be accepted.</p>

Recognized Body

- Testing laboratories and certification bodies that are recognized by the:
 - National Accreditation Agency of the country of origin or
 - International Accreditation Agency which is member of International Laboratory Accreditation Cooperation (ILAC) or
 - International Accreditation Forum (IAF)
- In case of ambiguity, the opinion of Mauritius Accreditation Service (MAURITAS) may be obtained.

Product Features

3rd Gen Intel® Core™ i5-1135G7 processor
 Features 4 3840 x 2160 pixels and 1.93mm panel, rated with Turbo Boost up to 4.5GHz

Intel® Core™ i5 processor
 Features smart 4-way processing performance with a second core

Intel® Turbo Boost Technology
 Delivers extra performance when you need it and increased energy efficiency when you don't need it. Graphics provide extra graphics power for your laptop when you need it.

4GB DDR4 memory
 For multitasking ease

Webcam
 Optical drive not included

11.6" LED High-Definition 1920x1080 pixels IPS display

128GB solid state drive
 Offers superior storage

Windows Dragon voice control
 Allows you to easily operate your laptop by speaking

Intel® HD Graphics 4600

For more images see the HP website under the category of laptops.
Built-in webcam
 Makes it easy to video chat with family and friends in stunning 720p resolution

2-in-1 media reader
 Supports Secure Digital and **MultiMediaCard** formats

1 USB 2.0 port and 1 USB 3.0 port
 For fast digital photos, audio and data transfer

Built-in high-speed wireless LAN (802.11ac) support
 Connect to the Internet without wires

Bluetooth 4.2 interface
 Easy link with other Bluetooth-enabled devices, such as a mobile phone or smart speaker

Weights only 3.84, and measures just 0.7" thin
 For lightweight portability

Convertible design
 Switches from a laptop stand, tent and tablet modes for flexibility

Microsoft Windows 8.1 64-bit operating system pre-installed
 Provides a native platform for smart processing, Web navigation, gaming, media storage and more

Software package included
 Includes HP Support Assistant and more

HP SureSense
 Designed to use less energy and means more energy efficiency, guaranteed – see hp.com/energy for more details

Intel, Pentium, Celeron, Core, i5, HD Graphics and the Intel Inside logo are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries

Sustainability Requirement Criteria (2)

Sustainability Requirement Criteria	Verification Guidance
<p>Upgradability</p> <p>PCs and laptops must be designed so that:</p> <ul style="list-style-type: none"> •The memory is readily accessible and can be changed •The hard disk and, if available, the CD drive and/or DVD drive, can be changed <p><i>Capacity for upgrading and expanding functions in order to make long-term use feasible, and full maintenance service provided by the manufacturer</i></p>	<p>Bidders must provide a <u>written guarantee</u> that this criterion will be met.</p>

Sustainability Requirement Criteria (3)

Sustainability Requirement Criteria	Verification Guidance
<p>Resource Efficiency</p> <p>Guarantee of <u>availability of parts and components</u></p> <p>For PCs & laptops the availability of compatible batteries and AC adapter and of the keyboard and its parts shall be guaranteed for <u>at least 3 years</u> from the date of delivery.</p>	<p>Bidders must provide a <u>written guarantee</u> that this criterion will be met.</p>

Sustainability Requirement Criteria (4)

Sustainability Requirement Criteria	Verification Guidance
<p>Warranty and Durability</p> <p>Bidders must provide a <u>warranty for a period of at least 3 years with on the spot support service</u>. An option to <u>extend the warranty</u> period to 5 years may be given at additional cost.</p> <p><i>Minimum years of warranty and availability of replacement parts for the PCs and laptops</i></p>	<p>Bidders must provide <u>appropriate documentation</u> to indicate compliance to the requirements</p>

Sustainability Requirement Criteria (5)

Sustainability Requirement Criteria	Verification Guidance
<p>Maintenance</p> <p>PCs and Laptops need to have <u>locally available maintenance support</u></p> <p>Bidders must ensure maintenance support for at least 3 years such that for the PCs and Laptops the <u>warranty remains intact</u></p>	<p>Bidder must provide appropriate documentation to indicate that they have <u>established affiliate institutions in Mauritius</u> with adequately skilled manpower to provide maintenance support</p>

Sustainability Requirement Criteria (6)

Sustainability Criteria	Verification Guidance
<p>Exclusions</p> <p><i>Information on harmful substances</i></p> <p><u>Does not contain</u> lead, mercury, cadmium, hexavalent chromium compounds, to the utmost extent possible.</p> <p>If present, the <u>maximum permitted concentrations</u> in the products should not exceed 0.1% or 1000 ppm (except for cadmium, which is limited to 0.01% or 100 ppm) by weight.</p>	<p>Bidders must clearly specify the part, and clearly list the extent of the following substances: lead, mercury, cadmium, hexavalent chromium and certified by a recognized body.</p> <p>Any <u>Type I ecolabel</u> which includes this or equivalent criteria shall be accepted.</p>

Sustainability Requirement Criteria (7)

Sustainability Criteria	Verification Guidance
<p>Packaging</p> <p><i>Exclusion of PVC</i></p> <p>The packaging of the product shall not contain PVC</p>	<p>Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a <u>technical dossier</u> from the packaging manufacturer or a <u>declaration</u> from the PC or laptop manufacturer along with a certificate from a recognized body stating explicitly the absence of PVC in the material.</p>

Sustainability Requirement Criteria (8)

Sustainability Criteria	Verification Guidance
End of life, disassembly, recycling and disposal The vendor must provide an end-of-life take-back guarantee	Bidders must provide appropriate proof of its capacity to secure the environmentally-friendly and social-responsible re-use, recycling and/or disposal of waste

Lets Recap.....PCs & Laptops

- **Prequalification**
 - Compliance with environmental legislation
 - Adherence to national social regulations and standards
- **Sustainability Requirement**
 - Energy Consumption
 - Upgradability
 - Resource Efficiency
 - Warranty and Durability
 - Maintenance
 - Exclusions
 - Packaging
 - End of life, disassembly, recycling and disposal



Sustainability Criteria – Printers

- **Prequalification**
 - Compliance with environmental legislation
 - Adherence to national social regulations and standards
- **Sustainability Requirement**
 - Resource Conservation
 - Energy Consumption
 - Warranty and Durability
 - Maintenance
 - Guarantee of availability of consumables
 - Exclusions
 - Packaging
 - End of life, disassembly, recycling and disposal



Sustainability Requirement Criteria – Printers (1)

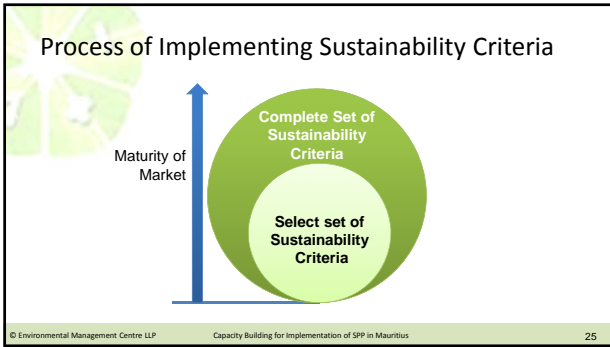
Sustainability Criteria	Verification Guidance
<p>Resource Conservation</p> <p>Printers with a maximum operating speed of more than 45 sheets per minute for A4 size paper must be equipped with automatic double-sided copying (a duplex-unit). All other devices with a lower maximum operating speed must at least offer an extra software-based option for double-sided printing on A4 size paper.</p>	<p>Any appropriate means of proof, such as a technical dossier of the manufacturer along with a test report from a recognized body demonstrating that the criteria are met will be accepted.</p>

Sustainability Requirement Criteria – Printers (2)

Sustainability Requirement Criteria	Verification Guidance
<p>Warranty and Durability</p> <p>Minimum 3 years of warranty and availability of replacement parts for the printers</p> <p>Bidders must provide a guarantee for a period of at least 3 years or [x] pages, whichever occur first.</p>	<p>Bidders must provide a written guarantee that this criterion will be met.</p>

Sustainability Requirement Criteria – Printers (3)


Sustainability Requirement Criteria	Verification Guidance
<p>Guarantee of availability of consumables</p> <p>Consumables should be available for at least 3 years from the time the printer is delivered</p>	<p>Bidders must provide a written guarantee that this criterion will be met.</p>



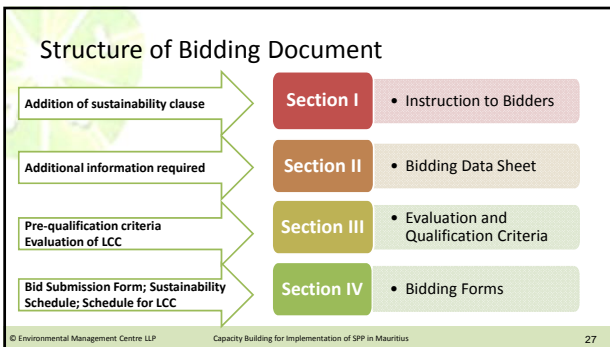
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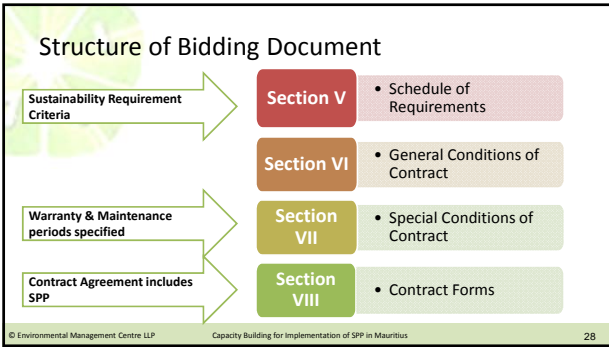
WORKSHOP FOR SUPPLIERS ON OPERATIONALIZATION OF SPP IN MAURITIUS

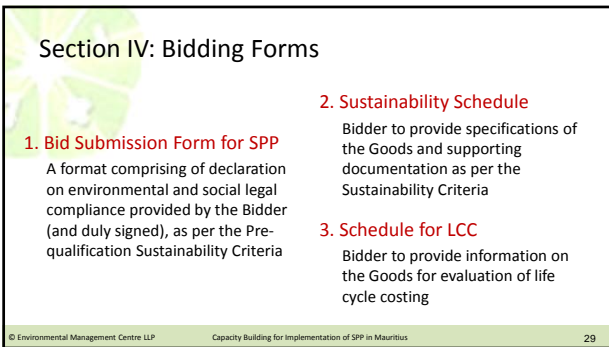
Integration of SPP with Bidding Documents

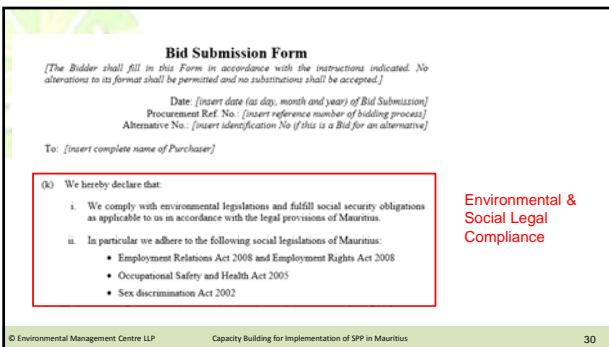


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Sustainability Schedule
(The Bidder shall fill this Form in accordance with the instructions indicated below).

Date: _____		Bidder's name and address: _____	
Procurement Ref No.: _____		_____	
# Items	Product Specification statement of the Bidder	Proof submitted	Reference to Sustainability Criteria ¹
1	Energy performance of the PC/laptop <i>[Confirm whether the PC/laptop meets Energy Star or equivalent criteria]</i>	<i>[Submit appropriate documentation as stated in the Verification Guidance of the sustainability Criteria to validate claim. Annex: No of such documentation to be included here]</i>	Criteria 1
2	Capacity for upgrading and expanding functions <i>[provide list of components that can be upgraded in the PC/laptop]</i>	<i>[Submit written guarantee that this criterion will be complied. Annex: No of such documentation to be included here]</i>	Criteria 2
3	Guarantee on availability of parts and components <i>[state number] of years for which guarantee can be provided for availability of compatible batteries, AC adapter, keyboard and other parts from the date of delivery</i>	<i>[Submit written guarantee that this criterion will be complied. Annex: No of such documentation to be included here]</i>	Criteria 3

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Schedule for Life Cycle Costing

1. Cost of Energy Consumption
Cost of energy consumption for a period of 3 years of operating the PC/laptop for 4 hours a day and 22 days a month shall be added to the bid price (acquisition cost) for evaluation purpose only.

Energy Consumption= _____ kWh/year

2. Cost of Warranty
The cost of additional warranty for the 4th and 5th year shall be added to the price bid (acquisition cost) for evaluation purpose only.

For Bidders which do not provide additional warranty for the 4th and 5th year, one and a half times of the highest warranty cost submitted by any Bidder shall be added to the price bid for evaluation purpose only.

Will you provide additional warranty for the 4th and 5th year = _____ (Yes or No)

If yes, provide cost for the same:

	Year 4	Year 5
Cost of Annual Warranty per PC		
Cost of Annual Warranty per Laptop		

3. Cost of end-of-life dismantling, recycling and disposal
The cost of disposal of the PC/laptop at the end-of-life shall be added to the price bid (acquisition cost) for evaluation purpose only.

The disposal cost of a PC (including monitor, keyboard, CPU and mouse) at the end-of-life = _____ MUR


The disposal cost of a Laptop (including laptop, battery, AC adapter and mouse) at the end-of-life = _____ MUR

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WORKSHOP FOR SUPPLIERS ON OPERATIONALIZATION OF SPP IN MAURITIUS

Evaluation of Bids



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Scrutiny of Documents comprising the Bid

- Documents submitted for evaluation of sustainability should contain *as per Clause 12(h) of Instruction to Bidders (ITB)*:
 - ✓ Bid Submission Form
 - ✓ Sustainability Schedule with documentary evidences as annexes
 - ✓ Schedule for Life Cycle Costing
 - ✓ Documents as per Bid Data Sheet

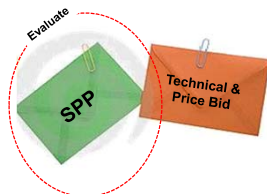
Evaluation and Qualification of Bids

- A. Opening of Bid Documents for Evaluation
- B. Evaluation of Pre-qualification Sustainability Criteria
- C. Evaluation of Sustainability Criteria
- D. Life Cycle Costing

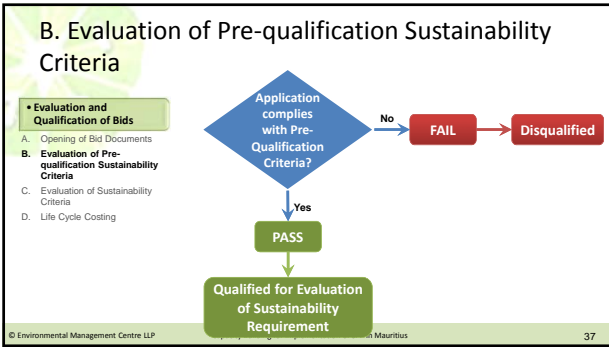
A. Opening of Bid Documents for Evaluation

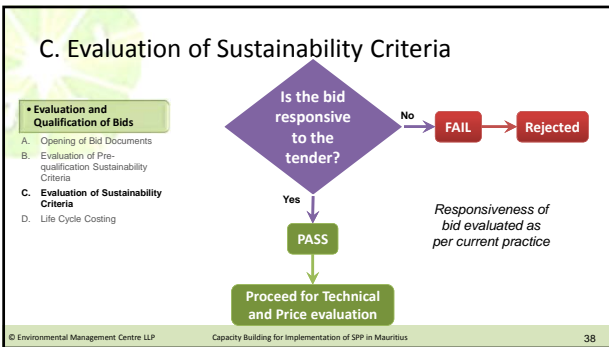
Evaluation and Qualification of Bids

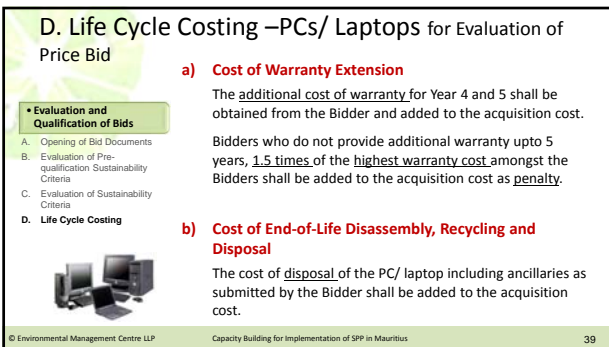
- A. Opening of Bid Documents
- B. Evaluation of Pre-qualification Sustainability Criteria
- C. Evaluation of Sustainability Criteria
- D. Life Cycle Costing



The bid will first be evaluated from the sustainability perspective







D. Life Cycle Costing –PCs/ Laptops for Evaluation of Price Bid


• Evaluation and Qualification of Bids

- A. Opening of Bid Documents
- B. Evaluation of Pre-qualification Sustainability Criteria
- C. Evaluation of Sustainability Criteria
- D. Life Cycle Costing

c) Cost of Energy Consumption

The cost of energy consumption over a period of 5 years of operating the PC/ laptop for 6 hours a day and 22 days a month shall be computed based on the specifications provided by the Bidder.

The inflation rate in Mauritius shall also be considered.



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D. Life Cycle Costing –Printers for Evaluation of Price Bid

• Evaluation and Qualification of Bids

- A. Opening of Bid Documents
- B. Evaluation of Pre-qualification Sustainability Criteria
- C. Evaluation of Sustainability Criteria
- D. Life Cycle Costing


a) Cost of Warranty Extension

The additional cost of warranty for Year 4 and 5 shall be obtained from the Bidder and added to the acquisition cost.

Bidders who do not provide additional warranty upto 5 years, 1.5 times of the highest warranty cost amongst the Bidders shall be added to the acquisition cost as penalty.

b) Cost of End-of-Life Disassembly, Recycling and Disposal

The cost of disposal of the printer as submitted by the Bidder shall be added to the acquisition cost.



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D. Life Cycle Costing –Printers for Evaluation of Price Bid

• Evaluation and Qualification of Bids

- A. Opening of Bid Documents
- B. Evaluation of Pre-qualification Sustainability Criteria
- C. Evaluation of Sustainability Criteria
- D. Life Cycle Costing


c) Cost of Energy Consumption

The cost of energy consumption over a period of 5 years of operating the PC/ laptop for 1 hour a day and 22 days a month shall be computed based on the specifications provided by the Bidder.

The inflation rate in Mauritius shall also be considered.

d) Cost of Consumables (cartridge/ toner)

The cost of cartridges consumption over a period of 5 years for printing 500 pages a day and 22 days a month shall be computed based on number of pages printed by a cartridge.



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