



Brussels, 27.9.2019
SWD(2019) 366 final

COMMISSION STAFF WORKING DOCUMENT

EU green public procurement criteria for food, catering services and vending machines

EU GPP Criteria for food, catering services and vending machines

Contents

INTRODUCTION.....	1
1.1 Definition and Scope	1
1.2 General note on verification	2
2 KEY ENVIRONMENTAL IMPACTS	4
3 EU GPP CRITERIA FOR FOOD, CATERING SERVICES AND VENDING MACHINES6	
3.1 Food procurement	6
3.1.1 Technical specifications.....	6
3.1.2 Award criteria	11
3.1.3 Contract performance clauses.....	15
3.1.4 Explanatory notes	15
3.2 Catering services.....	18
3.2.1 Selection criteria	18
3.2.2 Technical specifications.....	19
3.2.3 Award criteria	29
3.2.4 Contract performance clauses.....	35
3.2.5 Explanatory notes	37
3.3 Vending machines.....	41
3.3.1 Technical specifications.....	41
3.3.2 Award criteria	43
3.3.3 Contract performance clauses.....	46
3.3.4 Explanatory notes	47
LIFECYCLE COSTING	49

INTRODUCTION

EU green public procurement (GPP) criteria are designed to make it easier for public authorities to purchase goods, services and works with reduced environmental impacts. The use of the criteria is **voluntary**. The criteria are formulated in such a way that they can, if deemed appropriate by the individual authority, be (partially or fully) integrated into the authority's tender documents with minimal editing. Before publishing a call for tenders, public authorities are advised to check the available offer of the good, services and works they plan to purchase on the market where they are operating. This document lists the EU GPP criteria developed for the food, catering services and vending machines product group. An accompanying technical report provides the full rationale for the selection of these criteria and gives references for further information.

The product group is divided into three parts — food procurement, catering services and vending machines.

The criteria are split into selection criteria, technical specifications, award criteria and contract performance clauses. The criteria are of two types:

- **Core criteria** — *which are designed to allow for easy application of GPP, focusing on the key area(s) of environmental performance of a product and aimed at keeping administrative costs for companies to a minimum.*
- **Comprehensive criteria** — *which take into account more aspects or higher levels of environmental performance, for use by authorities that want to go further in supporting environmental and innovation goals.*

The formulation 'same for core and comprehensive criteria' is inserted if the criteria are identical for both types.

1.1 Definition and Scope

The product group food, catering services and vending machines includes the direct procurement of food by public authorities and the procurement of catering services, either using in-house resources or facilities or outsourcing in full or in part through contract catering firms.

Food can be procured directly from producers, manufacturers, wholesalers or importers or can form part of the service provided by the contract catering firms.

The following technical definitions are provided to support application of the criteria (please refer to the technical report for details and further technical definitions):

- Catering service: The preparation, storage and, where appropriate, delivery of food and drinks for consumption by the consumer/client/patient at the place of preparation, at a satellite unit or at the premises/venue of the client.
- Contract catering firm: A business engaged in (among other activities or services) providing a meals service (for example, by running a staff restaurant or providing school meals) or providing drinks, snacks or vending.
- Conventional kitchen: A kitchen (at the place of consumption) where all, or a significant part of, food is prepared from raw ingredients.
- Centralised production unit: Central kitchens or central food factories that send out completed dishes or pre-processed ingredients/meals to satellites. It can include both ready-prepared services and assembly-serve services.
- Ready-prepared: Preparation on site or at a central facility of large batches of items for consumption that are then adequately stored frozen or chilled until serving.
- Assembly-serve: The food is delivered pre-processed and cooked. Then the food is reheated (if necessary) and assembled on site.
- Vending and hot drink machines: Machines that are available at all times with snacks, fruit, drinks and/or sandwiches etc. that are ready to eat/drink or that can be reheated.
- Water dispensers: A device specifically for dispensing drinking water, which might have the possibility of heating and/or cooling the drinking water.

The provision of catering services is in many cases influenced by the demand of the users (e.g. canteens). In those cases, the contracting authorities may need to consider that the contractor will need to adapt the supply to the demand.

1.2 General note on verification

For a number of criteria, the proposed means of verification is the provision of labels and certificates. For each of the criteria, the relevant labels or certificates are indicated. It is up to the public authority to decide at which stage such labels or certificates should be provided. In general, it does not seem necessary to require all tenderers to provide labels or certificates from the outset. To reduce the burden on tenderers and public authorities, a self-declaration could be considered sufficient when submitting bids. Then, there are different options for if and when these labels or certificates could be required:

a) At the tendering stage:

For *one-off supply contracts*, the bidder with the most economically advantageous tender could be required to provide this proof. If the proof is deemed sufficient, the contract can be awarded. If the proof is deemed insufficient or non-compliant then:

- where the means of verification concern a technical specification, the proof would be requested from the next highest-scoring bidder who would then be considered for contract award;
- where the means of verification concerns an award criterion, the additional points awarded would be removed and the tender ranking would be recalculated with all the ensuing consequences applying.

A label or certificate verifies that a sample product is complying with certain requirements, not the items actually delivered under the contract.

b) During contract execution:

Labels or certificates could be requested under the contract.

It is recommended to explicitly include contract performance clauses. These should stipulate that the contracting authority is entitled to carry out random verifications at any time during the term of the contract. If the results of such verifications show that the delivered products do not meet the criteria, the contracting authority will be entitled to apply penalties and has the possibility to terminate the contract. Some public authorities include conditions that if, following the verifications, the product or service is meeting their requirements, the verification costs have to be borne by the public authority; but if the requirements are not met, the costs have to be borne by the supplier.

2 KEY ENVIRONMENTAL IMPACTS

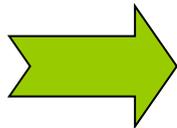
According to the available evidence from scientific literature, the following conclusions were drawn on the environmental impacts of the product group food, catering services and vending machines through its life cycle:

The key environmental impacts of food procurement are associated with the food's production and include environmental impacts such as the combustion of fossil fuels and energy use for different activities, land use or land-use change and water use and water pollution. However, there are other environmental impacts that are associated with specific food product categories. These include:

- the production and use of pesticides and chemical fertilisers associated with food product groups such as meat, milk and cheese, eggs, fruit and vegetables, bread and cereals, oils and fats and hot and cold drinks;
- the soil degradation associated with product groups such as fruit and vegetables, bread and cereals and oils and fats;
- emissions of methane and nitrate are environmental impacts associated with various product groups; and
- the depletion of fish stocks or the production of feed for fish and the use of antifouling treatment in fish cages associated with fish and seafood.

In terms of catering services, energy and water use are important contributors to the overall environmental impact, as are waste generation and waste management. It should be noted that reducing the food waste is crucial to reducing the overall environmental impact of the catering service.

Key environmental impacts during product life cycle	EU GPP approach
<p>Key environmental impacts</p> <ul style="list-style-type: none"> • Energy used in farming, agricultural activities, food processing and facilities • Land use and land-use change (e.g. destruction of natural habitats, particularly forests and related CO₂ emissions associated with the production of feed, crops, fruits, vegetable fats, etc.) • Depletion of fish stocks and reduction of biodiversity • Production and use of fertilisers and pesticides • Water use and water pollution • Emissions of pollutants such as methane or nitrites from farming and agricultural activities • Disposal of waste 	<p>Selected approaches to minimise key environmental impacts during life cycle</p> <ul style="list-style-type: none"> • Organic food products • More environmentally responsible marine and aquaculture food products • Increased offer of plant-based menus • More environmentally responsible vegetable fats • Food and beverage waste prevention • Other waste: prevention, sorting and disposal • Energy and water consumption in kitchen



The order of impacts does not necessarily reflect their magnitude.

Detailed information about food, catering services and vending machines, including information about related legislation, standards and technical sources used as evidence, can be found in the technical report.

3 EU GPP CRITERIA FOR FOOD, CATERING SERVICES AND VENDING MACHINES

3.1 Food procurement

3.1.1 Technical specifications (TS)

Core criteria	Comprehensive criteria
TS 1 Organic food products	
<p>(same for core and comprehensive)</p> <p><i>Option A (easier to verify during contract execution)</i> TS 1.1 The following food and drink products [to be inserted by the contracting authority, see also explanatory notes] must comply with Regulation (EC) No 2018/848¹ or its subsequent amendments.</p> <p>Verification: The tenderer must provide a declaration that all food and drink products listed above, that are to be supplied during the execution of the contract, comply with Regulation (EC) No 2018/848 or its subsequent amendments¹. In addition, the tenderer must provide a description of how it intends to ensure that the products mentioned above can be sourced during contract execution from organic sources (e.g. by identifying suppliers for the different products).</p> <p><i>Option B (more complex to verify during contract execution)</i> TTS 1.1 At least X%² of the total purchases of food and drink products must comply with Regulation (EC) No 2018/848¹ or its subsequent amendments.</p> <p>Verification: The tenderer must provide data (name and amount) of food and drink products that are to be supplied in the execution of the contract, indicating specifically the products that comply with organic requirements.</p>	

¹ According to Article 61 of Regulation (EC) No 2018/848, this regulation shall apply from 1 January 2021. According to Article 60, products produced in accordance with Regulation (EC) No 834/2007 before 1 January 2021 may be placed on the market after that date until stocks are exhausted.

² X is the threshold to be defined by the contracting authority for the comprehensive and core levels (technical specifications and award criteria). Recommendations for its value are given in explanatory notes below.

TS 2. Marine and aquaculture food product

(same for core and comprehensive)

TS 2.1. No fish or fish products are to be used from species and stocks identified in a 'fish to avoid' list that reflects the state of fish stocks in different regions³.

Verification:

The tenderer must provide a declaration that only fish and fish products that are compliant with the requirement mentioned above will be supplied. In addition, the tenderer must provide a description of how it intends to ensure compliance during the execution of the contract. (e.g. by identifying suppliers for the different products)

Option A (easier to verify during contract execution)

TS 2.2 The following fish and fish products [*list of fish and fish products to be defined by the contracting authority*] must have been produced in stocks within safe biological limits addressing environmental impacts, including over-fishing or depletion, biodiversity and responsible and sustainable use of the resources. This implies that science indicates that there is a high probability that the estimated spawning biomass stock is higher than levels at which the stock risks collapsing. This must be based on assessments by the independent scientific bodies who provide advice to the EU, in particular the International Council on the Exploration of the Seas (ICES), the EU's Scientific, Technical and Economic Committee for Fisheries (STECF) or by Regional Fisheries Management Organizations around the globe⁴.

Verification:

The tenderer must provide a declaration that only fish and fish products that are compliant with the requirement mentioned above will be supplied. In addition, the tenderer must provide a description of how it intends to ensure compliance during the execution of the contract (e.g. by identifying suppliers for the different products).

³ A specific list needs to be referenced. The following may be used as a guide: e.g. the Marine Conservation Society 'fish to avoid' (<http://www.fishonline.org/fishfinder?min=5&max=5&fish=&avoid=1>), WWF's sustainable seafood guides, IUCN, Seaweb Europe, CITES, FAO, NOAA, Monterey Bay Aquarium Seafood Watch, Greenpeace, plus national seafood guides.

⁴ This information can normally be obtained through the websites of these organizations, for instance: www.ices.dk, <https://stecf.jrc.ec.europa.eu/>

	<p><i>Option B (more complex to verify during contract execution)</i></p> <p>TS 2.2. At least Y%⁵ of the purchases of fish and fish products must have been produced in stocks within safe biological limits addressing environmental impacts, including over-fishing or depletion, biodiversity and responsible and sustainable use of the resources. This implies that science indicates that there is a high probability that the estimated spawning biomass stock is higher than levels at which the stock risks collapsing. This must be based on assessments by the independent scientific bodies who provide advice to the EU, in particular the International Council on the Exploration of the Seas (ICES), the EU's Scientific, Technical and Economic Committee for Fisheries (STECF) or by Regional Fisheries Management Organizations around the globe⁶.</p> <p>Verification:</p> <p>The tenderer must provide data (name and the amount) of marine and aquaculture food products that are to be supplied in the execution of the contract, indicating specifically the products that comply with the requirements.</p>
	<p><i>Option A (easier to verify during contract execution)</i></p> <p>TS 2.3. The following aquaculture food products [<i>list of products to be defined by the contracting authority</i>] must have been produced in accordance with the requirements of a certification scheme for sustainable production that is based on multi-stakeholder organisations with a broad membership and addresses environmental impacts, including biodiversity and responsible and sustainable use of the resources^{Error! Bookmark not defined.}.</p> <p>Verification:</p> <p>The tenderer must provide a declaration that only aquaculture food products that are compliant with the requirement mentioned above will be supplied. In addition the tenderer must provide a description of how it intends to ensure compliance during the execution of</p>

⁵ Y is the threshold to be defined by the contracting authority for the comprehensive and core levels (technical specifications and award criteria). Recommendations for its value are given in explanatory notes below.

⁶ This information can normally be obtained through the websites of these organizations, for instance: www.ices.dk, <https://stecf.jrc.ec.europa.eu/>

the contract (e.g. by identifying suppliers for the different products).

Option B (more complex to verify during contract execution)

TS 2.3. At least Y%⁷ of the purchases of aquaculture food products (excluding organic aquaculture) must have been produced in accordance with the requirements of a certification scheme for sustainable production that is based on multi-stakeholder organisations with a broad membership and addresses environmental impacts, including biodiversity and responsible and sustainable use of the resources⁸.

Verification:

The tenderer must provide data (name and the amount) of marine and aquaculture food products that are to be supplied in the execution of the contract, indicating specifically the products that comply with the requirements. Where certification schemes are based on the principles mentioned above, they could be indicated as means of proof⁸.

TS3. Animal welfare

(same for core and comprehensive)

TS 3.1 None of the eggs in shell coming from conventional farming are labelled code 3 of Regulation (EC) No 589/2008.

Verification:

The tenderer must provide a declaration that none of the eggs in shell coming from conventional farming will be labelled code 3 of Regulation (EC) No 589/2008 or its subsequent amendments. In addition, the tenderer must provide a description of how it intends to ensure compliance during the execution of the contract (e.g. by identifying suppliers and indicating specifically the ones that will supply eggs compliant respectively with code 1 or 2 of Annex I, part A to Regulation (EC) No 589/2008.).

⁷ It is the threshold to be defined by the contracting authority for the comprehensive and core levels (technical specifications and award criteria). Recommendations for its value are given in explanatory notes below.

⁸ At the time of writing, the schemes such as the Aquaculture Stewardship Council (ASC) or Globalgap for aquaculture food products are considered to provide a sufficient level of assurance. Other schemes at country level can be considered as equivalent if they comply with the environmental principles mentioned above.

TS4. More environmentally responsible vegetable fats

(same for core and comprehensive)

TS 4.1. If pre-packed food and/or drink products containing vegetable fats are purchased, at least X%⁹ of the units/items of pre-packed food products containing vegetable oils must have been produced from crops complying with environmental criteria regarding soil, biodiversity, land-use change and organic carbon stocks by meeting the requirements of a certification scheme¹⁰ covering these issues, of Article 93 of Regulation (EU) No 1306/2013, or by other equivalent means.

TS 4.2. If vegetable oil is purchased, at least Y%⁹ of the vegetable oil purchased as raw ingredients must have been produced from crops complying with environmental criteria regarding soil, biodiversity, land-use change and organic carbon stocks by meeting the requirements of a certification scheme¹⁰ covering these issues, of Article 93 of Regulation (EU) No 1306/2013, or by other equivalent means.

Verification:

TS 4.1. The tenderer must provide a declaration that at least X%⁹ of all the food products containing vegetable fats (as units) to be supplied in the execution of the contract are compliant with the requirement mentioned above. The tenderer must include a description of the measures that will be taken to ensure compliance (e.g. sources of supply that could be used).

TS 4.2. The tenderer must provide a declaration that at least Y%⁹ of all vegetable oil or their derivatives (as raw ingredient or as margarines) that it supplies are compliant with the requirement mentioned above. The tenderer must include a description of the measures that will be taken to ensure compliance (e.g. sources of supply that could be used).

⁹ It is the threshold to be defined by the contracting authority for the comprehensive and core levels (technical specifications and award criteria). Recommendations for its value are given in explanatory notes below.

¹⁰ Schemes based on organisations with a broad multi-stakeholder membership, including NGOs, industry and government such as Roundtable on Sustainable Palm Oil - RSPO, Palm Oil Innovation Group - POIG, Roundtable on Responsible Soy - RTRS, The Soybean Sustainability Assurance Protocol - SSAP or Pro-Terra can show compliance with the criterion provided they cover the environmental principles mentioned. Other schemes, including at country level, are to be considered as equivalent if they comply with the environmental principles mentioned.

3.1.2 Award criteria (AC)

Core criteria	Comprehensive criteria
AC1. Additional organic food products	
(same for core and comprehensive)	
<p><i>Option A (easier to verify during contract execution)</i> Points are to be proportionally awarded to tenders that exceed the list of food and drinks products [listed in TS1 option A] and comply with the organic products standards.</p> <p>Verification: See above TS1 option A</p> <p><i>Option B (more complex to verify during contract execution)</i> Points are to be proportionally awarded to tenders in which more than the required X%¹¹ of the total purchases of food and drink products have been produced in accordance with Regulation (EC) No 2018/848 or its subsequent amendments¹².</p> <p>Verification: See above TS1 option B</p>	
AC2. Additional marine and aquaculture food products	
(same for core and comprehensive)	
<p><i>Option A (easier to verify during contract execution)</i> AC 2.1. Points are to be proportionally awarded to tenders that exceed the list of fish and fish products [listed in TS2.2. option A] that have been produced in stocks within safe biological limits addressing environmental impacts, including over-fishing or depletion, biodiversity and responsible and sustainable use of the resources.</p>	

¹¹ It is the threshold to be defined by the contracting authority for the comprehensive and core levels (technical specifications and award criteria). Recommendations for its value are given in explanatory notes below.

¹² According to Article 61 of Regulation (EC) No 2018/848, this regulation shall apply from 1 January 2021. According to Article 60, products produced in accordance with Regulation (EC) No 834/2007 before 1 January 2021 may be placed on the market after that date until stocks are exhausted.

Verification:

See above TS2.2. option A

Option B (more complex to verify during contract execution)

AC 2.1. Points are to be awarded proportionally to tenders in which more than the required Y%¹³ of the amount of fish and fish products purchases are coming from stocks within safe biological limits. This implies that science indicates that there is a high probability that the estimated spawning biomass stock is higher than levels at which the stock risks collapsing. This must be based on assessments by the independent scientific bodies who provide advice to the EU, in particular the International Council on the Exploration of the Seas (ICES), the EU's Scientific, Technical and Economic Committee for Fisheries (STECF) or by Regional Fisheries Management Organizations around the globe¹⁴

Verification:

See above TS2.2. option B

Option A (easier to verify during contract execution)

AC 2.2. Points are to be proportionally awarded to tenders that exceed the list of aquaculture food products [*listed in TS2.3. option A*] that have been produced in accordance with the requirements of a certification scheme for sustainable production. This is a scheme that is based on multi-stakeholder organisations with a broad membership and addresses environmental impacts, including biodiversity and responsible and sustainable use of the resources.¹⁵

Verification:

See above TS2.3. option A

Option B (more complex to verify during contract execution)

AC 2.2. Points are to be awarded proportionally to tenders in which more than the required X%¹⁶ of the purchases of aquaculture food products not complying with the organic produce criterion have been produced in accordance with the requirements of a certification scheme for sustainable production that is based on multi-stakeholder organisations with a broad membership and addresses environmental impacts, including biodiversity and responsible and sustainable use of the resources.¹⁷

¹³ It is the threshold to be defined by the contracting authority for the comprehensive and core levels (technical specifications and award criteria). Recommendations for its value are given in explanatory notes below.

¹⁴ This information can normally be obtained through the websites of these organizations, for instance: www.ices.dk, <https://stecf.jrc.ec.europa.eu/>

¹⁵ At the time of writing, the schemes such as the Aquaculture Stewardship Council (ASC) or Globalgap for aquaculture food products, are considered to provide a sufficient level of assurance. Other schemes at country level can be considered as equivalent if they comply with the environmental principles mentioned above.

Verification:

See above TS2.3 option B

AC3. Additional animal welfare

(Same for core and comprehensive levels)

AC 3.1. Points are to be proportionally awarded to tenders in which more than X%¹⁶ of the eggs in shell (excluding organic eggs) are labelled code 1 of Regulation (EC) No 589/2008 or its subsequent amendments

Verification:

See above TS3

AC 3.2. Points are to be proportionally awarded to tenders in which more than Y%¹⁶ of the total purchases of meat and dairy (excluding those that are organic) have been produced in accordance with the requirements of a certification scheme for animal welfare. This is a scheme that is based on multi-stakeholder organisations with a broad membership and addresses general aspects, including low stress, minimum use of necessary antibiotics, stunned slaughter, minimum transportation times, and addresses particular aspects such as the grazing season for milk cows or no-tail docking on pigs.¹⁸

Verification:

The tenderer must provide data (name and amount) of the meat products that are to be supplied in the execution of the contract, indicating specifically the ones that comply with the requirements.

AC4. Fair and ethical trade products

(Same for core and comprehensive levels)

¹⁶ It is the threshold to be defined by the contracting authority for the comprehensive and core levels (technical specifications and award criteria). Recommendations for its value are given in explanatory notes below.

¹⁷ At the time of writing, the schemes such the Aquaculture Stewardship Council (ASC) or Globalgap for aquaculture food products, are considered to provide a sufficient level of assurance. Other schemes at country level can be considered as equivalent if they comply with the environmental principles mentioned above.

¹⁸ Products that have been third-party certified by widely accepted and recognised standards such as e.g. Label Rouge, Globalgap with the add-on of Animal welfare, RSPCA Assured are deemed to comply, provided they cover the environmental principles mentioned above.

Option A (easier to verify during contract execution)

Points are to be awarded proportionally to tenders in which the following food and drink products [*list of food and drink products*] have been produced and traded in accordance with the requirements of a fair and ethical trade certification scheme that requires a minimum certified content of 90 %. This is a scheme that is based on multi-stakeholder organisations with a broad membership and addresses international fair and ethical trade standards, including working conditions for production in accordance with the core conventions of the International Labour Organisation (ILO)¹⁹, sustainable trade and pricing²⁰.

Verification:

The tenderer must provide the list of products to be supplied in the execution of the contract that comply with the criterion.

Option B (more complex to verify during contract execution)

Points are to be awarded proportionally to tenders in which more than X%¹⁵ of the total purchases of each of the following products: [*list of food and drink products*] have been produced and traded in accordance with the requirements of a fair and ethical trade certification scheme that requires a minimum certified content of 90 %. This is a scheme that is based on multi-stakeholder organisations with a broad membership and addresses international fair trade standards, including working conditions for production in accordance with ILO core conventions¹⁹, sustainable trade and pricing²⁰.

Verification:

The tenderer must provide data (name and amount) of all products to be supplied in the execution of the contract, indicating the ones compliant with the criterion.

¹⁹The ILO Core 8 convention requirements are explicitly written into organisational documents: #29-Forced Labour (1930), #87-Freedom of Association and Protection of the Right to Organise (1948), #98-Right to Organise and Collective Bargaining (1949), #105-Abolition of Forced Labour (1959), #138- Minimum Age (1973), #182-Worst Forms of Child Labour (1999), #100-Equal Remuneration (1951), and #111-Discrimination (1958).

²⁰ Schemes considered to comply with the requirements of this criterion do not need to be part of the Fair Trade movement. Schemes such as Fairtrade®, UTZ, Bonsucro, etc. can show compliance with the criterion, provided they cover the principles mentioned above. Other schemes at country level can be considered equivalent if they comply with the principles mentioned above.

3.1.3 Contract performance clauses (CPC)

Core criteria	Comprehensive criteria
CPC1. Procurement management practices	
<p>Over the duration of the contract, the service provider must collect and record:</p> <ul style="list-style-type: none">– the invoices and other documents that prove compliance with the criteria in accordance with the requirements for verifying the relevant technical specifications and award criteria TSx-y and the ACx-y. <p>These invoices must be made available to the contracting authority for verification purposes. The contracting authority may set rules for penalties for non-compliance.</p>	

3.1.4 Explanatory notes

Additional information to support the decision on the list of products to be included and/or the percentages to be required is available in the technical report and the [preliminary report](#)²¹ accompanying this set of EU GPP criteria. The decision must take into account the market situation (e.g. availability of products fulfilling the criteria, required number of likely suppliers, etc.). When the contracting authority requires that a percentage of a specific food and drink category must meet certain requirements, the contracting authority must specify how the percentage of purchase will be calculated, either in weight/volume or value and for which time period (e.g. weekly, monthly, quarterly, etc.)

²¹ See in particular Market analysis — Organic food products p. 71-73
(http://susproc.jrc.ec.europa.eu/Food_Catering/docs/EU%20GPP%20Food%20Catering%20services_Preliminary%20report.pdf).

Core criteria	Comprehensive criteria
TS 1 Organic food products and AC 1 Additional organic food products	
<p>Option A List of products can include: fruit, vegetables, legumes, rice and pasta²²</p> <p>Option B 20-60 % in mass of the total purchases of food and drink products 30-70 % in value of the total purchases of food and drink products</p>	<p>Option A List of products can include: fruit, vegetables, legumes, rice, pasta, bread and bakery products, eggs, dairy products, etc.</p> <p>Option B >50 % in mass of the total purchases of food and drink products or >60 % in value of the total purchases of food and drink products</p>
TS 2 Marine and aquaculture food products and AC2. Additional marine and aquaculture food products	
<p>Option B 0-20 % in mass of total purchases of fish or aquaculture products (excluding organic fish products) 0-10 % in value of total purchases of fish aquaculture products (excluding organic fish products)</p>	<p>Option B 20-50 % in mass of total purchases of fish or aquaculture products (excluding organic fish products) 10-40 % in value of total purchases of fish or aquaculture products (excluding organic fish products)</p>
TS3. Animal welfare and AC3. Additional animal welfare	
<p>X=80 % of the eggs in shells (excluding organic eggs products) are labelled with code 1 Y=0-25 % of meat and dairy products (excluding organic meat products)</p>	

²² This list is neither exhaustive nor detailed. Food and drinks products suggested in the comprehensive list or other products not mentioned in these lists can also be included in the core list (or in the comprehensive list) if the procurer considers it suitable. Information and statistics on organic food products can be found on the dedicated webpages of Eurostat (http://ec.europa.eu/eurostat/statistics-explained/index.php/Organic_farming_statistics) and IFOAM EU Group (<http://www.ifoam-eu.org/en/what-we-do/organic-europe>).

AC4. Fair and ethical trade products	
<p>Option A The list of products can include: coffee, tea, chocolate (cocoa), sugar, bananas, other fruits and packaged fruits, exotic fruit juice, avocados, tomatoes, vanilla, etc.</p> <p>Option B X > 40-60 % of total purchases of each product included in the list.</p>	<p>Option A The list of products can include: coffee, tea, chocolate (cocoa), sugar, bananas, other fruits and packaged fruits, exotic fruit juice, avocados, tomatoes, vanilla, etc.</p> <p>Option B X > 70-100 % of total purchases of each product: coffee, tea, chocolate (cocoa), sugar and bananas. The list of products can include: coffee, tea, chocolate (cocoa), sugar, bananas, packaged fruits, exotic fruit juice, etc.</p>
TS4. More environmentally responsible vegetable fats	
<p>Contracting authorities will list which vegetable oils are relevant for the specific tender and have to satisfy this technical specification</p> <p>X=10-50 % of the units/items of pre-packed food and/or drink products Y=10-50 % in mass of the total vegetable oil (bought as raw ingredient) or margarine</p>	<p>Contracting authorities will list which vegetable oils are relevant for the specific tender and have to satisfy this technical specification</p> <p>X=50-100 % of the units/items of pre-packed food and/or drink products Y=50-100 % in mass of the total vegetable oil (bought as raw ingredient) or margarine</p>
Seasonal produce	
<p>Seasonal produce has different environmental, health, economic and societal impacts depending on the regions where the products are from and where they are consumed. Seasonal produce grown outdoors and transported over short distances might have lower environmental impacts than products grown in greenhouses or transported over long distances. Seasonal vegetables may be characterised by better taste, quality and prices, which can promote the shift of the menu provided towards more vegetarian or plant-based options. Contracting authorities might decide to include seasonal produce criterion in their tenders on an individual basis by indicating at what time of the year which food and drink products are to be delivered/offered.</p>	

Integrated production

Rules on integrated production have been developed in most of the Member States at national or regional level. Therefore, there are different rules and integrated production guidelines for specific crops, fruits and vegetables, both developed by public or private schemes.

The contracting authorities may decide to include an integrated production criterion in the tenders on an individual basis by indicating the percentage of total purchase not complying with organic food products criterion that must comply with the rules in place where the food products are produced or a specific private scheme. The percentage may be calculated, either in volume, weight or value.

Agricultural products labelled with geographical indications²³

Citizens and consumers increasingly demand quality as well as traditional products with identifiable specific characteristics, in particular those linked to their geographical origin. An agricultural product or foodstuff bearing such a geographical indication should meet certain conditions, such as specific requirements aimed at, among others, protecting the natural resources or landscape of the production area or improving the animal welfare of farm animals. Such requirements are set out in the product specification of each geographical indications product.

The contracting authorities may decide to include agricultural products and other foodstuffs labelled with geographical indication criterion in their tenders on an individual basis by indicating the list of such products bearing a geographical indication label that can be delivered/offered.

3.2 Catering services

3.2.1 Selection criteria (SC)

Core criteria	Comprehensive criteria
SC1. Competences of the tenderer	
The tenderers must have relevant expertise and experience in each of the following areas for which they would be responsible under the contract [<i>select where relevant to the specific contract</i>]:	

²³ Regulation (EU) No 1151/2012 of the European Parliament and of the Council of 21 November 2012 on quality schemes for agricultural products and foodstuffs (OJ L 343, 14.12.2012, p. 1–29)

- method statements for:

- the planning of menus, observing the increasing consumption of plant-based food when appropriate
- the prevention of food waste
- the safe redistribution of surplus food if/where applicable
- the prevention of other waste, how to be sorted out and disposed
- the measurement of the environmental indicators proposed in TS8 of catering services, including at least the amount of plant-based food, food waste generated in several points of the chain value, other waste generation by waste stream, energy consumption, water consumption and fuel consumption if applicable
- water and energy savings in equipment and operation and maintenance of the equipment (for the staff responsible for this)
- the appropriate dosage and handling of cleaning products and cleaning procedures
- waste management, including hazardous waste, monitoring and traceability documentation
- environmentally-conscious driving on a regular basis to increase fuel efficiency for the staff involved in food delivery
- staff training on environmental aspects that are to be annually renewed/reviewed policies, and supporting management systems to minimise food waste and other waste, maximise the redistribution of surplus food as/where appropriate and where safe to do so, maximise the reuse or recycling of packaging and/or other waste and ensure their safe disposal.

Verification:

Evidence in the form of information and references (such as documented feedback from customers) related to the relevant contracts in the previous 5 years in which the above elements have been carried out. This must be supported by records of training activities.

3.2.2 Technical specifications

Core criteria	Comprehensive criteria
TS1. Food procurement	
(Same for core and comprehensive levels)	
The food used to fulfil the catering contract has to be purchased according to the EU GPP food procurement criteria.	
Verification:	
See above EU food procurement criteria:	

- Organic food products (TS1, AC1)
- Marine and aquaculture food products (TS2 and AC2)
- Animal welfare (TS3, AC3)
- Fair and ethical trade products (AC4)
- Environmentally responsible fats (TS4)

TS2. Plant-based menus

(Same for core and comprehensive levels)

Menus offered must include choices to increase the consumption of pulses, vegetables, fruits, wholegrains and nuts while having the same recommended nutrient intake for the clients, including [to be selected]:

- X²⁴ vegetarian or plant-based day(s)/per week
- X^{Error! Bookmark not defined.} vegetarian or plant-based dishes to be offered daily or Z²⁴ days per week.
- 'dish of the day' to be a vegetarian or plant-based dish
- Y^{Error! Bookmark not defined.} grams of plant-based sourced proteins or pulses per [week or day].
- A bulking-up (V %²⁴) of meat dishes with beans, grains or vegetables.

Verification:

The tenderer must provide the menu planning with the alternatives that promote the consumption of pulses, vegetables and fruits. This must be clearly specified, in accordance with the established requirements.

TS3. Food and beverage waste prevention

(Same for core and comprehensive levels)

Note: It may be that the tenderers will not be the ones deciding or offering some of the best practices in criterion TS3, because the contracting authorities could be the ones requesting them.

²⁴ It is the threshold to be defined by the procurer for the comprehensive and core levels (technical specifications and award criteria). Recommendations for its value are given in explanatory notes below.

For example, the contracting authorities can allow fewer menu options to be available at the beginning and end of the services, preventing the tenderers from adopting this measure.

The tenderer must have written procedures describing best practices for preventing the generation of food waste. These best practices include *[to be selected]*:

- establishing an accurate stock inventory and ordering system to avoid over-ordering and spoilage of stock
- developing a food waste inventory: this means surveying all processes to identify types and sources of on-site waste generation including liquid food waste (e.g. beverages)
- conducting measurement of food waste amounts on continuous or period basis
- operating a back-to-front (first-in first-out) policy for the storage of food products and checking periodically the date of expiry
- directly using food near its date of expiry (flexible meal planning)
- ensuring that the food is stored under the proper conditions
- avoiding over-trimming of bulk meat, fish or whole vegetables or reusing the over-trimmings
- performing long-term analysis of meals sold in order to adapt food orders (to weekday, season, and external factors such as holidays or major events) and analysis on the use of leftover food or food that is approaching its use-by date
- developing strategies against overproduction of meals (e.g. freezing)
- efficient ordering and storage: order perishable products frequently in the quantities required
- storing perishable products in appropriate conditions (e.g. correctly adjusted refrigeration units)
 - preventing preparation losses and training employees
 - cooling down food quickly to avoid growth of microorganism
 - not preparing meals for presentation purposes only (use photographs instead)
 - adjusting the meal portions and accommodating the quantities to the customers or providing more than one-size portions
 - selecting packaging (taking into account aspects such as the format, protection, preservation, serving portions, etc.) that minimises the generation of food waste
- using doggy bags and/or internal routines for staff to eat food not sold as well as to prepare the safe redistribution of surplus food if/where applicable
- not requiring the full range of menu options to be available from the start to the end of the service
- sensitising customers to food waste and the causes of food waste (e.g. using posters)
- increasing customer acceptance of sustainability measures through communication
- implementing a system that allows customers to give feedback on food portions and the quality of prepared meals (e.g. survey the reasons for plate waste using feedback sheets) and subsequently implementing appropriate actions.

The tenderer must communicate to the guests the key parts of the food waste prevention policy.

Verification:

The tenderer must provide evidence in the form of standard operating procedures for purchasing, storage, cooking, menu planning and serving. The evidence must be completed by a

description of channels through which the food waste prevention policy will be communicated to the guests

TS 4. Other waste: prevention, sorting and disposal

(Same for core and comprehensive levels)

TS 4.1. Waste prevention

The tenderer must implement a plan for reducing the generation of waste in accordance with the waste hierarchy of Waste Framework Directive 2008/98/EC. The plan must at least include:

- developing a waste inventory: this means surveying all areas and processes to identify types and sources of on-site waste generation
- reducing waste in the procurement of food, beverages, disposable and consumable goods *[to be selected]*. This means:
 - ordering non-perishable products in bulk, when possible and environmentally relevant
 - selecting the appropriate packaging to reduce packaging waste (format, protection, preservation, serving portions, etc.)
 - selecting recyclable packaging where possible provided the packaging guarantees for food safety and hygiene. Recyclable packaging includes compostable packaging
 - returning packaging for reuse when possible.
- reducing waste in the catering *[to be selected]* This means:
 - avoiding items with unnecessary or excessive secondary packaging according to the needs of the catering service
 - putting condiments and food servings in refillable containers, where food waste prevention, food hygiene, consumer safety and public health considerations allow their use
 - identifying reuse possibilities
 - returning packaging for reuse when possible and environmentally relevant.

Verification

The tenderer must supply the waste prevention plan. The tenderer must supply a list of disposable and non-disposable items that will be used in the execution of the contract. The tenderer must provide information about the material the disposable items are made of, indicating specifically if the items are recyclable or compostable in accordance with EN13432

TS 4.2. Waste sorting and disposal

Note: this criterion only applies where sorted waste is separately collected.

The tenderer must implement a plan for sorting and disposing of waste limited to locally available treatments of waste streams.

If the waste is to be collected by an authorised collector, the tenderer must sort into the fractions stipulated by the collector (e.g. the municipality). When the collection by an authorised collector allows for the collection of bio-waste and/or the collection of fats, oils and greases (FOGs), the tenderer must sort bio-waste and wasted FOGs produced in the kitchen and other facilities used by the staff separately and dispose of them in the authorised collection and recycling system.

If a collection system for FOGs is not in place, the tenderer must put FOGs into a suitable container and dispose of them in the residual waste. FOGs must not be discharged into the sewage system.

If the waste is to be treated on-site, the tenderer must provide the waste management procedures included in the waste management plan of the waste streams in accordance with the waste hierarchy of Art 4 of the Waste Framework Directive 2008/98/EC

Dry clean-up methods must be used for the first clean of a greasy or oily area/equipment before washing the equipment.

If guests sort waste themselves, clear sorting instructions must be provided

Verification

TS 4.2. The tenderer must supply a description of the waste stream categories to be sorted and the disposal procedures to be followed during the execution of the contract.

If the guests sort waste themselves, a sample of the sorting instructions must be provided

TS 5. Chemical products and consumable goods

TS 5.1 Disposable items

Non-disposable items²⁵ must be used on a general basis. See exceptions in Explanatory notes

If disposable items are used, they must be recyclable, made of either recyclable plastic or compostable material. Compostable items are to be preferred for those uses leading to contamination of items by food (e.g. cutlery and dishware).

Verification:

The tenderer must supply a list of disposable and non-disposable items that will be used in

TS 5.1 Disposable items

Non-disposable items²⁶ must be used. Exceptions:

- tableware for take-away and fast-food catering
- rubbish bags and cleaning gloves
- paper tablecloths which can be wiped and used for extended periods (disposable tablecloths used for only one sitting are not allowed)
- tableware for big events catering.

All disposable items used must be recyclable, made of either recyclable plastic or compostable material. Compostable items are to be preferred for those uses leading to

²⁵ Disposable items include tableware such as plates, mugs, glasses, cutlery, tablecloths, napkins, etc. and other items such as gloves, bin bags, etc

²⁶ Disposable items include tableware such as plates, mugs, glasses, cutlery, tablecloths, napkins, etc. and other items such as gloves, bin bags, etc

<p>the execution of the contract, indicating specifically those that are disposable items.</p>	<p>contamination of items by food (e.g. cutlery and dishware).</p> <p>Verification:</p> <p>The tenderer must supply a list of disposable and non-disposable items that will be used in the execution of the contract, indicating specifically those that are disposable items.</p> <p>The tenderer must provide information about the material the disposable items are made of, indicating specifically if the items are recyclable or compostable in accordance with EN13432.</p>
	<p>TS 5.2. Chemical products for hand washing, dishwashing and routine cleaning²⁷</p> <p>All products to be used for hand washing, dishwashing and routine cleaning products must meet the requirements of an EU Ecolabel for the specific product or equivalent.</p> <p>Verification:</p> <p>The tenderer must supply a list of chemical products for hand dishwashing, dishwashing and routine cleaning that will be used in the execution of the contract, indicating specifically which products comply with the criterion.</p>
	<p>TS 5.3. Kitchen roll and kitchen paper</p> <p>All kitchen rolls and kitchen paper must meet the requirements of an EU Ecolabel for the specific product or equivalent.</p> <p>Verification:</p> <p>The tenderer must supply a list of paper products that will be used in the execution of the contract, indicating specifically which products comply with the criterion.</p>

²⁷ Routine refers to regular activities that are performed at least once a month. For the present project, any cleaning activity, with the exception of window cleaning, that is performed less frequently than once a month is considered to be out of scope.

TS 6 Energy and water consumption in the kitchens

(Same for core and comprehensive levels)

TS 6. Best practices to minimise energy and water consumption

The tenderer must have written procedures describing best practices for the use of kitchen equipment to minimise energy and water consumption, including procedures for *[to be selected depending on the contracting authority's infrastructure]*:

General remarks

- If feasible, equip kitchen areas with their own meters for water and electricity/gas
- Avoid switching on all electrical equipment at the same time to avoid peak electrical power.
- In the consumer rooms, equipment and lighting must be switched on only during the hours of service to the public.

Ovens:

- Switch on only those ovens required to meet demand.
- Switch ovens off when not in use for over 20 minutes
- Use spare oven capacity to perform other cooking operations and avoid switching on other equipment, or allow it to be switched off.
- Avoid using electric ovens for holding food; use a well-insulated hot cupboard instead and switch the ovens off as soon as possible.
- Avoid frequent opening of the oven door during cooking.

Hobs:

- Switch on hob rings when needed, switch off after use.
- Avoid leaving pilot lights on over night
- Where possible use open hobs in preference to flat-tops.
- Avoid extended cooking times on hobs, use them intensively for shorter periods and switch off.
- Use spare oven capacity to perform some hob operations (e.g. cooking pasta).

Other cookers:

- Switch on equipment when needed; switch off after use, e.g. grills, fryers.
- Use reduced settings to reduce warm-up times: grills, fryers.
- Use spare oven capacity to perform some grill and fryer operations (roasting, browning, frying).

Extraction

- Where extraction is manually controlled, ensure a staff member has responsibility for switching it off.
- Where extraction is timer/BMS controlled, ensure the settings match the operating hours of the kitchen.

- Where the operating hours are variable, put control measures in place to vary the extraction hours accordingly.
- Where the extractor/air supply has variable speed control, determine the setting that gives adequate air flow and use that setting. Use a reduced setting at times of lower activity.
 - Ensure filters and vents are cleaned regularly to reduce system resistance.

Dishwasher

- Ensure dishwashers are switched off whenever possible to minimise standby energy consumption
- Wherever possible ensure that racks are full to minimise the amount of energy used per plate.
- Use cold-water for pre-rinse to minimise the use of hot water.
- Avoid manual rinsing of the place settings and kitchenware, throwing food left on plates in the biowaste bin.

Refrigeration

- Efficient use — least amount of door-openings possible.
- Maintenance — Ensure seals are maintained and heat exchangers cleaned.
- Ensure refrigerators have sufficient ventilation for their heat exchangers.
- Do not place refrigerated appliances near sources of heat.
- Right capacity — decommission units if poorly utilised. Choose the right capacity of each unit, instead of purchasing multiple smaller units.

The best practices are aimed at the staff working in the kitchen/s providing the contracted catering service.

Verification

The tenderer must provide the written procedures describing the best practices for using kitchen equipment

TS.7 Food transportation

(Same for core and comprehensive levels)

These criteria only apply where the food delivery is part of the service contracted and the fleet is under the control of the tenderer. 'Food delivery' covers the transportation of food to and from the service kitchen, and to the place where the service is provided, if it is elsewhere.

TS7.1. Reduction of fuel consumption

The tenderer must implement a reduction plan to minimise greenhouse gas and air pollutant emissions of the vehicles used in the service, taking into account route optimisation, the load transported, the last mile problem, and, if economically feasible, the technologies listed in the AC3.2, AC3.3 and AC3.4 award criteria.

Verification:

The tenderer must supply the transport plan to minimise greenhouse gas and air pollutant emissions and must provide a signed commitment to purchase or lease the vehicles within the first 6 months of the contract.

TS7.2. Air pollutant emissions

All heavy duty vehicles (HDV) used in carrying out the service must meet at least the Euro V standard²⁸

All light commercial vehicles (LCV) used in carrying out the service must meet at least the Euro 5 standard²⁹.

Verification:

The tenderer must present the list of vehicles of the service fleet and their certificates of conformity. For those vehicles having achieved the standard mentioned above following a technical upgrade, the measures must be documented and included in the tender, and this must be verified by an independent third party.

In case of new acquisitions, the tenderer must provide a signed commitment to purchase or lease the vehicles within the first 6 months of the contract.

TS8. Environmental management measures and practices

(Same for core and comprehensive levels)

The tenderer must have operational procedures to:

1. monitor and record at least twice a year, for representative weeks, the following indicators:

- Number of meals prepared and overall amount, in mass, of each ingredient used in the preparation of meals (with a threshold above e.g. 1 kg/week)
- Consumption of vegetables, fruits and pulses (g of vegetables, fruits and pulses/meal or g of meat and meat products/meal) (*this indicator is not required if the amount of vegetables, fruits and pulses/meal or g of meat and meat products/meal is fixed in the contract*)
- The number of annual environmental staff training hours thought per type of employee (e.g. type of function and experience in the company)
- If food waste is sorted out, food waste (g/meal) measured as: kitchen food waste, serving food waste and plate food waste
- Other waste (g/meal) at least sorted out into: paper/cardboard, glass, plastic, metal and residual waste³⁰

²⁸ Directive 2005/55/EC of the European Parliament and of the Council of 28 September 2005 on the approximation of the laws of the Member States relating to the measures to be taken against the emission of gaseous and particulate pollutants from compression-ignition engines for use in vehicles, and the emission of gaseous pollutants from positive-ignition engines fuelled with natural gas or liquefied petroleum gas for use in vehicles

²⁹ Regulation (EC) No 715/2007 of the European Parliament and of the Council of 20 June 2007 on type approval of motor vehicles with respect to emissions from light passenger and commercial vehicles (Euro 5 and Euro 6) and on access to vehicle repair and maintenance information

³⁰ Waste categories should be identified according to the European waste codes.

- Energy consumption (kWh/meal)
 - Water consumption (l/meal)
 - In case the service includes the delivery of food and the fleet is under the tenderer's control, the fuel consumption of the vehicles used for the food delivery (l/km.meal)
 - The satisfaction of the clients with the food and the services provided (a business to client indicator)
 - The satisfaction of the contract authority with the tenderer's performance (a business to business indicator)
2. optimise³¹ the environmental indicators monitored and recorded in 1. The procedures must be at least the ones covered by the following criteria:
- Staff training
 - Plant-based menus
 - Food waste prevention
 - Other waste prevention, sorting and disposal
 - Energy and water consumption in kitchens
 - In case the service includes the delivery of food and the fleet is under the tenderer's control, food transportation.

The service staff must be aware of the operational procedures.

3. evaluate the deployment of points 1 and 2 by tracking both any changes in the environmental indicators and the implementation of the procedures.

4. in case of deviations, implement the necessary actions to correct those deviations, and if possible prevent them in the future.

Verification:

The tenderer must provide the procedure:

1. for monitoring and recording the indicators pointed out in section 1) at least twice yearly
2. to ensure the implementation of the operational procedures
3. to correct the deviations found in the evaluation, and if possible prevent them in the future.

Environmental management systems that are ISO 14001 certified or have EMAS registration, and services holding a EN ISO 14024 Type 1 ecolabel are deemed to comply, if they fulfil the following environmental objectives: increase in vegetable consumption, minimisation of food waste, other waste, energy and water and if applicable, minimisation of fuel consumption.

The tenderer must show an environmental policy committed to achieving these objectives, together with the certificate issued by the certification body.

³¹ Meaning improve or keep at the minimum feasible level.

3.2.3 Award criteria

Core criteria	Comprehensive criteria
AC1. Chemical products and consumable goods	
<p>AC1.1. Chemical products for hand washing, dishwashing and routine cleaning</p> <p>Points are to be awarded proportionally to tenders in which more than the required X%³² of the purchases for hand washing, dishwashing and cleaning have met the requirements of an EU Ecolabel for the specific product or equivalent</p> <p>Additional points are to be awarded to tenders in which:</p> <ul style="list-style-type: none"> - cleaning agents and hand soaps are dispensed accurately by an automating dispenser or dosage pump - other actions are taken to reduce significantly the consumption of chemical products, such as steam cleaning. <p>Verification: See TS 5.2. The tenderer must supply information about the dosing systems to be used and their maintenance (if needed) in the execution of the contract.</p>	<p>AC1.1. Chemical products for hand washing, dishwashing and routine cleaning</p> <p>Additional points are to be awarded to tenders in which:</p> <ul style="list-style-type: none"> - cleaning agents and hand soaps are dispensed accurately by an automating dispenser or dosage pump - other actions are taken to reduce significantly the consumption of chemical products, such as steam cleaning. <p>Verification: See TS 5.2. The tenderer must supply information about the dosing systems to be used and their maintenance (if needed) in the execution of the contract.</p>
<p>AC1.2. Kitchen roll, kitchen paper</p> <p>Points must be awarded proportionally to tenders in which more than the required Y%³² of kitchen rolls and kitchen paper have met the requirements of an EU Ecolabel for the specific product or equivalent</p>	<p>AC1.2. Kitchen roll, kitchen paper</p> <p>Additional points are to be awarded to tenders in which the kitchen is equipped with dispensers that dispense paper towels or fabric hand towel rolls.</p> <p>Verification:</p>

³² It is the threshold to be defined by the procurer for the comprehensive and core levels (technical specifications and award criteria). Recommendations for its value are given in explanatory notes below.

<p>Additional points are to be awarded to tenders in which the kitchen is equipped with dispensers that dispense paper towels or fabric hand towel rolls.</p> <p>Verification See TS 5.3 The tenderer must supply information about the dispensers to be used in the execution of the contract.</p>	<p>See TS 5.3. The tenderer must supply information about the dispensers to be used in the execution of the contract</p>
--	--

AC2. Energy and water consumption in the kitchens³³
This criterion is applicable only where the caterer is responsible for providing the equipment

<p>AC2.1a. Refrigeration Points must be awarded proportionally to tenders in which more than A%³⁴ of the plug-in cabinets and storage cabinets have a lower energy efficiency index (EEI) than the values in the following table:</p> <table border="1" data-bbox="147 794 904 1114"> <thead> <tr> <th>Category</th> <th>EEI</th> <th>Minimum energy class</th> </tr> </thead> <tbody> <tr> <td>Storage counter refrigerator</td> <td><25</td> <td>A</td> </tr> <tr> <td>Storage refrigerator 1-door</td> <td><25</td> <td>A</td> </tr> <tr> <td>Storage refrigerator 2-doors</td> <td><50</td> <td>C</td> </tr> <tr> <td>Storage counter freezers</td> <td><35</td> <td>B</td> </tr> <tr> <td>Storage freezers 1-door</td> <td><50</td> <td>C</td> </tr> <tr> <td>Storage freezers 2-doors</td> <td><50</td> <td>C</td> </tr> <tr> <td>Storage refrigerator-freezers</td> <td><75</td> <td>D</td> </tr> </tbody> </table>	Category	EEI	Minimum energy class	Storage counter refrigerator	<25	A	Storage refrigerator 1-door	<25	A	Storage refrigerator 2-doors	<50	C	Storage counter freezers	<35	B	Storage freezers 1-door	<50	C	Storage freezers 2-doors	<50	C	Storage refrigerator-freezers	<75	D	<p>AC2.1a. Refrigeration Points must be awarded proportionally to tenders in which more than B%³⁴ of the plug-in cabinets and storage cabinets have an energy efficiency index (EEI) lower than 25 (Energy Class A)</p> <p>AC2.1b. Refrigeration Points must be awarded proportionally to tenders in which more than D%³⁴ of the household refrigerating appliances have an energy efficiency index (EEI) lower than 22.</p> <p>AC2.1c. Refrigeration Points must be awarded proportionally to tenders in which more than F%³⁴ of the equipment uses refrigerants with a global warming potential (GWP) below 3.</p>
Category	EEI	Minimum energy class																							
Storage counter refrigerator	<25	A																							
Storage refrigerator 1-door	<25	A																							
Storage refrigerator 2-doors	<50	C																							
Storage counter freezers	<35	B																							
Storage freezers 1-door	<50	C																							
Storage freezers 2-doors	<50	C																							
Storage refrigerator-freezers	<75	D																							

³³ These criteria are without prejudice to situations where public authorities are obliged to purchase only products or services with high energy-efficiency performance in accordance with Article 6 of Directive 2012/27/EU on energy efficiency

³⁴ It is the threshold to be defined by the procurer for the comprehensive and core levels (technical specifications and award criteria). Recommendations for its value are given in explanatory notes below.

AC2.1b. Refrigeration

Points must be awarded proportionally to tenders in which more than C%³⁴ of the household appliances have a lower energy efficiency index (EEI) than the values in the following table:

Category	EEI
Storage chest freezers	< 22
Wine storage appliances with one temperature zone	< 42
Wine storage appliances with multi temperature zones	< 55

Note: Regulation (EC) No 1060/2010 on energy labelling of household refrigerating appliances and the refrigerants of the equipment is currently under revision ([https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1562161019863&uri=PI_COM:Ares\(2018\)5145999](https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1562161019863&uri=PI_COM:Ares(2018)5145999))

AC2.1c. Refrigeration

Points must be awarded proportionally to tenders in which more than E%³⁵ of the equipment uses refrigerants with a GWP below 5.

Verification:

The tenderer must supply a list of the equipment that will be used in the execution of the contract, indicating specifically which items of equipment comply with this criterion.

The tenderer must supply information about the EEI in accordance with Regulation (EC) No 2015/1094 on energy labelling of professional refrigerated storage cabinets or Regulation

Verification:

The tenderer must supply a list of the equipment that will be used in the execution of the contract, indicating specifically which items of equipment comply with this criterion.

The tenderer must supply information about the EEI in accordance with Regulation (EC) No 2015/1094³⁶ on energy labelling of professional refrigerated storage cabinets or Regulation (EC) No 1060/2010 on energy labelling of household refrigerating appliances and the refrigerants of the equipment³⁶ or its subsequent revision or amendment.

In case of new acquisitions, the tenderer must provide a signed commitment to purchase or lease the equipment within the first 6 months of the contract.

³⁵ It is the threshold to be defined by the procurer for the core and comprehensive levels (award criteria). Recommendations for its value are given in explanatory notes below.

³⁶ Energy label of the appliances, test reports or any other technical documentation, and if applicable a signed commitment to purchase or lease the equipment within the first 6 months of the contract.

<p>(EC) No 1060/2010 on energy labelling of household refrigerating appliances and the refrigerants of the equipment³⁶, or its subsequent revision or amendment. In case of new acquisitions, the tenderer must provide a signed commitment to purchase or lease the equipment within the first 6 months of the contract.</p>	
	<p>AC2.2 Cooking appliances Points must be awarded proportionally to tenders in which more than G%³⁵ of the cooking appliances are equipped with:</p> <ul style="list-style-type: none"> - an induction hob or gas hob with optimised burners and controlled by pot sensors - insulated food heating or - a convection oven, combi oven or pressure cooker. - a hood equipped with detection devices that would detect its operation and activate the corresponding part of the hood, avoiding to operate the whole hood at the same time . <p>Verification: The tenderer must supply a list of the equipment that will be used in the execution of the contract, indicating specifically which items of equipment comply with this criterion. The tenderer must supply information about the technology of the equipment.³⁷ In case of new acquisitions the tenderer must provide a signed commitment to purchase or lease the equipment within the first 6 months of the contract.</p>
	<p>AC2.3. Professional dishwashers Points will be awarded proportionally to tenders in which more than H%³⁸ of the dishwashers are equipped with:</p>

³⁷ Technical sheet or technical documentation of the equipment, and if applicable a signed commitment to purchase or lease the equipment within the first 6 months of the contract.

- heat recovery systems from exhaust air heat, waste water heat recovery or dried dishes
 - a double wall.
 - optimised filter systems: centrifugal systems (cyclone filter) or an integrated pre-scouring system
 - multi-zone rinsing.
- Verification:**
The tenderer must supply a list of the equipment that will be used in the execution of the contract, indicating specifically which items of equipment comply with this criterion. The tenderer must supply information about the technology of the equipment³⁷. In case of new acquisitions, the tenderer must provide a signed commitment to purchase or lease the equipment within the first 6 months of the contract

AC 3 Food transportation

Note: These criteria only apply where the food delivery is part of the service contracted and the fleet is under the control of the tenderer. 'Food delivery' covers the transportation of food to and from the service kitchen, and to the place where the service is provided, if it is elsewhere

AC.3.1 Air pollutant emissions

(same for core and comprehensive levels)

Points will be awarded to tenderers offering a service delivery fleet totally composed of Euro 6/VI vehicles³⁹

Verification:

The tenderer must present the list of vehicles of the service fleet and their certificates of conformity. For those vehicles having achieved the standard mentioned above following a technical upgrade, the measures must be documented and included in the tender, and this must be verified by an independent third party. In case of new acquisitions, the tenderer must

³⁸ It is the threshold to be defined by the procurer for the comprehensive and core levels (technical specifications and award criteria). Recommendations for its value are given in explanatory notes below.

³⁹ Regulation (EC) No 715/2007 of the European Parliament and of the Council of 20 June 2007 on type approval of motor vehicles with respect to emissions from light passenger and commercial vehicles (Euro 5 and Euro 6) and on access to vehicle repair and maintenance information and Regulation (EC) No 595/2009 of the European Parliament and of the Council of 18 June 2009 on type-approval of motor vehicles and engines with respect to emissions from heavy duty vehicles (Euro VI) and on access to vehicle repair and maintenance information and amending Regulation (EC) No 715/2007 and Directive 2007/46/EC and repealing Directives 80/1269/EEC, 2005/55/EC and 2005/78/EC

provide a signed commitment to purchase or lease the vehicles within the first 6 months of the contract.	
	AC.3.2. Greenhouse gas emissions
	<p>Points will be awarded to tenderers offering a service delivery fleet totally composed of:</p> <ul style="list-style-type: none"> - LCV performing ≤ 45 g CO₂/km (type approval value) - Hybrid, original equipment manufacturer (OEM) (meaning new, no aftermarket conversions) dual-fuel natural gas with substitution ratios of at least 50 %, high pressure direct injection natural gas, plug-in hybrid, electric or hydrogen HDVs - Electric L-category vehicles. <p>Verification: The tenderer must provide the technical sheets of the vehicles to be used to provide the service where the type approval CO₂ emissions per km is stated In case of new acquisitions, the tenderer must provide a signed commitment to purchase or lease the vehicles within the first 6 months of the contract</p>
	AC.3.3. Refrigerants
	<p>Points will be awarded to tenderers offering a service delivery fleet totally composed of HDVs using refrigerants with a GWP lower than 150</p> <p>Verification The tenderer must provide the technical sheets of the vehicles to be used to provide the service where the GWP of the refrigerant used in the HDVs is stated In case of new acquisitions, the tenderer must provide a signed commitment to purchase or lease the vehicles within the first 6 months of the contract.</p>
	AC.3.4. Cyclelogistics
	<p><i>Note: In those cities where the topography and the urban infrastructure are suitable, and for services that consist of small volumes of food delivery, e.g. services for small meetings.</i></p>

	<p>Points will be awarded to tenders offering a service fleet that includes cycles and cycle trailers, which may be electrically power-assisted cycles. The cycles and cycle trailers will be aimed at addressing the last mile problem, according to the reduction plan to minimise greenhouse gas and air pollutant emissions set by TS7.1.</p> <p>Verification:</p> <p>The tenderer must provide the technical sheets and serial numbers of the cycles to be used to provide the service.</p> <p>In case of new acquisitions, the tenderer must provide a signed commitment to purchase or lease the equipment within the first 6 months of the contract.</p>
--	---

3.2.4 Contract performance clauses

Core criteria	Comprehensive criteria
CPC1. Provision of low impact drinking water	
<p><i>Note: This criterion only applies to those cases where it is possible to supply or get access to tap drinking water</i></p> <p>The contractor must supply free tap water for drinking at the premises of the catering service (either providing direct access to the water tap or providing the tap water in a jug or other dispenser) and provide reusable glasses for drinking.</p> <p>The contractor must inform the customers about the provision of tap drinking water at the premises.</p> <p>The contracting authority may set rules for penalties for non-compliance.</p>	
CPC2. Purchase of new kitchen equipment and vehicles	
<p>If a kitchen equipment or vehicle of the service fleet is replaced, the new one must help in keeping or improving the composition and technologies as offered in the tender to comply with the award criteria AC2 and AC3.</p> <p>In case new kitchen equipment has to be purchased partially or wholly to provide the service contracted, the contractor must purchase equipment complying with the highest energy class available in the market.</p>	

The contractor must report the purchase of new equipment to the contracting authority.
The contracting authority may set rules for penalties for non-compliance.

CPC3. Environmental management measures and practices

The contractor must document and report, over the duration of the contract:

- the results of the monitoring of indicators, and
- the results of the evaluation and the correction and prevention actions, where applicable, according to the written procedures provided for to verify TS8 Environmental management measures and practices.

These reports must be made available to the contracting authority for verification purposes.
The contracting authority may set rules for penalties for non-compliance.

CPC4. Staff training

In the case of newly hired staff, the contractor must provide on-site staff training on the method statements listed in the selection criteria (SC1).
For permanent and temporary staff whose contract is for more than one year, the contractor must provide update on-site training on the method statements listed in the selection criteria (SC1) at least once per year.
The contractor must report the training provided to the contracting authority.
The contracting authority may set rules for penalties for non-compliance.

Recommended values

For permanent staff and temporary staff whose contract is for more than one year, 16 h per year of on-site formation is a recommended value for the duration of the formation while for other temporary and short term staff must be proportional to the duration of the contract. Duration of the formation can be adjusted to the needs and conditions of the tenders.
Staff in charge of the preparation of the menus, particularly vegan menus, must receive some guidelines on how to prepare them whilst observing the recommended nutritional intake and decreasing the overall environmental impact attributed to the dishes.

CPC5. Food and beverage redistribution

Note: applicable in those locations where hygiene rules allow and where the surplus of food to

be donated is of interest for the redistribution organisations.

The contractor must redistribute the food by [*to be selected*]:

- contacting the organisations that collect food products that are donated to food distribution organisations
- implementing the procedures for the collection of chilled and cooked food products that the organisation establishes with the catering providers (if the necessary equipment is available)
- monitoring and maintaining the cold chain of cooked products until it is collected by the organisation⁴⁰.

The contractor must keep records of the redistribution of food.

The contracting authority may set rules for penalties for non-compliance.

The contracting authority is invited to see EU guidelines relevant for food donation ([https://eur-lex.europa.eu/legal-content/GA/TXT/?uri=CELEX:52017XC1025\(01\)](https://eur-lex.europa.eu/legal-content/GA/TXT/?uri=CELEX:52017XC1025(01))) as well as EFSA opinion on hazards related to food donation (new food safety management approach)

3.2.5 Explanatory notes

The contracting authority will have to specify the options chosen and/or the percentage of the purchase that takes into account the market situation (e.g. availability of products fulfilling the criteria, required number of likely suppliers, etc.). When the contracting authority is referring to a percentage of purchase, it will have to specify how the percentage will be calculated, either in units, weight/volume or value, and for what period of time (e.g. weekly, monthly, quarterly, etc.).

⁴⁰The procurer may fix the temperature that has to be maintained to ensure the cold chain for cooked products according to local specificities.

Core criteria	Comprehensive criteria
TS2. Plant-based menus	
<p>The contracting authority must observe the recommendations on nutritional intake for the type of clients they are contracting the catering service and set the thresholds accordingly. If there are no thresholds set (examples of absolute values are not provided as they depend on the total intake to be recommended for the type of client):</p> <ul style="list-style-type: none"> - there should be 1 vegetarian or plant-based day per week. - half of the dishes offered daily should be vegetarian or plant-based⁴¹ - meat dishes should be bulked up (40 %) with beans, grains or vegetables. 	<p>The contracting authority must observe the recommendations on nutritional intake for the type of clients they are contracting the catering service and set the thresholds accordingly. If this is not the case (examples of absolute values are not provided as they depend on the total intake to be recommended for the type of client):</p> <ul style="list-style-type: none"> - there should be 2 vegetarian or plant-based days per week. - more than half of the dishes offered daily should be vegetarian or plant-based dishes⁴¹. - the 'dish of the day' should be a vegetarian or plant-based dish. - meat dishes should be bulked up (60 %) with beans, grains or vegetables.
TS 4.2. Waste sorting and disposal	
<p>(Same for core and comprehensive levels)</p> <p>If the waste is to be collected by an authorised collector, the tenderer must sort the waste into the fractions or categories stipulated by the collector (e.g. the municipality). At least 4 categories of waste must be sorted: paper/cardboard, glass, plastic, metal. Residual waste must also be sorted in addition to any environmentally dangerous waste. If the collection by an authorised collector allows for more waste stream categories such as porcelain, liquid packaging board, metal, textiles, organic material⁴², grease/cooking oil and combustible waste, the contracting authority may require that these additional categories are sorted.</p> <p>When a collection system for FOGs is in place, the tenderer must separate the wasted fats and oils and dispose of them in the authorised collection and recycling systems.</p> <p>Waste categories should be identified according to the European waste codes.</p> <p>Dry clean-up methods include scraping as much of the leftovers on the dish into a food waste container, using rubber scrapers and squeegees and paper towels to remove fats, oils and grease from cookware utensils or work areas, using brooms or vacuum to sweep up spills of the dry ingredients.</p>	

⁴¹ Exact number or percentage of vegetarian or plant-based dishes offered daily to be decided by the contracting authority.

⁴² Organic material includes those fractions described as bio-waste in the Waste Framework Directive 2008/98/EC, Article 3(4)⁷. Please note that separate selection of this fraction will be obligatory from 2023 (Article 22.2)

TS 5.2 and AC1.1. Chemical products for hand washing, dishwashing and routine cleaning

(Same for core and comprehensive levels)

Exception can be made if the authorities have especial requirements for cleaning. Exemption from the requirement may be granted if there are no ecolabelled products available on the market.

Certification schemes equivalent to the EU Ecolabel that are based on the same principles must be decided by the contracting authorities.

50-100 % in volume of the purchases of the hand washing, dishwashing or routine cleaning products are awarded by an EU Ecolabel for the specific product or equivalent.

TS 5.1 Chemical products and consumable goods

(Same for core and comprehensive levels)

Contracting authorities may allow disposable item in the following cases:

- tableware for take-away and fast-food catering in those cases where reverse logistics (i.e. collection) is extremely hard or impossible due to the nature of the event,
- rubbish bags and cleaning gloves
- paper tablecloths which can be wiped and used for extended periods (disposable tablecloths used for only one sitting are not allowed)

TS 5.3 and AC1.2. Kitchen roll, kitchen paper

(Same for core and comprehensive levels)

Exemption from the requirement may be granted if there are no ecolabelled products available on the market.

0-50 % in volume of the purchases of the kitchen rolls and kitchen paper are awarded by an EU Ecolabel for the specific product or equivalent.

AC2 Energy and water consumption in the kitchens

Recommendation for scaling up the percentages from a small to large number of kitchen appliances of each type

Number of kitchen appliances of each type	Minimum number of compliant appliances
1 – 3	1
4 – 6	2
7 – 9	3
≥ 10	50 %

E.g. In a kitchen with 2 ovens and 3 refrigerators, 1 of the ovens and 1 of the refrigerators have to comply with the criteria set above to be awarded with the points.

AC2.1 Refrigeration

A = 0-50 % of the plug-in cabinets (remote cabinets are not considered) and storage cabinets

C = 0-50 % of the storage chest freezers and wine storage appliances with one or multi temperature zones.

E= 100 % of the equipment using refrigerants with a GWP below 5.

B = 0-50 % of the plug-in cabinets (remote cabinets are not considered) and storage cabinets

D = 0-50 % of the storage chest freezers and wine storage appliances with one or multi temperature zones.

F = 100 % of the equipment using refrigerants with a GWP below 3

AC2.2. Cooking appliances

G=51-100 % of the cooking appliances are equipped with the listed technologies

AC2.3. Professional Dishwashers

H=51-100 % of the dishwashers are equipped with the listed technologies

TS8. Environmental management measures and practices

(Same for core and comprehensive levels)

A representative week means a week where the level of business / activity is approximately the average over a year (a week where there is a higher number of functions, higher number of bank holidays or special occasions, e.g. Valentine's day or Christmas is not representative)

The concept of meals, if not defined by the contracting authorities, can differ from one tender to another. Therefore, if the proposed indicators are expected to be served for comparing the offers, the contracting authorities must clearly define the indicators to be used.

CPC2. Purchase of new kitchen equipment

The award criteria AC2 reflect the best technologies in terms of energy efficiency available in the market at the moment of publication of the EU GPP criteria, and they can be used as guidance to determine the highest energy class requested to the purchase of new kitchen equipment during the contract period.

3.3 Vending machines

3.3.1 Technical specifications

Core criteria	Comprehensive criteria
TS1. Organic food products	
(same for core and comprehensive levels)	
<i>Option A (easier to verify during contract execution)</i> The following food and drink items to be supplied in the vending machine must comply with the organic products standards [<i>list of food and drink items to be inserted by the contracting authority, see also explanatory notes</i>]	
Verification: The tenderer must provide a declaration that all food and drink items listed above, to be supplied during the execution of the contract, will comply with Regulation (EC) No 2018/848 or its subsequent amendments ⁴³ . In addition, the tenderer must provide a description of how it intends to ensure that the products mentioned above can be sourced during contract execution from organic sources (e.g. by identifying suppliers for the different products).	
<i>Option B (more complex to verify during contract execution)</i> At least X% ⁴⁴ of the food and/or drink items to be supplied in the vending machine must comply with the organic products standards.	

⁴³ According to Article 61 of Regulation (EC) No 2018/848, this regulation shall apply from 1 January 2021. According to Article 60, products produced in accordance with Regulation (EC) No 834/2007 before 1 January 2021 may be placed on the market after that date until stocks are exhausted.

Verification:

The tenderer must provide data (name and amount) of the food and/or drink items to be supplied in the vending machine in the execution of the contract, indicating specifically the products that comply with organic requirements.

TS2. More environmentally responsible vegetable fats

(same for core and comprehensive levels)

TS 2.1. If pre-packed food and/or drink products containing vegetable oil or their derivatives are purchased, at least X%⁴⁴ of the units/items of pre-packed food products containing vegetable oils must have been produced from crops complying with environmental criteria regarding soil, biodiversity, land-use change and organic carbon stocks by meeting the requirements of a certification scheme⁴⁵ covering these issues, of Article 93 of Regulation (EU) No 1306/2013, or by other equivalent means.

Verification:

The tenderer must provide a declaration that at least X%⁴⁴ of all food products containing vegetable oils (as units/items of pre-packed food products) that it supplies are compliant with the requirement mentioned above. The tenderer must include a description of the measures that will be taken to ensure compliance (e.g. sources of supply that could be used).

TS3. Smart controls

(same for core and comprehensive levels)

This criterion covers the following types of vending machines provided they do not contain perishable food:

- 1) *Refrigerated closed fronted can and bottle machines where the products are held in stacks*
- 2) *Refrigerated glass fronted can and bottle, confectionery and snack machines*
- 3) *Refrigerated multi-temperature glass fronted machines*
- 4) *Drink machines dispensing cold drinks.*

⁴⁴ It is the threshold to be defined by the procurer for the comprehensive and core levels (technical specifications and award criteria). Recommendations for its value are given in explanatory notes below.

⁴⁵ Schemes based on organisations with a broad multi-stakeholder membership, including NGOs, industry and government such as Roundtable on Sustainable Palm Oil - RSPO, Palm Oil Innovation Group - POIG, Roundtable on Responsible Soy — RTRS, The Soybean Sustainability Assurance Protocol - SSAP or Pro-Terra can show compliance with the criterion provided they cover the environmental principles mentioned. Other schemes, including at country level, are to be considered as equivalent, if they comply with the environmental principles mentioned.

Perishable food is defined as food and beverages subject to degradation, decay or destruction, which relies on refrigerated storage in order to reduce the rate of decay and loss of quality (Codex Alimentarius).

The tenderer must provide vending machines equipped with integrated smart controls, also called energy management systems or devices. These machines are programmed to work during the operating hours of the place where they are located, and the cabinet is put into sleep-mode or the minimum energy consumption mode for the food and drink products in the off-hours.

Verification

The tenderer must provide the technical sheet of the vending machine to be used for the service where the compliance with this requirement is stated.

TS4. Reusable cups

(same for core and comprehensive levels)

Note: This criterion covers drink machines dispensing hot and/or cold drinks. This requirement only applies when it is appropriate on grounds of food hygiene, consumer safety and public health; under those conditions the tenderers must be excluded from liability if the beverage provided is contaminated by the reused cup.

The tenderer must provide drink machines dispensing non-prepacked hot and/or cold drinks that enable the use of reusable cups (e.g. porcelain cups, glass cups) instead of disposable cups. If disposable cups are not avoidable on grounds of food hygiene, consumer safety and public health (see note above), they must be recyclable, made of either recyclable plastic or compostable material.

Verification

The tenderer must provide the technical sheet of the vending machine to be used to provide the service where compliance with this requirement is stated.

3.3.2 Award criteria

Core criteria	Comprehensive criteria
AC1. Additional organic food products	
(same for core and comprehensive levels)	

Option A

Points must be proportionally awarded to tenders that exceed the list of food and drink items to be supplied in the vending machine [listed in TS1 option A] and that comply with the organic products standards.

Verification:

See above TS1. Option A

Option B

Points must be proportionally awarded to tenders in which more than the required X%⁴⁶ of the food and/or drink items to be supplied in the vending machine have been produced in accordance with Regulation (EC) No 2018/848⁴⁷.

Verification:

See above TS1 option B

AC2. Fair and ethical trade products

Option A

Points must be awarded proportionally to tenders in which the following food and drink items [list of food and drink items to be inserted by the contracting authority, see also explanatory notes] to be supplied in the vending machines have been produced and traded in accordance with the requirements of a fair and ethical trade certification scheme. This is a scheme that requires a minimum certified content of 90 %, and is based on multi-stakeholder organisations with a broad membership. The scheme addresses international fair and ethical trade standards including working conditions for production in accordance with ILO core conventions¹⁹, sustainable trade and pricing²⁰.

Verification:

The tenderer must provide the list of items that are to be supplied in the vending machines in the execution of the contract that comply with the criterion.

Option B

Points must be awarded proportionally to tenders in which more than X⁴⁸ of the total items of each of the following products: [list of food and drink products to be inserted by the

⁴⁶ It is the threshold to be defined by the procurer for the comprehensive and core levels (technical specifications and award criteria). Recommendations for its value are given in explanatory notes below.

⁴⁷ According to Article 61 of Regulation (EC) No 2018/848, this regulation shall apply from 1 January 2021. According to Article 60, products produced in accordance with Regulation (EC) No 834/2007 before 1 January 2021 may be placed on the market after that date until stocks are exhausted.

contracting authority, see also explanatory notes] have been produced and traded in accordance with the requirements of a fair and ethical trade certification scheme. This is a scheme that requires a minimum certified content of 90 % and is based on multi-stakeholder organisations with a broad membership. The scheme addresses international fair trade standards including working conditions for production in accordance with ILO core conventions¹⁹, sustainable trade and pricing²⁰.

Verification:

The tenderer must provide data (name and amount) of all products that are to be supplied for the vending machines in the execution of the contract, indicating specifically the products compliant with the criterion.

AC3. Annual energy consumption

(same for core and comprehensive levels)

This criterion covers the following types of vending machines:

- 1) *Refrigerated closed fronted can and bottle machines where the products are held in stacks*
- 2) *Refrigerated glass fronted can and bottle, confectionery and snack machines*
- 3) *Refrigerated glass fronted machines entirely for perishable foodstuffs*
- 4) *Refrigerated multi-temperature glass fronted machines*
- 5) *Drink machines dispensing hot and/or cold drink.*

The call for tenders will specify the type of vending machine to be supplied and its volume. This award criterion must only be used to compare vending machines of the same type and volume.

Points will be awarded to tenders of vending machines in a proportionally inversed manner to the annual energy consumption of the machines.

Verification:

The tenderer must provide a list of the vending machines that will be used in the execution of the contract. The tenderer must also provide the technical sheets of these vending machines together with the copies of the test reports of the machines according to EN 50597, for vending machines from 1 to 4, and according to the Energy Measurement Protocol Part B developed by the European Vending Association, for drink machines dispensing hot and/or cold drinks.

⁴⁸ It is the threshold to be defined by the procurer for the comprehensive and core levels (technical specifications and award criteria). Recommendations for its value are given in explanatory notes below.

	<p>AC4. GWP of refrigerants</p> <p><i>This criterion covers the following vending machines:</i></p> <ol style="list-style-type: none"> 1) <i>Refrigerated closed fronted can and bottle machines where the products are held in stacks</i> 2) <i>Refrigerated glass fronted can and bottle, confectionery and snack machines</i> 3) <i>Refrigerated glass fronted machines entirely for perishable foodstuffs</i> 4) <i>Refrigerated multi-temperature glass fronted machines.</i> <p><i>The call for tenders will specify the type of vending machine to be purchased. This award criterion must only be used to compare vending machines of the same type.</i></p> <p>Points will be awarded to tenders proportionally to the number of refrigerated vending machines using refrigerant gases with a GWP lower than 150.</p> <p>Verification:</p> <p>The tenderer must provide a list of the vending machines that will be used in the execution of the contract, indicating specifically which machines comply with this criterion.</p> <p>The tenderer must supply copies of the technical sheets where the GWP of the refrigerant is stated.</p>
--	---

3.3.3 Contract performance clauses

Core criteria	Comprehensive criteria
CPC1. Purchase of new vending machines	
<p>If new vending machines have to be purchased partially or wholly to provide the contracted service, the contractor must purchase equipment complying with the requirements set by the technical specification TS3.</p>	

The contractor must report the purchase of new vending machines to the contracting authority.
The contracting authority may set rules for penalties for non-compliance.

3.3.4 Explanatory notes

The contracting authority will have to specify the options chosen and/or the percentage of purchases, taking into account the market situation (e.g. availability of products fulfilling the criteria, required number of likely suppliers, etc.). When the contracting authority refers to a percentage of purchase, it will have to specify how the percentage will be calculated, either in units, weight/volume or value, and for which time period (e.g. weekly, monthly, quarterly, etc.).

Core criteria	Comprehensive criteria
TS1. Organic food products	
<p><i>Option A</i> List of items: unpackaged fresh fruit (e.g. bananas, oranges), packaged fruits, biscuits and bakery products, milk and dairy products.</p> <p><i>Option B</i> Up to 20 % of the food and/or drink items to be supplied in the vending machines.</p>	<p><i>Option A</i> List of items: unpackaged fresh fruit (e.g. bananas, oranges), packaged fruits, biscuits and bakery products, milk and dairy products.</p> <p><i>Option B</i> >20 % of the food and/or drink items to be supplied in the vending machines.</p>
AC2. Fair and ethical trade products	
<p><i>Option A</i> List of items that can include: bananas, coffee, tea, chocolate (cocoa), sugar, bananas, packaged fruits, exotic fruit juice, etc.</p> <p><i>Option B</i></p>	<p><i>Option A</i> List of items that can include: bananas, coffee, tea, chocolate (cocoa), sugar, bananas, packaged fruits, exotic fruit juice, etc.</p> <p><i>Option B</i></p>

<p>X=10-30 % of total purchases of each product: coffee, tea, chocolate (cocoa), sugar and bananas. The list of products can include: coffee, tea, chocolate (cocoa), sugar, bananas, packaged fruits, exotic fruit juice, etc.</p>	<p>X=30-70 % of total purchases of each product: coffee, tea, chocolate (cocoa), sugar and bananas. The list of products can include: coffee, tea, chocolate (cocoa), sugar, bananas, packaged fruits, exotic fruit juice, etc.</p>
<p>TS2. More environmentally responsible vegetables</p>	
<p>Contracting authorities will list which vegetable oils are relevant for the specific tender and have to satisfy this technical specification</p> <p>X=10-30 % of the units/items of pre-packed food products</p>	<p>Contracting authorities will list which vegetable oils are relevant for the specific tender and have to satisfy this technical specification</p> <p>X=30-50 % of the units/items of pre-packed food products</p>

LIFECYCLE COSTING

When developing green public procurement criteria, one of the most important aspects to take into account is a life-cycle cost analysis of the best environmentally-performing products or services in relation to the average products or services on the market. Cost considerations (using a life-cycle perspective) are very important in the public sphere, as this helps to justify public spending. Member States should be encouraged to make choices that are good value in the long-term.

So that public procurers can select the products and services that will be most cost-effective, it is recommended to use a product life-cycle perspective and apply a life-cycle costs (LCC) approach. LCC considers the entire life cycle of a product or service, from production to disposal or from the beginning until the end. Depending on the perspective taken in the LCC assessment, costs of different stages can be calculated with more or less detail. In the case of kitchen equipment and transport means, the use phase of the life cycle is relevant for the public procurers, since an additional cost will be incurred.

Food and catering services are procured by a range of public sector bodies. There are many types of food and drink procured and a large range of catering services contracted. However, in most of the food and drink purchases, and from the purchase perspective, the costs usually fall into the following categories:

- purchase cost or cost of the raw materials: these are the costs for purchasing the items that went into inventory regardless of whether they are sold during the year or not.
- delivery cost: this is the amount of money it takes for a company to manufacture and deliver a product.
- inventory and storage costs: these are the costs for storing and maintaining the inventory over a certain period of time.
- end-of-life costs: these are the attributed costs for handling the waste generated.

The range of costs of the catering services is even wider, given that there are more categories into which the catering service costs may fall. Some examples are:

- purchase costs of raw materials (food purchase) and other purchases (e.g. consumable goods, chemicals, other products): see above.
- inventory and storage costs: see above.
- labour cost: this is the total expenditure borne by employers to employ workers.
- utilities cost: this is the cost for using utilities such as lighting, water, and heat.

- maintenance and insurance costs (insurance costs are optional).
- taxes.
- financial cost: this is the cost and interest and other charges for borrowing money to build or purchase assets (this cost is optional).
- end-of-life costs: these are the attributed costs for handling the waste generated.

The costs mentioned above also have environmental costs which are commonly studied under the category of ‘*environmental externalities*’. However, these were not included in the analysis.

It should be stressed that in this context when assessing the overall costs, it is not sufficient to consider just the purchasing price of the food products or the final price of the catering service. In light of the study carried out, it was found that factors such as organic production, certified food products, better waste management or more energy-efficient kitchen equipment had a large impact on the life-cycle cost. However, it should be noted that the lower consumption or total reduction of meat products and the minimisation or total reduction of food waste are the key factors in the life-cycle cost of the catering services. For further details on the costing modelling and conclusions, please refer to the accompanying technical report.

While the quality and cost of the procured catering services were dominant factors in determining the life-cycle cost, it is essential to consider the facilities where the catering services will be provided. For example, better kitchen equipment or the possibility of introducing corrective measures may significantly reduce the overall environmental impact and be cost-effective measures to be considered. Skilled caterers should be able to achieve the advertised quality and catering performance, whereas less skilled caterers may be less efficient when using the resources. A labour cost saving may therefore not result in a life-cycle cost saving.