



## Checklist - Circular concerns when procuring goods

### Introduction and purpose of the checklist

The checklist below is intended to ensure that the most significant climate and environmental aspects are addressed in the procurement of goods. It can be employed in the preparatory phase of all procurement of goods to identify the relevant climate and environmental aspects in a specific procurement contract. Measures and assessments are based on the waste hierarchy where measures that have the greatest climate effect are considered first.

Before starting on the different steps for applying circular concerns, consult the first section with relevant questions for market inquiries (RFI) and its comments on general considerations to be made.

In the tables of the checklist, the question asked in market inquiries is indicated in the left-hand column, while the right-hand column indicates suggested actions based on the responses given by suppliers in the market inquiries. Select the relevant actions for your tender based on the responses provided by potential suppliers in the market inquiries.

Note: Writing in **red** form denotes text sections and content that will be adapted by the contracting authority of the procurement according to the individual needs and specifications of the tender or the organization.

### Market dialogue/inquiry (RFI):

If you are unsure about the market for the various products you are going to procure and whether there is a market for second-hand items or repair services, it might be prudent to launch some kind of market assessment or enter market dialogue (request for information).

In the table below you will find suggestions for some questions you can ask when making a market inquiry.

Market inquiries are made prior to publishing the tender. Use the responses in the market inquiries as a basis for setting relevant minimum requirements and award criteria. The suggested action for each question is found in the table section – suggested follow-up action/considerations on follow-up actions

*If you receive affirmative responses from at least three bidders that they can deliver products with the requested qualities, use minimum requirements. If you get fewer than three affirmative responses or the responses are inconclusive, consider using an award criterion. If you get a negative response, go the next question in the table.*



Table - Questions for circular concerns for market inquiries with suppliers

Question	Considerations on follow-up actions
<p><b>Second-hand items</b> Can you offer second-hand items of the products on offer in this contract?  If yes; which products and to what extent?</p>	<ul style="list-style-type: none"><li>• If you get at least three bidders affirming that they can cover the needs: sign a contract for the procurement of second-hand products instead of or in addition to a contract for procuring new</li></ul>
<p><b>Renting/leasing as an alternative</b> Can you offer a system for renting/leasing the products, or supplying them as a service, so they can be forwarded to other organizations when we no longer need them?  If yes: Do you use products that are designed for a long-life cycle and separate as well as clean circuits?  Are the products repaired and upgraded to the effect that they can fulfil their potential?</p> <p><b>Reuse solutions for rental services</b> When the products no longer meet the needs of the first user, will they be transferred to a new user group?  Do these measures to repurpose products contribute to reducing the demand for new products of lower quality?</p> <p><b>Recyclability</b> Can the components in products be reused</p>	<ul style="list-style-type: none"><li>• This is particularly relevant if you envision that your future needs might change, or if you are unsure of how long you will need this product. Anyway, it might be a satisfactory solution if there is a well-functioning market.</li></ul>



<p>in newer products when the product itself is no longer functional?</p>	
<p><b>Repair and redesign</b> Can you offer repair/redesign services for the products that are a part of this contract?</p>	<p>If the tenderer/supplier offers these services, it should be part of the contract/agreement.</p> <p>If the suppliers/tenderers do not offer these services, the procurer should investigate if there exists a market for the repair of the relevant products. If it exists, you can make a separate contract on repair services for the products.</p> <p>The procurer will need to consider the duration of the contract. You need to make sure that the products you will purchase also can be repaired after the contract with the relevant provider expires.</p>
<p><b>Durability and quality</b> Can you offer products with a long life span/life cycle?</p>	<p>Based on replies from suppliers make minimum requirements for the duration of the life span of products or consider using length of life cycle as an award criterion</p> <p><i>Note:</i> especially when using award criteria: consider how long you are planning to use the products and how important the life span/durability of the products is in your case. In some cases where your procurement needs only must be met for a brief period, durability and length of life cycle will not be the most essential element.</p>
<p><b>System for repurposing/re-sale</b> In case of the need to deposit the products; can you offer a system for returning and repurposing/re-sale of the products?</p> <p><b>Recyclability of materials</b> If the products cannot be repurposed, can</p>	<p>Based on the responses in the market inquiry, assess if you can make it a requirement that suppliers also should offer services for the return, repurposing, or resale of the products.</p>



<p>you offer a system for recycling the material in the products? (Both for the products purchased as part of the agreement, but also for corresponding products which the contractor already owns)</p>	
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## Main steps for circular concerns in the procurement process

### 1. Eliminate the need for new products

The biggest environmental and climate effect would be avoiding the purchase of new products. Can your organizations take steps to ensure that you do not need to buy new products in this agreement?

Can the organization by changing its practice repurpose or reuse existing products instead of buying new ones? Is there, or could you establish a market for the re-use of products within the organization?

Use your initial internal investigations or responses given in the market inquiries as a basis for which actions to perform.

Question	Suggested follow-up action
<p>Can you reuse products instead of buying new ones? Check this: <a href="#">[insert link if there is a second-hand/reuse market within the organization]</a>. NB: if such a market does not exist within the organization, could you establish one? <input type="checkbox"/> Yes, all the products <input type="checkbox"/> Yes, the following products _____ <input type="checkbox"/> No</p>	<p>If yes, abort the procurement process and find the products on the reuse/second-hand market.  If no, proceed to point 2 of this document.</p>
<p>Can you share the product with other parts of the organization?  Do other parts of the organization already have the product you are looking for and have available time</p>	<p>If yes, terminate the procurement process and contact product owner.  If no, proceed to section 2 of this document.</p>



<p>where the products you are looking for are not used by them?</p> <p>Check this: [insert link if there is a market for <b>sharing these products inside the organization</b>].</p> <p>If there is not an internal market for sharing, could you establish one?</p> <p><input type="checkbox"/> Yes, all of them</p> <p><input type="checkbox"/> Yes, the following</p> <hr/> <p><input type="checkbox"/> No</p>	
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## 2. Buy second-hand items

The next step will be procuring second-hand products instead of new ones. By doing so we avoid the production of new products. We also prevent existing products from ending up as waste.

Question	Suggested follow-up actions
<p>Is there a market for the purchase of second-hand items/products for some of the products that are part of this contract?</p> <p><input type="checkbox"/> Yes, all the products</p> <p><input type="checkbox"/> Yes, the following products:</p> <hr/> <p><input type="checkbox"/> No</p>	<p>If yes, ensure that the agreement facilitates the procurement of second-hand products when there is an existing market.</p> <p>If there are different suppliers that deliver second-hand and new products, you should make separate agreements.</p> <p>As part of the routines on ordering products, you must, to the extent that it is possible, make it a requirement to prefer second-hand products instead of new ones.</p> <p>Suggested requirement specifications below:</p> <p>“The supplier will (only) offer second-hand items within the following categories of</p>



	products [enter relevant categories of products] “  If no; proceed to point no 3 in this document
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### 3. Buy products as durable as possible and as environmentally friendly as possible

If it is not possible to reuse or repurpose inside the organization or buy second-hand, make sure that the products you need to purchase have the lowest environmental footprint possible. There are several ways of doing this.

#### 3.1 Make minimum requirements of selected products with an eco-/ environmental third-party certification.

Here you must make sure that there are eco-certified alternatives within the segment of products you are going to procure. Check for instance EU Ecolabel and Nordic Eco-label's (Nordic Swan) website to see if there are eco-certified alternatives for the product you're going to buy:

[Green Procurement - Environment - European Commission.](#)  
[EU Ecolabel Product Groups and Criteria](#)  
<https://svanemarket.no/miljomerkede-produkter/> (Nordic eco-label)

More information on the standard EU Ecolabel and corresponding life-cycle-based certifications are based on:

[Programmes and Standards - Global Ecolabelling Network](#) - EU Ecolabel and Nordic Swan are type 1, ISO 14024 – standard

Suggestions for minimum requirements specifications of eco-certifications

Requirement specification:	Verification requirement:
The contracting authority requires that the following products be certified with Blaue Engel, EU Ecolabel [enter products based on market and volume] Equivalent certifications will be accepted.	The supplier will mark the column eco-certified in attachment x and price list if the product offered has a third-party eco-certification (type 1).
Suppliers offering other labels are legally responsible to document how their environmental label can be considered equal to/corresponding to the labels specified above.	If the product has a license number, it is sufficient to specify the name of the label along with the valid license no in the column. If the product does not have a license no, the certificate/documentation of the license must be attached.  Certificates or other documentation must be



	<p>valid and not expired. The contracting authority would like to point out that only documentation attached to the offer within the bid/tender submission deadline will be considered.</p> <p>If a supplier does not have the opportunity to partake in the label scheme or a corresponding label scheme within the bid/tender submission deadline and this is not the fault of the supplier, the contracting authority will accept alternative documentation.</p> <p>This could be the case when the supplier offers a new product or recently has acquired the right to sell a product. If an alternative documentation is offered; it is the supplier's responsibility to accommodate this documentation in a fashion that makes it easy to assess whether the requirements have been met.</p>
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### 3.2 Make requirement specifications for the products and the materials they are made from

Use the responses in the market inquiries as a basis. If there are products offered that can meet the need, use products from renewable resources with a low climate footprint.

For plastic products, make requirements for recycled plastic and the type of plastic in the products. Ask for products with a long life cycle and products that are designed for repair and material recycling. This should be assessed in view of the number of products in the contract.

If the contract covers a considerable number of different products, ask for documentation for the products that are purchased most frequently.

Suggested requirement specifications:

Requirement specifications	Verification requirements
<p><b>Plastic</b> Products in this contract should to a great extent be made from renewable resources.</p>	<p>In the list of products/price list (<b>attachment x</b>) it must be clearly specified which material the products are made from and whether they are made from recyclates/recycled materials.</p>



<p>Products from fossil-based plastic should be made from recycled materials.</p> <p>Biobased plastics should be made of sustainably sourced biomass, for instance based on secondary raw materials such as residues from other industries or from waste.</p> <p>All plastic types should be recyclable, and all kinds of biodegradable plastic (biodegradable-, compostable plastic) categorized for residual waste should be avoided.</p>	
<p><b>Recycled content and recyclability</b></p> <p>The materials involved in the products must the greatest extent possible be recycled.</p> <p>If the product consists of various materials, the various parts must be easily sortable in different waste fractions</p>	<p>It must clearly be marked in the product list (<b>attachment x</b>) which material the products consist of, and whether they are recyclable.</p> <p>If all or parts of the product cannot be recycled, this must be clearly specified</p>
<p><b>Repairability:</b></p> <p>Product must be easily repairable by having parts that can be easily disassembled and replaced.</p>	<p>In the product list/price form (<b>attachment x</b>) it must be clearly specified which part of the products usually require replacing/repairs and it must be confirmed that this can be done.</p> <p>The price for repair services must clearly be stated in the price form (<b>attachment x</b>)</p>
<p><b>Durability:</b></p> <p>Products should be as durable as possible. In the product list the expected life cycle/durability of the product must be specified in x years</p>	<p>It must be specified clearly in the product list/price form (<b>attachment x</b>) the estimated life span of the products on offer.</p> <p>If relevant, you can consider using life span/durability as part of the award criteria.</p>

## 4. Disposal

If you no longer need the product, you should first try to reuse/repurpose the product within your organization. Register or hand in the product to your internal market for repurposing products if such a market exists. If you do not have a market for reusing/repurposing products within your organization or the procurer no longer needs the products; is it possible to re-use/repurpose these products outside



your organization?

If there is a re-sale/repurposing market for the products offered as part of the procurement and the suppliers can offer this service: make requirement specifications for a system for repurposing/re-sale of products

## 5. In the contract. Facilitate the purchase of products with the lowest environmental footprint

When you have ensured that the agreement contains the most eco-friendly alternatives, you should ensure that these products are also purchased when the individual procurers use the agreement. On ordering products, facilitate the procurement of the most eco-friendly/environmentally sustainable alternatives according to what is specified as part of the requirement specifications.

*Use the following requirements* to ensure it is as simple/practical as possible to buy eco-friendly alternatives for those who place orders as part of the agreement.

Requirement specification	Verification requirements
The eco-certification of the products must be marked in the order system.	Confirmation that the requirements have been met.
The order system must highlight eco-certified products and products made from materials with the lowest possible environmental footprint to ensure that users order products from the selection that supports the contracting authority's goal on purchasing the most eco-friendly products.	
Accommodation of the order system will be assessed and eventually improved at status update meetings throughout the contract period.	



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