



Checklist - Circular requirements and criteria for the procurement of office furniture and inventories (fixtures)

Introduction

This is a checklist developed by the TREASoURcE project for circular requirements and criteria when procuring office furniture. The basis for several parts of the checklist are best practices on circular office furniture from Norwegian municipalities of Indre Ostfold and Halden.

The purpose of the checklist is to provide procurement advisors with templates for investigating and implementing circular principles when preparing and implementing a framework agreement for the procurement of office furniture and related inventories. Such principles can be for instance, filling the need for the procurement partly or wholly with internal reuse portals, investigating second hand markets for the products covered by the agreement and market readiness for principles like durability of products, design for repair and services for redesign.

Guidance – use of the checklist

The checklist contains questions that procurement advisors can use directly as part of market inquiries with relevant potential bidders prior to the tender to investigate the market readiness for circular solutions. In the tables shown for the different steps relevant questions for market dialogue and internal analysis are shown in the left column. In the right column procurement advisors can find suggestions for follow-up actions for the tender based on the responses given in the market inquiries.

The checklist also contains suggestions for wordings of minimum requirements and award criteria that advisors can use directly in the tender documents. Writing in **red** font is text that must be adapted and changed by the procurement advisor to fit the needs of the individual tender.

The checklist follows the waste hierarchy and starts with the highest order of circular principles first, like taking steps to investigate the potential to eliminate the need for new products.

The use of the checklist can be supported by a routine regulating the ordering of office furniture, see an example of a routine in this link [Hyperlink](#)

Market inquiry questions

From the checklist “circular criteria when procuring goods a number of relevant market inquiry questions can be derived for a framework agreement on procurement of office furniture. Some of these are included in the tables in this checklist.



1. Eliminate the need for new products

The first step would be to eliminate the need for new products. Can your organization take steps to ensure that you do not need to buy new products in this agreement? Can you cover more of the need for products by fixing and repairing furniture you already have? Can you establish or use an internal re-use market for sharing used items within the organization?

| Question | Suggested follow-up action |
|---|--|
| <p>Eliminate need for procurement</p> <p>Can you fill the need by fixing or reuse a product you already have?</p> <p>Check this: [insert link if there is a second-hand/reuse market within the organization]. NB: if such a market does not exist within the organization, could you establish one?</p> <p><input type="checkbox"/> Yes, all the products</p> <p><input type="checkbox"/> Yes, the following products</p> <p>_____</p> <p><input type="checkbox"/> No</p> | <p>If yes, abort the procurement process and fix the product you already have, or find the new on the reuse/second-hand market</p> <p>If no; proceed to point 2 of the checklist</p> |
| <p>Sharing of products with other parts of organization</p> <p>Can you share the office furniture items with other parts of the organization?</p> <p>Do other parts of the organization already have the product you are looking for and have available time where the products you are looking for are not used by them?</p> <p>Check this: [insert link if there is a market for sharing these products inside the organization]. 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> <p>_____</p> <p><input type="checkbox"/> No</p> | <p>If yes, terminate the procurement process and contact product owner</p> <p>If no, proceed to section 2 of this document</p> |



2. Buy second-hand products

The next step would be to investigate if you can cover the needs of the contract by procuring second-hand furniture or establishing a framework agreement for second-hand furniture.

| Question | Follow up- action | Requirement specifications and verification requirements |
|---|--|---|
| <p>Is there an existing market for/can the supplier offer reused/second-hand products of office furniture needed for the procurement contract?</p> <p>Yes, for all Yes, for some (specify) _____</p> <p>No</p> | <p>If yes, establish a framework agreement for second-hand furniture.</p> <p>Based on the responses in the market inquiry, make minimum requirements for relevant categories of products or all.</p> | <p>The supplier will only offer second-hand products for the categories of products covered by this agreement.</p> <p>or</p> <p>The supplier will only offer second-hand products for these categories of products (insert relevant categories)</p> |
| <p>Selection</p> <p>Can you offer a broad selection of second-hand furniture from reputable brands?</p> | <p>If three or more responses of yes, make it a minimum requirement</p> <p>If no, or the responses are inconclusive, consider making the ability to offer this part of an award criterion</p> | <p>Verification requirements:</p> <p>Confirmation of compliance</p> <p>Part of minimum requirement:</p> <p>The contracting authority will on occasion request that you document the origin of the products</p> |
| <p>Standards on durability</p> <p>Does the second-hand furniture you offer comply with international standards for furniture like EN & ISO regarding durability, wearability, safety, surface characteristics, dimensions, fire safety</p> | <p>If three or more suppliers respond yes, make it a minimum requirement</p> | <p>Verification requirements:</p> <p>Confirmation of compliance</p> |
| <p>Chemicals – REACH list</p> <p>Can you offer certificates or documentation proving that the furniture items offered do not contain chemicals or substances on the REACH list?</p> | <p>If at least three responses of yes, make a minimum requirement that the items do not contain chemicals or substances on the REACH list</p> | <p>Verification requirements:</p> <p>Confirmation of compliance</p> <p>Demonstration of certificates of compliance with REACH at contract meeting</p> |



3. Ask about repair, redesign and interior placement services

The next step will be to investigate if the suppliers can offer services that will contribute to keeping the products or the separate parts that the products are made of as durable and long-lasting as possible and making optimal use of space and interior design.

Table: checklist on interior design, repair & redesign services

| Question | Follow-up |
|--|--|
| Can you offer services on interior design, placement, and choice of furniture? | <p>If three or more respond yes, make it a minimum requirement that they can offer these services</p> <p>If fewer than three respond yes, or the answers are inconclusive, make these services part of an award criterion, see table “award criterion: service</p> <p>If no, proceed to the next step</p> |
| Can you offer repair and redesign services for the office furniture? | <p>If three or more suppliers respond yes, consider making the offering of these services a minimum requirement</p> <p>If fewer than three respond yes, or the responses are inconclusive, consider making the quality of repair and redesign services of the supplier a part of an environmental award criterion, see suggested wording in “Award criterion repair and redesign services”</p> |

Award criterion: Service

| Wording of criterion | Verification requirements |
|---|-----------------------------------|
| <p>It is requested that the supplier can, if necessary, offer advice on furniture and furniture placement.</p> <p>The supplier shall describe its service apparatus, including contact person, opening hours, response time for enquiries and similar, as well as what technical aids (e.g. drawing programmes) the supplier has at its disposal.</p> | <p>Completion of offer form x</p> |



Award criterion: Repair and redesign services

Wording of criterion

The client wants a supplier who can provide high-quality services related to the repair and redesign of furniture. The award criterion will be evaluated based on a discretionary overall assessment of the supplier's description of the process, from receipt of the order to completion of the assignment.

1. Ordering

Describe the supplier's order procedures for rehabilitation assignments, as well as response time (from order to response).

2. Guidance/advice

Describe how the tenderer can guide/advise the client. Describe how the tenderer can assist in the preparatory phase with, for example, site visits and the preparation of proposed solutions.

3. Implementation:

Capacity and flexibility for storage of furniture and fixtures.

Furniture the client can borrow during the renovation period

Solution for disposal of furniture and fixtures/inventories that cannot be reused.

How the supplier will conduct assembly and adjustment of furniture and fixtures at the client's premises.

4. Transportation

Collection and removal

Delivery and installation

Use of packaging with as low an environmental impact as possible (e.g., reusable packaging)

The criterion may be answered with submitted examples from previous assignments or contracts.

4. Buy furniture as durable and environmentally friendly as possible

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



4.1 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 Nordic Eco-label's (Nordic Swan) website or website of EU Ecolabel 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/>

For furniture textiles made with cotton, require that there are items certified with the GOTS standard [Home - GOTS - Global Organic Textile Standard](#)

Requirement specifications for eco-certified products

| Wording of requirement specification | Verification requirements |
|---|---|
| <p>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.</p> <p>Suppliers offering other labels are legally responsible to document how their environmental label can be considered equal to/corresponding to the labels specified above.</p> | <p>The supplier will mark the column eco-certified in attachment x price list if the product offered has a third-party eco-certification (type 1).</p> <p>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 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> |



4.2 Make requirements for the products and the materials they are made from

Use the corresponding table and principles from the checklist "circular criteria when procuring goods" to make requirements for recycled plastic, bioplastic from secondary raw material and the recyclability of the parts and materials that the products are made from.

Quality and durability:

| Question | Suggested follow-up action |
|--|--|
| <p>Can you offer products designed for long-life? If yes - for all the products, or for some?</p> <p>Can you offer information on expected life cycle/lifetime of the product?</p> | <p>If at least three suppliers respond yes, make it a minimum requirement that suppliers will state the expected lifetime of the relevant products in x years in the offer form.</p> <p>If some, but fewer than three respond yes, or the answers are inconclusive, consider awarding the bidders on the quality (warranty time) and durability (estimated remaining service life) of the products, see award criterion "Durability and long-life cycle"</p> |

Award criterion – Durability and long life cycle

The award criterion below can be used to promote quality and durability of the products as a part of an award criterion on selection of products, quality, and services.

| Wording of criterion |
|--|
| <p>The tenderer will be awarded for the quality (warranty time) and durability (estimated remaining service life) of the products offered as a part of the contract.</p> <p>The price schedule contains separate columns that the tenderer must fill in for each individual item:</p> <ul style="list-style-type: none"> • Description with reference to attachments/website, if applicable • Warranty period • Estimated remaining service life/lifetime <p>The supplier is requested to state the number of weeks of general warranty provided for all products offered under the agreement. The warranty means that a damaged product will be replaced, at the supplier's expense, with a similar product of equivalent price and quality, or that the product will be repaired at the supplier's expense.</p> |



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