



# Checklist - Green procurement guidance for procurement of food and beverages and reduction of food waste

## Introduction - Purpose of the checklist

This is a category-based checklist for public procurers to be used in all relevant tenders of alimentary products. The checklist covers themes related to reducing food waste, lowering climate emissions from the alimentary products, and choosing products that come from certified sustainable conservation of natural resources.

The checklist contains suggestions for minimum requirements and corresponding verification requirements that can be employed for the requirements. The minimum requirements can be applied directly in the tenders. Note that the writing **in red** needs to be modified in every tender, for instance related to numbering of forms or names of contracting authorities or relating to tools that can have different names in different countries.

### *Note:*

This document focuses on food products and food waste. It would also be relevant in the same tenders to set requirements for palm oil and soy, as well as requirements for packaging and transport. Separate checklists can be consulted for these actions.

## Market dialogue/inquiry (RFI – request for information)

It is advised that you always conduct market inquiries with potential suppliers ahead of submitting the tender. The market inquiry can be done as a physical or digital supplier meeting or by contacting relevant potential bidders directly. Based on the responses in the market inquiries you can decide whether you make the relevant circular and green procurement principles minimum requirements or parts of an award criterion on environmental quality. As a general rule, you can use a minimum requirement if at least three of the potential bidders respond to market inquiries that they can deliver products or services with the requested qualities or deliver the relevant information on the products. If you get fewer responses of yes, or the responses are inconclusive, consider making environmental quality an award criterion in the tender instead.



## Main themes of checklist and recommended priorities

Food production accounts for nearly one-third of global greenhouse gas emissions and is therefore important to address to reduce greenhouse gas emissions. In addition to climate emissions, food production faces challenges such as pollution, deforestation, soil depletion, and loss of biodiversity. The most important climate and environmental impact will be to avoid food waste, thereby avoiding overproduction. Requirements to limit food waste should always be applied. In addition, there are significant differences in the carbon footprint of different foods.

### Climate calculator for food:

In the “Emissions figures” tab in the climate calculator for food of the National Directorate of Administration & Financial management (national procurement regulator and guidance body), you will find an overview of CO<sub>2</sub> equivalent emissions per kg for different food categories: [Climate emissions calculator for procurement of food](#). In general, plant-based foods have a lower carbon footprint than animal products. It should therefore be considered whether requirements should be imposed on product selection and plant-based alternatives to animal products.

### Possible measure a municipality can introduce in its procurement strategies:

“Organic products shall constitute at least 30% of recommended products in central framework agreements for foodstuffs (food and beverages).” It is worth noting that this goal must be considered in the context of the desire for [Norwegian](#) seasonal products and locally sourced food and must not be done at the expense of this.



## Suggested requirement specifications for the tenders

Minimum requirement	Suggested follow-up action
<p><b>Food waste</b></p> <p>The supplier shall have a system in place that helps to prevent and reduce food waste from the products delivered under this agreement.</p> <p>The supplier shall impose corresponding requirements in contracts with its subcontractors.</p> <p>The supplier shall cooperate with the individual ordering units that place orders under this agreement to facilitate ordering procedures, changes in product selection, unit sizes, etc., to prevent generation of food waste in the client's business from the products covered by this agreement.</p>	<p>Confirmation of compliance with requirements</p>
<p><b>Food loss</b></p> <p>As a means of achieving the client's goal of reducing food waste, the supplier may offer goods that do not meet the minimum requirements at a reduced price.</p> <p>This applies to goods with a short shelf life, which have passed their expiry date, are incorrectly labelled, have incorrect packaging, or have cosmetic defects, deviating weight/size, and the like. In such cases, it must be clearly stated why the goods are being offered at a reduced price.</p>	<p>Confirmation of compliance with requirements.</p>



<p><b>General requirements</b></p> <p>All our canteens must comply with national guidelines, such as national professional guidelines for food and meals in secondary schools. They must also comply with nationally recognized advice on sustainable meals.</p> <p>Here, <b>name of public body</b>, uses the food selection's (Matvalget) six principles for a sustainable meal:</p> <p><b><u>A sustainable meal - The food selection</u></b> (insert link to national/regional list of principles)</p> <p>The supplier's offer must ensure that the principles can be followed throughout the term of the agreement.</p>	<p>Confirmation of compliance with requirements.</p>
<p><b>Product range – plant-based food</b></p> <p>Plant-based alternatives to selected animal products in the contract range must be offered. The plant-based alternatives shall be an addition to the animal products.</p> <p>The products for which alternatives are to be offered are specified by the contracting authority and are listed in the product list.</p> <p>The plant-based products offered shall have the properties necessary to compose a complete vegetarian diet. A “complete vegetarian diet” means a diet that is balanced in terms of protein, nutrients, and energy. Which products are plant-based must be clearly indicated in the electronic ordering system.</p>	<p>Confirmation of compliance with requirements.</p> <p>The supplier shall state in the product list (<b>Appendix x</b>) which options are offered.</p>
<p><b>Product range: fish</b></p> <p>The supplier shall offer MSC/ASC-certified fish and shellfish products as specified in the price list.</p> <p>Suppliers offering certification schemes other than MSC/ASC are legally responsible for documenting that their certification scheme can be considered equivalent/comparable.</p>	<p>Confirmation of compliance with requirements.</p> <p>The supplier must state in the price list which fish and shellfish products are MSC/ASC certified.</p> <p>If the supplier offers fish and shellfish</p>



	products with other equivalent certification schemes, relevant documentation must be provided with the offer.
<p><b>Product range – organic products</b></p> <p>The supplier shall, as a minimum, offer organic products as specified in the price list. Organic products shall meet the requirements of the Regulations for organic products, as indicated by the labelling scheme in the price list.</p> <p>Suppliers offering certification schemes other than the (insert national label certifying organization), EU Ecolabel or the Swedish KRAV label have a legal responsibility to document that their certification scheme can be considered equivalent/comparable.</p>	<p>Confirmation of compliance with requirements. Suppliers must state in the price list which products comply with the requirements of the regulations for organic products by indicating the labelling/certification scheme in the pricelist.</p> <p>Labelling/certification schemes that meet the requirement are the (insert national label certifying organization), EU Ecolabel.</p> <p>If the supplier offers products with other equivalent labelling schemes, relevant documentation must be submitted with the tender.</p>
<p>Climate footprint</p> <p>Ostfold county council wants to gain a better understanding of the climate footprint associated with the procurement of goods and services, for it to have a sound knowledge base when ordering goods.</p> <p>For products where such information is available, the climate footprint of the products must be specified in the ordering system (CO2 equivalents per kilogram of goods produced (CO2 eq./kg))</p>	<p>Confirmation of compliance with requirements.</p> <p>The supplier shall indicate in a separate column in the price form/product list whether climate footprint information is available for each of the requested products. It shall be clearly stated whether the figures are average figures for the type of product in question or specific figures for the product offered.</p>



## Contractual terms

Requirement
<p><b>Reporting</b></p> <p>Reports shall be submitted annually/quarterly/monthly on the status of food waste, the amount of food waste logged at various stages, and the proportion of environmentally friendly, eco-labelled, and organic products purchased. This will be discussed at contract meetings.</p> <p>If the reports show a need for improvement, the supplier shall propose improvement measures that can increase the proportion of environmentally friendly, eco-labelled, and organic products purchased under the agreement. In collaboration with the client, active efforts shall be made to keep food waste as low as possible further back in the value chain.</p>
<p><b>Climate footprint</b></p> <p><b>Ostfold County Council</b> wishes to gain a better understanding of the climate footprint associated with the procurement of goods and services. If an overview of the climate footprint of the products covered by this agreement is available, this shall be made available to the contracting authority. If such data is not available, the supplier shall work with <b>insert name of relevant public body</b> to obtain climate data related to products purchased under this agreement.</p>