

Agenda

		SCHEDULE
1.	Opening and welcome a. Introduction to the EU Green Public Procurement b. Timeline of the project c. Revision of the scope and definition d. LCC considerations	09:00 – 09:30
2.	EU GPP Criteria proposal for Food - Criteria set presentation and discussion - Organic food products - Integrated production - Environmentally responsible palm oil	09:30– 11:00
	Break	11:00 – 11:15
3.	EU GPP Criteria proposal for Food - Criteria set presentation and discussion (continuation) - Marine and aquaculture food products - Animal welfare - Fairly traded products	11:15 – 12:15
4.	EU GPP Criteria proposal for Catering Services - Criteria set presentation and discussion - Competences of the tenderer - Staff training - Food procurement - Promotion of vegetarian menus	12:15 – 13:00
	Lunch break, followed by a coffee break	13:00 – 14:00

Agenda

		SCHEDULE
5.	<ul style="list-style-type: none"> - Avoidable food waste: prevention and redistribution - Other waste: prevention, sorting and disposal - Chemical products and consumable goods - Energy and water consumption in the kitchens - Purchase of new kitchen equipment - Food transportation - Environmental management measures and practices - Tap water for drinking 	14:00 – 16:30
	Break	16:30– 16:45
6.	<p>EU GPP Criteria proposal for Vending machines – Criteria set presentation and discussion</p> <ul style="list-style-type: none"> - Organic food products - Fairly traded products - Environmentally responsible palm oil - Smart controls - Annual energy consumption - GWP of refrigerants - Reusable cups 	16:45 – 17:45
7.	Conclusion, next steps and meeting closure	17:45 – 18:00

EU GPP CRITERIA SET PROPOSAL FOR **CATERING SERVICES**



Criteria	Type of criteria
Competences of the tenderer	SC 1
Food procurement	TS 1
Promotion of vegetarian menus	TS 2
Avoidable food waste: prevention and redistribution	TS 3
Other waste: prevention, sorting and disposal	TS 4
Chemical products and consumable goods	TS 5
	AC 1
Energy and water consumption in kitchens	TS 6
	AC 2
Food transportation	TS 7
	AC 3
Environmental management measures and practices	TS 8
	CPC 3
Tap water for drinking	CPC 1
Purchase of new kitchen equipment	CPC 2
Staff training	CPC 4



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COMPETENCES OF THE TENDERER

CORE=COMPREHENSIVE**SC1. Competences of the tenderer (1/2)**

The tenderer shall have **relevant competences** and experience in each of the following areas for which s/he would be responsible under the contract [select as relevant to the specific contract]:

- method statements for:

- menu planning and the promotion of vegetables
- the prevention of avoidable food waste and redistribution
- the prevention of other waste, its sorting and disposal
- water and energy saving in equipment and operation and maintenance of the equipment (for staff responsible thereof)
- appropriate dosage and handling of cleaning products and cleaning procedures, and
- environmentally-conscious driving on a regular basis to increase fuel efficiency for the staff involved in food delivery.

- method statement for the preparation of tasty vegetarian dishes

- policies and supporting management systems to minimise food waste and other waste, maximise the redistribution of food and valorisation of food, the reuse or recycling of packaging and other waste and to ensure their safe disposal when needed.



COMPETENCES OF THE TENDERER

CORE=COMPREHENSIVE**SC1. Competences of the tenderer (2/2)****Verification:**

The tenderer shall provide a copy of the written procedures, policies and method statements mentioned above. Also evidence of previous experience in the form of information and references related to the relevant contracts in the previous 5 years in which the above elements have been carried out.



STAFF TRAINING

CORE=COMPREHENSIVE**C4. Staff training**

In the case of **new staff in function**, the tenderer shall provide staff training on the method statements listed in the selection criteria (SC1)

For permanent and temporary staff with contract duration above one year, the tenderer shall provide update training on the method statements listed in the selection criteria (SC1) at least once per year.

The tender shall report the training provided to the contractor authority.
The contracting authority may set rules for penalties for non-compliance.

Explanatory notesRecommended values

For permanent staff and temporary staff with contract duration above one year, 16h per year is a recommended value for the duration of the formation while for other temporary and short term staff shall be proportional to the duration of the contract.



STAFF TRAINING

Consultation questions

- Shall the staff training programs be part of the selection criteria?



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TS1. Food procurement

The food used to fulfil the catering contract has to be purchased according to the EU Food Procurement criteria.

Verification:

See above EU Food procurement criteria:

- Organic food products (TS1, AC1)
- Marine and aquaculture food products (TS2 and AC2)
- Integrated production (TS3, AC3)
- Animal welfare (AC4)
- Fairly traded products (AC5)
- Environmentally responsible palm oil (AC6)



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PROMOTION OF VEGETARIAN MENUS

CORE=COMPREHENSIVE**TS2. Promotion of vegetarian menus**

Note: The contracting authority could have already set minimum requirements in this area, e.g. that one or several vegetarian dishes have to be offered every day, one or several veggie days, cheaper prices for vegetarian menus/dishes, increase the number of daily vegetarian dishes/options, limiting meat portions, etc.

Menus offered shall include choices with the goal to promote vegetarian consumption whilst maintaining the nutritional composition recommended for the clients, including [to be selected].

- Weekly vegetarian day(s).
- Plant-based or vegetarian sourced proteins.
- Limiting the serving of meat per week, especially red meat
- Bulk up meat dishes with beans, grains or vegetables.

Verification:

The tenderer shall provide the menu planning with alternatives that promote the vegetarian consumption clearly specified.



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AVOIDABLE FOOD WASTE: PREVENTION AND REDISTRIBUTION **CORE=COMPREHENSIVE**

TS3.1 Avoidable food waste prevention (1/2)

The tenderer shall have written procedures describing best practices for preventing the generation of avoidable food waste, including [to be selected]:

- Establishment of an accurate stock inventory and ordering system to avoid over-ordering and spoilage of stock.
- Operate a back-to-front (first-in first-out) policy in the storage of food products and periodic control of date of expiry.
- Direct use of food near date of expiry (flexible meal planning)
- Ensure that the food is stored under the proper conditions.
- Avoid over-trimming of bulk meat, fish or whole vegetables or reuse the over-trimmings.
- Long-term analysis of meals sold in order to adapt food orders (with regard to weekday, season, and external factors such as holidays or major events) and on the use of leftover food or food that is approaching to its use-by date.
- Development of strategies against overproduction (e.g. freezing)
- Control of preparation losses and training of employees
- Fast cooling down of food to avoid growth of microorganism
- No meals for presentation purposes only (use of photographs)

AVOIDABLE FOOD WASTE: PREVENTION AND REDISTRIBUTION **CORE=COMPREHENSIVE****TS3.1 Avoidable food waste prevention (2/2)**

- Adjust the meal portions and accommodate the quantities depending on the customers or provide more than one size portion.
- Allow routines for doggy bags and/or internal routines for eating not sold food by the staff.
- Not requiring the full range of menu options to be available from the start to the end of the service,
- Sensitisation of customers to the field of food waste and the causes of food waste (e.g. using posters)
- Increasing tolerance of customers towards sustainability measures through communication
- Survey the reasons of plate waste using feedback sheets (and subsequent implementation of appropriate actions)

The tenderer shall communicate to the guests the food waste prevention policy.

Verification:

The tenderer shall provide evidence in the form of standard operating procedures for purchasing, storage, cooking, menu planning and serving. The evidence shall be completed by a description of channels through which the food waste prevention policy will be communicated to the guests.



AVOIDABLE FOOD WASTE: PREVENTION AND REDISTRIBUTION **CORE=COMPREHENSIVE**

TS3.2 Avoidable food waste redistribution

In those locations where it is under national regulation possible, the tenderer shall have written procedures describing best practices for redistribution of the food, including [to be selected]:

- Contacting the organizations that recover food products that are donated to charitable organizations and distribute food aid to the needy
- Implement the procedures for the recovery of chilled and cooked food products that the organization establish with the catering providers
- Monitoring and maintaining the cold chain of cooked products at a constant temperature of 4C until it is collected by the organization

The type of recovered food products are

- *canteens, restaurants, hotels, hospitals and barracks donate surplus meals (entrée, first course, main course, vegetables, sauces, desserts)*
- *schools donate bread, fruit and desserts with a long-term expiry date*
- *bakeries, rotisseries and fruit and vegetables markets donate chiller surplus food*

Verification:

The tenderer shall provide evidence in the form of the standard operating procedure for making food available to be donated.



AVOIDABLE FOOD WASTE: PREVENTION AND REDISTRIBUTION

Consultation questions

- Which Member States underwent changes in its Regulation to facilitate the redistribution of food?



OTHER WASTE: PREVENTION, SORTING AND DISPOSAL

CORE=COMPREHENSIVE**TS 4.1. Waste prevention**

The tenderer shall implement a plan for reducing the generation of waste. The plan shall at least include [to be selected]:

- Develop a waste inventory: survey all areas and processes to identify types and sources of on-site waste generation
- Procurement of food and consumables
 - Packaging return: return packaging for reuse when possible
 - Select low packaging products: select products with less packaging where possible (e.g. purchase routine cleaning products in concentrate form)
 - Order non-perishable products in bulk.
- Catering
 - Avoid single-portion as far as possible within hygiene constraints and cook to order.
 - Avoid items with unnecessary or excessive packaging
 - Put condiments and food servings in refillable containers
 - Identify reuse possibilities



OTHER WASTE: PREVENTION, SORTING AND DISPOSAL

CORE=COMPREHENSIVE**TS 4.2. Waste sorting and disposal (1/2)**

Waste generated at the premises where the catering service is provided shall be sorted into at least X¹⁾ waste stream categories and be treated in an authorised treatment process either:

- on-site
- by an authorised collector (e.g. hazardous waste) or
- brought by the tenderer to an authorised facility.

Fats, oils and greasers (FOGs) shall not be discharged to sewage. If a collection system is not in place, the tender shall put FOGs into a suitable container and dispose in the residual waste.

A dry clean-up system shall be used for the first clean of a greasy or oily area/equipment and prior to washing of equipment.

If guests sort waste themselves, clear sorting instructions shall be provided.

1) X is the number of waste stream categories to be defined by the procurer for the core and comprehensive levels (TS and AC). Recommendations for its value are given in explanatory notes below.



OTHER WASTE: PREVENTION, SORTING AND DISPOSAL

CORE=COMPREHENSIVE

Verification

TS 4.1. The tenderer shall supply the waste reduction plan.

TS 4.2. The tenderer shall 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 will sort waste themselves, a sample of the sorting instructions shall be provided.



OTHER WASTE: PREVENTION, SORTING AND DISPOSAL

Explanatory notes

If the collection by an authorised collector is the preferred option, the tender shall sort into the fractions stipulated by the collector (e.g. municipality). At least 4 fractions must be used: paper/cupboard, glass, plastic/cans and residual waste (in addition to the sorting of any environmentally dangerous waste).

If the collection by an authorised collector allows for more waste stream categories such as glass, porcelain, paper and cardboard, liquid packaging board, plastics, metal, textiles, organic material, grease/cooking oil and combustible waste, points may be awarded.

FOGs when a collection system is in place, the tenderer shall separate the wasted fats and oils and dispose them into the authorised collection and recycling systems.

Dry clean-up methods include scrape as much of the leftovers on the dish into a food waste container, use rubber scrapers and squeegees and paper towels to remove fats, oils and grease from cookware utensils or work areas, use brooms or vacuum to sweep up spills of the dry ingredients.



CHEMICAL PRODUCTS AND CONSUMABLE GOODS

CORE=COMPREHENSIVE**TS 5.1 Disposable items**

Non-disposable items¹⁾ shall be used. Exceptions:

- take-away and fast-food catering
- paper tablecloths which can be wiped and used for extended periods (disposable tablecloths used for only one sitting are not allowed)

¹⁾ Disposable items includes tableware items such as plates, mugs, glasses, cutlery, tablecloths, napkins, and other items such as gloves, bin bags, etc.



CHEMICAL PRODUCTS AND CONSUMABLE GOODS

COMPREHENSIVE

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

All products to be used for hand washing, dishwashing and routine cleaning products shall meet the requirements of an EU Ecolabel for the specific product or equivalent.

Routine refers to regular activities that are performed at least once a month. With regard to 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 5.3. Kitchen roll and kitchen paper

All kitchen rolls and kitchen paper shall meet the requirements of an EU Ecolabel for the specific product or equivalent.



CHEMICAL PRODUCTS AND CONSUMABLE GOODS

CORE=COMPREHENSIVE**Verification:**

TS 5.1. The tender shall supply a list of disposable and non-disposable items that will be used in the execution of the contract, indicating specifically if those that are disposable items.

TS 5.2. The tender shall 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 the ones which comply with the criterion.

TS 5.3. The tender shall supply a list of paper products that will be used in the execution of the contract, indicating specifically the ones which comply with the criterion.



CHEMICAL PRODUCTS AND CONSUMABLE GOODS

CORE

AC2.1. Chemical products for hand washing, dishwashing and routine cleaning

Points shall be awarded proportionally to tenders in which more than X%²⁾ of the purchases for hand washing, dishwashing and cleaning have met the requirements of an EU Ecolabel for the specific product or equivalent.

Additional points shall be awarded to tenders in which:

- an automatic dosage on professional dishwashers is offered and the maintenance of the dosage system is done at least quarterly.
- 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.

AC2.2. Kitchen roll, kitchen paper

Points shall be awarded proportionally to tenders in which more than Y%²⁾ of kitchen rolls and kitchen paper have met the requirements of an EU Ecolabel for the specific product or equivalent.

Additional points shall be awarded to tenders in which the kitchen is equipped with dispensers that dispense paper towels or fabric hand towel rolls.



CHEMICAL PRODUCTS AND CONSUMABLE GOODS

COMPREHENSIVE**AC2.1. Chemical products for hand washing, dishwashing and routine cleaning**

Additional points shall be awarded to tenders in which:

- an automatic dosage on professional dishwashers is offered and the maintenance of the dosage system is done at least quarterly.
- 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.

AC2.2. Kitchen roll, kitchen paper

Additional points shall be awarded to tenders in which the kitchen is equipped with dispensers that dispense paper towels or fabric hand towel rolls.



CHEMICAL PRODUCTS AND CONSUMABLE GOODS

CORE=COMPREHENSIVE**Verification**

AC2.1. See TS 5.2.

The tender shall supply information about the dosing systems to be used and their maintenance (if needed) in the execution of the contract.

AC2.2. See TS 5.3

The tender shall supply information about the dispensers to be used in the execution of the contract.



CHEMICAL PRODUCTS AND CONSUMABLE GOODS

Explanatory notes

The contracting authority will have to specify how the percentage will be judged, either in volume, weight or value spent.

TS 5.2 and AC2.1. Chemical products for hand washing, dishwashing and routine cleaning

- Exception can be made if the authorities have especial requirements for cleaning. Exemption from the requirement may be granted on the condition that there are no ecolabelled products available on the market.
- Recommended values for core criteria (X%)
 - 0-50% 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 5.3 and AC2.2. Kitchen roll, kitchen paper

- Exemption from the requirement may be granted on the condition that there are no ecolabelled products available on the market.
- Recommended values for core criteria (Y%)
 - 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



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TS6.1. Best practices to minimise energy and water consumption (1/5)

The tenderer shall have written procedures describing best practices for the use of kitchen equipment to minimise energy and water consumption, including [*to be selected*]:

Ovens:

- Switch on only the ovens required to match the 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, use a well-insulated hot cupboard instead and switch the ovens off as soon as possible.



ENERGY AND WATER CONSUMPTION IN KITCHENS

CORE=COMPREHENSIVE**TS6.1. Best practices to minimise energy and water consumption (2/5)***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.
- Reduced settings to reduce warm-up times: grills, fryers.
- Use spare oven capacity to perform some grill and fryer operations (roasting, browning, frying).



TS6.1. Best practices to minimise energy and water consumption (3/5)

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.



ENERGY AND WATER CONSUMPTION IN KITCHENS

CORE=COMPREHENSIVE**TS6.1. Best practices to minimise energy and water consumption (4/5)***Dishwasher*

- Ensure dishwashers are switched off whenever possible, in order to minimise standby energy consumption
- Wherever possible ensure that racks are full in order to minimise the amount of energy used per plate.
- Use cold-water for pre-rinse to minimise the use of hot water.
- Don't rinse the place settings and kitchenware

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.
- Right capacity – decommission units if poorly utilised.

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



ENERGY AND WATER CONSUMPTION IN KITCHENS

CORE=COMPREHENSIVE**TS6.1. Best practices to minimise energy and water consumption (5/5)****Verification**

The tenderer shall provide the written procedures describing the best practices for using of kitchen equipment.



ENERGY AND WATER CONSUMPTION IN KITCHENS

CORE**AC3. Energy and water consumption in the kitchens**

This criterion is applicable only where the caterer is responsible for providing the equipment

AC3.1a. Refrigeration

Points shall be awarded proportionally to tenders in which more than A%¹⁾ of the plug-in cabinets* and storage cabinets have lower energy efficiency index (EEI) than the values in the following table

Category	EEI	Min. energy class
Storage counter refrig	<35	B
Storage refrig 1-door	<35	B
Storage refrig 2-doors	<75	D
Storage counter freezers	<35	B
Storage freezers 1-door	<50	C
Storage freezers 2-doors	<75	D
Storage refrig-freezers	<75	D



ENERGY AND WATER CONSUMPTION IN KITCHENS

CORE**AC3.1b. Refrigeration**

Points shall be awarded proportionally to tenders in which more than C%¹⁾ of the household appliances have lower energy efficiency index (EEI) than the values in the following table:

Category	EEI	Min. energy class
Storage chest freezers	< 22	A+++
Wine storage appliances with one temperature zone	< 42	A+
Wine storage appliances with multi temperature zones	< 55	A

AC3.1c. Refrigeration

Points shall be awarded proportionally to tenders in which more than E%¹⁾ of the equipment using refrigerants with GWP below 150



ENERGY AND WATER CONSUMPTION IN KITCHENS

COMPREHENSIVE**AC3.1a. Refrigeration**

Points shall be awarded proportionally to tenders in which more than B%¹⁾ the plug-in cabinets* and storage cabinets have an energy efficiency index (EEI) lower than 25 (Energy Class A).

AC3.1b. Refrigeration

Points shall be awarded proportionally to tenders in which more than D%¹⁾ of the household refrigerating appliances have an Energy efficiency index (EEI) of lower than 22 (Energy Class A+++).

AC3.1c. Refrigeration

Points shall be awarded proportionally to tenders in which more than E%¹⁾ of the equipment using refrigerants with GWP below 5



ENERGY AND WATER CONSUMPTION IN KITCHENS

CORE=COMPREHENSIVE**Verification:**

AC3.1. The tender shall supply a list of the equipment that will be used in the execution of the contract, indicating specifically the ones which comply with this criterion.

The tender shall supply information about the EEI in accordance with Regulation (EC) No 2015/10942) 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 equipment.

In case of new acquisitions the tenderer shall provide a signed commitment to purchase the equipment over the first 6 months of the contract.



ENERGY AND WATER CONSUMPTION IN KITCHENS

CORE=COMPREHENSIVE**AC3.2 Cooking appliances**

Points shall be awarded proportionally to tenders in which more than G% of the cooking appliances are equipped with:

- Induction hob or gas hob with optimised burners and controlled by pot sensors.
- Insulated food heating or
- Convection oven, combi oven or pressure cooker.

AC3.3. Professional dishwashers

Points will be awarded proportionally to tenders in which more than H% of the dishwashers are equipped with:

- Heat recovery systems from exhaust air heat, waste water heat recovery or dried dishes.
- Double wall.
- Optimised filter systems: centrifugal systems (cyclone filter) or integrated pre-scouring system.
- Multi-zone rinsing.



ENERGY AND WATER CONSUMPTION IN KITCHENS

CORE=COMPREHENSIVE

Verification:

AC3.2 – AC3.3 The tender shall supply a list of the equipment that will be used in the execution of the contract, indicating specifically the ones which comply with this criterion.

The tender shall supply information about the technology of the equipment.

In case of new acquisitions the tenderer shall provide a signed commitment to purchase the equipment over the first 6 months of the contract.



ENERGY AND WATER CONSUMPTION IN KITCHENS

Explanatory notes (1/3)

AC3.1 Refrigeration

Recommended values for core criteria:

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 150.

Recommended values for comprehensive criteria:

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 5



ENERGY AND WATER CONSUMPTION IN KITCHENS

Explanatory notes (2/3)

AC3.2. Cooking appliances

Recommended values for core criteria:

G=0-50% of the cooking appliances are equipped with the listed technologies

Recommended values for comprehensive criteria:

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

AC3.3. Professional Dishwashers

Recommended values for core criteria:

H=0-50% of the dishwashers are equipped with the listed technologies

Recommended values for comprehensive criteria:

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



ENERGY AND WATER CONSUMPTION IN KITCHENS

Explanatory notes (3/3)

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

The following table is recommended for kitchens with few 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.



PURCHASE OF NEW KITCHEN EQUIPMENT

CORE=COMPREHENSIVE

C2. Purchase of new kitchen equipment

In case new kitchen equipment shall be purchased partially or wholly for the purpose of providing the contracted service by the tender, the tender shall purchase equipment complying with the requirements set by the core AC3.

The tender shall report the purchase of new equipment to the contractor authority

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



TS.7 Food transportation

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 service kitchen, and to the place where the service is provided, if it is elsewhere.

TS7.1. Reduction of fuel consumption

The tenderer shall implement a reduction plan to minimise GHG and air pollutant emissions of the vehicles used in the service, taking into account routes optimisation, the load transported, the last mile issues, and, if economically feasible, the technologies enumerated in the AC4.2, AC4.3 and AC4.4 award criteria.

Verification:

The tenderer shall supply the transport plan to minimise GHG and air pollutant emissions.

**TS7.2. Air pollutant emissions**

All heavy duty vehicles (HDV) used in carrying out the service shall meet at least EURO V.

All light commercial vehicles (LCV) used in carrying out the service shall meet at least EURO 5.

AC.4.1. Air pollutant emissions

Points will be awarded to tenderers offering a service delivery fleet totally composed by EURO 6/VI vehicles

Verification:

The tenderer shall provide the technical sheets of the vehicles to be used to provide the service where the compliance with EURO standard is stated.

In case of new acquisitions the tenderer shall provide a signed commitment to purchase the vehicles over the first 6 months of the contract

**AC.4.2. GHG emissions**

Points will be awarded to tenderers offering a service delivery fleet totally composed by:

- LCV performing ≤ 50 g CO₂/km (type approval value)
- Hybrid, plug-in hybrid or electric HDVs
- Electric L-category vehicles.

Verification: The tenderer shall provide the technical sheets of the vehicles to be used to provide the service where the type approval CO₂ emissions per km is stated

AC.4.3. Refrigerants

Points will be awarded to tenderers offering a service delivery fleet totally composed by HDVs using refrigerants with a GWP lower than 150

Verification: The tenderer shall 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

Verification for both: In case of new acquisitions the tenderer shall provide a signed commitment to purchase the vehicles over the first 6 months of the contract.

**AC.4.4. Cyclelogistics**

Note: In those cities where the topography and the urban infrastructure are suitable, and for services that consists of small volumes of food delivery and that does not need to be refrigerated (), e.g. services for small meetings.*

Points will be awarded to tenderers offering a service delivery fleet totally composed by cycles and cycle trailers, which may include electrically power assisted cycles.

Verification:

The tenderer shall provide the technical sheets and serial numbers of the cycles to be used to provide the service.

In case of new acquisitions the tenderer shall provide a signed commitment to purchase the equipment over the first 6 months of the contract.



Criteria	Type of criteria
Competences of the tenderer	SC 1
Food procurement	TS 1
Promotion of vegetarian menus	TS 2
Avoidable food waste: prevention and redistribution	TS 3
Other waste: prevention, sorting and disposal	TS 4
Chemical products and consumable goods	TS 5
	AC 1
Energy and water consumption in kitchens	TS 6
	AC 2
Food transportation	TS 7
	AC 3
Environmental management measures and practices	TS 8
	C 3
Tap water for drinking	C 1
Purchase of new kitchen equipment	C 2
Staff training	C 4



TS8. Environmental management measures and practices (1/4)

Over the contract period, the tender shall:

1. monitor and record at least twice a year for representative weeks* the following indicators:
 - increase of the vegetable consumption (g/meal)
 - 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/cupboard, glass, plastic/cans and residual waste
 - 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/meal)

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



ENVIRONMENTAL MANAGEMENT MEASURES AND PRACTICES **CORE=COMPREHENSIVE**

TS8. Environmental management measures and practices (2/4)

2. implement operational procedures to minimise** the environmental indicators monitored and recorded in 1. The procedures shall be at least the ones covered by the following criteria:

- Staff training
- Promotion of vegetarian dishes
- Avoidable food waste prevention
- 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 shall be aware of the operational procedures.

*** meaning reduce or keep at the minimum feasible level*

**TS8. Environmental management measures and practices (3/4)**

3. evaluate the deployment of the operational procedures, by tracking the evolution of the environmental indicators and the implementation of the procedures in real practice.

4. in case of deviations from the operational procedures or of increase of the environmental indicators, implement the necessary actions to correct those deviations, and if possible prevent them in the future.



ENVIRONMENTAL MANAGEMENT MEASURES AND PRACTICES

CORE=COMPREHENSIVE

Verification: The tenderer shall provide:

1. the procedure for monitoring and recording the indicators pointed out in section 1) at least twice yearly
2. the operational procedures describing the measures to be deployed to minimise the environmental indicators listed in point 1) and in accordance with the criteria listed in 2).,
3. the evaluation procedures to ensure the implementation of the operational procedures
4. the correction procedures to correct the deviations found in the evaluation, and if possible prevent them in the future.

Environmental management systems certified against ISO 14001 or EMAS, and services holding a Type 1 ecolabel are deemed to comply, if they cover the environmental objectives: increase of the vegetable consumption, minimisation of avoidable food waste, other waste, energy and water and if applicable, fuel consumption.

The tenderer shall provide the environmental policy showing the commitment to achieve these objectives, together with the certificate issued by the certification body.



C3. Environmental management measures and practices

The service provider shall document and report, over the contract duration.

- 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 the verification of the TS8 Environmental management measures and practices.

These reports shall be made available to the contracting authority for verification purposes.

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



Criteria	Type of criteria
Competences of the tenderer	SC 1
Food procurement	TS 1
Promotion of vegetarian menus	TS 2
Avoidable food waste: prevention and redistribution	TS 3
Other waste: prevention, sorting and disposal	TS 4
Chemical products and consumable goods	TS 5
	AC 1
Energy and water consumption in kitchens	TS 6
	AC 2
Food transportation	TS 7
	AC 3
Environmental management measures and practices	TS 8
	C 3
Tap water for drinking	C 1
Purchase of new kitchen equipment	C 2
Staff training	C 4



TAP WATER FOR DRINKING

CORE=COMPREHENSIVE**C1. Provision of low impact drinking water**

Note: This criterion only applies to those cases where it is possible to supply or get access to tap drinking water

Bought-in bottled water shall be avoided where possible.

The tenderer shall supply tap water for drinking at the premises of the catering service (may be served tap water or direct access to the water tap), and provide reusable glasses for drinking.

The tenderer shall inform the customers about the provision of tap drinking water at the premises.

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

EU GPP CRITERIA SET PROPOSAL FOR **VENDING MACHINES**



Criteria	Type of criteria
Organic food products	TS 1
	AC 1
Fairly traded products	AC 2
Environmentally responsible palm oil	AC 3
Smart controls	TS 2
Annual energy consumption	AC 4
GWP of refrigerants	AC 5
Reusable cups	TS 3



ORGANIC FOOD PRODUCTS

CORE=COMPREHENSIVE**TS1. Organic food products****Option A**

At least X%¹⁾ of the food and/or drink items to be supplied in the vending machine shall comply with the organic products standards.

Verification:

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

Organic products that have been third party certified in accordance with Regulation (EC) No 834/2007 on organic production and labelling of organic products will be deemed to comply.

Option B

The following food and drink items to be supplied in the vending machine shall comply with the organic products standards [*list of food and drink products*]

Verification: See TS1 option A



ORGANIC FOOD PRODUCTS

CORE=COMPREHENSIVE**AC1. Additional organic food products****Option A**

Points shall be proportionally awarded to tenders in which more than X%¹⁾ of the food and/or drink items to be supplied in the vending machine have been produced in accordance with Regulation (EC) No 834/2007.

Verification: See above TS1 option A

Option B

Points shall 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 B*] and that comply with the organic products standards

Verification: See TS1 option A



ORGANIC FOOD PRODUCTS

Explanatory notes

The contracting authority will have to specify how the percentage of purchase will be calculated, either in volume, weight or value

Recommended values for core criteria:

20-50% of the food and/or drink items to be supplied in the vending machines

Recommended values for comprehensive criteria:

>50% of the food and/or drink items to be supplied in the vending machines



FAIRLY TRADED PRODUCTS

CORE=COMPREHENSIVE**AC2. Fairly traded products (1/2)****Option A**

Points shall be awarded proportionally to tenders in which more than X%¹⁾ of the total items of each of the following products: coffee, tea, chocolate (cocoa), sugar and bananas, have been produced and traded meeting the requirements of a certification scheme for fair trade that requires a minimum content of certified product of 90% and that is based on multi-stakeholder organizations with a broad membership and addresses international fairtrade standards including working conditions for production in accordance with ILO, fair trade and pricing²⁾.

Verification:

The tenderer shall provide data (name and amount) of all coffee, tea, chocolate (cocoa), sugar and bananas planned to be supplied in the vending machines in the execution of the contract indicating specifically the ones compliant with the criterion.



AC2. Fairly traded products (2/2)

Option B

Points shall be awarded proportionally to tenders in which food and drink items to be supplied in the vending machines have been produced and traded meeting the requirements of a certification scheme for fair trade that requires a minimum content of certified product of 90% and that is based on multi-stakeholder organizations with a broad membership and addresses international fairtrade standards including working conditions for production in accordance with ILO, fairtrade and pricing. ²⁾

Verification:

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



FAIRLY TRADED PRODUCTS

Explanatory notes

The contracting authority will have to specify how the percentage will be calculated, either in volume, weight or value spent.

Option A

Recommended values for core criteria:

X=10-30% of total purchases of each product: coffee, tea, chocolate (cocoa), sugar and bananas.

Recommended values for comprehensive criteria:

X=30-70% of total purchases of each product: coffee, tea, chocolate (cocoa), sugar and bananas.

Option B

List of items that can include: bananas, coffee, tea, chocolate (cocoa), sugar, ananas, pre-packed products, etc.



ENVIRONMENTALLY RESPONSIBLE PALM OIL

CORE=COMPREHENSIVE**AC3. Environmentally responsible palm oil**

Points shall be awarded proportionally to tenders in which more than X%¹⁾ of the units/items of pre-packed food products containing palm oil have been sourced from plantations that meet the requirements of a certification scheme for sustainable production that is based on multi-stakeholder organizations that has a broad membership, including NGOs, industry and government and that addresses environmental impacts including on soil, biodiversity, organic carbon stocks and conservation of natural resources.

Verification:

The tenderer shall provide data (name and amount) of all food products containing palm oil (as units) planned to be supplied in the vending machine in the execution of the contract indicating specifically the ones compliant with the criterion.



ENVIRONMENTALLY RESPONSIBLE PALM OIL

Explanatory notes

The contracting authority will have to specify how the percentage will be calculated, either in volume, weight or value

Recommended values for the core criteria:

X=10-30% of the units/items of pre-packed food products

Recommended values for the comprehensive criteria:

X=30-50% of the units/items of pre-packed food products



ENERGY CONSUMPTION AND GWP OF REFRIGERANTS

CORE=COMPREHENSIVE**TS2. Smart controls**

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 multi-temperature glass fronted machines*
- 4) Provided they don't contain perishable food that require the temperature not to rise above 10° C for more than half an hour*

The tender shall provide vending machines equipped with integrated smart controls, also called energy management systems or devices, which are programmed to work during the operating hours of the place where they are located and put the cabinet into sleep-mode in the off-hours.

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



ENERGY CONSUMPTION AND GWP OF REFRIGERANTS

CORE=COMPREHENSIVE**AC1. Annual energy consumption**

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 drinks;*

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

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

Verification: The tender shall provide a list of the vending machines that will be used in the execution of the contract, together with the copies of the test reports of the vending machines according to the 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.



ENERGY CONSUMPTION AND GWP OF REFRIGERANTS

COMPREHENSIVE**AC2. GWP of refrigerants**

This criterion covers the following 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*

Points will be awarded to tenders proportionally to the number of refrigerated vending machines using refrigerant gases with a GWP lower than 150.

Verification:

The tender shall provide a list of the vending machines that will be used in the execution of the contract, indicating specifically the ones which comply with this criterion.

The tender shall supply copies of the technical sheets where the GWP of the refrigerant is stated.



TS3. Reusable cups

This criterion covers drink machines dispensing hot and/or cold drinks.

The tender shall provide drink machines dispensing hot and/or cold drinks that enable the use of reusable cups instead of disposable cups.

Verification

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



ENERGY CONSUMPTION AND GWP OF REFRIGERANTS

Consultation questions

- How does the energy management of the vending machines work? Are they programmed to be switched off during weekends or holiday periods? Would that be risky from the food safety point of view?
- Are vending machines rented or are owned by the tenders? Would it be possible to require the highest energy performance on the market at any time?

CONCLUSIONS, NEXT STEPS AND CLOSURE OF MEETING

Next steps?

Following on from this AHWG meeting:

- **Meeting minutes and presentation** will be circulated
- Deadlines for **written comments into the html file in BATIS:**

24 March 2017