

Questionnaire on Fair Trade Public Procurement

The purpose of this questionnaire is to collect data on the current level of inclusion of Fair Trade criteria into public tenders.

This questionnaire is directed at the person(s) responsible for procurement and/or procurement policies within your organisation. If this is not the case, we kindly ask you to pass this questionnaire on to the competent person(s).

Completing the questionnaire will only take a few minutes of your time.

If you have any doubts, questions or difficulties when completing the questionnaire, please contact:

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We kindly ask you to complete this questionnaire as soon as possible. Please also send us any supporting documents you may have (e.g. tenders, legislation, etc.) either in digital format by e-mail or by post to the address indicated above.

Confidentiality

All data published as a result of this questionnaire will refer only to the organisation and not the person(s) answering the questionnaire.

A- About your Organisation

A.1.

Name of Contracting Authority

Department

City/Town

Region Country

Type of Contracting Authority:

National/Central Government

Regional Government

Local Authority

Other (please specify)

Name of person(s) completing questionnaire

Tel. Fax

email

B - Fair Trade and Sustainability

B.1. What sustainability or Fair Trade initiatives, if any, is your organisation involved in (e.g. Fair Trade Towns, Local Agenda 21, etc.)?

B.2. Which of the following social considerations does your organisation take into account during tendering procedures (select as many as relevant):

- a. Environmental
- b. Decent working conditions
- c. Child labour
- d. Gender equality
- e. Other

(please specify)

B.3. Are Fair Trade products available in your area?

- Yes No

C - Fair Trade and Public Procurement

C.1. Does your organisation include Fair Trade criteria in its tenders or does it expect to start introducing Fair Trade criteria into its tenders? (please select only one)

- a. We currently include Fair Trade criteria in our tenders.
- b. We expect to include Fair Trade criteria in the near future.

Please state when:

- c. We previously included Fair Trade criteria in our tenders but don't anymore.

Please state why:

- d. We considered introducing Fair Trade criteria into our tenders, but rejected the idea. (you may advance to section D)

Please state why:

- e. We do not intend to include Fair Trade criteria in our tenders. (you may advance to section D)

C.2. When did your organisation begin introducing Fair Trade criteria into its tenders?

C.3. For which products/services does/did your organisation include Fair Trade criteria?(For each product, insert the number of tenders in which it is foreseen)

- a. Coffee
- b. Tea
- c. Bananas
- d. Chocolate
- e. Rice
- f. Snacks
- g. Vending machines
- h. Catering services
- i. Textiles
- j. Juice
- k. Other (please specify)

C.4. Would your organisation consider introducing other Fair Trade products?

Yes No

If yes, please specify which products:

C.5. In what phase does/did your organisation include Fair Trade criteria in its tenders?(You may select as many options as relevant)

- a. In the technical specifications (i.e. when setting out the minimum requirements the product must meet)
- b. In the award phase (i.e. as one of the criteria for deciding which offer to accept, together with criteria such as price)
- c. In both the technical specifications and the award phase
- d. As a variant (i.e. all bids must comply with minimum technical specifications, but extra Fair Trade criteria is added for the variants, allowing for comparison)
- e. As a contract performance clause (i.e. how the contract must be carried out)

C.6. How does/did your organisation define Fair Trade in its tenders? (You may select as many options as relevant)

- a. In reference to the parameters of the European Parliament resolution on Fair Trade and Development (A6-0207/2006)
- b. Through a specific label (a FLO label such as Fairtrade, Max Havelaar, Transfair)
- c. In reference to the definition and principles set out by FINE (FLO, IFAT, NEWS! and EFTA)
- d. Other (please specify)

C.7. Have you ever requested training courses and awareness-raising activities on Fair Trade in your tenders?

Yes No

If yes, please specify

C.8. Have you ever re-issued a tender that included Fair Trade criteria?

Yes No

If no, please specify why not

C.9. Does your organisation tender for Fair Trade products or services in contracts estimated to be: (please select only one)

- a. below € 133 000
- b. above € 133 000
- c. value not relevant

C.10. Is your organisation currently using any "Guide", "Handbook" or "Code of Practice" for the inclusion of Fair Trade criteria into tenders?

Yes No

If yes, please indicate title and author

D - Obstacles to Fair Trade and Public Procurement

D.1. What do you consider are the main obstacles to including Fair Trade criteria in your organisation's tenders? (you may select as many options as relevant)

- a. Legal uncertainty on the European level
- b. Legal uncertainty on the national level
- c. Lack of information
- d. Lack of sufficient offer
- e. No/little incentive to take Fair Trade Public Procurement into account
- f. Concern over possibly higher price
- g. Concern regarding quality or taste
- h. Other

D.2. What do you think would motivate your organisation to purchase Fair Trade products?

Thank you for your time!



This questionnaire has been developed within the "Public Affairs: Mobilising Action for Fair Trade Public Procurement" project with the financial assistance of the European Union. Its contents are the sole responsibility of EFTA and can under no circumstances be regarded as reflecting the position of the European Union.

If you would like additional information on the "Public Affairs" or on Fair Trade Public Procurement, please contact:

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