



FAIR TRADE PROCUREMENT

BEST PRACTICES

EUROPEAN COMMISSION

- Contract: Gestion/exploitation des infrastructures de restauration et services de collectivité de la Commission Européenne a Bruxelles¹.
- Stage in which Fair Trade is introduced in the public procurement procedure:
Drawing up the technical specifications.
- Text of the tender documents:

"Le café "réunions" est de qualité "standard". Le contractant utilise un café sous label "Max Havelaar".

BELGIUM

Provincial administration of Antwerp

- Contract: Negotiation procedures for delivery contract from 1 January 2002 to 31 December 2002.
- Stage in which Fair Trade is introduced in the public procurement procedure:
Drawing up the technical specifications.
- Text of the tender documents:

“-Quantity of coffee to be delivered per year, approaching 1000 Kg
-Type of coffee to be supplied: ground, vacuum packed in individual packs of 250gr
-Label: Max Havelaar coffee
-Officially recognized bio-guarantee label
-Samples (possibly of several types) have to be supplied in packs of 250 gram (a test of quality/taste will be carried out by a panel from the Department of Prevention & Protection; each member of this panel has to award points).”

¹ Contract notice published in the Official Journal n S 65 of 03.04.02 et “avis complémentaire” published in Official Journal n S 79 of 23.04.02

ITALY

City of Settimo Torinese (Turin)

- Department: Welfare work department
Educational policy service
- Contract: Meal service for kindergarten, comprehensive and junior high schools, as well as for the supplying of raw food and the packaging of meals for town crèches. period: from 1/9/2005 to 31/8/2005.
- Stage in which Fair Trade is introduced in the public procurement procedure:
Awarding the contract and drawing up technical specifications
- Text of the tender documents:

“HEADING II – ADJUDICATION

[...]

The judging team will take into consideration the various parts of the offer, observing the following criteria as far as the score awarding is concerned:

Price: Value 50/100

Supplying of products coming from firms belonging to the **fair trade** world; raising consciousness campaign:

Value: 10/100

Kitchen lab project: Value 10/100

Recipe appreciation project: Value 15/100

Project for the environmental improvement of the canteens Value 15/100

In the specific:

[...]

Other parameters:

b) Supplying of products coming from the fair trade; carrying out of a raising consciousness campaign, designed for the service users, about the consumption of such productions. The offerings regarding goods coming from firms belonging to the fair and united trade world will be examined. All the organizations and all the producers belonging to the fair and united trade world, owning the criteria provided by the Motion of the European Parliament 2/7/98 A4-198/98 and by Communication n. 4 of the Committee of the European Council 29/11/99 – COM 1999/619, are to be considered qualifying, even though not IFAT-associated.

Maximum value 10/100

Internet site www.comune.settimo-torinese.to.it (Board contracts – Welfare work department)”

City of Rome

- Department: XI Department Scholastic and Educational Policies
- Contract: Special tender for the management of the meal service for schools in the city of Rome (September 2004 – June 2007)
- Stage in which Fair Trade is introduced in the public procurement procedure:
Awarding the contract and drawing up technical specifications
- Text of the tender documents:

“Art.4 – Adjudication criteria

The tender will be won accordingly to the rules of public tenders observing the norms [...] the economical most advantageous offer, evaluated on the basis if the following element, named in decreasing order of importance, with a maximum score of 100 points allocated as follows:

CRITERIA DESCRIPTION	MAX. SCORE
A Price	51
B Increasing and adjustment of the canteens, kitchens and furnishings	17
C DOP and/or IGP products (meat and sausages) Offered more than what is compulsory in the special tender	9
D Implementation of training courses and communication/Awareness raising campaigns	8
E Methodological and organisational characteristics for the service carrying out	5
F Using, for the compulsory organic raw materials, exclusively of products coming from the organic supply “Bio”.	4
G Organic products offered in addition to those foreseen in the special tender (mozzarella cheese, pamigiano cheese, buter other cheeses).	4
H Products offered coming from organisations belonging to the Fair Trade Network (members of IFAT).	2
TOTAL	100

[...] As for point D) – Implementation of training courses and communication/awareness raising campaigns will be considered proposals valuable accordingly to the following maximum scores:

- Training on food education addressed to teachers (training hours, typology, courses, n° of teachers trained, qualification of trainers, time of courses implementation) points: 4

- Making of informative brochures addressed to the general audience (teachers, parents...) points: 4

...

As for point H) Products offered coming from organisations belonging to the fair trade network (members of IFAT) – offers will be evaluated on the basis of the following parameters:

- raw materials coming from organisations belonging to the fair trade network (Ifat members) – (motion at European Parliament 02/07/98 A4 _ 198/98 and communication of the European Council 29/11/99 – CPM 1999/619) points: 2

TENDER INTEGRATION

All organisations and producers belonging to the fair trade network which have the characteristics foreseen in the motion of the European Parliament 198/98 and in the communication to the European Council 29/11/99 _ COM 1999/619, are to be considered eligible even if not IFAT members.

Point D) - Implementation of training courses and communication/awareness raising campaigns

The firms will be able to present offers for the implementation of training courses and communication/awareness raising campaigns and information to the audience:

- a) Training for the teachers: the organisations will have to present a training project including contents, hours of training, number of teachers trained, time schedule of the courses, category associations, societies or professional studies specialised in the issue, cv title of study of the trainers, their experience in the sector, training modalities.

The training has top focus on the following topics:

- Qualities and characteristics of the special tender on school meal service;
- Alimentation and life quality;
- Social-psychological aspects linked to alimentation;
- Alimentation and multicultural;
- Children education on the importance of food choices;
- Helping the child in modifying his food habits.

The training projects will have to be transmitted to the municipalities involved and the XI department for joint approval. The municipalities, if the training projects should involve public schools teachers, will take responsibility in forwarding these projects to the school managers who will be able to integrate coherently with what mentioned above.

- b) Communication and information to the audience (children and families): the forms will be able to offer the realisation and diffusion of brochures whose themes will have to focus on the following aspects:
 - Menus preparation criteria;
 - Information about hygiene of products;
 - The other meals during the day;
 - Life styles and alimentation habits for the prevention of sicknesses related to the alimentation;
 - Higher consume of fruits and vegetables;
 - Choosing a healthier and more active life style;
 - How to use the alimentary groups;
 - The growth.

The contents of the brochure have to be cared by a group of experts in the nutritional and paediatric sector.

The projects for the implementation and the diffusion of the brochures have to be proposed by the I.A. to the XI Department within 3 months from the starting of the service. The XI department together with the local municipality will approve and/or modify the proposed projects. All informative materials will have to carry the City of Rome logo and the indication of central and local institutional levels.

If the training and communication proposals will not be able to be implemented under the evaluation of the A.C., the I.A. will have to substitute the economical amount of the projects with interventions under point B of the same article, after approval of the local municipality and of the XI Department.

Point H) - Products offered coming from organisations belonging to the fair trade network (members of IFAT)

It is possible to present improving offers regarding the insertion of products coming from the fair trade sector.

Those products will have to be supplied to the I.A. both directly by the organisations of the mentioned categories, or by traditional suppliers.

The firms during the tender participation will have to indicate:

- Typologies of products offered;
- Offered quantities.

It will be compulsory to add a declaration of the organisations from the fair trade sector with the indication of the availability of the products object of this implementation variable.

Once a week the olive bread for the mid morning break will be possibly substituted by a fair trade banana.

These products, if offered, will have to be given with a frequency corresponding to the menus.

The offers can be referred to one or more school years.

<http://www.comune.roma.it/dipscuola>.

TITLE V
CHARACTERISTICS OF RAW MATERIALS NECESSARY FOR THE
PREPARATION OF THE MEALS

Art. 40: technical specifications for the raw materials

.....

C) Once a week, as fruit after lunch, it will be compulsory to supply fair trade bananas.”

THE NETHERLANDS

Leiden

- Contract: Procurement for Hot Beverage Machines (2005/S 23 – 022152)
- Stage in which Fair Trade is introduced in the public procurement procedure:
Drawing up technical specifications
- Text of the tender documents:

“4.1 General remarks

(...) The City of Leiden has committed itself to the “Sustainable Buying” project initiated by the Ministry of Economic Affairs and Ministry of Housing, Spatial Planning and Environment.

Primary demand 4.1.18: For the coffee you should solemnly supply the ideological ingredients with the “Max Havelaar” label, or similar. See “basic package” for more details.

5.1.1. Basic package

- Primary Demand: Coffee (Max Havelaar label or similar)
- Wish: Decaf (Max Havelaar label or similar)
- Secondary Demand: Espresso (Max Havelaar label or similar)
- Secondary Demand:: Cappuccino (Max Havelaar label or similar)”

Zoetermeer

- Contract: “Procurement Hot Beverages”, 2004
- Stage in which Fair Trade is introduced in the public procurement procedure:
Drawing up technical specifications
- Text of the tender documents:

“5. The Assignment

(...) The desire has been expressed from the side of the political bodies in Zoetermeer to ask for a variety that includes coffee on ideological base (Max Havelaar or similar).”

Rotterdam

- Contract: “Coffee machines”
- Stage in which Fair Trade is introduced in the public procurement procedure:
Drawing up technical specifications
- Text of the tender documents:

“5.1 General Demands

F-E-2 (...) The supplier must be able to supply coffee, tea and chocolate that meets the “Fair Trade” criteria or similar.”

SPAIN

Barcelona

- Entity: Barcelona University
- Contract: Public Tender for vending machines.
- Stage in which Fair Trade is introduced in the public procurement procedure:
Drawing up technical specifications
- Text of the tender documents:

“8.7 Fair Trade.

8.7.1 Drinks and coffee in hot drink vending machines will compulsorily be fair trade coffee. As soon as technical, logistic and economic conditions make it possible, Autonomous University of Barcelona will ask vending operators to extend the selling to other hot drinks (tea and chocolate), solid foodstuff and cold drinks.

8.7.2. The firm shall certify with documents that all the supplied products under fair trade label are fair trade. It is compulsory to advertise in a visible manner the origin of the coffee on the machine, stating the “fair trade” label.”

Basque Country

- Entity: Basque Government
Public Administration and Treasury Department
- Contract: Public tender for vending machines

- Stage in which Fair Trade is introduced in the public procurement procedure:
Awarding the contract
- Text of the tender documents:

“20. Objective criteria for the awarding of the contract weighed in a decreasing order:

- Quality of vending machines and offered products – 35% (...)
- Price of the supplied products – 20%
- Origin and certification of the products of “Fair Trade” kind: 15% (...)”

Madrid

- Entity: Municipality of Madrid
- Contract: Supply of Fair Trade t-shirts.
- Stage in which Fair Trade is introduced in the public procurement procedure:
Choosing the subject matter
- Text of the tender documents:

“Title of the contract: supply of Fair Trade t-shirts to promote the city of Madrid as the city to hold the Olympic games in 2012”

FACTS AND FIGURES

EUROPEAN PARLIAMENT

In 2004, the value of fair-trade goods purchased by the European Parliament stood at around EUR 39000. It is estimated that this figure will rise in 2005.

THE NETHERLANDS

In 2004 a research was conducted with regard to the purchase policies of approximately 165 local and national authorities. The outcome was that approximately 20% of all the purchases are conducted according to sustainable principles.

The State Secretary of Environment Van Geel strives towards 50% in 2010. “In 2010 at least half of all the procurements should be sustainable”.

Amsterdam

In December 2000 the Amsterdam city council adopted a resolution on clean clothes. The resolution states that the city council should take measures to ensure that when

purchasing goods, city employees should pay attention to labour conditions and environmental norms.

Although the resolution was adopted in December 2000, it has still not been implemented. This is because the city of Amsterdam wants to set up a central purchasing agency, which would oversee the enforcement of such policies. Until this agency is set up, any further action on implementing the resolution is on hold.

Utrecht and Zuid Holland

“An European procurement of beverage – and foodmachines of the province of Utrecht and Zuid – Holland was the incentive for the cooperation of the coffee machinedelivery Maas and the coffee burner Peeze. By cooperating it became possible for the two provinces to get a better price, but also to demand a higher “fair trade” quality from their suppliers. This procurement won the Sustainable Buying Price 2004.