

# Sustainable Procurement

## Criteria for PC

Designed to support Procurers, both from Public and Commercial organisations.  
Easily extract information from this document to use, as written, in your tenders.



Go Beyond



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# Sustainable Procurement Criteria for PC

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Compiled by HP Inc., considering the basic principles of EU Sustainable Public Procurement (SPP)

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## Introduction

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The Sustainable Procurement Criteria for PC were developed as a set of recommended purchasing criteria to help procurers include sustainability when tendering for PC's. The criteria were developed with key principles of public procurement in mind and based on criteria commonly used and considered in tenders to support procurers - both from public and commercial organisations - with pre-written text ready to lift directly from this guide.

Criteria are closely aligned with the UN Sustainable Development Goals (SDGs) that act as a useful blueprint to address global challenges by 2030. Notably, SDG 12, *Responsible Consumption and Production*, which includes "promoting public procurement practices that are sustainable, in accordance with national policies and priorities." Our global material footprint continues to grow while natural resources are not used sustainably. The way organizations produce and consume has a real impact on our future; procurement has the power to meet your goals "to do more and better with less" by keeping materials in use and at their highest value.

## Background

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The Sustainable Procurement Criteria for PC were developed by the HP Sustainable Impact Team in Europe, Middle East and Africa (EMEA) in close cooperation with internal subject, technical, environmental and legal experts.

## Content

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For several criteria, different types of criteria are recommended:

**Award (A):** Criteria and practices rewarded with extra points by procurers, sometimes called Rewarding Criteria aimed to push the market towards more sustainable performance and offerings. **Baseline (B):** Criteria which should be considered the minimum expectations after legal requirements are met.






## Where to find more information

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Use [the HP Sustainable IT Procurement Guide](#) for more information on how to further ensure Sustainable Procurement. Sustainable Procurement Criteria for Supplies can be used in procurement of ink and toner cartridges, and the Sustainable Procurement Criteria for Print to be used when tendering print and imaging equipment. Find more information on Sustainable Procurement [here](#)

If you have feedback regarding this document, please contact [sustainability@hp.com](mailto:sustainability@hp.com)



# Sustainable Procurement Criteria for PC

Topic	Suggested text to include in tender	Verification	Why this is important	SDG
1. Eco Labels	<p><u>EPEAT</u>: Offered computers and displays should be registered in the country where the bid is made and meet:</p> <ul style="list-style-type: none"> <li>• EPEAT Silver level 0.5x points)</li> <li>• EPEAT Gold level (x points)</li> </ul> <p><u>TCO Certification</u>: Offered computers and displays should be certified according to TCO certified ecolabel standard valid at the time when the product was put in the market.</p> <p><u>Energy Star</u>: Offered computers and displays should be certified according to ENERGY STAR ecolabel valid at the time the product was put in the market.</p>	<p><u>EPEAT</u>: Listed for the relevant country at <a href="https://epeat.net">epeat.net</a></p> <p><u>TCO Certification</u>: Listed in <a href="#">TCO Certified global product list</a></p> <p><u>Energy Star</u>: Listed in <a href="#">ENERGY STAR global product list of certified products</a></p> <p>NOTE: Very Eco Label applicability for local market. All EPEAT registered products are automatically Energy Star qualified.</p>	Ecolabels are voluntary third-party programs that ensure certified or registered products within those ecolabel organizations, meet a set of advanced sustainability criteria. Such criteria could include Environmental and Social aspects of the manufacturer with focus on product Design, Supply Chain, Use and Dispose.	
2. Product Carbon Footprint	The Product Carbon Footprint (PCF) should have been analyzed and documented in accordance with ISO 14040 series.	The PCF analysis document performed according to ISO 14040 series has been provided for offered products. This criterion is included as 4.8.1.1 Optional— Product life cycle assessment and public disclosure of analysis in EPEAT, IEEE 1680.1™ Standard referring to the ISO 14040 series.	Product Carbon footprint is an estimate of the total climate change impact of a product throughout its entire life cycle, from extraction and manufacturing to end of life. The PCFs are important to guide design strategies as carbon dioxide equivalents are often referred to as 'the currency of the environment '.	  
3. Repairability	Service manuals should be made available by suppliers for relevant products. To further compliment this, brands can submit external rating for repairability of their products to highlight their commitment and accessibility.	Brands should provide service manuals for relevant products. External ratings for products should be provided by independent agencies, notably that of iFixit which rates the repairability of laptops across key brands. Ratings can be found <a href="#">here</a>	Availability of replaceable parts and service manuals facilitate product repair and therefore help to extend product lifespans and reduce the frequency of replacing whole products. This supports a shift to a circular economy, as well as potentially lowering the cost for users.	




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4. Durability	<p>Durability according to the US MIL 810-H standard. Offered Notebook computers should have been tested against the US military standard MIL 810-H for drop and at least two more of the following durability attributes:</p> <ul style="list-style-type: none"> <li>• Vibration</li> <li>• Dust</li> <li>• Humidity</li> <li>• Altitude</li> <li>• High temperature or low temperature.</li> </ul>	Supplier declaration of result from testing according to MIL ST 810-H, at accredited (3rd party) or in-house test labs. Test reports to be available if requested.	Increased durability and longevity supports a reduction in the frequency of replacing and upgrading computers and desktops, and therefore a reduction in the new resources used, manufactured and processed..	
5. Recycled Content in Product	<p>Baseline: Declare if the product contains post-consumer recycled content - plastic, in parts over 25 g. Yes/No</p> <p>Award: A maximum of x points [to be specified] may be awarded for higher content. If Ocean bound plastics (OBP) are used the brand owner must be able to show that the certified plastic mixtures are certified by UL 2809 Environmental Claim Validation Procedure (ECVP) for Recycled Content Standard, or OBP Certification Program codeveloped by the NGO Zero Plastic Oceans and the certification group Control Union.</p>	Compulsory criteria: Aligned to either EPEAT standard IEEE Std 1680.1™-2018 (Recycled percentage as defined in BS/EN 15343:2007, or SCS Services Recycled Content Standard V7.0 ) or TCO criteria. Self-declaration by the supplier, for example The ECOdeclaration according to international ECMA370 std. Award criteria on OBP: certificate to the UL 2809 std. OR OBP Certification Program was codeveloped by the NGO Zero Plastic Oceans and the certification group Control Union <a href="https://www.obpcert.org/">https://www.obpcert.org/</a>	Recycled content, including ocean bound plastics, helps support a circular economy and reduction of environmental impacts generated by manufacture of products (compared with use of raw materials).	  
6. Sustainably Sourced Packaging	<p>Baseline: State if the packaging material has content of recycled / postconsumer recycled material (paper and plastic), Yes/No</p> <p>Award: A maximum of x points [to be specified] may be awarded for higher content of recycled material: &gt; 50% recycled plastics: x points · 15-50% recycled plastics: 0.6x points · 5-15% recycled plastics: 0.3x points When used only for paper packaging the “...content of recycled material” can be exchanged with “...content of recycled material or sustainably sourced.” Sustainably sourced means raw material from FSC certified sources or similar.</p>	Supplier self-declaration, for example The ECOdeclaration (P13.3) according to international ECMA-370 standard can be used to verify recycled paper content. The other criteria to be verified via self declaration from the producer.	Recycled content in packaging helps support a circular economy and reduces environmental impact by preventing one-use products. i.e. reducing impact from manufacturing from new raw materials. Requirement from users of packaging material that the resources should come from responsibly managed forests (for paper -based packaging) assist in reducing deforestation.	  

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7. Long Life Battery	<p>Points shall be awarded for improved endurance greater than 500 cycles (with 80% capacity retention) respectively. A maximum of x points [to be specified] may be awarded.</p> <ul style="list-style-type: none"> <li>• 1000 cycles or more: x points</li> <li>• 800 cycles or more: 0.6x points</li> <li>• 501 to 799 cycles: 0.3x points</li> </ul> <p>The minimum battery life in hours shall be set according to the Contracting Authority's requirements.</p>	<p>Supplier self-declaration: The tenderer shall provide a test report for the battery cells or packs showing compliance according to the IEC EN 61960 'endurance in cycles' test carried out at 25°C and at a rate of either 0.2 It A, 0.5 It A or 1.0 It A (accelerated test procedure). Note: TCO Gen.8 certificate for notebooks means the battery fulfils at least 300 cycles with &gt; 60 % capacity. EPEAT registered products fulfilling optional 4.4.1.2. meet the requirement of &gt;65% capacity after 1000 cycles.</p>	<p>Batteries are the most replaced part in a system. A long-life battery promotes a circular economy by reducing new resources used, manufactured and processed.</p>	
8. Chemicals	<p>Brands should be able to show commitment to a safer chemicals assessment methodology and a strategy for safe substitution of chemicals, working actively with suppliers to ensure substitution of substances that are hazardous to the environment or human health.</p>	<p>Brands should provide evidence of a commitment and work towards substituting substances that are identified as hazardous to the environment or human health in the supply chain, i.e, evidence of substituted chemicals where identified and steps in the supply chain to validate this. This could be provided in a written description of the procedures for chemical substitution or evidence of how the procedures for chemical substitution have been applied for relevant products. Adoption of third-party methods such as <i>GreenScreen® for Safer Chemicals</i> and membership to groups such as the Green Chemistry &amp; Commerce Council or BizNGO should be promoted.</p>	<p>A non-toxic environment is essential to the health of our planet and all wellbeing on it. HP aspires to a world where our products and operations use materials and chemicals that cause no harm. For more than two decades, HP has worked to shift the electronics industry away from chemicals of concern to less hazardous alternatives. Substituting hazardous chemicals for safer alternatives is essential to safeguarding human health, enabling a circular economy for material flows and protecting the environment from harmful substances.</p>	

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9. Accessibility of Devices	For ICT products, systems and applications, whether requiring development and/or customization or not, the Suppliers shall provide a description of conformance with the applicable ICT Accessibility Standards for the proposed product, system or application.	Description of accessibility features to be provided by means of either a Voluntary Product Accessibility Template (VPAT) or other comparable document, upon request. Evidence of accessibility testing and reporting should be evident, in line with the worldwide regulatory landscape.  In the event additional requirements and documentation are necessary, such requirements will be stated in accompanying documents such as Request for Proposals, Statements of Work, Contracts, Agreements, Purchase Orders, or Amendments. Accessibility testing should follow the worldwide regulatory landscape including U.S. Revised Section 508 at minimum and additional world standards such as E.U. EN 301 549, U.S. ADA Accessibility Guidelines [ADAAG], and W3C WCAG 2.x.	One in seven people in the world has a disability. Removing barriers that otherwise prohibit them from engaging as dignified, independent, equal, and active members of our communities is critical for bridging the digital divide.	
10. Upgradeable & Replaceable Parts	Baseline: The following components of computers, shall be easily accessible and replaceable using universal tools (i.e. widely used commercially available tools as screwdriver, spatula, plier, or tweezers): HDD/SSD; memory; rechargeable battery.  Award: As award criteria also: keyboard; mouse pad.	Note: different verification paths suggested by ecolabels. TCO Gen.8 cover main components in section 6.2.2 but include also keyboard which is suggested here to be an advanced level criterion. The list of components is like the optional 4.4.2.5 in IEEE Std 1680.1™-2018. This means that verification can be made by a self-declaration covering 1-3, or TCO Gen.8, or EPEAT registration in the relevant country.	Availability of replaceable parts helps extend the product lifetime. Reducing use of new resources supports circular economy goals and can potentially lower costs for the user.	
11. Availability of Spare Parts	Baseline: The supplier shall guarantee the availability of spare parts for at least 2 years (core, basic requirement) or 3 years (as more advanced requirement) from end of production.  Award: Continued availability 5 years.	Supplier self-declaration, for example The ECOdeclaration (P7.9-10) according to international ECMA-370 standard.	Availability of spare parts and reparability allows product lifetime extension and promotes circular economy by preventing new resources used, manufactured and processed and have the potential to lower cost for users.	








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12. Reporting related to End of Life	The tenderer must provide records regarding the end of life of used equipment. They must report on the proportion of equipment prepared or remarketed for re-use and the proportion of equipment prepared for recycling.	The tenderer must provide details of the arrangements for collection, data security, preparation for re-use, remarketing for re-use and recycling/disposal. This must include, during the contract, valid proof of compliance by the WEEE handling facilities to be used in EU or applicable local alternatives.	Policies should be in place to minimize waste production from product end of life. This is crucial to promoting a circular economy and sustainable use of materials.	
13. Recycling & Preparation for re-use	<p>Tenderers must, in addition to any mandatory take back operations, provide a service for the re-use and recycling of the whole product or of components requiring selective treatment in accordance with Annex VII of the WEEE Directive for EU countries or applicable local regulation for equipment that has reached the end of its service life. The service must comprise the following activities:</p> <ul style="list-style-type: none"><li>• Collection (take back system);</li><li>• Confidential handling and secure data erasure (unless carried out in-house);</li><li>• Functional testing, servicing, repair and upgrading to prepare products for re-use;</li><li>• The remarketing of products for re-use;</li><li>• Dismantling for component re-use, recycling and/or disposal.</li></ul> <p>In providing the service, they must report on the proportion of equipment prepared or remarketed for re-use and the proportion of equipment prepared for recycling. Preparation for re-use, recycling and disposal operations must be carried out in full compliance with the requirements in Article 8 and Annexes VII and VIII of the (recast) WEEE Directive 2012/19/EU for EU countries or applicable local legislation and with reference to the list of components for selective treatment.</p>	The tenderer must provide details of the arrangements for collection, data security, preparation for re-use, remarketing for re-use and recycling/disposal. This must include, during the contract, valid proof of compliance by the WEEE handling facilities to be used in EU or applicable local alternatives.	Recycling and re-using products is key to meeting goals for a circular economy.	






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14. Multipack Option	The brand owner should be able to offer co-packing of multiple units for products with form-factor like portable computers, in a combination package to save packaging material and enable higher packing density.	Description of service to be provided, self-declaration of supplier.	Multipack options will save energy, cost and resources in transport and packaging.	
15. Mode of Transportation	The supplier should outline modes of transportation used from final assembly to customer, where cross-continental transportation should be handled via train (which, for long distance transports is faster than sea transport and with less environmental impact than air freight).	Description of service to be provided, self-declaration of supplier.	Most IT products are manufactured in Asia and then used in the region or shipped to other regions. The mode of transport influences the environmental impact, where train or boat shipment requires longer shipment times than air freight but also less environmental impact.	
16. Supplier Transparency & Performance	<p>Baseline: Vendor should be able to state the location and company name for final assembly manufacturers for the offered products. Vendor should be able to state the location and company name of recyclers.</p> <p>Vendors should also provide a list of external rankings of transparency on sustainability, such as: CDP (carbon, water, forests, and supply chain), Global 100 score if listed, Eco Vadis score, any local awards such as Greenest Employers, Diversity leadership, and Community partnerships and recognition.</p> <p>Award: Higher points will be awarded for higher scores by CDP and additional scores for organizations that have set science-based targets through the Science-based Targets Initiative (SBTi).</p>	Self-declaration by the supplier. Supplier ratings for Supply Chain transparency such as: Know the Chain, Gartner Supply chain ranking and others; in addition to the list of general rankings on transparency listed in the criteria.	<p>A high degree of transparency and high performance to their disclosed goals, is a good indicator of a sustainable supplier. Transparency provides credibility to sustainability claims and is necessary to demonstrate the commitment, methods, measurements, &amp; goals of sustainability work.</p> <p>Greenwashing is a misleading or vague claim without substantiation. Without transparency and verification, the risk of greenwashing is high - whether intended or unintended by the vendor.</p> <p>External ratings measure a wide range of sustainability performance and compare transparency, which is essential to measure the supplier's sustainability prowess</p>	  

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17. Conflict Minerals	The brand owner of the offered products shall have a publicly available policy on Conflict Minerals. Producer of offered products must operate a due diligence process corresponding to the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and high-risk Areas.	Link to website with policy. Description of programs/activities to be provided, self-declaration of supplier.	As part of commitment to responsible sourcing, human rights and sustainability, the company must have a publicly available policy related to the possible use of four conflict minerals: tantalum, tin, tungsten, and gold, which must also be included in the supply chain assessment.	  
18. Corporate Climate Goals	Brands should be able to show evidence of their Corporate Goals for Climate Action committing to science-based targets, supported by adopting GRI reporting standards.	Brands should be able to show evidence of reporting of progress on Corporate Goals to GRI and audited by a third-party where relevant. External ratings and rankings should also be supplied to support claims where relevant, including: <ul style="list-style-type: none"> <li>EcoVadis Sustainability Performance Ratings</li> <li><a href="#">CDP Scores</a></li> <li><a href="#">Dow Jones Sustainability Index</a></li> </ul>	Strong corporate goals that provide accountability and transparency are key to supporting all environmental initiatives for companies. Goals represent a voluntary method of reporting these, especially when further supported by external ratings, allowing purchasers to make informed decisions.	 
19. Corporate Waste Minimisation Goals	Brands should aim for zero waste in all worldwide operations, eliminating all non-hazardous waste to landfill in direct operations.	Should provide detailed waste data outlining landfill disposal rates for all nonhazardous waste across all worldwide operations. Zero waste is defined by the UL or TRUE certification standard.	Minimizing and ultimately eliminating all nonhazardous waste sent to landfill is essential to reaching a fully circular economy, minimizing negative environmental impacts wherever possible.	
20. Corporate Social Impact Goals	Brands should be able to show evidence of their Corporate Goals for Social Impact committing to creating a positive local impact in the communities in which they operate.	Brands should be able to show evidence of a commitment to Corporate Social Impact, such as through set goals/ targets with annual reporting on these, covering areas such as: <ul style="list-style-type: none"> <li>Employee Volunteering</li> <li>Community Giving</li> </ul>	Strong corporate goals that provide accountability and transparency are key to supporting all sustainability initiatives for companies. Goals represent a voluntary method of reporting these.	 

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21. Human Rights and ILO Conventions	<p>The brand owner should be able to explain the systematic work with:</p> <ul style="list-style-type: none"> <li>• risk assessments</li> <li>• Audits</li> <li>• Corrective action plan for work in supply chain, in relation to the ILO Core Conventions and UN declaration on Human rights and child labor.</li> </ul>	Membership in RBA (full member or regular), Responsible Business Alliance or similar, or a description of the management system, or TCO Certification.	People working in Supply Chain should be treated with respect and dignity and their work environment should meet international standards. In analysis of product areas within public procurement associated with social and environmental risks, IT industry supply chain is often included together with product groups such as medicine and textiles.	 
22. Business Ethics and Transparency	Brands should show evidence of their Business Ethics and Transparency, committing to stringent Human Rights protections throughout the supply chain, reinforced by relevant policies such as a Supplier Code of Conduct. External rankings should also be supplied to support claims where relevant.	<p>Brands should demonstrate high ethical standards and transparency through annual reporting, covering areas such as human rights protection, ethics, and anti-corruption methods, assured by a third-party where possible. Standards should be upheld through policies, codes, and governance documents such as anti-corruption policies and supplier codes of conduct. External ratings and rankings should also be supplied to support claims where relevant, including:</p> <ul style="list-style-type: none"> <li>• <a href="#">Know The Chain Company List</a></li> <li>• <a href="#">Newsweek Most Responsible Companies</a></li> <li>• <a href="#">Corporate Knights Global100 Ranking</a></li> <li>• <a href="#">Dow Jones Sustainability Index</a></li> </ul>	Strong corporate goals that provide accountability and transparency are key to supporting all Sustainability initiatives for companies, namely promoting Human Rights throughout the supply chain. Reporting to be included in external rankings represent a voluntary method of accountability, allowing purchasers to make informed decisions.	

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## Glossary

- **Award:** Criteria which are rewarded with extra points, sometimes called Rewarding Criteria.
- **Baseline:** Criteria which should be considered the minimum expectations after legal requirements are met.
- **Blue Angel:** Eco-label for certification. One of the leading Type 1 ecolabels for printing equipment, including stringent air emission thresholds for relevant substances.
- **EU:** The European Union (EU) is a political and economic union of 27 member states that are located primarily in Europe.
- **EPEAT:** The EPEAT (Electronic Product Environmental Assessment Tool) ecolabel is one of the leading global Type 1 ecolabel covering products and services from the technology sector. It identifies more products from a broader range of manufacturers than any other comparable ecolabel. Products are registered in the EPEAT registry. There are different levels depending on how many of the optional criteria are met; Bronze, Silver and Gold level.
- **FSC:** The FSC (Forest Stewardship Council) is an independent, not for profit, non-government organization established to support environmentally appropriate, socially beneficial, and economically viable management of the world's forests.
- **IEEE:** The IEEE (Institute of Electrical & Electronics Engineers) and its organizational units engage in coordinated public policy activities at the national, regional, and international levels in order to advance the mission and vision of securing the benefits of technology for the advancement of society.
- **ILO:** The ILO (International Labor Organization) set labour standards, develop policies, and devise programmes promoting decent work for all women and men.
- **iNEMI:** The iNEMI (The International Electronics Manufacturing Initiative) is a not-for-profit, research and development consortium of approximately 90 leading electronics manufacturers, suppliers, associations, government agencies and universities.
- **ISO 14040 series:** Describes the principles and framework for life cycle assessment, reviewed every 5 years.



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## Glossary

- **Ocean Bound Plastics:** Ocean-bound plastic is plastic waste found within 50 km of an ocean coastline, including rivers, where no municipal or alternative diversion pathway for plastics is available within 100 km of the radius of the site.
- **OECD:** The OECD (Organization for Economic Co-operation and Development Due Diligence) is an intergovernmental economic organization with 38 member countries, founded in 1961 to stimulate economic progress and world trade.
- **SPP:** Sustainable Public Procurement (includes environmental, social and financial concerns).
- **SDG:** SDGs (Sustainable development goals) were developed by the UN to create a framework into a more sustainable world.
- **GPP:** Green Public Procurement (environmental).
- **TCO Certificate:** Eco-label for certification. Initially created by the Swedish Confederation of Professional Employees to guarantee that computer products purchased by employers maintain ecological and ergonomic standards.
- **Type 1 Ecolabel:** Type 1, ISO 14024 is a third-party assessment of a product based on a number of criteria / issues involved in the environmental, and for some eco labels also social, impact of a product or material throughout its life cycle. Common ecolabels used in the print business include Blue Angel, EPEAT, ENERGY STAR™.

The 17 United Nations Sustainable Development Goals adopted by all United Nations Member States in 2015, provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. At its heart are the 17 Sustainable Development Goals (SDGs), which are an urgent call for action by all countries developed and developing in a global partnership.

