

## Downloads

Here you can find procurement tools for following products:

- Building Components
- Green Electricity
- Household Appliances
- Lighting
- Office Equipment
- Vehicles

Download the informative flyer ["Buy Smart+ The Helpdesk for Purchasers"](#) in English language to receive basic information on the project and green procurement or request a copy in your own language from your local project contact point.

**The materials are available for each product group separately. Please choose the product group on the left side.**

## Guidelines

The guidelines "Procurement and Climate Protection" are meant for public and private procurement bodies and offer support in taking in ecological aspects in buying decisions.

As a general introduction to green procurement we recommend the "Buying Green! Handbook" of the European Commission: [http://ec.europa.eu/environment/gpp/buying\\_handbook\\_en.htm](http://ec.europa.eu/environment/gpp/buying_handbook_en.htm)

## Criteria

We recommend using the criteria of the GPP toolkit developed by the European Commission which can be readily introduced in tender documents: [http://ec.europa.eu/environment/gpp/eu\\_gpp\\_criteria\\_en.htm](http://ec.europa.eu/environment/gpp/eu_gpp_criteria_en.htm)

Criteria have been developed for products falling within the following product/service groups:

1. Copying and graphic paper
2. Cleaning products and services
3. Office IT equipment
4. Construction
5. Transport
6. Furniture
7. Electricity
8. Food and Catering services
9. Textiles

10. Gardening products and services
11. Thermal insulation
12. Hard floor-coverings
13. Wall Panels
14. Combine Heat and Power (CHP)
15. Road construction and traffic signs
16. Street lighting and traffic signals
17. Mobile phones
18. Indoor lighting
19. Waste Water Infrastructure
20. Sanitary Tapware

### **Calculation Tools**

The calculation tools support the purchaser in calculating life cycle costs and evaluating the most economical offer under consideration of energy relevant criteria. They are provided as excel documents and can be adapted to individual needs.

This is the general calculation tool to be used for electricity using products:

[Download calculation tool for life cycle costs](#)

Specific calculation tools are available under the product groups on the left side.

### **Training Modules**

The training modules offer a short overview over the different product groups and help to carry out trainings. They are provided as pdf documents.

- [Download introductory training presentation](#)
- [Download module building components](#)
- [Download module Green Electricity](#)
- [Download module household appliances](#)
- [Download module lighting](#)
- [Download module office equipment](#)
- [Download module vehicles](#)
- [Download competitive dialogue](#)

- [Download joint procurement](#)

## **Purchasing Policies**

By implementing the provided energy efficiency criteria into the purchasing policies of an institution a long lasting effect of energy efficient procurement can be achieved. These purchasing policies include minimum standards for the procurement of office equipment, household appliances, lighting, vehicles as well as green electricity. The regulations can easily be integrated into already existing purchasing policies. An alternative with even higher environmental standards is also provided. The criteria used refer to environmental labels which are reevaluated regularly. A word version of the document is available, thus you can modify it individually.

[Download Purchasing Policies](#)

## **Procurement standards in Europe**

Please find here a short overview of procurement standards in the participating countries. The standards can be found as pdf and text versions in English language. The text versions in national languages can be found on the national sub-sites.

[Bulgaria](#)

[Bulgaria \(text\)](#)

[Croatia](#)

[Croatia \(text\)](#)

[Cyprus](#)

[Cyprus \(text\)](#)

[Czech Republic](#)

[Czech Republic \(text\)](#)

[Europe \(text\)](#)

[France](#)

[France \(text\)](#)

[Germany](#)

[Germany \(text\)](#)

[Greece](#)

[Greece \(text\)](#)

[Hungary](#)

[Hungary \(text\)](#)

[Italy, ENEA and Italy, Consip](#)

[Italy \(text\)](#)

[Latvia \(text\)](#)

[Lithuania](#)

[Lithuania \(text\)](#)

[Romania](#)

[Romania \(text\)](#)

[Slovenia](#)

[Slovenia \(text\)](#)

[Sweden](#)

[Upper Austria](#)

[Upper Austria \(text\)](#)