Sustainability Criteria for a Call for Tenders

Evaluation and Selection of Ecoresponsible Suppliers

Introduction

1. Sustainability and environmental responsibility are a priority for the Institute. The Institute is committed, wherever possible, to selecting suppliers of goods and services at an institutional level who share this sensitivity by minimising their environmental impact and adopting ethical, sustainable, responsible and transparent business practices. This commitment aims to significantly reduce the environmental footprint, promote fair business practices and ensure the long-term viability of the solutions proposed.

2. To this end, the Institute has defined criteria to be considered when selecting suppliers, taking into account the sector of activity, the size of the company, its location and the existence of viable alternatives compatible with the Institute's operational needs. It should be noted that, depending on the location of the company, it may already be subject to legislation requiring it to comply with strict environmental and ethical standards in order to ensure compliance with the criteria established by the Institute.

3. In addition to the criteria established by the Institute, the latter may also take into account any certifications and other international standards of companies (e.g. LEED, Energy Star or ISO), depending on the sector of activity and the size of the company concerned. A list of certifications used by the Institute for the purchase of IT equipment is annexed. It should be noted that these certifications can be costly and are not necessarily suitable for small businesses.

4. Finally, the Institute will refer to the internal charters and best practices adopted by the companies concerned.

Environmental Criteria

Energy Efficiency

- Energy consumption: Proposed solutions must demonstrate minimum energy consumption.
- Energy management: Solutions must incorporate features that optimise energy use, such as standby modes and energy-saving technologies.
- Production: As far as possible and taking into account the conditions mentioned in point 2 of the introduction, suppliers must be able to demonstrate transparency in the traceability of materials and energy used in the production chain.

- Ideally, suppliers should aim to use renewable energy and, where possible, demonstrate their commitment to energy efficiency by sharing their carbon footprint.

Materials and Recyclability

- Ecoresponsible materials: Materials used for the manufacture of solutions must be recyclable, renewable, or sourced sustainably.
- Recycling programme: Suppliers must offer comprehensive take-back and recycling programmes for end-of-life IT equipment.
- Materials certification: Materials must be certified as fair trade.

Waste Reducing

- Waste minimisation: Solutions must aim to minimise waste at all stages of the materials' life cycle, from production to end-of-life.
- Life cycle assessment (LCA): Where possible, a comprehensive assessment of the environmental impact at each stage of the life cycle should be provided.
- Ecoresponsible packaging: Suppliers must use recycled or recyclable packaging materials and minimise the use of plastic.

Social Criteria

Working Conditions

- Work ethics: Suppliers must comply with legislation on working conditions, in particular any applicable collective labour agreements and International Labour Organization (ILO) conventions.
- Equality and inclusion: Gender equality and diversity must be promoted within the company and in supply chains.

Human Rights

- Respect for human rights: Suppliers must guarantee that they respect human rights and do not use forced or child labour.
- Responsibility to respect human rights: In order to fulfil their responsibility to respect human rights, companies must have policies and procedures in place that are appropriate to their size and characteristics, including a commitment through their policies to fulfil their responsibility to respect human rights; a due diligence procedure to identify their human rights impacts, prevent those impacts, mitigate their effects and report on how they address them; and procedures to address any adverse human rights impacts they may have or contribute to.
- Transparency: Where possible, companies must demonstrate transparency in their human rights practices, if applicable, through annual or independent reports.
- Partnerships: Companies must guarantee that they have no major commercial or contractual relations with armed forces responsible for crimes against humanity and limit their commercial or contractual relations with companies or organisations that do not respect human rights.
- Promoting gender balance and diversity.

Economic Criteria

Economic Sustainability

- Long-term viability: Suppliers must demonstrate long-term economic viability, with competitive total cost of ownership (TCO) and easy maintenance.
- Innovation and flexibility: Suppliers must show ability to integrate technological innovations while remaining flexible and adaptable to future changes.

Cost and Profitability

- Responsible investment: Suppliers must prove that their solutions represent a responsible investment, with a good return on investment (ROI), and comply with responsible investment principles, such as those defined by the UN or other similar organisations.
- Competitive prices: Prices offered must be competitive while meeting sustainability and social responsibility standards.

Governance Criteria

Transparency and Accountability

- Sustainability policies: Where possible, suppliers should have clearly defined and published sustainability policies and/or demonstrate a commitment to the Sustainable Development Goals (SDGs), the Global Reporting Initiative (GRI) or similar.
- Reporting and monitoring: Companies must provide regular reports on their sustainability and social responsibility performance.

Commitment and Compliance

- Stakeholder engagement: Suppliers must demonstrate active engagement with their stakeholders, including employees, customers and the community.
- Legal compliance: Suppliers must stricty comply with applicable regulations and laws, particularly in the environmental, social and economic areas.

List of Certifications Used by the Institute for the Purchase of IT Equipment:

Designation	Type	Ref	Note
EPEAT Gold certification	Computer, Screen	https://globalelectronicscouncil.org/updated-epeat-criteria/	
Bluer Angel certification	Printer	https://www.blauer-engel.de/en	
Swico Recycling	All devices	https://www.swico.ch/en/recycling/	
TCO Certified	All devices	https://tcocertified.com/	Under evaluation

Other Certifications Included in Calls for Tender (where possible, the Institute will check that service providers meet these requirements):

Type of criteria	Subtype	Certifications
Environment	Energy consumption	Energy Star, ISO50001, LEED, Cradle to Cradle, WaterSense
Environment	Energy management	Suppliers should use renewable energy in their operations, with clear carbon neutrality targets. Solutions should integrate features that optimise energy use, such as standby modes and energy-saving technologies.
Environment	Materials	Material Certification
Social	Working conditions	International labour standards, including International Labour Organisation conventions; SA8000; IS2600