

## Topten Criteria in Public Procurement

### Finnish Foreign Service includes Topten criteria in Environmental Programme

#### Case study 2



#### Buying Organisation

- The Ministry for Foreign Affairs within the Finnish Government is responsible for preparing and implementing the government's foreign and security policy.
- It promotes Finland's commercial and economic interests, takes responsibility for development policy and development cooperation, takes care of public diplomacy and develops international and EU law on human rights.
- It employs approximately 1,600 people and maintains 97 overseas offices housing foreign missions.
- Annual budget for the administrative branch (2015) 1.190 Mio EUR

[Finnish Foreign Service: Environmental Programme 2013-2020](#)

#### Policy Background: Driving the procurement of energy efficient products

- One of the Finnish Government's objectives is to be the world's leading Clean-tech country. Public procurement is one of the means of achieving this.
- In April 2009, it signed a resolution that by 2015, environmental perspectives must be considered in all acquisitions made by Central Government.
- The Finnish Foreign Service developed an Environmental Programme as an instrument to help contribute towards these commitments.

#### The Environmental Programme (2013 – 2020)

- The Environmental Programme acts as a handbook on environmental issues for the departments, units, missions and personnel of the Ministry of Foreign Affairs.
- The Environmental Programme covers a variety of impact areas such as travel, estates, waste and procurement.
- One of the overarching priority objectives, due to its high level of impact, is increasing the energy efficiency of all technical equipment.

#### Success factors

- Categories of spend including copiers, multifunctional devices (MFDs), printers, faxes, refrigerators, freezers, dishwashers and washing machines specifically refer to Topten criteria as part of the specification goals.



## **Topten Criteria**

### Copiers, MFDs, printers and faxes

#### **Technical specifications**

- *Double-sided (duplex) printing capability*
- *The devices must fulfil the criteria of the latest Energy Star standard in terms of power consumption.*
- *(In EU countries) the more energy efficient Topten criteria on power consumption can also be set as the minimum requirement.*

#### **Award criteria**

- *Power consumption smaller than that set by the latest Energy Star Standard, e.g. meeting or surpassing the energy efficiency index set.*

### Refrigerators, freezers, dishwashers and washing machines

#### **Technical specification**

- *Topten criteria can be applied*

#### **Award criteria**

- *Energy efficiency category better than the minimum specification of A++ for refrigerators and freezers (i.e. meeting the Topten criteria of A+++)*

### Computer monitors

#### **Technical specification**

- *Most fulfil the criteria of the latest Energy Star standard in terms of power consumption*

#### **Award criteria**

- *Less power consumption than that set under the technical specifications*

## **Additional Criteria**

#### **Technical specifications**

- *The backlight of LCD monitors must contain no mercury*
- *Warranty 2 years minimum for white goods*

#### **Award criteria**

- *Warranty more than 2 years for white goods*

For computer monitors, copiers, MFDs, printers, faxes, refrigerators, freezers, dishwashers and washing machines, the following may be used to evaluate bidders:

- *The amount of the product/ unit/ device that can be recycled*
- *The product's life cycle as specified by the manufacturer*
- *The length of time the manufacturer guarantees servicing and the availability of spare parts*



- *Existence of recycling system for each product (including screens for computer monitors)*

## **Implementation**

- Euro Topten Max partner, Motiva, advised the Ministry on the use of Topten criteria to ensure that they procure the most energy efficient products to bring about both environmental and economic benefits.
- The Ministry recognises that the procurement of energy efficient products may imply higher acquisition costs, but these are considered as a part of overall life cycle costs (LCC) as standard.
- The Environmental Programme comes complete with specific goals and indicators, which are being monitored and re-specified annually.

***“The Topten Pro website has offered useful ideas about efficiency criteria to be used on tendering processes. It has considerably eased up our work.”***

*Asmo kemppainen, Ministry of Foreign Affairs*

