



European NGO Network on  
**Green Public Procurement**

## **How to identify tender opportunities for Green Public Procurement (GPP)**

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# Getting started with Green Public Procurement



*How to start working  
on GPP?*

# The four steps to identify tender opportunities for GPP



**STEP 1** Identification of relevant contracting authorities



**STEP 2** Looking for ongoing procurement procedures



**STEP 3** Including GPP aspects in upcoming procurements



**STEP 4** Approaching public authorities with specific improvements

# The four steps to identify tender opportunities for GPP



## STEP 1 Identification of relevant contracting authorities

- By **Contracting Authorities (CA)** is meant the State, regional or local authorities, bodies governed by public law or associations formed by one or much of such authorities or bodies governed by public law (Directive 2014/24/EU)
- This means the State, the city/municipality, regional administrations...
- ... But also public hospitals, universities, schools, prisons, port and water authorities, etc.

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## STEP 2 Looking for ongoing procurement procedures

- Where do CAs **advertise** their tenders?
  - Tenders electronic daily (TED)
  - On their own organisational websites
  - National procurement Platforms
- In addition, tenders might be published on websites from third parties containing ongoing national / regional procurements.

Already published tenders **are no longer able to be influenced**, but might offer a good opportunity to analysis how the CA operate or what kind of criteria are usually included.

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**Ted** tenders electronic daily  
Supplement to the Official Journal of the EU

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**080** OJ S current  
**2017** issue  
Next update  
26/04/2017

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## TED home

### What is TED?

TED (Tenders Electronic Daily) is the online version of the 'Supplement to the Official Journal' of the EU, dedicated to European public procurement.

TED publishes 460 000 calls for tenders per year, for about 420 billion euro of value.

### How can I benefit from TED?

TED provides free access to business opportunities from the European Union, the European Economic Area and beyond.

Every day, from Tuesday to Saturday, a further 1,700 public procurement notices are published on TED.

You can browse, search and sort procurement notices by country, region, business sector and more.

Information about every procurement document is published in the 24 official EU languages. All notices from the EU's institutions are published in full in these languages.

### Why should I register on TED?

- to personalise search profiles, according to your needs;
- to get e-mail alerts based on your search profiles;

Thresholds: <http://simap.ted.europa.eu/european-public-procurement>

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Navigation bar with five sections: **About the City** (Who we are, what we do), **Services** (Local and national), **Business** (Local, national and global), **Things to do** (Culture, green spaces and leisure), and **Find it!** (Search bar with magnifying glass icon).

## Business

### Tenders and procurement

- › Procurement rules and legislation
- › Contract lists
- › Useful links for contract opportunities
- › Terms and conditions
- › No PO No PAY
- › **Forthcoming tender opportunities: April 2017**
- › Prompt payment code
- › Think Invoice, Think Email
- › How to become a City of London supplier
- › Responsible procurement
- › Commercial Contract Management

## Forthcoming tender opportunities: April 2017



Suppliers have the opportunity to tender for following current and future procurements. All tenders are facilitated by the City Procurement team, inclusive of low value procurements (less than £100k total contract value). This will be updated at the beginning of the calendar month. Due to operational demands, all low value procurements may not be included in this list. In addition, due to changing Corporation requirements, there is no guarantee that these procurements will go ahead at all or that the proposed method of procurement listed will not change as they are currently in planning stage.

### Tender status key

- Planned – Project being planned prior to advertising the opportunity
- Live – Tender is out to competition at present
- Evaluation – Competition is closed and submissions are being evaluated
- Awarded – Notice of Award completed

### How to become a supplier

The City of London Corporation uses a procurement portal called capitalEsourcing for all new tender opportunities

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Oifig um Sholáthar Rialtais  
Office of Government Procurement

eTenders.gov.ie

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## Welcome to the eTenders procurement website

### Revision of Public Procurement Directives' thresholds with effect from 1 January 2016

The EU Commission has revised the Public Procurement Directive's thresholds resulting in an increase in the thresholds for advertising in the Official Journal of the EU. The thresholds will apply from 1 January 2016. Click [HERE](#) for details.

✦

### Tender Advisory Service

The Tender Advisory Service (TAS) is being piloted to assist suppliers who have issues or concerns with a procurement process carried out by the Office of Government Procurement (OGP) or other public sector contracting body (excluding the commercial semi-state bodies). The pilot will cover all procurement processes and will be subject to review after the first twelve months. TAS will operate through the OGP's Customer Service Section. Click [HERE](#) for further details.

✦

### Reminder to Suppliers

A new software update of the eTenders platform, which was released on the 14th July 2014, seeks additional information from all registered suppliers



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## STEP 3 Including GPP aspects in upcoming procurements

- Many CAs are starting to show their intentions of purchasing Works, products and services in the **pre-procurement stage**
- This might be done through:
  - Publication of Prior Information Notice (PIN)
  - Market Sounding Questionnaire
  - Supplier Information Days
- These initiatives are voluntary!

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## Search result

**Search scope:** All current notices  
**Type of document:**

**Full text:**

Showing 1 - 25 of 196 results

| <input type="checkbox"/> | Document number ▾           | Description   | Country ⇅ | Publication date ⇅ | Deadline ⇅ |
|--------------------------|-----------------------------|---|-----------|--------------------|------------|
| <input type="checkbox"/> | <a href="#">157326-2017</a> | Italy-Manerba del Garda: School catering services                             | IT        | 26/04/2017         |            |
| <input type="checkbox"/> | <a href="#">153376-2017</a> | United Kingdom-Wigan: Health and social work services                         | UK        | 22/04/2017         |            |
| <input type="checkbox"/> | <a href="#">152403-2017</a> | United Kingdom-Scunthorpe: Hotel, restaurant and retail trade services        | UK        | 22/04/2017         |            |
| <input type="checkbox"/> | <a href="#">147090-2017</a> | Netherlands-The Hague: Supply services of personnel including temporary staff | NL        | 19/04/2017         |            |
| <input type="checkbox"/> | <a href="#">145068-2017</a> | France-Montgermont: School-meal services                                      | FR        | 15/04/2017         | 19/05/2017 |
| <input type="checkbox"/> | <a href="#">135939-2017</a> | United Kingdom-Chichester: School-meal services                               | UK        | 11/04/2017         |            |
| <input type="checkbox"/> | <a href="#">135733-2017</a> | United Kingdom-Normanton: Soft drinks   | UK        | 11/04/2017         |            |
| <input type="checkbox"/> | <a href="#">134749-2017</a> | United Kingdom-Leeds: Building and facilities management services             | UK        | 11/04/2017         |            |

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## Market Sounding Response Form

INNOVATIVE HEALTHCARE FACILITY MANAGEMENT FOR PEOPLE

WE INTEND TO QUALIFY THE EXPERIENCE OF PATIENTS, IMPROVE PROFESSIONAL STAFF LIFE, ENSURE WELL BEING AND ENVIRONMENTAL HYGIENE FOR ALL PEOPLE HAVING TO LIVE IN THE HOSPITAL, THROUGH INTEGRATED LOW CARBON INNOVATIVE SUSTAINABLE SERVICES



**EcoQUIP**

Delivering Efficiency, Quality and Sustainability in Healthcare

This questionnaire relates to the attached tender prospectus.

It is designed to both inquire the innovation opportunities that are available from the supply chain, and meet the actors that are interested in our tender prospectus.

This is a pre-procurement exercise to assess the market situation – it is not an assessment of suppliers but rather the market situation. Your responses to this market sounding questionnaire will not in any way prejudice the tender process. However, the responses we receive will be used to inform the tender process.

Answers are confidential to protect participants' competitive advantages and consolidated contributions from this exercise may be published in a non-attributable form as part of further market consultation. Your response should specifically identify areas of proprietary or commercially sensitive information that you would not wish to be divulged.

This information may be drawn upon both within and beyond the Healthcare sector.

Please note that all information you provide will be used and retained by AOSP.

Please, feel free to partially or completely answer to the following questions.

The questionnaire is organized into four sections:

1. **Know how from the supply chain.** We are interested in interesting and significant experiences related to the services in question (cleaning, laundry, transports, other) and to macro-themes (tools, techniques, organization, ...). In this area you can also select experiences that have NOT been carried out by you, provided that you consider those experiences as valuable.
2. **Your experience.** Help us to identify elements that may facilitate the project or make it more difficult.
3. **Insights, questions and comments.**
4. **Company Identity.** Data and contacts.

<http://www.aosp.bo.it/content/market-sounding-response-form>

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## STEP 4 Approaching public authorities with specific improvements

- What kind of activities can be done to support public authorities on GPP?
  - Conducting trainings and explaining how to use the existing EU GPP criteria
  - Addressing the challenges of CAs in deliverin greener contracts such as:
    - Fear of por competition ➡ through the identification of suppliers with appropriate products
    - Fear of being challenged ➡ through the identification of legal experts
  - Supporting in the organisation of meet the market events



# Thank you

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[www.sustainable-procurement.org/ngonetwork](http://www.sustainable-procurement.org/ngonetwork)

