World Health Organization

European Region

How together we can make the world's most healthy and sustainable public food procurement

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Abstract

We know that human health and environmental health can no longer be kept separate. This is a unique time to transform our food systems in the WHO European Region. Public institutions should lead by example and are important mechanisms for influencing behaviour change. They have broad reach and are an important policy lever, as they include government and public workplace canteens, hospitals and schools and so on. We have developed a manual written by a public procurement officer for public procurement officers to guide them in procuring healthy and sustainable food. This manual is a comprehensive resource that covers all aspects of procurement and guides the procurement officer in adopting procurement practices that promote healthy and sustainable diets. It also includes case study examples to showcase best practice and demonstrate how each stage can be managed.

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Introduction

Why this document is important and relevant

Public procurement policies play an essential role in setting standards for the types of foods required to achieve healthy and sustainable diets in various settings. The procurement of ingredients and foods for public institutions, including schools, hospitals, prisons, day-care centres, care homes and state workplaces, is wide-ranging and has vast potential to improve the diets of several population groups.

Noncommunicable diseases (NCDs) are responsible for 71% of all deaths globally, which equates to 41 million people. The four most common NCDs (cardiovascular diseases, cancers, respiratory diseases and diabetes) account for 80% of all premature NCD deaths. The WHO European Region is the region worst affected by NCD-related morbidity and mortality, accounting for almost 90% of all deaths. Overweight and obesity are a major NCD risk factor and affect over 59% of adults, and an increasing proportion of children in the Region.

Much has been published in recent years describing public food procurement as a key game changer for food systems transformation. It is said to be able to influence both food consumption and food production patterns, and it has the possibility to deliver multiple social, economic, and environmental benefits towards sustainable food systems for healthy diets *(1,2)*.

Public food procurement can be used to strengthen smallholder livelihoods, food security and nutrition *(3)* and practical guidance to help public buyers integrate social considerations into public procurement publications has shown that it is legal to integrate social considerations into public procurement *(4)*.

Public procurement has been commonly seen as a tool to pursue social, economic and environmental outcomes. Governments in all parts of the world use their market power to drive different policy goals.

Procurement officers often work alone when writing the procurement documents, and often do not have specialized knowledge about the products they are procuring, let alone the awareness that they can play a vital role in the transformation of food systems. When procurement officers writes tender or new procurement documents, it is their job to ensure that all relevant policies adopted by their organization are incorporated in the documents. It is, therefore, also extremely important that political demands are made regarding the objectives to be achieved *(5)*. Policies can state that procurement must ensure healthy diets for consumers of publicly procured food such as schoolchildren, and promote the development of more sustainable

food systems through their demand and spillover effects. However, this does not necessarily mean that a procurement lawyer will view these policy objectives as necessary, or even possible, inclusions to the tender. Often, from the procurement officers' point of view, these objectives relate to the actual production of the public meal, the menu planning and the choice of the food products purchased, and they are not considered as starting within the tender process and the material published in that context.

It is important for procurement officers to understand and acknowledge that this is not just an ordinary office job; as a procurement lawyer or officer, and a public purchaser, the officer is critical in bringing political goals to life. Small changes written into tender documents may be the decisive factor that contributes to the food chain starting to move in a more sustainable direction, which can then create noticeable changes in primary production, even in distant countries.

Once procurement officers become aware that they have a crucial role to play in implementing policy requirements for objectives that can help to transform food systems to become sustainable, it can be daunting to work out how to incorporate these requirements and objectives in a meaningful way that can also be documented and implemented after contracting, but with a subsequent measurable impact.

The material in this report will hopefully assist in building bridges between political objectives such as the Sustainable Development Goals (SDG)s, and the preparation of tender materials. Guidelines and concrete examples of how procurement officers have successfully incorporated various requirements and criteria into their food supply are included. The material is a snapshot that can be used for inspiration on how to concretely set green requirements and criteria in tenders. New tender materials will be continuously created that incorporate green requirements and criteria in smarter ways, and the intention is that the individual chapters here will be continually updated with the latest knowledge in the various areas as an online version. A European procurement officer network for public procurement officers providing food tenders is also being set up, and there is hope that procurement officers in various countries will build their own local networks.

The purpose of this guidance note is to provide support to stakeholders in the design and implementation of public food procurement initiatives that aim to facilitate food purchases from smallholder farmers. The guidance note will give answers to the following overarching questions.

- How can public food procurement contribute to improvements to smallholder livelihoods, food security and nutrition outcomes?
- What are the main challenges involved in procuring food from smallholder farmers?
- What are the key strategies and interventions needed to promote smallholder participation in public food procurement?
- How can synergies with other policies and programmes be promoted to strengthen the impact of public food procurement on food security and nutrition outcomes?

Food supply: what is covered and using the content

The material in this report can be used as inspiration for all kinds of food procurement. It is structured around what requirements can be made for the supply of fresh raw materials, but can easily be used as inspiration for the provision of catering schemes and in canteen procurement.

Part 1 outlines a typical tender process, which often starts with having a purchasing requirement that needs to be competitively satisfied. In this process, it is important to involve not only those who are actually going to buy the goods, but also the market actors who may become bidders. Depending on the contract offered,

and the requirements and criteria it contains, there may also be other stakeholders to be included, such as interest groups or regulatory bodies.

It often takes longer than expected to write a tender dossier, which is why it is important to allocate sufficient time for the process. A survey of experienced supply lawyers found that they often spent 6–18 months writing a food tender.

Part 2 covers ecological criteria that can be incorporated into tenders for food supply and related services. This section will be continually updated in the online version as additional good examples continuously emerge on how to work with various green initiatives. Part 2 reviews why it is relevant to work with a common term – environmental criteria – and describes how to work with a given area through different tenders. Examples are given from the City of Copenhagen's wholesaler tenders for the purchase and delivery of food to production kitchens, 2020 and from the Municipality of Copenhagen (the largest of the four municipalities that constitute the City of Copenhagen) resupply framework agreements of 2014.

The materials in Annex 1 are intended to provide reference examples and to serve as a source of inspiration for how to formulate documentation for tenders, while always considering sustainability.

As technology, possibility and society change, conditions and options when designing and formulating tender documentation will always be in flux. Therefore we intend this document and its annexes to provide generalised guidance, and would urge that any ensuing contractual documents should always be drafted in consultation with the legal department of your organization. We encourage users to consult their own legal or ethical departments before publishing such documents or making them otherwise publicly available.

The text provided below cannot serve as a basis for any legal contracts, and we hope readers will use their own discretion when using the information contained here as inspiration basis for their own tenders and procurement.

Part 1. The process of preparing the tender documents

Those responsible for preparing tender documents are also responsible for incorporating policy objectives, while ensuring that the needs of purchasers are met and that a contract is made which not only looks good on paper, but can be realistically met and delivered by the market according to requirements.

Good preparation of tender documents is a great responsibility and also a unique opportunity to make a difference, not only to the everyday lives of individual purchasers and suppliers by having a contract that works as intended, but also by seizing the opportunity to implement measurable sustainability measures that benefit us all.

Small changes written into tender documents may be the decisive factors that contribute to the food chain starting to move in a more sustainable direction, which can then create noticeable changes in primary production, even in distant countries.

Components of the tender process

Internal demand declaration

- What are the needs of the people who are going to use a contract, and if a contract is already in place, what currently works and what needs to be improved in the future?
- Are there any policy objectives to be considered and incorporated into a future agreement?

If the country has joined the United Nations SDGs, then there are some basic objectives and guidelines that need to be followed and that supply should meet. Local policy may have set additional requirements that need to be incorporated: for example, not wanting to buy bottled water, a goal of purchasing a certain amount of products that have a Fair Trade label or a goal of achieving an organic percentage in the meals being served.

Market dialogue

After internal clarification, it is important to find out what the market can deliver and how far market suppliers have come in the green transition. This information can be difficult to discuss if competing companies are gathered for a large supplier meeting; consequently, it can be very useful to undertake this first market dialogue individually. This can be done by contacting known suppliers, and simultaneously publishing on a

website or similar portal that the tender is open to individual market dialogue, how to register and what the deadline is for registration. In this way, there is a level playing field for all potential bidders. This must be done in a manner that respects principles of equal treatment, non-discrimination and transparency.

Invitations to tender or national competition

When the internal demand has been clarified and the individual market dialogue completed, the tender structure is decided, and the contract value is calculated. It must be considered whether there are smaller suppliers that could advantageously bid for parts of the contract and if so, whether it would make sense for buyers who source the food, such as kitchen staff, to order and receive their supplies from one or multiple suppliers, and therefore if it would be advantageous to consider dividing the contract into smaller lots.

If the market analysis shows that, for example, there is a producer of fresh potatoes who would like to be able to deliver to the local nursing home, then public purchasers should be obliged to look at our procurement patterns and see if the tender material can be broadened and divided into smaller lots so that the small supplier can make a direct offer for the contract. This must be done with consideration for the kitchen's ordering patterns and its everyday practice.

When the estimated contract value is calculated for the individual contract, it can be assessed on this basis as to whether the acquisition is covered by procurement law obligations.

Internal working group

When the writing process is about to start, it may be useful to establish a working group of people, not only to ensure that what is written in the agreement meets their expectations and the need to make the agreement work in everyday life, but also to ensure ownership of a future agreement. That way, a group of users can be established to act as ambassadors for the new agreement when it comes to being used.

The first meeting with the group will discuss the meetings held with market players, introduce and clarify internal needs, and ensure these are aligned with the information that emerged from the market dialogues. A strategy for the work and the overall structure and content of the future tender documents can then be presented.

A second meeting can be held when the first draft of the tender documents is ready, taking the form of a workshop day where the material is reviewed. Often, those who most interact with the agreements and food purchasing have commitments in kitchens and cooking, and therefore such a day must be announced in good time and possibly divided into smaller periods if this suits members of the working groups best. Participants in the internal working group cannot be expected to have time to familiarize themselves with the material in advance; therefore, it may be advantageous to ensure that there is sufficient time to review all the important parts of the tender documents relating to operations. All comments are then incorporated into the material before it is sent for a second market consultation.

The third meeting of the working group occurs just before publication and comprises a briefing on what the final tender documents will look like and which of the comments have been incorporated.

A fourth working group meeting is held after the tender deadline, when the kitchen staff are informed of the tenders received, the evaluations of the tenders made and the planned award.

Market dialogue meeting

Between the second and third internal working group meetings, a dialogue meeting is held with suppliers.

Ten days before this meeting, the draft material is published on an electronic platform created for market dialogue, together with the link for registration for the dialogue meeting. Questions which the contracting

entities would like to have clarified by the tenderer may be published. Everyone should be welcome at meetings, which will be recorded and published afterwards.

Questions can be asked about the published material before the meeting and up to five business days after the meeting. The questions are collated (as an Excel list or similar), with reference to which chapter of the tender documents they refer to, so it is easy to search all questions on the same topic and ensure that answers do not conflict. The list would also contain the answers to each question as these must be published together with the final tender dossier and are used at the market meeting. It is not a requirement that the questions be published, nor are there any fixed rules for how the market dialogue is held, as long as rules on equal treatment and transparency are taken into account.

Market monologue meeting

Ten working days after the publication of the tender documents, a market monologue meeting is held. This meeting should also be recorded and subsequently published.

The meeting will examine the material and how the contracting entity wishes the tenderer to fill in the material. This review merges the comments on the material during the market dialogue meeting and the answers to the written questions received for the previously published draft tender dossier. In the review, it is important to provide an explanation of how a given question has been handled in the final tender documents so that the questioner can see whether the comment submitted has been considered and if not, receive an explanation from the contracting entity for the lack of responsiveness to the potential bidder's proposal/question to the draft. In this way, tenderers will gain a greater understanding of the final tender documents, increasing the chance of good offers being made.

Period of publication

Filling in the published tender materials is a lot of work for bidders. Contracting entities can therefore usefully examine whether there are other large tenders on suppliers' desks at the same time, and ensure that there is enough time for the tender to be completed. If there are public holidays during the tender period, these can be added to the minimum number of days from publication to tender deadline.

Documents most often included for food supply materials

The tender dossier is legally defined as an overall term for the documents that the contracting entity prepares or refers to in order to describe or define elements of a tender or procedure for the award of a contract.[1]

The tender documents form the basis for both the acquisition and the process. The Danish Procurement Act state a requirement that the tender material must be written clearly and precisely. The contracting entity must, therefore, design the material so that tenderers can have a sufficient understanding of the task. Tenderers must be able to see both the extent of the purchase, the process under which the goods are purchased and the specific requirements for execution and final delivery. A clear and precise tender dossier is essential for a good tendering process and a good procurement.

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1 The first part of this text is based on excerpts from the Danish Competition and Consumer Authority's publication Udbudsloven Vejledning om udbudsreglerne [Tendering Act: Guidance on the tendering rules], Chapter 7 ***(6)***. See also Section 24, No. 36 of the Act.

Components of the tender dossier

Once the contracting entity has established that the procurement is covered by the procurement obligation laid down in the Procurement Act and a tendering procedure has been chosen, the next step for the contracting entity is to prepare a tender dossier. The Procurement Act states that a tender dossier consists of the documents drawn up or referred to by the contracting entity to describe or define elements of a tender or procedure for the award of a public contract. Tender documents may contain any or all of the following.

1. Contract notice
2. Technical specifications
3. A descriptive document
4. Proposed contract terms
5. Format for the submission of documents by applicants and tenderers
6. Information on generally applicable obligations
7. Supplementary documents (if any).

The contracting entity must use a contract notice to publish a call for tenders above certain thresholds, but the law does not specify additional requirements on how to build up tender documents.

While it is not a requirement that the tender documents be built up or prepared as illustrated above, it is important to have a structured tender dossier that ensures an overview of the process and the total tender documents. It has to be easy to find the information needed and to understand what the contracting entity wants to buy. This is to ensure transparency and minimize the risk of errors. There is no specific order in which the documents can usefully be prepared. Since documents are often prepared simultaneously and by different professionals, it is a good idea to ensure coherence in the individual parts of the material to avoid overlap and conflicting information.

Tenderers must be able to assess, based on the tender dossier, whether the task is attractive enough to apply for participation or to submit tenders.

Although this places high demands on the design of the tender documents, it will also benefit the contracting entity, as tenderers can assess on an informed basis whether they will apply for participation.

A suitable and structured tender dossier is essential for a good tender process, good procurement and future cooperation with suppliers. Without this, unexpected issues may arise which, in the worst case, may lead to the cancellation of the tender or the subsequent termination and re-offer of a contract.

Part 2. Environmentally friendly minimum requirements and award criteria

Subcriteria and detailed criteria and preparation of scoring models

It is often the case that quality and price are linked, particularly when it comes to food. Food companies are in fierce competition on price and prices will usually be very close when tendered competitively. Therefore, it also makes sense to evaluate other competition parameters such as quality and environmental criteria. By using subcriteria and detailed criteria which, due to price competition, will have a greater impact in weighting, environmentally friendly criteria will have the intended weighting in the tender.

Before setting a given weighting, it may be beneficial to make different calculation examples so that you can see what the result will be if suppliers meet a requirement strongly or marginally, and how much prices can vary before price resumes decisive importance. In this way, unintended outcomes from the tender evaluation can be reduced or prevented.

Throughout this document, illustrations are given of the choices, options and decisions that the tender process illuminates. Real-world examples are given in Annex 1. Many examples are given from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020.

Examples of subcriteria and detailed criteria and the preparation of scoring models can be seen in the example below.

Phases of supply

Throughout this document real-world examples from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens (2020) are given in Annex 1. This tender is of particular note as the City of Copenhagen has taken the long-anticipated and discussed action of implementing many new green requirements as criteria. Market dialogue, stakeholder treatment and the involvement of kitchen professionals have all been essential to reach this outcome, important aspects of which are a link to the SDGs, and that the changes being instituted with the offering can be implemented and are measurable.

The broad outline of the process and supply phases is as follows, and is noted in Annex 1.1.

Example from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020

1. The procurement officer contacts potential suppliers of the desired goods to start discussion about new agreements and future plans.
2. The procurement officer relays the suppliers' response to the kitchens, who contribute their input.
3. The procurement officer again enters dialogue with the suppliers.
4. Subsequently, the tender lawyer begins to write the tender.
5. The tender is sent for consultation, and suppliers can again provide input.
6. A few weeks into the consultation period, the Municipality holds a meeting with the suppliers, where the tender lawyer elaborates on the tender.
7. The suppliers again have a few weeks to ask questions in writing.
8. Finally, the procurement officer writes the final tender and publishes it.

Price and quality juxtaposition scoring model

Example from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020

In this tender, the City of Copenhagen has chosen to set criteria and evaluation methods so that the contract can be awarded to the supplier who has submitted the most economically advantageous tender, which is identified based on "the best price–quality ratio".

The evaluation method established enables the contracting entity to evaluate the tenders received to identify the most economically advantageous response and is published in the contract documents in order to make the process more transparent for the tenderer.

Details on the scoring model are given again in Annex 1.2.

Specification

The following text is given in the "Terms of Procedure".

The contracting entity will award the contract to the tenderer who has submitted the most economically advantageous tender, which is identified on the basis of "The best price-quality ratio".

Contracting entity will apply the following sub criteria and detailed criteria by weight for each criterion:

Sub criteria	Weighting	Detailed criteria	Weighting
Price	*40%*	*Item line assortment*	*90%*
		Supplementary assortment	*10%*
Environment	*25%*	*Green vehicles*	*40%*
		Packaging	*20%*
		Fairtrade	*20%*
		MSC/ASC [Marine Stewardship Council/Aquaculture Stewardship Council]	*20%*
Diversity	*10%*	*Fruit and vegetables*	
Quality	*25%*		

The contracting entity uses a scoring model to evaluate the tenders received.

The offer prices for each offer are converted into points on a scale from a minimum of 0 points to a maximum of 5 points multiplied by the weighting of the criterion and added to the tenderer's points for quality, which are also multiplied by its weighting.

The quotation price to be converted into points is shown in the Appendix 2 – Catalogue of food made for bidding ["Bilag 2 – Tilbudslisten"].

As a rule, the contracting entity will use a linear scoring model in which the conversion of the offer prices for points are made based on a price spread where minimum and maximum points are set at average price plus or minus 25 per cent. The average price of the offers corresponds to 2.5 points.

The average price is calculated by adding the offer prices for the conditional offers and divided by the total number of conditional offers corresponding to the following formula:

Average Price = Sum of Quote Prices / Number of Quotes

Offer prices are converted into points in relation to the linear deviation from the average price based on

the following formula:

Points = maximum points x (1 – (price – LP)/(HP – LP),

where LP is the lowest price, triggering maximum points (average price minus 25 per cent)0045

where HP is the highest price, triggering minimum points (average price plus 25 per cent)

Offer prices that are 25 per cent or more above the average price are awarded 0 points. Offer prices that are 25 per cent or more below the average price, 5 points are awarded.

The total number of points awarded by the tenderer is thus calculated on the form:

Total score = (Converted points for price x 40 + (Grade for "Environment" x 25) +) + (Grade for "Diversity" x 10) + (Grade for "Quality" x 25)

Packaging

When purchasing most goods, packaging will always be a part of the transaction. Packaging requires the use of resources for manufacture and dispose of. If packaging is not disposed of in a responsible manner so that most of it can be recycled, it creates major problems for our society.

Purchasers can work to minimize packaging, but this is difficult to navigate, as it can also have an impact on the durability of the item.

There should be a shared responsibility to ensure that overpacking is avoided and that the necessary packaging has been produced in a responsible manner.

It should be ensured that discarded packaging can be sorted correctly wherever possible, thereby helping to minimize unnecessary waste of important resources.

Examples of concrete formulations of requirements for minimizing and recycling packaging and how to incorporate the criteria into tender material can be found in Annex 1.3**.** The material is largely taken from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020 and is divided up with regard to the different aspects of packaging tendering.

Avoid purchasing bottled water

If the water found in the tap is clean and is suitable for drinking-water, food tenders can avoid asking for bottled drinking-water. It should be suggested and encouraged that tap water should be available at meetings and other events where drinking-water will be served.

Inspiration on how to incorporate the criteria into tender material can be found in Annex 1.3.1.

Promote recycling, avoid overpacking and chemicals

As a purchaser, it can be difficult to set measurable criteria for packaging food products, and criteria can be difficult to implement as products are often packaged at the producer level and packaging is necessary to avoid excessive waste during transport.

Packaging may be required not to contain certain elements such as chemicals, polyvinyl chloride (PVC) or waste. Additionally, packaging and other material coming into contact with food must be free of PVC, phthalates and other known undesirable substances.

The technical specification may require that cardboard packaging should, as far as possible, consist of recycled cardboard and not cardboard combined with other materials. The same applies to plastic packaging, where the packaging should, as far as possible, consist of recycled plastics and not be composed of different types of plastics. The packaging must be whole and clean – and as far as possible the packaging must be recirculated for either reuse or recycling.

The above criteria can be difficult to follow up during the contract execution period. However, as with requirements in the tender documents, they help to increase the diligence of suppliers in these areas. If the reduction of packaging and recycling options is continuously discussed at contract follow-up meetings, this will have an effect in the long term.

Inspiration on how to incorporate the criteria into tender material can be found in Annex 1.3.2.

Sorting instructions

It can be difficult for end users to know how to sort packaging correctly so that it can be recycled as effectively as possible. Therefore, the technical specification may require that the packaging is to be provided with a sorting guide for it to be easily sorted at end of use.

Not all producers and markets are ready for this, which is why it is important that the contracting entities and market are included in a dialogue on such a requirement before it is included in the final tender dossier technical specification. If the market is not ready to meet the requirement, it may be carried out as a contract performance condition during the duration of the contract.

Inspiration on how to incorporate the criteria into tender material can be found in Annex 1.3.3.

Recyclable packaging considerations

In order for plastic to be recycled as much as possible, it is important that it appears in the cleanest form possible; therefore, it is advantageous to specify that goods stored in plastic trays be delivered in packaging made from polyethylene terephthalate (PET) packaging or 90% post-consumer recycled plastics and packaging.

Not everyone is ready to deliver food in this type of packaging, which is why it is important to discuss this criterion with the market before writing it in the final tender dossier. If it is specified as a minimum requirement, there is a risk that suppliers will not be able to meet the requirement and, therefore, cannot bid for the agreement at all.

The solution to this is to incorporate it as a detailed criterion weighted under subcriteria concerning the environment. This weighting may be designed in such a way as to find the maximum number of goods that the supplier would be able to offer delivered in PET packaging, and if the supplier offers all these goods delivered in PET packaging, they receive the full number of points for the criterion; this exponentially decreases depending on the number of goods delivered in PET packaging to reach zero points if no goods are provided in PET packaging.

In addition, it can be written as a minimum requirement that the number of packages delivered to the Municipality made from PET or 90% post-consumer recycled plastic should have an increasing profile over the duration of the contract, and that expected progress on this will be discussed at contract follow-up meetings.

Inspiration on how to incorporate the criteria into tender material can be found in Annex 1.3.4.

Reusable plastic boxes

In some cases, it can be an advantage to have goods delivered in plastic boxes that can be used several times. This is often seen in the delivery of meat, where the meat is packed in Selovac bags, which are plastic bags made of PET. These bags take up less space as waste than the usual plastic trays, and the recyclability is as high as PET trays. The climate impact of washing the recyclable plastic boxes is currently being investigated, and this topic will be updated when the results of the investigation become available.

Inspiration on how to incorporate the criteria into tender material can be found in Annex 1.3.4.

Food waste

Food waste is a major unexposed problem for food suppliers. It is one of the topics that is often raised in conversations between the contracting entities and the tenderers. It is often pointed out that the demands made in tenders contribute to the generation of excess food waste by the suppliers.

There is a lack of knowledge and clarity in discussion about food waste and without this it is difficult to tackle the problem. Undoubtedly there is a need for suppliers to focus on finding a solution to the problem because through minimizing food waste more food is released for human consumption.

If food waste is reduced at the supplier, this will also be reflected in prices, as the cost of such waste will then not have to be factored into the prices offered to consumers and purchasers.

Food waste may arise in many ways, but there is no doubt that one cause is the requirements and criteria imposed in public procurement law. A project has been launched to focus on this, and the results will be updated regularly under this heading.[2] Until a report from this project is available, it may be wise to use market dialogue to ask suppliers what requirements are set in the tender that may generate food waste.

In addition, it could be considered which items on the specified list of food catalogued in the tender do not have to be stock items. It can also be written into the tender that the supplier must have processes or projects in place to minimize food waste in production and storage processes.

Examples of concrete formulations of requirements for minimizing food waste can be seen in Annex 1.4.

Food waste data

If it is not clear what becomes food waste at the various stages of the food system, then it is difficult to work purposefully on the problem. Therefore, one of the first steps in reducing food waste, is to collate statistics on what is being disposed of.

The statistics must be structured so that at the line-of-goods level what is being thrown out can be identified. Once this is clarified, it is possible to find the optimal solution. This solution must be designed with input from everyone involved from the entire food system, to avoid the problem of food waste being simply pushed from one part of the food system to the next in an attempt to minimize it.

Forecasting

If kitchens make menu plans and can alert suppliers in advance with their order details, the suppliers may use this in planning when they dispense their inventory. However, this will require a detailed system of records, as deliveries are made to many ordering units, and it is not certain that the supplier can handle such complex forecasts. If requests arrive at the wholesale level, information must then be disseminated to the producer level to be sure that it has the desired effect in adapting to needs, thus minimizing food waste at all levels.

Order deadlines

Order deadlines contribute to food waste. If an order deadline from the contracting entity is shorter than 24 hours from order to kitchen delivery, then units when ordering or forecasting may have to add a little extra to the forecasted order to be sure they can fulfil the contract. This buffer amount may not be sold and becomes food waste. Having the order deadline one to two days before delivery would reduce this buffer and potential waste, with the added benefit that supplier employees would experience better working conditions as they would not have to work evening shifts.

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2 Niels Heine, Roskilde University, can provide more information about the Velux project Madspild i grossistleddet.

Stockkeeping units or ordered items

The more items a vendor needs to hold as stock in the warehouse, the greater the likelihood of food waste. In tenders, it is often stipulated that all the items on the quotation list and described in the technical specification must be stockkeeping units, that is, items that the supplier always holds in stock.

If, however, a model is implemented with an order deadline for some of the goods, this will reduce the food waste on these goods as they would then only be purchased for resale in required amounts once they have been ordered by the kitchen requiring them.

Residual shelf life

It is natural to want purchased goods to be as fresh as possible, but in the attempt to reduce food waste, this pattern of action leads to an inappropriate amount of food waste.

If a more flexible shelf life is possible, so that goods to be used in production immediately after purchase are purchased with a very short window of use, this will help to minimize food waste both at the production stage and at the wholesalers. One of the challenges of this approach is that it can be difficult to get the individual purchaser to choose to buy food with a short date, as they will automatically feel that the product is of an inferior quality. Another challenge is that a supplier's storage system often works with expiry dates per product, and, of course, it will need to be the longest date set for a given product; consequently, it is the purchaser who sets the strictest requirements for residual durability and sets the standard for a given product. This is a challenge that must be solved by purchaser and supplier working together.

Best before or expiration dates

The date on the product is often called the best before or expiration date; which means that the manufacturer guarantees that the product is fresh and of first-class quality at least until this date. Often, the item may last much longer if it has been stored correctly. However, many consumers/employees in kitchens are taught that goods should be thrown out when the date on the goods is exceeded. This is something that can be highlighted for all end users, who through informational material can learn to be better at assessing individual raw materials and knowing how they can safely be used, even if the best before date has been exceeded.

Quotation schedule

The weight of the goods in tender documents can contribute to generating food waste if it is too specific or rigid. An example might be a specification for 150 g of fresh chili. If the supplier's stock product is 200 g, this will result in two packets being fulfilled. If a range of 150–200 g is specified, an overage that can turn into food waste can be avoided and the probability of an increased amount of food waste will thus decrease.

Examples from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020

Can public procurement include measures to help to minimize food waste? So-called "save the food" options in ordering systems, built-in contract clauses that change goods from stock items to order items, and statistics (so that it becomes clear which items most often turn into food waste) all inform and improve processes so that those involved in the food chain can work together to analyse causes and work together to change any inappropriate practices.

Examples of how these measures have been incorporated into the tender and how this was followed up during the contract period can be found in Annex 1.4.

Season and diversity

The definition of seasonal goods is typically goods that are available in abundant quantities at a particular time and that, in terms of freshness, price and culinary quality, will be most valuable to the purchaser and end-user. Buying or specifying season need not mean excluding imported goods unless the specification fails to make it clear that it is the local season that is meant. Oranges and clementines are in season in many countries in December through to February; therefore, it is most often during this period that they are found on the vegetable shelves of convenience stores.

Buying seasonal fruit and vegetables is one of the most important areas of action. Public procurement of fruit and vegetables in season supports a more environmentally and climate-friendly development, and seasonal raw materials involve significantly lower environmental impact and carbon dioxide emissions than similar out-of-season goods. When growing seasonal fruits and vegetables, there is no need for artificial cultivation environments, such as greenhouses, which often require high energy consumption. Seasonal fruit often fit with the traditional seasonal eating in the area. This also has positive climate and environmental effects, as transport is minimized compared with the purchase of foreign raw materials.

In addition to the environmental benefits of purchasing seasonal fruit and vegetables, there are also quality benefits. Seasonal fruit and vegetables are filled with vitamins and minerals, and both taste and freshness are best when raw materials are harvested in season. Finally, it should be mentioned that there are also good opportunities to save money by shopping after the season, as usually there is higher availability of food in season, which leads to lower prices.

For sustainability reasons, but also with an eye to achieving the best possible procurement within municipal and regional budgets, it is beneficial if kitchens and purchasing managers have the opportunity to plan menus based on seasonal fruit and vegetables.

If the focus in both purchasing and menu planning follows the traditional season, it is also recommended that a wider range of the goods in season be demanded at any given time. When it is harvest time, good ingredients are available in many different varieties and versions, all of which contribute a taste or texture that kitchens can use as a basis to enrich the dining experience and the meals they provide. For example, potatoes are available in a wide range of different varieties that are available at different times of the year. Some of the varieties lend themselves better to baking, others to boiling. Some varieties age well, while others are best when they are newly harvested. Therefore, it makes sense to demand a breadth of varieties of many common raw materials, both imported and more local.

The initiative helps to preserve diversity in varieties of fruit and vegetables as it provides an incentive for multiculturalism and biodiversity in agriculture. The requirement for diversity also benefits citizens in ensuring that they have increased and broadened opportunities in terms of food supply and diversity.

An indirect effect of traditional menu planning and diversity requirements is that the supply ensures more local produce, as it is often not profitable for suppliers to import small batches of different varieties of fruit and vegetables from abroad. Instead, suppliers often choose to subcontract to smaller local producers.

Requirements for seasonality and diversity in the supply ensure that the purchase agreement is offered and, therefore, purchases primarily seasonal fruit and vegetables, and that a wide range of varieties are demanded. In this way contracts support biodiversity and the variety in fruit and vegetable production is strengthened.

Two examples of specific formulations for seasonal requirements and diversity are given in Annexes 1.5.1 and 1.5.2.

Climate-friendly food

Climate-friendly food can at first appear to be a very broad classification, which is why this section begins with an excerpt from the Veterinary and Food Administration's booklet The Official Dietary Guidelines, which is available in both Danish and English *(7)*.

> ***No one can do anything – but we can all do something.***
>
> ***With the shopping cart in hand and the food on the plate, we can all make a difference. Not only for our health, but also for the climate. Achieving a lower climate impact requires a willingness to act and all of us to make an effort – because it all counts. Already, work is under way to develop more climate-friendly production methods, to reduce food waste and to educate the population about healthy and climate-friendly food.***
>
> ***Together we can do something good for both health and climate…***

What we eat and drink has an impact on both our health and the climate. This is because the production of food can lead to greenhouse gas emissions; this is referred to as the climate footprint of food. Meat, especially beef and lamb, has a high climate impact. Overall, a diet that is predominantly plant based and low in salt, saturated fats and added sugars is recommended as part of a healthy lifestyle. Such diets are widely associated with a lower risk of premature mortality and offer protection against NCDs.

Danish Dietary Councils offer guidance to food and drink that is both healthy and climate friendly. Good meals with healthy and climate-friendly food can provide enjoyment, joy and well-being, and good meals can play an essential role in our social life.

The Dietary Councils are organized by the Danish Veterinary and Food Administration. They have been developed based on research and advice from the National Food Institute of the Technical University of Denmark (DTU) and in dialogue with a wide range of stakeholders.

The DTU prepares dietary advice based on the available scientific evidence. Their researchers have also established a Danish model diet based on the planetary health diet produced by the EAT–Lancet Commission on Food, Planet, Health *(8)*. This Danish model diet is more plant-based than the average Danish diet and contains the Nordic nutrient recommendations *(9)*.

The new Danish Dietary Councils recommend a diet rich in plants that is varied and has components in moderation, with less meat, choosing legumes and fish instead. Danes can use the recommendations to start to eat a more a healthy and climate-friendly diet.

Climate weighting in tenders

Universities specializing in climate-friendly food research can help to identify which ingredients are best used to produce meals that are both healthy, appetizing, nutritious and climate friendly. There are certain ingredients that are considered to be more climate friendly than others, and these need to be eaten more if the objectives of more climate-friendly food are to be achieved; consequently it is advantageous to give these raw materials a climate weighting.

The product groups that these universities consider more climate friendly than others can be used to clarify in supply which products to encourage as having a positive impact in relation to opportunities to produce more climate-friendly food. These products represented in the most climate-friendly product groups can advantageously be assigned a positive climate weighting in the supply, so that the individual line of goods

on the quotation list receives a higher weighting in the quotation evaluation; for example, by giving each line item a climate weighting from 1 to 10. This climate weighting is then multiplied by the estimated weight in kilos to be purchased in one year, and then by the offered price per kilo. This gives climate-friendly products a heavier weighting in the tender evaluation. It must be made clear within the material that climate weighting is only used to signal which products are considered to be more environmentally friendly than others. Thus, these products are likely to be used more in the future. Products that receive a 1 in climate weighting will be phased out. It must also be made clear that the climate weighting cannot be used as an indicator of expected additional consumption; for example just because nuts have a climate weighting of 10, it does not follow that 10 times more nuts will be consumed or required.

Climate weighting has several advantages. It is used to tell bidders that they can expect that consumption of the products with a high climate weighting will increase, as these are the goods that researchers will encourage us to buy more of in the future. The kitchens' employees can also use the indication to see which products they should buy more of and which they should try to avoid. In addition, they can have a positive effect on pricing on the part of the supplier, since products that previously did not have such a large weighting suddenly are multiplied by 10 and so take up more space in the evaluation. Thus, the incentive to give a favourable price is higher.

Examples of concrete formulations of climate weighting can be seen in Annex 1.6.

Organic products

Conversion experience from Denmark

It is becoming more common to buy organic food and drink in Denmark. According to a study by the Centre for Bioethics and Risk Assessment, the University of Copenhagen and the Department of Food Economics, organic production is no longer a niche method *(10)*. Today, it is clearly not only certain consumers who choose organic products in stores; organic products are moving towards becoming mainstream.

Statistics Denmark's website states concerning Organic production and trade *(11)*.

> ***Denmark is the country in the world where organic overall represents the largest market share in retail organic food increased by 14% and reached DKK [Danish krone] 16.0 billion in 2020 compared to DKK 14.1 billion in 2019. In terms of volumes, the increase was even greater, as kilo prices typically fell by 10 per cent in the individual product groups. Among the high jumpers were bananas, where sales more than doubled, from DKK 285 million in 2019 to DKK 588 million in 2020. Apple sales rose 30 per cent to £269 million in 2020. Retail sales of all organic foods are estimated at 13 per cent of total food sales by 2020, compared to 12 per cent in 2019.***
>
> ***The organic area of horticultural crops (mainly fruit and vegetables) now accounts for 29 per cent of the total area of horticultural crops, compared with 17 per cent in 2015. Imports of organic fruit and vegetables increased from DKK 0.8 billion in 2015 to DKK 2.0 billion in 2019. In addition to retail, food service (catering etc.) is a major buyer of organic food.***

As a result of the increase in organic sales, prices of organic products have started to decrease and more public kitchens are turning to organic produce.

However, organic food and drink is still, in the vast majority of cases, more expensive than similar conventional food and drink. This can be a limiting factor for organic consumption and overall organic supply. Overall, vegetables and dairy products are the cheapest to switch to organic, as this is where the price difference

between organic and conventional products is the smallest. Meat products involve the greatest price differences. Shifting the food consumption of public kitchens towards organic is an important instrument for increasing organic food production.

Food service includes serving food from kitchens in institutions, restaurants, canteens and cafes alongside other services such as food delivery and mobile or street food. Even for an individual kitchen, there are a lot of advantages to converting to organic food and beverages. Upskilling of kitchen staff, increased focus on food quality and healthier food are just some of the positive effects of an organic reorganization.

Recommendations from organic conversion agents

There are several recommendations provided for public institutions that intend to work purposefully on the transition to organic products.

- Sustained political and managerial support for organic is essential to be able to carry out organic conversion at institutional and kitchen level.
- Organic conversion should become an integral and strategic part of the organization development, not just another project among many.
- A holistic approach to the project should be taken, looking at the long-term perspectives. It is precisely the long-term orientation that is necessary to anchor the organic transformation.
- Communication across the organization and the actors involved is central to the success of organic conversion. Communication channels need to be established that are currently not always used by the stakeholders, such as between the different administrations or between purchasers and kitchens.
- All involved stakeholder groups need to develop increased professionalism regarding organic products and related skills development, including purchasers, politicians, civil servants, wholesalers, institutional managers, kitchen managers and other staff. This development of competences can take place over a longer period of time, during which the organic transformation is anchored in an operating phase.
- Supply contracts are often a barrier to organic conversion. Food supply contracts must be drawn up with specific requirements for organic products, as the availability of a wide range of economically advantageous organic products and well-functioning cooperation with wholesalers is necessary for organic conversion.
- Employee involvement is important in order to ensure that organic initiatives are followed through and anchored in the daily practice of kitchens.
- Once political support is in place for organic product use, the role of the kitchen manager is essential to make the transition to organic succeed as an organizational lasting change rather than a short-term project.
- Training and counselling courses should emphasize that the transition from the conversion phase to operation and the change in the kitchen and institution are integral parts of the process.
- Several benefits can be seen in exploiting the profiling potential of organic as a brand. Organic meal production, the organic food label or the promotion of a common green identity have the potential to strengthen a brand for a Municipality or an institution. This potential can be exploited and more actively considered into the conversion process itself.
- There is often a need to rebuild kitchens, equip soup kitchens, etc. In the case of an organic conversion, it is important to consider any physical alterations to kitchens that may be required, such as for the handling of vegetables or own carving of meat.

The organic food labels

The Organic Cuisine Label (Det Økologiske Spisemærke) is a free state-controlled labelling scheme for canteens and public kitchens in Denmark *(12)*. The Organic Cuisine Label shows how much of the food and drink purchased at an eatery is organic. Both public and private eateries can receive the Organic Cuisine Label. The Organic Cuisine Label is available in three versions: gold (90–100%), silver (60–0%) and bronze (30–60%). The checks are carried out at the same time as hygiene in the kitchens is checked, and this can result in a sour smiley icon label if the kitchen has not complied with the organic percentage and labelling with which they are expected.

This is a very useful tool for public kitchens, as it is easy to check the organic percentage of individual kitchens and thus see if they meet the policy objectives of their actual purchases.

Determination of organic percentage

If a tool to assess organic percentage is not available and yet it is desired to achieve a certain organic percentage through purchasing, it is safest to select certain product groups in which only organic products will be procured. These groups can be determined based on a thorough market investigation to ensure that the market is ready and that producers can meet the demand without substantial price increases. It may be an advantage to inform suppliers that the buyer intends to demand certain product groups exclusively in ecological quality, especially if this comes into force over a number of years, because then the market has the opportunity to adapt.

This is the pathway used Denmark, among other measures. In 2001 the City of Copenhagen announced its ambition to reach 90% organic food by 2016 to help to minimize groundwater contamination, and this goal has helped to push for the promotion of organic production of organic products and is said to have had a positive effect on sales in retail *(13)*.

Examples of concrete formulations of organic objectives can be seen in Annexes 1.7 and 1.8.

Quality: sensory assessment

When buying food, it is argued that it is inappropriate to use solely price as an award criterion. It might be clearly useful to test the quality of the foods that have been offered. Consequently, application of price and quality criteria is much more suitable. Quality of food might be assessed based on a sensory test.

A sensory assessment is a scientific discipline used to induce, measure, analyse and interpret reactions to the properties of food and materials perceived by the sense of vision, smell, taste, feel and hearing. There are typically three types of tests:

- consumer survey
- laboratory assessment
- scientific panels.

In a consumer survey, test subjects have not received any training or guidance, and answer the question: what do you think of a product? The survey requires a minimum of 30 participants and uses subjective ratings for each individual's likes or dislikes. It is only possible to test a few samples, a maximum of three, in such a test.

A laboratory assessment uses a trained panel (8–10 participants) to assess taste by how strongly and of what a product tastes. These tests are very demanding for the judges, and it is not possible to do very many tests at a time.

Scientific panels use 2–5 experts who are trained and have good product knowledge. They examine whether samples differ from a standard which has been established or is generally recognized by the experts. This analysis does not depend on personal preferences or whether the panel members like or dislike the product; therefore, it can be considered as close as possible to objective. The task of a panel of experts is to find deviations or defects in goods; this can be done with great reproducibility and a large number of samples can be assessed.

Experts in such panels are individuals who, through education or duties, possess the knowledge and experience to make assessments. The experts must not be influenced by any of the providers. With their professional background, the panel members should be able to assess products for defects. Assessments are made on a scale of one to five: 5, extremely satisfying; 4, really good; 3, good; 2, objectionable; and 1, useless.

Products are usually assessed on parameters including appearance, colour, fragrance, texture and taste, but for some items an extra parameter may be needed. For example, it would make sense to subdivide cut greens in terms of appearance, size, and uniformity. This assesses, for example, both whether carrot sticks are roughly the same length and how the cut surface is. The parameters are described in advance. Since the expert panel searches for flaws, it does not make sense to describe what they are looking for as they are evaluating the absence of qualities.

The requirements for the room where the test takes place are not as strict as at a laboratory panel, where it is essential that the judges cannot see each other's reactions during the assessment. It is, however, important that the preparation and the taste procedure itself are carefully standardized and that it is not possible to recognize the make or supplier. All samples are, therefore, served as blanks.

An assessment of the quality of a food through assessment of its smell, taste, texture, appearance, colour and size (if applicable) can be carried out as a professional assessment. Trained sensory professionals and skilled professionals/chefs can assess the inherent quality of food based on external parameters, and assess an item based on, for example, the specification "a strong cheese, to the target group of older people" or "taste-neutral rapeseed oil" rather than personal preferences.

Methodology that has been proven in connection with the City of Copenhagen's food supply

Composition of the panel

The panel is composed of professionals with training and experience in sensory and food quality, sensory skills, experienced chefs and food experts. The composite panel has no connection with potential suppliers and is bound by confidentiality in the sensory assessment. In some cases, it is advisable that quality managers from larger production kitchens are included as panel members as they have experience in ensuring a high and stable level of quality in the purchases. They will be able to subsequently continuously compare the winning supplier's quality level with the samples offered for testing purposes, and thus contribute to continuous control. However, it is crucial that most of the panel is made up of professionals with experience in sensory assessment.

Selection of items for testing

The selected product categories for testing represent product groups that are particularly difficult to evaluate, or that can vary extensively by supplier or other factors. There should be an emphasis on both whole and semifinished products and on other processed products, where the processing itself determines the food quality of the product. A recipe and list of ingredients for a factory-made liver pate can be 100% uniform with another brand and yet result in substantially different end-products, as craftsmanship, processing and handling are crucial to the result.

Call for samples for testing

During the tender evaluation phase, a list of products selected for testing will be sent out with a minimum of three days' notice, together with details of where and when the samples are to be delivered.

If a product requires heating, cooking, preparation, defrosting or other handling in order to be consumed, and the product does not have instructions for preparation printed on the packaging, the tenderer must provide such instructions.

In order to minimize the risk of possible defects, a minimum of two samples of each product are provided for testing. In order to minimize food waste, this should be understood as two units; for example two loaves of bread are requested, not two packages or two boxes of bread, if one package contains several units. Any deviations or clarifications with regard to the number of items shall be indicated in the call for samples.

If, at the time of receipt of the goods, there are defects in the delivered products caused by a packing error, the tenderer's supplier contact is informed, after which, replacement goods must be delivered within two hours. If this is not possible, the product/tenderer concerned would score 0 for this line.

Traceability of goods in accordance with the tenderer's offer

At the time of the tender, the tenderer will have filled in both boxes for brand/supplier name and producer/trademark, for each line of goods apart from the fruit and green tables. When receiving samples for testing, at least one, but preferably both names listed in the quotation list must appear on the packaging of the product. This is in order to achieve traceability between the product tested and the tenderer's offered range. This does not apply to fresh fruit and vegetables. Samples received where none of the names from the quotation list match the packaging will be excluded from the test and receive an automatic 0 score without further notice to the bidder.

Running tests

Products are assessed individually and as blind tests by the taste panel and are not included in a comparison between the different product types offered. Each item is assessed by each member of the panel in writing, and the panel does not discuss its assessment with the other members.

All samples are anonymized and if preparation or other handling (thawing, cutting or similar) is necessary to test the samples, the preparation instructions sent by the supplier are followed closely.

Each product is assessed on a scale of 1–5 based on the following parameters:

- appearance
- colour
- scent
- consistency
- taste
- size of the item (if applicable)
- overall assessment.

The overall assessment of the quality weight of the selected products is weighted in the overall tender assessment as described in the tender dossier.

Convenient settlement

The panel members are situated apart from the kitchen so that packaging and other indicators are not visible. A responsible procurement lawyer is present at the settlement to ensure the probity of the process and adherence to the guidelines.

Results and documentation

The results of the blind are collected in a summary report which, after completion of the tender, forms part of the overall assessment given to tenderers in connection with the notification of the outcome of the tendering procedure, so that tenderers have access to the assessments and the subsequent weighting and full transparency is ensured.

Annex 1.9 provides examples of concrete formulations of organic objectives for a wholesale tender.

Trans-fats

Trans-fatty acids (TFAs) are a special type of unsaturated fatty acids that are considered as harmful to health in excessive quantities *(14)*; the risk of developing heart disease is higher for diets high in TFAs than in diets with other saturated fatty acids. TFAs can be found naturally and can also be produced artificially. Content of industrially produced TFAs in food is now regulated at EU level. WHO aims to eliminate industrially produced TFAs by 2023 and WHO recommendations state that TFAs should comprise < 1% energy intake. The WHO Regional Office for Europe has also developed a package to support countries in TFA reduction *(15)*. The REPLACE package recommends a mandatory national limit of 2 g of industrially produced TFA per 100 g of total fat in all foods and a mandatory national ban on the production or use of partially hydrogenated oils (PHO) as an ingredient in all foods.

The Countdown to 2023: WHO Report on Global Trans-fat Elimination 2020 gives an overview of elimination of TFAs from different regions and countries in the world *(15)* and the conclusion and recommendations for action are clear:

> ***The momentum for TFA elimination has continued to build as more countries have taken action and advanced policies to eliminate TFA. However, most countries do not have policies in place to protect their citizens from the harmful effects of TFA, and there is much work to be done to meet the WHO goal of global elimination by 2023.***
>
> ***In the coming year, WHO recommends that countries focus on the following action areas.***
>
> - ***Develop and implement best-practice policies to set TFA limits or to ban PHO.***
> - ***Invest in monitoring mechanisms, such as laboratory capacity to measure TFA content in foods.***
> - ***Advocate for regional or subregional regulations to expand the benefits of TFA policies.***
> - ***WHO will strengthen its support to countries working to eliminate TFA by the following activities.***
> - ***Continue to provide technical support for building regulatory capacities to accelerate best-practice policy development, implementation and enforcement in countries. This includes strengthening laboratory capacity to assess TFA content in foods.***
> - ***Disseminate country experiences, success stories and good practices, and recognize achievements by countries.***
> - ***Undertake global advocacy through existing and newly developed frameworks and initiatives such as the World Health Assembly, the United Nations Decade of Action on Nutrition, and the United Nations Food System Summit.***
>
> ***WHO expects food and beverage industry groups to implement the commitments they have made to eliminate industrially produced TFA from product lines. WHO also expects major suppliers of oils and fats to step up to remove industrially produced TFA from the products that are sold to food manufacturers globally.***

In 2003 in the interests of public health, Denmark was the first country worldwide to introduce rules for maximum levels of industrially produced TFAs in food. Since April 2021 industrially produced TFAs have been regulated by the EU.

According to the rules, the content of industrially produced TFAs may not exceed 2 g per 100 g of fat in foods intended for the final consumer, as well as in foods supplied to the retail trade, for example bakeries or

restaurants. For foods or ingredients sold to non-retail establishments producing food for the final consumer, the TFA content should be labelled if it exceeds 2 g per 100 g of fat.

Naturally occurring TFAs in animal fats are not covered by the rules.

Commission regulation (EU) No. 2019/649 of 24 April 2019

EU rules were adopted on 7 December 2018 and entered into force on 15 May 2019. The transitional arrangements in EU rules allowed the marketing of foods that did not comply with the rules until 1 April 2021. However, these were replaced by Commission regulation (EU) No. 2019/649 of 24 April 2019 amending Annex III to Regulation (EC) No 1925/2006 as regarding TFAs other than those naturally present in animal fats.

The reason for limiting the content of TFAs in food to a maximum of 2 g per 100 g of fat throughout the European market is based, inter alia, on a report on TFAs in food and in the diet of the population of the EU published by the European Commission in December 2015 *(16)*.

As regulation at EU level is still relatively new, it is still worthwhile making demands regarding the restriction of TFAs in tenders. Annex 1.10 outlines specific formulations for TFAs in supply materials in a wholesaler tender document.

Sustainable palm oil

It is advantageous to require when listing the requested products that only products with dual certification (both Roundtable on Sustainable Palm Oil (RSPO) (or equivalent) and organic certified palm oil) will be purchased and received *(17)*.

A study carried out for the European Commission in 2013 suggested that 12% of the deforestation caused by crop imports to EU Member States between 1990 and 2008 could be related to palm oil. In several countries, the expansion of palm oil production is among the main causes of deforestation *(18)*.

Palm oil, however, is not in itself a problem as it is one of the most high-yielding vegetable oils per unit of area and can easily be produced responsibly, partly without causing deforestation. Today, it is possible as a purchaser to demand that purchased palm oil must not have contributed to the deforestation of primary forests.

Roundtable on Sustainable Palm Oil

In 2022 19% of global palm oil production is produced and certified according to the standards defined in the RSPO. However, this is far from all the palm oil that manages to be sold as certified, which limits the incentives for the further spread of responsible production methods. In 2013 Aarhus University in Denmark concluded *(19)*:

> ***in general, it is considered that RTRS [Round Table on Responsible Soy Association] and RSPO certification is carried out according to international certification guidelines and that the production methods underlying the certification actually involve reduced negative environmental and health effects of soy and palm oil production.***

The RSPO is a non-profit-making organization that unites stakeholders from the seven sectors of the palm oil industry (oil palm producers, processors or traders, consumer goods producers, retailers, banks/investors and environmental and social nongovernmental organizations (NGOs)) in the development and implementation of global standards for sustainable palm oil. RSPO has developed a set of environmental and social criteria that companies must adhere to produce Certified Sustainable Palm Oil (CSPO). When used correctly, these criteria can help to minimize the negative impact of palm oil cultivation on the environment and communities in palm oil-producing regions. RSPO has more than 2500 members worldwide representing all links along the palm oil supply chain. They are committed to producing, purchasing and/or using sustainable palm oil certified by RSPO.

Although RSPO-certified oil is evidence that palm oil is grown without being responsible for deforestation, this type of production can still cause environmental problems. In companies that only have RSPO certification, pesticides, genetically modified organisms and other similar issues can still present major problems.

Organically grown oil palms

Organically grown oil palms remove some of these problems, along with the need for RSPO certifications to a certain extent.

The 2019 report on organic and fair palm oil is particularly interesting *(20)*. This report uses a so-called hot-spot analysis that researchers have developed with which to score palm oil producers. The scoring is based on many different sustainability parameters, including production method and organic cultivation. It is one of the few recent reports highlighting RSPO (and equivalent) and organic production of palm oil, as well as its consequences.

The report contains the following main points.

- The good sustainability score of organic and fair-trade companies leads to the premise that palm oil can be produced sustainably; therefore, consumers, together with retailers, development agencies and policy-makers, should work towards forcing industry to comply with strict certification rules instead of replacing palm oil with other oils and fats. The latter requires between 2.5 and 7.0 times more land to produce the same amount of oil. In addition, other monocultures (e.g. cocoa), annual crops (e.g. soya, cotton) or cattle breeding tend to have a worse overall sustainability performance than organically produced palm oil.
- The very high score of organic and fair certified companies in terms of social impact implies that palm oil production is actually a viable way forward in promoting rural development, if it is produced with ecological and fair-trade principles.

Worldwide, palm oil meets 35% of the world's demand for vegetable oil from utilization of only 10% of the land allocated to oil crops. To produce an equivalent amount of alternative oils such as soybeans or coconut oil would require 4–10 times more land area, which would simply relocate the issue to other parts of the world and threaten other habitats and species.

Annex 1.11 outlines specific formulations for sustainable palm oil in tender materials.

Sustainable soy

Currently soya is not yet used sufficiently in tenders that it could be required that all soya used in food production should be certified. However, the origins of soya can be linked to deforestation of rainforests and forests in general, which is why this issue should also be a focus in public procurement. All actors in procurement should take joint responsibility, a notable example being South America, from where soy imports of soya for animal feed are particularly problematic.

However, soy production and the conditions of production are very complex, and it is particularly important to be aware of the role of organic products in order to differentiate and not group all products together.

In particular, the following points from the report Danish imports of deforestation-free soya from South America are of relevance *(21)*.

- Only about 2.5% of total global soya production is certified under one of the standards of responsible or organic production.
- It has not been possible to obtain new figures specifically for organic soya, but since 2013 total imports of organic feed have increased by 53%, excluding that from South America.

Certified responsibly produced soy

Responsibly produced soya can be obtained through verification as defined in the Accountability Framework Initiative, from third parties or through the following certification schemes: the Roundtable for Responsible Soy Association (RTRS, including RTRS accredited partners), ProTerra, EU organic, ISCC Plus (biofuel), the International Federation of Organic Agriculture Movements (IFOAM), the Danube Soya Association (Danube Soya and Europe Soya standards) and others.

The RTRS

The Roundtable for Responsible Soy (RTRS) was created by soy manufacturers, retailers, processors, banks and civil society organizations in 2006. The standard contains social and environmental requirements for soy farming, which are continuously checked.

A requirement is that from 2009 onwards no forests may be cleared, or other habitats of high conservation value rescheduled, in relation to soya cultivation. It is used for both genetically modified and non-genetically modified soya.

RTRS-certified soy can be purchased through three different systems:

- as a segregated raw material where the certified raw material is physically separated from the conventional raw material throughout the value chain;
- as a mass balance, where certified and conventional raw materials are mixed into the flow of goods, but a record of the proportion of certified soya follows the total mass; or
- as purchase of soy credits, where one credit corresponds to the production of a ton of certified raw material, which compensates for purchased soy and balances the soy footprint by directly supporting the manufacturer's development toward responsibly produced soy.

The RTRS standard is primarily implemented in Argentina and Brazil. Production in 2015 was broken down as follows: Brazil (70.3%), Argentina (19.5%), India (5.8%), Paraguay (3.6%) and the United States of America (0.9%). In 2016 RTRS certified just over 3 million tonnes of soy, selling 1.9 million credits and 95 000 tonnes of mass balance soy.

ProTerra

The ProTerra standard, created by CERT-ID in 2006, includes social and environmental criteria and only certifies non-GM soya.

ProTerra also does not accept holdings where deforestation has taken place after 2008. This limit applies to areas with native vegetation and areas with high conservation value, in particular primary forest.

The ProTerra standard requires third-party audits. Since ProTerra only allows non-genetically modified soy, it should be possible to track this soy separately.

The International Federation of Organic Agriculture Movements

The International Federation of Organic Agriculture Movements (IFOAM) is the worldwide umbrella organization for the organic agriculture movement, and by their standard soya grown organically must not use chemical pesticides, fertilizers, or genetically modified organisms. Organic soy is grown primarily in China and India.

There are also various requirements regarding nature conservation, soil and labour legislation and health and safety regulations. A wide range of stakeholders are involved in the standard.

The Danube Soya Association (Danube Soya and Europe Soya standards)

The Danube Soya and Europe Soya Standards are two different certifications offered by the Danube Soya Association.[3]

The Danube Soya certification can be obtained by soya producers who come from the Danube region and do not use genetically modified plants. In addition, the soya producer must follow EU regulations on the use of pesticides, as well as labour and social rights. The soy must not be grown in land developed for agriculture after 1 January 2008. Furthermore, the cultivation of soya must not lead to the loss of national or international nature reserves, forests or heaths.

The Europe Soya Standard certification has the same requirements as the Danube Soya Standard, but is valid for the whole of Europe and not just the Danube region, provided that the other criteria are also met.

Annex 1.12 outlines specific formulation for sustainable soy in tender materials.

Sustainable fish

Fish is an important food for humans, which is why the public sector must help to ensure that healthy stocks of fish remain in the world's oceans. Public purchasers can help to ensure that the fish caught and delivered to the public sector is sustainable. There are three labelling schemes for sustainable fish: the Marine Stewardship Council (MSC), the Aquaculture Stewardship Council (ASC) and the organic labels (Nature Gentle, island label and the EU magazine).

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3 https://www.donausoja.org/certification-inspection/.

It is incredibly complex to demand and procure sustainable fish. It must be recognized that there are different aspects of sustainability in the fishing industry and so it is hard to find a common concept that clarifies the different parameters: from sustainable stocks to climate impact, and from seabed and biodiversity to social considerations and job creation in coastal areas.

SDG 14

SDG 14 concerns marine life. Some of the problems referred to in SDG 14 are that the world's oceans are currently overfished by 30%, and around 40% of them are heavily affected by pollution *(22)*. Pollution is a serious problem because, among other things, it destroys our coral reefs and destroys fish habitats.

The United Nations Regional Information Office (UNRIC) for Western Europe states *(23)*:

> ***Many of the sea fish stocks are threatened by overfishing, which is why it requires a global effort to promote the reconstruction of endangered fish stocks. Fishing should be based on achieving maximum sustainable yield, considering the specificities of certain regions and seas. New and improved measures and policies are needed to combat pollution, overfishing and the extraction of natural resources. The protection and restoration of coastal and marine areas are important measures to preserve biodiversity and fisheries resources, as well as to strengthen resilience to climate change. Further challenges in ensuring marine food production are debris, microplastics and, in particular, marine pollution, which demonstrate the importance and link between marine life and climate change.***

World Wildlife Fund fishing guide

To help to make the right choices, the World Wildlife Fund (WWF) uses a simple colour system for sustainability assessment based on the red–yellow–green traffic light code to indicate the impact of fishing on each species *(24)*. The system also looks at the overall burdens on ecosystems and whether the regulations in force are being complied with and are effective. WWF assesses the state of fish stocks and the environmental impact of fishing, as well as the management of fisheries and aquaculture worldwide based on a wide range of criteria. The evaluation follows a methodology developed by environmental organizations and reviewed by scientific fisheries institutes. All evaluations are based on current scientific data.

Sustainability assessment

The overall sustainability assessment is based on how wild fish or shellfish stock caught in a particular area is being managed, as well as where and how that fishery affects the ecosystem and whether the fishing is adequately managed. For farmed fish and shellfish, the environmental effects of the farming system and its location, as well as feed and management practices, are also examined.

Green means recommended, yellow think twice and red stands for avoid, and this system can be used for tender purposes when procuring sustainable fish.

Certified fish displayed in blue

The fishing guide indicates which species are available on the market with certifications that WWF generally supports in a blue category. On the Danish market, for wild-caught fish this is the MSC certification. For responsible farming (aquaculture), it is organic certification and ASC certification. This guide should help the consumer to get a better overview of available species with environmental certifications.

Sustainability

There are many perceptions of how sustainable fishing and aquaculture should be defined. When referring to a product as sustainable, it is necessary to define in what way it is sustainable. For example, a fishery or a fish product can be environmentally sustainable in terms of fishing pressure, environmental impacts on

the seabed or on the entire local ecosystem and in relation to carbon footprint, but may not necessarily be economically or socially sustainable. When the WWF assesses the sustainability of a particular fishery or aquaculture production, the emphasis is on the environmental pillar.

The definition of sustainability and accountability underlying WWF's fishing guide involves both the biology of each fish stock, the impact on the environment of fishing or aquaculture production and the management of fisheries or production (such as compliance with applicable laws, obligations, and other management aspects).

Database

WWF has developed a common European database with all assessments used in the various national fishing guides in WWF offices across Europe; a database that WWF Denmark also uses. When fisheries and aquaculture experts carry out sustainability assessments of individual fisheries and aquaculture productions, this takes the form of a systematic approach and uses the latest available scientific data from the international regional fisheries organizations, such as the International Council for the Exploration of the Sea (ICES) and the International Commission for the Conservation of Atlantic Tunas (ICCAT). Where WWF has access to other reliable data sources they will also be included in the final assessment. The assessment of the majority of fish stocks and aquaculture production is updated every one or two years, but the database also contains groups that are updated at longer intervals because either such stocks and productions are too small or they are of less importance globally.

Method of evaluation for wild-caught fish

The method used for WWF's fisheries assessments was developed in 2009 by WWF in collaboration with the Dutch North Sea Foundation (NSF) and the British Marine Conservation Society (MCS). The advantage of a common approach is global usability and provision of consistent consumer recommendations for fisheries. To ensure that the method is up-to-date and globally applicable, it was updated in 2011–2012, when scientists from fisheries, the North Sea Foundation and WWF fisheries experts from Africa, Asia, Europe, and the United States of America thoroughly overhauled the methodology.

The common method of evaluation for wild fish has three categories:

- status of the target species and stock (for species subject to the fish and shellfish assessment)
- environmental impact of fishing
- management of fisheries.

Within each category, points are awarded based on responses to relevant points summarized to provide an overall rating score. The impact points within the three categories above, as well as the related traffic light scores, help to identify the specific strengths and weaknesses of a given fishery. In other words, the evaluation paints a picture of whether the strengths and weaknesses of the fishery are related to the state of the stock, the ecological impact or the management itself – there may be challenges in more than one area.

Evaluation criteria

Biology and environmental impacts

- Are the species on the lists of endangered species from the International Union for Conservation of Nature or the Convention on International Trade in Endangered Species of Wild Fauna and Flora?
- Does the International Council for the Exploration of the Sea assess the population as being above or below the precautionary level?

- Is there enough information to assess the status of the stock for species not assessed by International Council for the Exploration of the Sea?
- Is the species particularly vulnerable to fishing?
- Does the species have a life cycle that makes it particularly vulnerable to fishing?
- Does fishing have ecological effects?
- Are the fish caught mixed in an unwanted way when they are landed?
- Does fishing lead to discards?
- Is the fishing method harmful to marine habitats?
- Does fishing bring about indirect changes in the ecosystem?

Management

- How are fisheries managed?
- Does the administration have objectives for selected issues such as stock, by-catch, illegal fishing, ecosystem impacts or recovery plans?
- Does management take a long-term approach?
- Is fishing under third-party certification, labelling or the like?
- Does fishing contribute to the local community either socially or economically?

Method of evaluation for farmed fish

The method of WWF aquaculture assessments was developed by WWF in collaboration with the Good Fish Foundation.

Rearing system and location

- Does the rearing system require a high energy input?
- Does the farming system and practices lead to an overuse of fresh water?
- Does the farming system and location require changes to the marine or land environment?
- Do the breeding system and practices have negative consequences for the health of wild species?

Fodder

- Is the farmed species dependent on feed?
- Does the feed contain ingredients or by-products of farmed or wild-caught fish?
- Is the marine content of the feed sustainably captured or produced?
- Does the feed contain substances that have an impact on normal behaviour or the health of the species?

Environmental effects

- Are there environmentally harmful discharges from the rearing system?
- Is the rearing system dependent on wild fish from overfished stocks, as referred to in the assessment of wild-caught stocks?

- Are there potential problems with the transmission of diseases to wild populations or the environment?
- Is there a risk that the fish escape from production? If so, will it have negative consequences for the environment?
- Do the farming system and practices generally have negative consequences for local wildlife?

Management

- Are the aquaculture sector and the farming system subject to strategic planning and environmental impact assessments?
- Is production subject to certification schemes or labelling?

Excluded elements in species assessments

Note: that the following elements are not included in assessments of individual species.

- Health: evaluations do not deal with the various health aspects of fish consumption. For information about fish and health, we refer to the Danish Health and Medicines Authority.
- Climate: carbon dioxide emissions from fishing vessels are not included as an element in the evaluation of different species.

The WWF's website provides more information *(24)*.

The Global Sustainable Seafood Initiative

In 2005 the United Nations Food and Agriculture Organization launched guidelines for fisheries eco-labelling, which are followed by a large part of the international labelling systems. In 2015 these guidelines formed the basis for a Global Benchmark Tool for fisheries labelling schemes launched by the Global Sustainable Seafood Initiative (GSSI). These have made it possible, among other things, for small and private environmental organizations to apply for a study comparing them with large established brands, so that they can obtain international recognition for their brand and standard. However, it is important to point out that it is relatively expensive to acquire GSSI recognition.

One of the first brands to be awarded GSSI recognition was the Icelandic Responsible Fisheries Management Certification Programme; an Icelandic label for Icelandic fishermen. In addition, both the MSC and the ASC, as most people know, are GSSI-recognized.

Labelling schemes for sustainable fish

There are three labelling schemes for sustainable fish, which will be reviewed here followed by the Danish scheme, which may provide inspiration for other countries. Some of the labelling schemes are state, others are private.

Labelling schemes are the consumer's guarantee that a number of requirements will be made, including sustainability, fishes' living conditions, climate and environment.

In the case of wild fish, this applies inter alia to overfishing. For example, for breeding, there are requirements for fish feed, medication and space.

The MSC scheme

Wild fish labelling from the Marine Stewardship Council (MSC) applies to all fisheries fishing for wild organisms in both sea and freshwater areas *(25)*.

The MSC was founded in 1997, partly inspired by FSC, the global forest certification provider and in collaboration between the WWF and Unilever, one of the world's largest grocery manufacturers and wholesalers. The brand has significant market power in Denmark, where it is the most dominant brand, and the blue-and-white label is found on a wide range of frozen, canned and fresh fish products of both Danish and foreign origin.

What is required to get the MSC mark?

The standard requires that the fishing from which the product originates is sustainable in accordance with MSC criteria. The traceability standard ensures that the MSC mark is found exclusively on fish and shellfish that can be traced to MSC-certified fishing practices. For a fish product to bear the blue MSC mark, each part of the supply chain must have a valid traceability certificate. This indicates that they meet the requirements for handling certified products in their company to prevent certified products being mixed with non-certified.

In addition, to be MSC certified, the following three basic principles must be met *(26)*:

1. Sustainable fish stocks. Are there enough fish left in the ocean? Fishing must be at a level that ensures that it can continue indefinitely and that fish stocks can be kept productive and healthy.
2. Minimizing environmental impacts. What are the influences? Fishing activity must be managed with caution so that other species and habitats of the ecosystem can be kept healthy.
3. Effective fisheries management. Is fishing well managed? MSC-certified fisheries must comply with applicable laws and be able to adapt to changes in the marine environment.

The MSC continuously updates and strengthens the requirements for certification and, in relation to the fishing standard, the MSC itself highlights the following 10 changes that came into force as of 1 April 2015 as essential.

1. Special considerations now ensure the protection of vulnerable marine ecosystems (VME46s).
2. MSC fisheries will no longer be in danger of creating cumulative negative effects on by-catch species.
3. Fisheries shall regularly review alternative measures to reduce the mortality of undesirable species in catches.
4. Stricter requirements will ensure that shark fin cutting does not occur in MSC fisheries.
5. After six years of discussions with stakeholders, a completely new basic standard has been introduced to assess improved salmon fishing.
6. A new risk-based framework for habitat assessment is now available for use in data-restricted situations.
7. Revised control oversight and reassessment requirements have been developed to minimize the cost of an assessment for fishing clients.
8. An independent Peer Review College is being set up to create a more standardized and effective peer-review process.
9. Additional requirements have been added to create a more efficient traceability of seafood products from fisheries in the supply chain.
10. Companies that have been convicted of forced labour violations do not have the right to become MSC certified

The ASC scheme

The Food and Agriculture Organization defines aquaculture as: "the cultivation or rearing of aquatic organisms in coastal and inland areas, cultivation or rearing involves intervention for increased productivity" *(27)*.

There is no clear global market leader in the market for farmed fish products as there is for the MSC and wild fish. Inspired by the MSC, the ASC was founded in 2010 in a collaboration between the WWF World Wildlife Fund and the Dutch Sustainable Trade Initiative (IDH), and is now an international, independent non-profit-making organization. The first ASC certifications were given in 2012, and since then there has been significant

expansion in the number of certified breeding facilities. Similarly to the MSC, the ASC bases its certifications on third-party evaluations.[4]

As mentioned above, about half of all seafood eaten in the world comes from aquaculture, and the sector is growing rapidly. In the EU, aquaculture accounts for a smaller share of total production and consumption than globally, but this is expected to change, giving the ASC a greater significance in the EU.

ASC standards for farmed plants are designed to contribute to:

- more limited consumption of chemicals;
- avoiding stressed and sick fish that can infect wild populations;
- avoiding overuse of freshwater resources;
- avoiding devastating changes in the garden or rural environments around the farms;
- production that takes place in a way that considers the working environment and the local community; and
- using fish feed that comes from sustainable fisheries *(28)*.

ASC's environmental standards contain several different requirements for:

- the location of the farm, to protect nature and biodiversity
- the negative effects the plant may have during operation
- regulation of the feed used.

In relation to feed, the objective is that over time it should come from sustainable sources.

Organic labels

Organic fish is a relatively new phenomenon. It was not until 2005 that organic fish from freshwater waters were purchased, and in 2010 the first Danish marine farm was converted to organic production.

EcoFish

What does it take to get the organic marks and what do they promise to deliver?

- Establishment of a health advisory agreement with a veterinarian.
- Compliance with maximum stock density.
- Minimization of the use of medicines and excipients, with certain excipients banned. For example, an excipient can be lime, iodine, salt and hydrogen peroxide.
- No use of genetically modified substances in fish feed.
- Feed produced on a sustainable basis or organic products.
- Minimization of the use of medicines and chemicals.
- Prioritization of green energy in production.
- Traceability from the consumer to the manufacturer *(29)*.

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4 Third-party evaluations means that the brand's standards and requirements use guidelines for certification from an independent third party. The MSC uses ISEAL ALLIANCE as an independent third party to ensure that the fisheries certified with the MSC label comply with the United Nations international standards for eco-labelling of sustainable fisheries.

Nature Gentle

Nature Gentle (NaturSkånsom) is the newest state labelling scheme in Denmark, based on nature-friendly practices *(30)*. It imposes the following requirements on Danish fishermen who wish to market their catches with their label.

- The Nature Gentle label focuses on the environmental and climate benefits of fishing with gentle gear.
- In addition, the label focuses on the socio-economic and socio-cultural benefits of fishing from smaller vessels and improvement in quality

To obtain the Nature Gentle Label, fishermen must meet the following requirements:

- they must carry out inshore fishing, defined as from a boat of a maximum of 17 metres and with fishing trips of less than 48 hours;
- they must fish with gentle gear, such as nets, hooks, Danish seines / anchor dragging, crab pots, and the like;
- they must have undergone a quality course to optimize quality through bleeding and correct, fast icing; and
- stock must have been fished at a sustainable level, precluding fishing of endangered species.

The label came on the market in 2020 and there are as yet no scientific publications dealing with results from use of the label.

Problems with individual labels and labelling schemes

Different issues are associated with individual brands and labelling schemes as a guideline for sustainability in general. Selected criticisms of labelling schemes are given. Both the ASC and MSC schemes have been criticized for having too much flexibility in their standards and criteria. For example, ASC has accepted very different levels of salmon lice in Canadian breeding plants that carry the ASC label.

MSC is criticized for having standards that are too one-tracked, highlighting, among other things, that the standards lack in considering carbon dioxide emissions or seabed impact. The ASC also does not have direct food safety standards.

In addition, MSC and ASC are criticized for having financial motivation to provide as many certifications as possible, rather than refusing certification, because they are private market-based brands.

One of the criticisms for Nature Gentle is that the label is too holistic in its view of sustainable fishing; with a focus more on whether the inshore fisherman can survive, and less focus on the challenge of by-catch using discretionary gear.

Sustainable fisheries: Ethical Trade Denmark

Ethical Trade Denmark, together with the fishing industry, has prepared a guide on how to demand sustainable fish in public procurement contracts *(31)*.

Although there are many views on the different labelling schemes, they are the easiest way to identify and request sustainable fish, and if combined with WWF colour guide this is the safest way to help to ensure that no fish derived from endangered stocks are purchased.

Examples of concrete formulations from tender materials on sustainable fish requirements can be found in the section below.

It is incredibly complex to demand and procure sustainable fish, and in trying to do so, one must recognize that there are different definitions of sustainability in the fishing industry. At the same time, a common understanding should be sought that clarifies the different parameters: from sustainable stocks to climate impact, and from seabed and biodiversity to social considerations and job creation in coastal areas.

Examples of specific formulations from tender materials on sustainable fish requirements are given in Annex 1.13.

Fair trade

Fair trade should be required in public procurement, and this can be achieved either by imposing it as a contract clause at line-of-goods level or adding it as an award criterion where the bidder can increase the number of points they are awarded according to the number of products they can offer with a Fairtrade label *(32)*.

Companies should take social responsibility for their activities. This has been reflected in several international and national initiatives. In the view of the Danish Ministry of Economic Affairs and the Interior, these initiatives reflect a general premise that actors who have the opportunity should take social responsibility and that this applies to both private companies and public authorities *(33)*.

On this basis, public authorities can legitimately state in their purchasing policies that the Municipality wishes to give priority to the purchase of Fairtrade-branded goods, thereby taking advantage of this opportunity to demand goods and services produced under responsible conditions. In this way, the Municipality or state assumes social responsibility *(34)*.

A Municipality can also inform about social responsibility and Fair Trade if the information is not provided in the form of a foreign policy statement.

It is important to distinguish between the words Fairtrade and Fair Trade. The former refers to the Fairtrade brand, while the latter is used as an umbrella term for ethical, sound trade.

The concept of Fair Trade

Fair Trade consists of a trade partnership based on dialogue, transparency and respect, seeking equality and fairness in international trade. Fair Trade contributes to sustainable development by offering fair trading conditions and rights for marginalized producers and workers, especially in developing countries.

The key principles on which the Fair Trade concept is based are:

- enabling marginalized producers' access to the market
- sustainable and equal trade relations
- capacity-building and empowerment
- consumer awareness
- long-term trade partnerships based on dialogue, transparency and respect.

The Fairtrade brand

The Fairtrade brand is a registered trademark of Fairtrade Labelling Organizations International, a multistakeholder group aimed at promoting the lives of farmers and workers through trade. The trademark confirms that labelled products meet the social, economic, and environmental standards set by Fairtrade International. The Fairtrade brand is owned and protected by Fairtrade International on behalf of its members, and can only be used when reference is made to Fairtrade International, and products certified by Fairtrade International.

The World Fair Trade Organization

Fair Trade Denmark is a member of the World Fair Trade Organization (WFTO), which has defined 10 Fair Trade principles that Fair Trade organizations and companies must adhere to in their daily work *(35)*. The 10 principles are listed below.

1. Creating opportunities for economically disadvantaged producers

Poverty reduction through trade is a key part of the WFTO's objectives. The organization supports marginalized small producers, whether independent family businesses, or are grouped together in associations or cooperatives. It seeks to enable them to move from income insecurity and poverty to economic self-sufficiency and ownership. The deal supports community development and the WFTO has an action plan to implement this.

2. Transparency and accountability

The WFTO is transparent in its management and business relations, accountable to all its stakeholders and respects sensitive and confidential commercial information. It uses appropriate participatory methods to involve employees, members, and producers in its decision-making processes and ensures that relevant information is provided to all trading partners. Communication channels are good and open at all levels of the supply chain.

3. Responsible commercial practices

The WFTO acts with care for the social, economic and environmental well-being of marginalized small producers and does not maximize its profits at their expense. It is responsible and professional in fulfilling its obligations in a timely manner. Suppliers respect agreements and deliver products on time and to the desired quality and specifications.

Fair Trade buyers recognize the financial disadvantages faced by manufacturers and suppliers and therefore ensure that orders are paid upon receipt of documents and in accordance with the attached guidelines. A prepayment of at least 50% is possible if desired.

When southern Fair Trade suppliers (WFTO terminology) receive a prepayment from buyers, they ensure that this payment is passed on to producers or farmers who manufacture or grow their Fair Trade products. Buyers consult with suppliers before cancelling or rejecting orders. When orders are cancelled through no fault of their own by manufacturers or suppliers, appropriate compensation is guaranteed for work already performed. Suppliers and manufacturers consult with buyers if there are problems with delivery and ensure compensation when quantities and grades have been delivered that do not match those invoiced for.

The WTFO has long-standing relationships based on solidarity, trust, and mutual respect, all of which contribute to the promotion and growth of Fair Trade. It maintains effective communication with its trading partners. Parties involved in a trading relationship try to increase the volume of trade between them and the value and diversity of their products as a means of increasing Fair Trade and income for producers . The WFTO works with the other Fair-Trade organizations in a country and avoids unfair competition. It recognizes,

promotes and protects the cultural identity and traditional skills of small producers as reflected in their craft designs, food products and other related services and avoids duplicating the design of designs or patterns of other organizations without permission.

4. Payment of a fair price

A fair price is one price that has been mutually negotiated and agreed by all through on-going dialogue and participation, which provides fair pay to the producers, can be sustained by the market and takes account of the principle of equal pay for equal work by women and men: payment of fair prices and a fair wage based on the local living wage. Fair Trade importers and trade organizations support capacity building required by producers to allow them to fix the work at a reasonable price.

5. Ensure no child or forced labour

The WFTO complies with the United Nations Convention on the Rights of the Child, and national/local laws on the employment of children and it ensures that there is no forced labour in its workforce and/or among members or homeworkers.

Organizations that buy Fair Trade goods from producer groups, either directly or through intermediaries, ensure that no forced labour is used in production, and the manufacturer produces in accordance with the Convention on the Rights of the Child, and the national/local laws on the employment of children. Any involvement of children in the production of Fair Trade products (including learning of traditional arts and crafts) must always be informed and monitored, and must not affect the well-being, safety, educational requirements and need to play.

6. Antidiscrimination, equality, and freedom of association

The WFTO has a clear policy and plan to promote gender equality and ensure that women as well as men have the ability to gain access to the resources that they need to be productive, develop their skills and influence the wider policy, regulatory, and institutional environment that shapes their livelihoods and lives. It considers the specific health and safety needs of pregnant and breastfeeding mothers. Women participate fully in decisions on the use of the profits from production and are actively encouraged to apply for vacancies and leadership positions in the organization. The WFTO respects the right of all employees to form and join trade unions of their choice and to negotiate collectively. Where the rights to join trade unions and negotiate collectively are limited by legislation and/or political environment, the WFTO will promote independent and free association and collective bargaining for employees and ensures that representatives of employees are not discriminated against in the workplace.

Organizations working directly with producers ensure that women are always paid for their contribution to the production process and are paid at the same rates as men when doing the same work. If women's work differs from that of men, the WFTO also seeks to ensure that it is valued again in order to offset wages, although women are allowed to perform work according to their abilities.

7. Healthy and safe working conditions

The WFTO offers a safe and healthy working environment for the employees and/or member with working hours and conditions for employees and/or members (and any homeworkers) that comply with national and local laws and International Labour Organization conventions on health and safety. Fair Trade organizations are aware of the health and safety conditions of producer groups they buy from and continuously seek to raise awareness of health and safety issues and to improve health and safety practices in producer groups.

8. Capacity-building

The WFTO aims to increase positive developmental impact on small, marginalized producers through Fair Trade, working directly with small producers to improve their leadership skills, production capacity and market access to local/regional/international/Fair Trade and mainstream markets as appropriate.

Organizations that buy Fair Trade products through Fair Trade intermediaries in the South help these organizations to develop their ability to support marginalized producer groups with which they cooperate.

9. Promoting Fair Trade

The WFTO raises awareness of the purpose of Fair Trade and of the need for greater fairness in world trade through Fair Trade. It advocates Fair Trade goals and activities according to the size and capacity of the organization. The WFTO offers its customers information about itself, the products it markets and the producer organizations or members who manufacture or harvest the products. Honest advertising and marketing are always used.

10. Respect for the environment

Organizations that produce Fair Trade products maximize the use of raw materials from sustainably managed sources on their lands and buy locally whenever possible. They use production technologies that seek to reduce energy consumption and, where possible, use renewable energy technologies that minimize greenhouse gas emissions. They try to minimize the impact of their waste streams on the environment. Fair Trade agricultural commodity producers minimize the environmental impact by using organic or low pesticide-use production methods where possible.

Buyers and importers of Fair-Trade products prioritize buying products made from raw materials derived from sustainably managed sources and that have the least overall impact on the environment. All organizations use recycled or easily biodegradable materials for packaging as far as possible and products are transported by sea where possible.

Examples of concrete formulations from tender materials relating to Fair Trade requirements can be found in Annex 1.14.

Transport

In general, transport accounts for less than 10% of the climate impact of a food, but is still part of the public contract when food is purchased. Therefore, it also makes sense to think about what requirements will be outlined in a tender regarding transportation and whether this can be made greener.

Examples of concrete formulations from tender materials relating to transport requirements in Part 2 can be seen in Annex 1.15.

Green vehicles

Green vehicles may be specified for the transportation of food under contract. Even if it is not set as a minimum requirement that all transport should take place in green vehicles, then additional points can be awarded in the procurement process according to how many kilometres suppliers promise to drive green during the execution of the contract. It can also be a condition of the contract for green mileage to increase over the years for which the contract is carried out.

The European Emission Standards and the Euro norm

The EU regulates air pollution from cars through the European Emission Standards, which set the acceptable environmental characteristics of a vehicle (the Euro norm) with regard to emissions of harmful substances, such as particles and nitrogen oxides *(37)*.

All new cars sold in the EU must comply with the current standard, no matter where in the world they are produced *(38)*. There are specific Euro norm values with different emission requirements for diesel and petrol cars, vans, buses, trucks, motorcycles and mopeds. Only electric cars do not have a Euro norm, as they have no direct emissions.

The Euro norm which each car meets is shown on the vehicle's registration certificate as an overall group, such as Euro norm 5.

In several parts of Europe, older cars are now being banned, and those not meeting the applicable requirements risk not being able to enter cities. For example, in several German cities, diesel cars must now be at least Euro norm 6 (from 2014 onwards) to enter, while the requirement for petrol cars is Euro norm 3 (from 2000 onwards).

High-impact Euro norms

The Euro norm sets a maximum level for a number of substances that cars emit. All new cars sold in the EU must therefore not pollute more than is permitted. A Euro norm limits the number of substances a vehicle may emit, but does not require specific equipment, such as catalytic converters or the like.

For the most part, however, a catalyst will be needed to comply with the limit value for new vehicles. The introduction of Euro norms throughout the EU has had a major effect. Although traffic has increased, pollution by particulate matter such as lead and sulphur oxides has decreased.

Application of Euro norm 5 for the emission of particles and nitrogen oxides from vehicles has reduced these to less than 95% of the level from before the European Emission Standards were introduced in 1992.

The latest requirements

Since 1993, the European Emission Standards have regulated the amount of particulate matter in exhaust fumes. . In 2011 particulate filters became mandatory for diesel-powered passenger cars and in 2012 for vans. Cars must have the most efficient particulate filters that can limit the release of particles of all sizes by close to 100%. With the adoption of the Euro norm 5 standard in 2010 and Euro norm 6 in 2015, new limit values were also set for the number of types of particulates in exhaust fumes.

In 2011, particulate filters became mandatory for diesel-powered passenger cars, and in 2012 for vans. Cars must have the most efficient particulate filters that limit the release of particles of all sizes by close to 100%.

Tender documents can include a requirement for a specific level of Euro norm to which vehicles used for transport comply.

Idling

Emissions of harmful substances from cars at idle are also regulated by the Euro norms, which have steadily been made stricter since the mid 200s. This has lead to an overall reduction of over 90% in emissions of sulphur and NOx from new cars. The Danish Environmental Protection Agency considers that the environmental damage from cars that keep the engine idle is significantly less today than in 1982, when the idling rules were

introduced. However, this is still a local source of pollution. While unnecessary emissions of harmful particles do occur while a vehicle is idle while food during deliveries, in some cases this is unavoidable because engine power is needed to provide specific functions such as cooling that a static battery cannot maintain when engine power is inactive.

Continuous education for delivery drivers: green driving

The EU stipulates that lorry drivers, bus drivers or professional drivers should undergo training every five years in order to maintain, deepen and embed topics covered by the basic qualification training, such as green transportation. The courses pay particular attention to road safety and sensible fuel consumption. Drivers must have their EU certification in order to drive and can be fined or disqualified if found to have driven without the correct certification.

There is no routine reminder, so both drivers and their employers need to ensure that continuing courses are taken. These ensure that the driver:

- can drive the vehicle considerately and economically
- can drive safely in traffic
- knows the rules governing lorry and freight driving
- can act appropriately in the event of an accident or accident.

The continuing training requires five training days, that can be undertaken in the evening or on weekends. There is both a mandatory and an optional section. Typically, the first three days contain the mandatory sections, with content that may vary but covers:

- new traffic rules
- rules for driving and rest time
- working time rules
- transport legislation
- road safety, defensive and energy-efficient driving
- cardiopulmonary rescue
- health and safety at work, well-being factors and health
- different types of goods and cargo protection.

The two days of optional sections may vary from school to school but can include driving technique, prevention of right-turn accidents and safe behaviour.

It is beneficial for all if drivers are trained in environmentally friendly driving, optimization of fuel consumption and safety driving and accident prevention.

Delivery optimization and coordination

Kitchens have a long tradition of setting their own preferred delivery day and time, and several competing suppliers agree that this can lead to unnecessary driving that repeatedly crosses the urban centre (referred to in Denmark as “star driving” due to the pattern outlined on a map). If suppliers could determine their own delivery times, carbon dioxide emissions associated with deliveries could be reduced, as well as the cost of delivery.

No aviation policy

There is no doubt that the mode of transport that pollutes the most is aviation. Therefore, it is advantageous to put as a minimum requirement in tender documents that goods transported by air will not be accepted. This can be written in the technical specification under the chapter dealing with transport.

If it is considered that this requirement is too restrictive, then avoidance of air transport could be set as an award criterion that that would give a more positive weighting for fewer products offered that are transported by air. The offer list can be used to indicate which products have definitely not been transported by air either at the raw material stage, as semi-finished products or as finished goods.

In general, transport accounts for less than 10% of a food's climate impact but will form part of the contract when food is bought through public tender. Therefore, it is sensible to think about what requirements are outlined in contracts for transport and whether any requirements can contribute to a greener system. An example of such a formulation in tender materials relating to transport requirements is shown in Annex 1.15.

Incorporation of the SDGs in a tender

The United Nations SDGs consist of 17 goals with 169 sub-targets and entered into force on 1 January 2016. They commit all 193 United Nations Member States to work for their fulfilment and are relevant to everyone, businesses, municipalities, and citizens alike. The objectives include poverty reduction, sustainable economic growth, decent jobs, climate, peace, and equality. The SDGs are the most ambitious global development plan to date, setting a course for a more sustainable world by 2030.

The SDGs can be seen as a common language and can, therefore, provide the umbrella that can help all parties to put sustainable procurement on the agenda, expressly referred to in 12.7.

The European Commission has provided guidance to help public buyers to integrate social considerations into public procurement *(39)*. Its document states:

> ***In order to meet societal challenges, public authorities must step up their efforts in all aspects of sustainability (social/ethical, environmental and economic). Public purchasers are major investors in Europe and currently spend over 14% of the EU's gross domestic product. By using their purchasing power to choose goods and services that lead to positive social outcomes, they can make a significant contribution to sustainable development.***

Public authorities and companies have had a markedly increasing interest in how to work specifically with the SDGs and with aspects of general corporate social responsibility (a management concept whereby companies integrate social and environmental concerns in their business operations and interactions with their stakeholders). For example, many municipalities have incorporated the SDGs into their procurement policies, and many public authorities are beginning to incorporate sustainability goals into their tenders.

However, it is important to be aware how exactly to set sustainability requirements in tender documents, it is important to be aware of how to do so. Environmental requirements can, for example, help to influence the market in a more positive and environmentally friendly direction towards achieving the SDGs. Requirements for products and materials with low carbon footprints can nudge suppliers in the right direction. While it is possible to do this, it can be difficult to formulate the technical requirements and associated documentation requirements.

Some municipalities already use the SDGs in connection with market dialogue to learn how far suppliers are in their work on the SDGs. This is used as a tool for contracting entities to be aware of the requirements that can be imposed in future tenders.

A document for the tender can usefully be prepared that focuses on the parts of the contract where the bidders must be able to support the municipality's responsibility and ambitions in relation to its action plan for achieving the SDGs. The document may be intended to be a living document, which can be actively used in contract follow-up meetings and further developed during the contract execution period. In addition, such a document could be used as a tool to report to relevant government departments on progress in reaching the agreed sustainability objectives.

Examples of concrete formulations from tender materials relating to the work on the SDGs can be seen in Annex 1.16.

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Annex 1. Examples of material for specific areas of tenders

The materials in Annex 1 are intended to provide reference examples and to serve as a source of inspiration for how to formulate documentation for tenders, while always considering sustainability.

As technology, possibility and society change, conditions and options when designing and formulating tender documentation will always be in flux. Therefore we intend this document and its annexes to provide generalised guidance, and would urge that any ensuing contractual documents should always be drafted in consultation with the legal department of your organization. We encourage users to consult their own legal or ethical departments before publishing such documents or making them otherwise publicly available.

The text provided below cannot serve as a basis for any legal contracts, and we hope readers will use their own discretion when using the information contained here as inspiration basis for their own tenders and procurement.

Examples are taken from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020, unless otherwise specified.

1.1 Phases of supply

With this tender, the City of Copenhagen has taken the long-anticipated and discussed action of implementing many new green requirements as criteria. Market dialogue, stakeholder treatment and the involvement of kitchen professionals have all been essential to reach this outcome, important aspects of which are a link to the SDGs, and that the changes being instituted with the offering can be implemented and are measurable.

The broad outline of the process is as follows.

1. The procurement officer contacts potential suppliers of the desired goods to start discussion about new agreements and future plans.
2. The procurement officer relays the suppliers' response to the kitchens, who contribute their input.
3. The procurement officer again enters dialogue with the suppliers.
4. Subsequently, the tender lawyer begins to write the tender.
5. The tender is sent for consultation, and suppliers can again provide input.
6. A few weeks into the consultation period, the Municipality holds a meeting with the suppliers, where the tender lawyer elaborates on the tender.
7. The suppliers again have a few weeks to ask questions in writing.
8. Finally, the procurement officer writes the final tender and publishes it.

1.2 Price and quality juxtaposition scoring model

1.2.1 Example from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020

In this tender, the City of Copenhagen has chosen to set criteria and evaluation methods so that the contract can be awarded to the supplier who has submitted the most economically advantageous tender, which is identified based on "the best price–quality ratio".

The evaluation method established enables the contracting entity to evaluate the tenders received to identify the most economically advantageous response and is published in the contract documents in order to make the process more transparent for the tenderer.

Specification

The following text is given in the "Terms of Procedure".

> *The contracting entity will award the contract to the tenderer who has submitted the most economically advantageous tender, which is identified on the basis of "The best price-quality ratio".*
>
> *Contracting entity will apply the following sub criteria and detailed criteria by weight for each criterion:*

Sub criteria	Weighting	Detailed criteria	Weighting
Price	*40%*	*Item line assortment*	*90%*
		Supplementary assortment	*10%*
Environment	*25%*	*Green vehicles*	*40%*
		Packaging	*20%*
		Fairtrade	*20%*
		MSC/ASC [Marine Stewardship Council/ Aquaculture Stewardship Council]	*20%*
Diversity	*10%*	*Fruit and vegetables*	
Quality	*25%*		

> *... The contracting entity uses a scoring model to evaluate the tenders received.*
>
> *The offer prices for each offer are converted into points on a scale from a minimum of 0 points to a maximum of 5 points multiplied by the weighting of the criterion and added to the tenderer's points for quality, which are also multiplied by its weighting.*
>
> *The quotation price to be converted into points is shown in the Appendix 2 – Catalogue of food made for bidding ["Bilag 2 – Tilbudslisten"].*

As a rule, the contracting entity will use a linear scoring model in which the conversion of the offer prices for points are made based on a price spread where minimum and maximum points are set at average price plus or minus 25 per cent. The average price of the offers corresponds to 2.5 points.

The average price is calculated by adding the offer prices for the conditional offers and divided by the total number of conditional offers corresponding to the following formula:

Average Price = Sum of Quote Prices / Number of Quotes

Offer prices are converted into points in relation to the linear deviation from the average price based on

the following formula:

Points = maximum points x (1 – (price – LP)/(HP – LP),

where LP is the lowest price, triggering maximum points (average price minus 25 per cent)0045

where HP is the highest price, triggering minimum points (average price plus 25 per cent)

Offer prices that are 25 per cent or more above the average price are awarded 0 points. Offer prices that are 25 per cent or more below the average price, 5 points are awarded.

The total number of points awarded by the tenderer is thus calculated on the form:

Total score = (Converted points for price x 40 + (Grade for "Environment" x 25) +) + (Grade for "Diversity" x 10) + (Grade for "Quality" x 25)

1.3 Packaging

The following material is all taken from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020 and is divided up with regard to the different aspects of packaging tendering.

1.3.1 Avoiding use of bottled water

For a number of years, the policies of the City of Copenhagen have emphasized reducing packaging, and sorting for recycling that which cannot be avoided. As early as 2009 it was decided that, as far as possible, bottled water should not be purchased.[1] As a result, bottled water is not requested in tender documents.

Controlling water use during the contract period

Statistics on purchases from relevant units are obtained and followed up regarding any purchase of bottled water. If bottled water is purchased, an explanation is requested from the units, which can be submitted to management.

1.3.2 Rather than recycling, avoid overpacking and chemicals

The following are minimum requirements in the tender documents but can be difficult to follow up on, as phrases such as "as far as possible" and "assumed limited" have been used, which are not words that exclude inappropriate behaviour.

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1 Decisiozn of the Citizens' Representation Meeting of 26 June 2005 on the European citizens' representation of the European Union (Minutes of the Meeting; https://www.kk.dk/dagsordener-og-referater/Borgerrepr%C3%A6sentationen/m%C3%B-8de-26112009/referat).

The technical specification for packaging

The following text is written into Annex–1 - Technical Specification:

> ***Minimizing packaging***
>
> ***The amount of packaging is should be limited to avoid "over-packing" – and the packaging must not contain chemicals, PVC, waste substances and the like that are on the National Environmental Protection Agency's list of undesirable chemical substances.***
>
> ***The packaging must also be whole and clean - and as far as possible it must be recyclable either for reuse or recycling.***
>
> ***Packaging and other material that come into contact with food must be free of PVC and phthalate and free of known undesirable substances according to the as referred to in Article 1(1) of Directive Environmental Protection Agency's list of undesirable substances and always comply with it and the applicable national legislation.***
>
> ***When using cardboard packaging, the packaging should be made of cardboard as far as possible and should not consist of cardboard combined with other materials.***
>
> ***When using plastic packaging, the packaging should be made of recycled plastic as far as possible and not be composed of different types of plastic.***
>
> ***It is a requirement that the Supplier has a strategy for the reduction of plastic packaging.. This strategy is described in "Annex 2–2 - UN Sustainable Development Goals as benchmarks".***

Taken from the document "Annex 2–2 - UN Sustainable Development Goals as benchmarks" (Annex 2.2)

The following text is given in Annex 2.2, SDGs as benchmarks Packaging - Objective 9, 12.5

> ***Packaging, storage, and labelling must comply at any time with the legislation in force in the food sector.***
>
> - ***When using cardboard packaging, the packaging should, as far as possible, consist of recycled cardboard and should not consist of cardboard combined with other materials.***
> - ***When using plastic packaging, the packaging should, as far as possible, consist of recycled plastics and should not be composed of different types of plastics.***
> - ***It is a requirement that the Supplier has a strategy for plastic packaging.***

Controlling packaging usage during the contract period

At contract monitoring meetings, suppliers are asked whether they have a strategy for how they will work to reduce their cardboard and plastic waste, and whether they may have any data to support the achievement of their targets on an ongoing basis.

Whether a given packaging has a legal certification, can be checked as follows:

- PEFC certified packaging (https://pefc.org/find-certified)
- FSC certified packaging (https://fsc.org/en/fsc-public-certificate-search).

1.3.3 Consideration of sorting instructions in the market dialogue

The requirement for sorting instructions for the packaging was discussed at the supplier meeting for the tender, as it was initially intended as a minimum requirement. However, it transpired that the suppliers on the market could not meet the requirement at the market dialogue stage because they would need to liaise with all their subcontractors in order to implement sorting requirements on their packaging, and this would not be possible before the start of the contract.

If sorting instructions had been set as a minimum requirement for the tender documents, suppliers would not have been able to bid for the material. Consequently, following the market dialogue, sorting instructions were reformulated as a requirement that should be met within the first two years of the contract implementation.

The technical specification for sorting packaging

The following text is given in the Sorting Guide in "Annex 1 – technical specification":

> ***The packaging must be provided with a sorting guide so that it can be easily sorted by end of use. If this has not been already introduced at the start of the contract, this must be carried out during the first two year.***

Controlling sorting during the contract period

At the first contract follow-up meeting with the supplier, you will be asked if sorting instructions have been provided. If this is not the case, there is a common plan for how this is to be implemented within the first two years of the duration of the contract, and how to control developments, possibly during the current contract follow-up meetings or when providing statistics. In addition, samples are carried out at a random unit which regularly uses the agreement.

1.3.4 PET packaging discussion in the market dialogue

The requirement for PET packaging (or 90% post-consumer recycled plastics and packaging) for fresh food was discussed at the supplier meeting for this tender, as this was initially intended as a minimum requirement. However, it transpired that the suppliers on the market could not yet meet this requirement; consequently, setting it as a minimum requirement for the tender documents would have prevented the suppliers from bidding. Therefore, following the market dialogue, it was reformulated into an award criterion.

The specification for PET packaging

The following text is given in the Terms of Procedure for PET packaging.

> ***When assessing the packaging criterion, emphasis will be placed on:***
>
> ***How many of the fresh products in "Annex 2 – Quotation List" Tabs 3, 4, 5 &6 are delivered in packaging manufactured by PET. The maximum number of points 5 is achieved by 125 product lines being marked with an x indicating that they are delivered in a packaging made from PET.***
>
> ***The evaluation will be carried out based on the documents listed below, while the Contracting Entity reserves the right to include information found elsewhere in the tenders submitted which, at the discretion of the Contracting Authority, has an impact on the evaluation:***
>
> - ***Annex 1 – Technical Specification***
> - ***Fill out Appendix 2 – Quotation list - Tab 3, 4, 5 & 6.***

Specification: contract performance conditions

The following text is given in the Annex 1 - technical specification.

> ***At status meetings, the Contracting Entity will follow up on how much packaging of fresh food is made from at least 90% "post-consumer" recycled plastics and packaging that are not composed of several different types of plastic. The possibilities for sustainable packaging in general will also be discussed at the contract follow-up meetings between the Supplier and the Municipality.***
>
> ***Award Criteria Packaging***
>
> ***PET packaging is an award criterion, so that suppliers get points according to how many fresh goods they can deliver in PET packaging.***

1.4 Food waste

The following material is all taken from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020 and is divided up with regard to the different aspects of handling food waste.

1.4.1 Quotation schedule in the market dialogue

The market dialogue talks about what requirements and criteria are written in the draft that may contribute to the generation of food waste. An emphasis on weight requirements for goods in the tender documents can help to generate food waste if they are not wide enough. An example might be, as above, a specification for 150 g of fresh chili, where the supplier usually has in their range either 100 or 200 g, resulting in oversupply.

For the market dialogue, suppliers were invited to review the quotation list and comment on individual product lines, preferably with a reason why they wanted the specific product line changed. In this way, the quotation list could be adjusted before publication, minimizing the risk of having to resubmit the call for tenders through too many changes in the tender phase.

1.4.2 Food waste statistics: the technical specification

The following text is given Annex 1 – technical specification for recording food waste and statistics.

> ***It is a minimum requirement that the supplier to whom the contract has been awarded, must register, report, and prevent food waste in its business in cooperation with the Contracting authority during the contract execution phase. In the first year of the contract execution the Supplier must have implemented the action and be able to start reporting.***
>
> ***The periodic inventories of disposed foods shall be based on net weight registration (Master data) at article level combined with information on the number of units (i.e. pallet/box/parcel). From here the weight of the food waste is calculated by multiplying the net weight of the goods by the number of disposed/depreciated Devices. For liquid products, such as beverages, milk, wine, etc., it is assumed that 1 litre = 1 kg. The inventories of food waste at liner level shall be aggregated in total quantities according to the following main categories, but detailed information on the precise product lines must be available when needed.***
>
> ***Food waste by weight shall be measured in the following main categories or equivalent (the following categories are suggestions; the precise reporting criteria are aligned with the relevant wholesaler's category systems, by contract):***

- *dairy*
- *cheese*
- *eggs/fats*
- *fruit and vegetables*
- *frost fruit/vegetables*
- *fresh meat*
- *frozen meat*
- *meats*
- *sausages*
- *fresh fish (if the agreement so provides)*
- *frozen fish*
- *bread and cakes*
- *ice cream and desserts*
- *salads/sauces*
- *beverages*
- *coffee and tea*
- *canned*
- *wine and spirits*
- *dry goods*
- *oil/spices*
- *other colonial.*

Quality assurance of data

Waste from the primary producer level

At the wholesale level, some products are already rejected during quality control; these goods, as well as the food waste associated with them, belong to the primary producer. Because it is not always worthwhile to send the goods, non-use returns them to the primary producer stage; in some cases wholesaler throws out the goods for the primary producer and registers this alongside depreciated items. This waste of food must therefore be the final figure for the wholesaler's food waste set off. A procedure must therefore be ensured in relation to registration of food waste for how employees should register the goods, so that wholesalers and the primary producer's waste can be separated.

Donations

Disposed of units donated to, for example, a food or storage unit. The Food Bank or other sustainable and socially responsible organizations where the food ends up as human food should be measured and deducted from the total inventory of food waste. Donations cannot be considered food waste or food waste, but must be however, it is calculated separately and is included in the overall statement.

Animal feed

Food donated to animal feed is not, according to the EU definition, "food waste" and should therefore not be [listed] as such. However, under this initiative, which aims to quantify food waste, to identify areas where food waste can be prevented, whole foods donated to animal feed should also be measured and therefore not deducted from the overall inventory of food waste.

However, in the case of cuts from, for example, fish carving or cut green, this will not be considered as food waste. However, cut-offs will also never appear in statements of written-off goods.

Requirements for periodic reporting, follow-up, and prevention of food waste

In the context of the regular control of the contract, the reduction of food waste by the supplier is

included as an area for action in the cooperation. Prior to the regular contract follow-up meetings, a food waste inventory [is provided] for the contract owner, together with a brief explanation of the figures and possible fluctuations, as well as what these may be due to. The meeting itself discusses the results and the tenderer can usefully design recommendations for areas of action that can be addressed jointly with the contract owner to reduce food waste. An example of this could be to identify kitchens that are willing to forecast it expected consumption or increase the managerial focus of the units by putting fixed orders on hold during holiday periods and closing days.

1.4.3 Stockkeeping units or ordered items

Specification: follow-up during the contract period

The following text is given in Annex 1 – technical specification for stockkeeping units or ordered items.

If it appears that some of the requirements the Municipality has put forward in the framework agreement is to blame for increased food waste at the wholesale level during the contract period, the Municipality, in cooperation with the Supplier, may modify the requirement as to whether a product must have the status of an item in stock or an item that would need ordering in advance. An example could be if the Municipality on the assortment list has asked for cold cuts that are packed in 250 g packs. The Municipality is the only one who demands these packages, and now it turns out that the Municipality does not buy this item so that it generates food waste. Everyone else buys cold cuts packed in pack sizes of 120 g. On such a basis, it would be possible, during the duration of the contract, to change the product range to cold store packages weighing 250 g range from stocking items to ordering goods with a reasonable order deadline. Instead, the order for 120 g [packages] can be included as stock items for the Municipality. The kilo price of the 120 g limit shall not exceed the price of the 250 g, which has now become an ordering item to minimize food waste.

1.4.4 Focus on saving food before turning into food waste on the web shop

Requirements for the web shop content

To avoid food waste, the web shop must clearly and collectively indicate which items need an increased focus in order to avoid them turning into food waste. These may be date items or products where the packaging is damaged without this having any effect on the contents. This can possibly be done by placing these products under a special tab, which is prominently placed on the Supplier's website.

1.5 Season and diversity

The City of Copenhagen tender for fruit and vegetables used an "annual wheel" for the selection of selected fruit and vegetables.

It is important that tenders support traditional national food culture. The institutions, schools, housing for socially vulnerable people and care centres that will use the contracts offered are so professionally run that they primarily make menu plans that incorporate the raw materials that are traditionally used at a given time of year according to national food culture. Beyond that, they are careful to buy primarily a wide variety of fruit and vegetables that are in season. The requirement for seasonal goods means that the raw materials must be in season in the country where they are grown, but not necessarily in Denmark, and, therefore, the supply does not conflict with the legislation within the European Union (EU).

Therefore, the City wants to weight the range width using an annual wheel that can describe for selected fruit

and vegetables how varieties and origins vary month by month over the year. This is important, as it ensures that citizens have access to meals that reflect a wide diversity, utilize changing varieties over the year and have a high sensory eating quality. As fruit and vegetables are seasonal products where ripening will depend on weather conditions, the supplier does not commit to specific months, as these may vary from year to year, but does undertake to be able to supply the specified varieties throughout the year and also during the outlying seasons.

After the contract has been concluded, the supplier reports retrospectively on a half-yearly basis on the varieties of provided products and their origin offered to the institutions during the previous period, and purchasing statistics for the contracting authority.

The information on the varieties shall be entered in the following table:

Form completed by tenderer:

Item line position no. and demanded product	Variety of the item	Season (approximate months)	Possible annual tonnage	Origin / country	Name of breeder or subcontractor	Price per kg
Ex. Item Line X.X Apples Special Below are listed the item lines that are relevant, copy the row and insert as many varieties as you want to offer underneath each item category	Ingrid Marie One black per row	10 md – 02 md	30 kg	Denmark	Edmonton, New	**6.25 kr.**
1.10 Plums, varieties						
1.20						

1.5.1 The annual wheel

Requirement outlined in the technical specification is as follows:

> ***Therefore, we want to weight the range width via an annual wheel, which describes, for selected edible fruits and vegetables, how varieties and origins replace each other over the year, so that citizens have access to meals that reflect a wide diversity, changing varieties throughout the year, with a high sensory eating quality, referred to by name and place of origin in the Offer Schedule is expressed in the requirement for seasonal goods. The demand stems from a municipal desire for citizens to be able to obtain food that is grown naturally, thereby, for example, avoiding vegetables and fruit being grown in energy-intensive greenhouses. The requirement means that the Municipality's kitchens must accept that not all raw materials are available all year round.***
>
> ***The requirement for seasonal goods means that the raw materials must be in season in the country where they are grown, but not necessarily in Denmark, and therefore the supply does not conflict with the legislation within the EU. Buyers can, for example, choose to buy Spanish strawberries early in the spring, when the Danish season has not yet begun. In this way, the period during which you can buy strawberries is extended, while the requirement for season remains intact.***
>
> ***The diversity requirement means that tenders are weighted according to the number of different varieties that suppliers can offer during the year.***

The quotation list

In the quotation list it is important that it is clearly stated which varieties are included in the weighting in relation to the diversity requirement. These positions are given in Annex 7.2 – Annual wheel for fruit and vegetables.

It is important that the offer list clearly states which months a given raw material is historically purchased. For example, citizens in Copenhagen primarily buy strawberries in May to July while oranges are purchased in November to February.

Follow-up during the contract period

Requirement outlined in the technical specification is as follows.

> ***After the contract has been concluded, the supplier shall report retrospectively on half-yearly basis on the varieties of provided products and their origin, offered to the institutions during the previous period and purchasing statistics for the contracting authority.***

The effect of the requirement is very clear when looking at the supply of apples. Where very few apple varieties were previously offered, after the introduction of the requirement, the Municipality was offered over 80 different apple varieties among the bidders, and many of these varieties came from small and medium-sized subcontractors, many of which were local. Therefore, while the main aim of the tender was not receiving local apples, indirectly the tender helped to include small local suppliers in the procurement.

1.5.2 Other considerations for season and diversity from the City of Copenhagen wholesaler tender

Political suspension

In this tender, the City of Copenhagen has once again chosen to demand fruit and vegetables in season. It is the model from the fruit and vegetable offering in 2014 that was used as an inspiration for this tender.

The City of Copenhagen's Food and Meal Strategy emphasizes that:

> ***We work hard to ensure that as many green raw materials as possible are in season and grown in the open air, just as fish can be purchased when they are in season. This follows directly on from the work on organic restructuring in recent years and will also support an objective to link Copenhagen more closely to its hinterland.***

Diversity guidance

> ***Annex 2.1 forms part of the evaluation in accordance with point "7.2.3 Diversity" of the contract documents.***
>
> ***The items listed in Annex 2.1 are the same as in Annex 2 – Quotation list where the range width is included as part of the quotation evaluation.***
>
> ***As most fruit and vegetables are seasonal products, the Supplier does not commit to being able to supply all the position numbers/goods throughout the month of the year, but the Supplier undertakes to supply the specified varieties during their seasons during the year, even during the outlying seasons.***

Diversity specification

In Annex 1.3 – Historical consumption data, the contracting entity has indicated the purchases of food by the kitchens covered 2019 by month. The sole purpose of this Annex is to provide an overview of the contracting entity's consumption (Goods and quantities) to illustrate in a simple way to the tenderers which product types of the contracting entity has had purchased in the various months.

In assessing the criterion of diversity, emphasis will be placed on:

How many of different varieties are listed on Annex 2.1 – Annual wheel held up to maximum

300 different varieties and how many of the items on Tab 15 – Wish items can be offered.

The evaluation will be carried out based on the documents listed below. Contracting Entity reserves the right to include information found elsewhere in the tenders submitted which, at the discretion of the Contracting Entity, has an impact on the evaluation:

- *Annex 1 – The technical specification*
- *Completion of Annex 2 – Quotation List Tab 7, 8 &15*
- *Completion of Annex 2.1 – Annual wheels"*

Requirement outlined in the technical specification

The group of institutions, schools, services and care centers using these agreements are subject to climate objectives and receive advice and competence development that supports the use of seasonal fruit and vegetables. The current pattern of purchases can be seen in the Annex with "Historical consumption data". The supplier is expected to support this development with a wide range of fruit and green made available when they are in season.

Therefore, the Contracting Entity wishes to weight the range width via an annual wheel, which describes - on selected fruits and vegetables, where varieties and origins replace each other over the year, so that citizens have access to meals that reflect a wide diversity, changing varieties throughout the year, with a high sensory quality of the meal, referred to by the name and place of origin of Annex 2.1 Annual wheels.

As most fruits and vegetables are seasonal products, the Supplier does not commit to being able to supply all

the position numbers/goods for all months of the year, but the Supplier undertakes to deliver the varieties indicated during their seasons during the year, including during the outlying seasons. The City of Copenhagen wants not to buy fruits and vegetables grown in heated greenhouses.

The supplier can see in Annex 1.3 Historical consumption data at which time of year the Contracting Entity traditionally source fruits and vegetables. For example, most of the Contracting Entity's consumption of strawberries is in May – July and that the consumption of root vegetables increases during the winter months, just like mandarins, clementine, and oranges.

The supplier must communicate about goods in season via newsletters to the institutions in cooperation with City of Copenhagen, and these newsletters can also be used as a communication channel to sustainable shopping and ways of cooking.

After the conclusion of the contract, the supplier shall provide half-yearly a statement of the varieties

associated origins offered to the institutions during the past period, in the context of the procurement statistics.

Quotation list

In the quotation list it is important to clearly indicate which varieties are included in the weighting in relation to the diversity requirement.

In "Annex 1.3 – Historical consumption data" the purchases of food by the included kitchens in 2019 are distributed by month. For example, citizens in Copenhagen primarily buy strawberries in May to July while oranges are purchased in November to February. This historical consumption data was used to determine in which months purchasers usually buy a given item and then used as an indicator of when suppliers can expect a given raw material to be in demand.

Follow-up during the contract period

It can be difficult to monitor the diversity of fruit and vegetables because, due to high turnovers, products are often given new item numbers and only the name of the variety can be tracked. As the seasons vary, there is also no exact time when a given variety can be found with certainty within the supplier's range, so it is important to work with the supplier from the start of the agreement to find a structure for the statistics to be delivered as this can help to follow up whether the promised goods are being delivered.

The City of Copenhagen has drawn up a list that outlines for each month which goods should be available at the supplier according to the offer made.

To follow up on the amount of diversity in season offered to the City of Copenhagen's kitchens, it has been agreed that the supplier will provide monthly statistics on which fruit and vegetable goods were in stock in the past month. This list is supplemented by a list of fruit and vegetables sold, including those sold to the City of Copenhagen and those discarded or rejected on receipt.

In this way, a comparison can be made of what was available with what was bought in the past month, and in this way the contracting entity and controller have an opportunity to see that the supplier is complying with the agreement.

1.6 Climate-friendly food

The following material is all taken from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020 and is divided up with regard to the different aspects of climate-friendly food.

1.6.1 Policy follow-up

Together with the DTU, the City of Copenhagen is preparing what our future food should look like to be healthy, appetizing, nutritious and climate friendly. There are certain raw materials that will be more climate friendly than others and more of these need to be eaten if we want to achieve our objectives, which is why these materials have been given a climate weighting.

This is an important way to achieve a greener and more climate-friendly dietary composition as kitchens can take control their own carbon dioxide footprint. In addition to increased awareness and teaching on how to make more climate-friendly food, an overview of a kitchen's own carbon dioxide consumption in connection with the purchase of raw materials will give the kitchen the ability to act before it is too late.

1.6.2 Requirement outlined in the technical specification

> *When concluding this contract, the supplier must help to comply with the City of Copenhagen's Food and Meal Strategy, cf. Annex 1.4. During the duration of the contract, the City of Copenhagen will, among other things, work with training of municipal employees in the kitchens so that even more climate-friendly food can be produced.*
>
> *This may change the purchasing pattern of the devices. The supplier can therefore expect to have to supply, for example, even more seasonal fruit and vegetables, as well as plant-based protein sources, in both raw and processed form. As both the training processes in the kitchens and the product development at market development are only just beginning, this is an area where we can expect to see collaboration and development across the value chain to find future climate solutions to ensure citizens of the Municipality the right nutrition.*
>
> *Within the contract period, the tenderer, together with the Municipality, must develop an opportunity for the individual entity to monitor the climate footprint of the unit's purchases by product categories, which can be include, but not be limited to dairy, meat and cold cuts, colonial, fruit and vegetables, ready meals. The underlying methods and inventories must be in line with those used by the Municipality in the context of climate objective, including DTU and WRI (World Research Institute), which must comply with The EU's current rules for calculating the carbon footprint – i.e. excluding indirect land use change (iLUC). This statement shall be operationalized in line with the organic inventory for the edible label and allow each unit to set targets for reducing the climate footprint and to follow up on changes in procurement patterns. The model is developed during the contract period in collaboration with the Municipality.*

1.6.3 Follow-up during the contract period

It can be difficult to calculate carbon dioxide emissions of the purchase when there is no commonly agreed measurement method set.

Some suppliers have already developed tools to guide buyers towards whether their shopping cart is very environmentally damaging or whether, with a few tweaks such as replacing beef with chicken, or even better with lentils, they can achieve a less climate-damaging shopping cart. The tender specifies that the supplier must work together with the City of Copenhagen to develop an electronic metering tool. If the supplier already had such a tool in place before the start of the contract, it would be possible for individual purchasers to see the direct climate impact of the individual purchases they make.

1.6.4 Quotation list

The quotation list is structured in Microsoft Excel, so that different categories each have their own tab. The first tab is a guide tab where each column that recurs on the different sheets describes its contents, whether it is information for the tenderer, or whether it is expected that this is where the tenderer must fill in information.

In the column “climate weighting” is written:

Climate weighting reflects recommendations from DTU, which have emerged in the collaboration on the implementation of the principles in the benchmarks to implement the City of Copenhagen’s strategy for food and meals on nutritious and climate-friendly meals.

Position number	Climate weighting	Tonnage	Conventional / organic	Main product group	Group	Subproduct Group
1.10 *Same position number used during the market dialogue. New item lines are indicated by an additional period and numbers and discontinued item lines are gray and overwritten with discontinued.*	*1* *Climate weighting reflects recommendations from DTU given to the city of Copenhagen, which have emerged in the collaboration on the implementation of the principles in the bearing labels to implement PP’s strategy for food and meals on nutritious and climate-friendly meals.*	*1243* *Tonnage is calculated from our historical consumption from 2019, where approximately 80% of our financial volume is matched to the offer list and converted into Kg*	*Organic* *There are a few products where nothing is listed here such as salt and water, as this cannot be organic. In addition, no name has been given in with fish where it can be wildly caught and thus deleted from the organic accounts.*	*Dairy* *Main product group*	*Soured products* *Group*	*Berry/fruit-flavored yogurt* *Subproduct Group*
Position number	Climate weighting	Tonnage	Conventional / Organic	Main product group	Group	Subproduct Group
1.46	1	331.227	Organic	Dairy	Milk	Mini milk
5.25	1	2.051	Organic	Meat & cold cuts	Poultry, fresh	Chicken, whole
8.220	5	444	Organic	Vegetables	Vegetables	Beans, asparagus & peas
12.639	10	1.412	Organic	Colonial	Nuts & Dried fruits	Nuts, almonds, grains

1.7 Organic products

The following material is all taken from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020 and is divided up with regard to the different aspects of tendering for organic products.

1.7.1 Policy follow-up

The City of Copenhagen has a goal of 90% organic content in public meals, and by 2020 had reached 88%. Food offerings in the City of Copenhagen are close to 100% organic, and only wildly caught fish and the like are not demanded in an ecological quality.

Since all city-owned kitchens must be labelled with the Organic Cuisine Label by 2022, it is important that strict requirements are placed on suppliers regarding the report that they must be able to generate in connection with the individual purchases. It is also important that the supplier does not replace organic products with non-organic products, as this could significantly lower the organic percentage of the individual kitchen, and result in the award of a sour smiley label as a result of a Food and Drug Administration mandatory unannounced inspection.

The text below outlines how these requirements have been incorporated into the tender documents.

1.7.2 Requirement outlined in the technical specification

The Organic Report

> ***When ordering, it shall be possible to see the organic percentage of the basket of goods both in terms of quantity kilograms and from the value. The calculation of organic percentage must follow the Danish Veterinary and Food Administration's categorization in relation to organic goods, conventional goods and goods not covered. There is a need for a distinction between all three types. It shall be possible to draw an organic report at unit level for a given period at invoice level, both in terms of quantity and based on value. In addition, it must be possible to create a statistic with organic information for a given period at the line of goods level. This report must be available for the Contracting entity, the Customer and the Municipality's advisors in the food and meal area.***

Organic Certificate

> ***Products sold/marketed as organic must be certified and labelled as such on the packaging or label. The supplier is responsible for verifying and documenting the certification.***
>
> ***For goods from Denmark, the organic labelling must be in accordance with applicable rules for the organic certification schemes. Goods originating within the EU must meet the standards of the EU's organic labelling.***
>
> ***Goods imported from outside the EU must comply with the applicable rules for organic products from "Third countries" as specified in Commission Regulation No 1235/2008, or the applicable legislation in this area. Read more at: http://www.foedevarestyrelsen.dk/Foedevarer/Oekologi/Import/forside.html***
>
> ***On request, the Supplier must be able to document the Delivery's correctness in relation to the stated certification e.g. organic.***

Substitution

> *If there is a need to send replacement items on a case-by-case point, the item must be of equivalent or better quality than the one ordered. That is, if organic whole milk has been ordered, it may only be replaced by another organic whole milk. An ordered organic product should never be replaced by a conventional product without the consent of the kitchen, as the kitchens predispose according to their organic percentage at the moment of ordering and such replacements will therefore often have consequences for the kitchen's organic percentage.*
>
> *The maximum price of the item is the same as the ordered price. That is, if the replacement item costs more than the ordered one, the replacement item must be settled at the same price as the one that could not be delivered. If the replacement item is cheaper, the cheapest price is settled.*

1.7.3 Follow-up during the contract period

Statistics are compiled on the frequency with which substitute products are supplied to the institutions; random checks are carried out on a regular basis.

The same applies to organic certification, where random checks are carried out on a regular basis.

1.8 Tool to generate an ingredient list and calculate the percentage of organic produce in Ljubljana, Slovenia

In Slovenia, there is a target of a minimum of 20% organic raw materials for public institutions' meals. Their tenders are currently very decentralized so differ among institutions; consequently, there is an electronic catalogue of foods that can help each institution to build up their list of products to be included in the tender.

The quotation list is a catalogue classifying the goods in product category (e.g. dairy) sub-product group (e.g. milk) and description of goods (e.g. whole milk 3.5%). This will also show whether the product is organic or conventionally produced. Institutions indicate the average quantity they purchase per year on all the goods they wish to buy. On a summary tab, the purchaser can see how much of the desired quantity in kilograms comes from organic production; if this figure is less than 20%, then the purchaser must go back to the selection of sub-product groups and product descriptions and select alternative products that may be obtained in organic form.

This ensures that individual products are only demanded in an ecological quality, and that each institution achieves 20% organic content in the public meals they serve.

1.9 Quality: sensory assessment

The following material is all taken from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020 and is divided up with regard to the different aspects of handling food waste.

1.9.1 Market dialogue

In connection with the market dialogue, the process of sensory tests has been communicated openly. The goods to be tested have been selected before the publication of the tender documents and will be recorded in "final form" with time and date before publication. The tender documents do not indicate which products are to be sampled.

1.9.2 Technical specification

"When assessing the quality criterion, emphasis will be placed on:

The results given by the sensory tests

The evaluation will be carried out based on the documents listed below, while the Contracting Entity reserves the right to include information found elsewhere in the tenders submitted which, at the discretion of the Contracting Entity, has an impact on the evaluation:

- *Annex 1 – The technical specification*
- *Annex 1.1 – Sensory tests*

In the supply, the result of the sensory tests weighs 25%.

Separate Annex (1.1)

Sensory tests are included as an award criterion in the tender. To assess the quality of a sample of the particularly sensitive foods that are part of this supply, the following procedure is followed for sensory tests.

Approach

Prior to the publication of the tender, the Municipality has selected several product lines from which samples for sensory assessment are taken. A total of 240 item lines are taken for testing. In the context of the tender assessment, samples will be obtained from the tenderers for the products offered in the tender form. The test will take place over 4 days, during which the tenderers will deliver goods to a specified test kitchen. A panel will pass blind tests based on the criteria below. The quality of the goods will then be included in the tender assessment of the quality offered.

Composition of the panel

The assessment itself is carried out as blind tests by a panel consisting of participants with the necessary training and experience to solve the task. The panel is composed of professionals with training and experience in food quality and product knowledge. As panel members, quality managers from kitchens can be involved, among others, who must use the framework agreement. They typically have experience in ensuring a high and stable level of quality in the receipt of goods. The convened panel will be bound by the obligation of professional secrecy in connection with the sensory assessment.

The selection of goods for sensory assessment

The selected product categories constitute product groups that are particularly vulnerable and difficult to claim, with an emphasis on whole and semi-finished products and other processed products, where the processing itself determines the food quality of the product. E.g.a recipe and table of contents for a liver pate factory can be 100% uniform with another make and yet result in substantially different end products, as craftsmanship, processing and handling are crucial to the result.

Call for samples for testing

During the tender assessment phase, a list of lines taken for testing will be issued with a minimum of 3 days' notice, as well as details of where and during what time the samples are to be delivered.

Where a product requires heating, preparation, thawing or other handling to be ingested and the product does not have instructions for preparation printed on the packaging, the tenderer shall include one.

To minimize the risk of any defects, at least 2 copies of each item are called for testing. To minimize

food waste, this should be understood as 2 units, e.g. 2 loaves of bread, so not to demand 2 packages or 2 boxes of bread if 1 package contains several units. Any deviations or clarifications as referred to in the quantity of goods shall be indicated in the call for samples.

If, at the time of receipt of the goods, there are costing defects in the delivered, due to a packing error, the tenderer's contact person is contacted, after which the goods in question can be delivered within 2 hours. If this is not possible, the product/tenderer concerned shall be scored by 0 on this line.

Traceability of goods in accordance with the tenderer's tender

At the time of the tender, the tenderer has filled in both boxes for: brand/ supplier name and producer/trademark for each line of goods, except for the "Fruit" and "Green" tabs. When receiving samples for testing, at least one but preferably both names listed in the quotation list must appear on the packaging of the product to achieve traceability between the product tested and the tenderer's offered range. This does not apply to fresh fruit and vegetables. Samples received where none of the names from the quotation list match the packaging will be discontinued from the test and receive an automatic 0 score, without further notice to the bidder.

Conducting tests

The products are assessed individually by the taste panel and are not included in a comparison between the different product types offered. All samples are anonymized and if preparation or other handling (thawing, light heating, or the like) is necessary for the panel to taste the samples, the instructions included in the product in relation to preparation and handling are followed. The panel is presented with individual tastings of the subject and, if applicable, also a full-form version for inspection. An example for this will be bread, where the item is both served sliced for individual tastings, but also included as a whole bread, so that the appearance of the whole product can be assessed by the panel. For this reason, as well as to minimize the risk of any defects, at least 2 copies of each item are called for testing.

Each product is assessed on a scale of 1–5 based on the following parameters:

- *appearance*
- *color*
- *scent*
- *consistency*
- *taste*
- *item size (if applicable)*
- *overall assessment.*

The score is settled in such a way that a product that meets expectations is awarded 3 points, and deviations in a positive or negative direction are indicated by higher or lower points.

Ensuring objectivity

The panel is kept separate from the kitchen so that packaging and other indicators are not visible to participants. A responsible procurement lawyer is present at the testing to ensure that the guidelines are adhered to.

Results and documentation

The results of the carried out blind tests are collected in a summary statement which is included in the overall evaluation of the tender. "

1.9.3 Follow-up during the contract period

During the test, pictures of the tested food and the descriptions on the evaluations are stored so that during the contract period they can be checked to ensure that the quality delivered corresponds to the quality of the items provided for the sensory test.

1.10 Trans-fats

The following material is all taken from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020 and is divided up with regard to the different aspects of managing trans-fat food content in tenders.

1.10.1 Policy follow-up

TFAs are a special type of unsaturated fatty acids that are harmful to health in excessive quantities. TFAs are both formed naturally and produced artificially. The content of industrially produced TFAs in food is now regulated at EU level and, therefore, it should not be necessary to set the requirement in the future.

Inspiration for incorporation into the tender documents and subsequent follow-up during the contract period is given below.

1.10.2 Requirement outlined in the technical specification

> ***Content of industrially produced trans fats in oils and fats shall not exceed 2% as regulated by:***
>
> ***The Danish Veterinary and Food Administration (http://www.foedevarestyrelsen.dk/Leksikon/Sider/Transfedtsyrer.aspx).***

1.10.3 Follow-up during the contract period

The requirement can be verified by finding any imported goods, establishing whether they could potentially contain TFAs and then checking the list of ingredients.

1.11 Sustainable palm oil

The following material is all taken from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020 and is divided up with regard to the different aspects of ordering products containing palm oil.

1.11.1 Policy follow-up

There are both humanitarian and environmental problems associated with the production and use of palm oil. Therefore, the City of Copenhagen hopes to encourage suppliers to work continuously to demand the most sustainable fat sources on the market, knowing that it is an extremely complex area.

1.11.2 Requirement outlined in the technical specification

> ***Applicable to goods offered to the Contracting Entity in Annex 2 – Offer list tabs 1st to 15th may be used in food or intended for use in food preparation must not have contributed to the deforestation of primary forests and must include a double certification on both organic and RSPO certification (or equivalent) within 12 months of starting the contract.***

1.11.3 Follow-up during the contract period

The follow-up during the contract period is also written in the technical specification.

> ***As part of the offer, the supplier shall draw up an action plan for phasing out uncertified palm oil used in food or intended for use in the preparation of food in Annex 2.2 – The UN Sustainable Development Goals as benchmarks, which will be followed up at the status meetings.***

The number of products the supplier has in the range containing palm oil should be investigated and subsequently double-checked with all the suppliers of organic products included in the agreement to the

City of Copenhagen that their products contain only certified palm oil.

In addition, each supplier must follow up on whether their own suppliers use only certified palm oil.

1.12 Sustainable soy

The following material is all taken from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020 and is divided up with regard to the different aspects of ordering products containing sustainable soy.

1.12.1 Policy follow-up

The City of Copenhagen's Food and Meal Strategy states that the entire food chain must be considered and that the Municipality's procurement must support sustainable food production.

1.12.2 Requirement outlined in the technical specification

> *The City of Copenhagen would like to support the demand for responsibly produced soy both in the products where soy is directly included in the product, but also in the products where soy is included indirectly.*
>
> *As part of the offer in "Annex 2.2 – UN Sustainable Development Goals as benchmarks", the supplier must draw up an action plan for phasing out non-certified soya used in food or intended for food preparation. The action plan will include a section on what the Supplier will do to encourage its suppliers of meat, eggs, dairy products and farmed fish to purchase only responsibly produced soya. The action plan will be followed up at the progress meetings.*

1.12.3 Follow-up during the contract period: written in the technical specification

> *In addition, the first status meeting will follow up on how many products have been offered to the Contracting Entity in "Annex 2 – Offer List" containing soy and how many of these contain RTRS certified (or equivalent) soy. If not all the products are certified, a plan is presented for how the Supplier will work to get the remaining products containing soy to contain RTRS certified (or equivalent) soy.*

1.13 Sustainable fish

The following material is all taken from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020 and is divided up with regard to the different aspects of ordering sustainable fish.

1.13.1 Requirement outlined in the technical specification

> *Also in connection with the work on the UN Sustainable Development Goals, the City of Copenhagen wants to ensure biodiversity in marine and coastal areas, which today are overfished by around 30 percent, which is well above the level at which fish stocks can reproduce sustainably. Therefore, the City of Copenhagen wants to search how many of the requested goods are available in MSC/ASC certified quality. The categories "Fish, Processed and Canned" and "Fish, Frost" include a column asking the tenderer to indicate which products have an MSC/ASC certification.*
>
> *The tenderer's indication of MSC/ASC-marked goods is listed in Annex 2 – Offer List – Tab 3 & 4.*

1.13.2 Technical specification

When assessing the MSC/ASC criterion, emphasis will be placed on:

How many of the items in Voucher 2 – Quotation list Tab 3 & 4 are MSC/ASC marked. The maximum number of points 5 is achieved by marking 107 item lines with an x indicating that the item on offer is the MSC/ASC mark.

The evaluation will be carried out based on the documents listed below, while the Contracting Entity reserves the right to include information found elsewhere in the tenders submitted which, at the discretion of the Contracting Entity, has an impact on the evaluation:

- *Annex 1 – Technical specification*
- *Completion of Voucher 2 – Quotation List - Tab 3 &4*

1.13.3 Follow-up during the contract period

Continuous control of the goods can occur in the web shop.

1.14 Fair Trade

The following material is all taken from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020 and is divided up with regard to the different aspects of Fair Trade.

Policy follow-up

The City of Copenhagen has secured an foundation of Fair Trade through membership of the Danish Environmental Protection Agency's Partnership for Green Public Procurement (POGI) *(36)*.

Member organizations undertake that at least 50% of total purchases of coffee, tea and cocoa will be Fair Trade and/or organic.

Requirement outlined in the technical specification

Following on from the City of Copenhagen's work on the UN Sustainable Development Goals, the Municipality wishes to prioritize fair-trade certified goods and search how many of the requested goods are available in this form. Fair trade means documented measures that ensure and consider farmers and producers' conditions on the world market. This is documented, for example, through Fairtrade International's labelling scheme or other compatible third-party or NGO certification organizations.

In the categories "Colonial", "Coffee & tea", "Beverages" and "Fruit" there are goods to be offered with a fairtrade labelling or certification. This will be clearly stated in Annex 2 – Quotation List columns

In addition, a column is listed asking the tenderer to indicate which products, in addition to the organic certification, also have fair trade marking or certification.

The tenderer's indication of fair trade or similar certification on the goods is given in Annex 2 – Tabs 7, 10, 12, 13 & 14 of the tender list.

Technical specification

In assessing the fair-trade criterion, emphasis will be placed on:

How many of the items in Annex 2 – Quotation list Tabs 7, 10, 12, 13 &14 have a fair trade or similar certification. The maximum number of points 5 is achieved by 125 item lines being marked with an x indicating that the item being delivered has a fair trade or similar certification.

The evaluation will be carried out based on the documents listed below, while the Contracting Entity reserves the right to include information found elsewhere in the tenders submitted which, at the discretion of the Contracting Entity, has an impact on the evaluation:

- *Annex 1 – The technical specification*
- *Completion of Voucher 2 – Quotation List - Tabs 7, 10, 12, 13 &14.*

Follow-up during the contract period

Continuous control of the goods can occur in the web shop.

1.15 Transport

The following material is all taken from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020 and is divided up with regard to the different aspects of handling transport considerations.

1.15.1 Green vehicles

The tender can demand that green vehicles must be used to transport the food in the final kilometres, or that the supplier gets points according to how many kilometres they promise to be able to drive green at the time of the contract, possibly with an increasing profile over the years.

If it is not set as a minimum requirement that all transport should take place in green vehicles, then you can choose to weight and give points according to how many kilometres a supplier can drive green.

Technical specification

Use of green vehicles

When assessing the use of green vehicles, emphasis will be placed on:

- *How many kilometres the bidder can drive in the City of Copenhagen with green vehicles, provided that a maximum of 4000 km per week is driven and that there are on average 3 km between the delivery points.*

The evaluation will be carried out based on the documents listed below, while the Contracting Entity reserves the right to include information found elsewhere in the tenders submitted which, at the discretion of the Contracting Entity, has an impact on the evaluation:

- *Annex 1 – The technical specification*
- *Annex 1.2 – Ship-to Addresses*
- *Completion of Voucher 2 – Quotation List, Green Vehicles tab.*

Requirement outlined in the technical specification

Award criteria – green vehicles

The tenderer's use of green vehicles is listed in Annex 2 – Offer List, Green Vehicles tab. It will be weighted in the evaluation of the offer, how many kilometres within the City of Copenhagen are delivered with a green vehicle already from the start of the contract, if approximately 4000 km are driven in the Municipality of Copenhagen per week.

When tendering, the Supplier must submit a list of all vehicles used by the Supplier to perform services on the Framework Agreement, indicating which Euro norms they comply with. In the case of contracting, registration certificates shall be attached to all vehicles used by the Supplier for the performance of services under the Framework Agreement. Once a year from contracting, the Supplier must submit registration certificates on newly purchased vehicles used by the Supplier to perform services on the Framework Agreement.

Follow-up during the contract period: written in the technical specification

Documentation of used means of transport

The supplier is obliged to provide, on request, statistics and documentation of which cars have driven on the individual deliveries. The statistics must clearly show how many journeys have been made together with green and conventional vehicles respectively.

The parties may, by agreement, amend the requirement for documentation if, in the opinion of the Contracting Entity, the change does not result in a deterioration in the contracting entity's assurance of compliance with the requirement for the use of green vehicles.

Failure to indicate the number of runs and registration number in the statistics will result in all runs on the Shipment being considered as done by conventional vehicle. The supplier shall also, on request, provide the Contracting Entity with information on the Supplier's vehicles (including model and registration number).

If the Contracting Entity suspects that the statistics have been misrepresented that a green vehicle has been used, or if the Contracting Entity needs additional documentation in connection with the inventory of deliveries of green vehicles, the Contracting Entity may ask for additional documentation in the form of, for example, work schedules, driving schedules, and corresponding documentation of which cars have been used on supplies under the Agreement.

If the Supplier has indicated in the offer that green vehicles are used for the delivery, the Supplier will be fined for violating the obligation to use green vehicles in deliveries under the Agreement. The penalty is calculated as a penalty for each journey under-fulfilled by the Supplier in relation to its obligation to use green vehicles in that year. The penalty is set at DKK 500 per journey, the supplier is missing to obtain the fixed runs with green vehicles.

The waiver of a fine in one case does not imply that the Contracting Entity waives fines in another case because of failure to act. This shall apply irrespective of the number of cases forgone by the contracting entity.

1.15.2 Euro norm 6

A requirement can be set for which level of Euro norm vehicles that are used for transport comply.

Requirement outlined in the technical specification

> *The vehicles used must either be at least Euro 6 or be fitted with an approved particulate filter if the vehicle is Euro 5 or less. (This corresponds to the requirements applicable in the LEZ [low emission zone] from 1 July 2020, see https://miljoezoner.dk/ and https://www.retsinformation.dk/eli/lta/2020/948).) However, it is weighted positively if the Supplier uses an even greener alternative for the deliveries. Green vehicles are defined under the Agreement as vehicles powered by electricity, biogas or hydrogen, and plugin hybrid vehicles. Other non-motorized modes of transport, such as bicycles, are also considered green vehicles.*

Follow-up during the contract period: written in the technical specification

> *In the case of tenders, a list of all vehicles intended for use in deliveries to the City of Copenhagen is submitted, indicating whether it is a green vehicle or what Euro norm they have. In the case of new purchases in connection with any contracting, this is written. Within 3 months of entering a contract, registration certificates shall be forwarded to all vehicles used for supplies under the contract. Once a year from contracting, registration certificates are submitted on newly purchased vehicles.*

1.15.3 Idling

A lot of unnecessary harmful particles are emitted if a vehicle idles while food is being delivered, although this may be a necessity where the engine power is required for other functions.

Requirement outlined in the technical specification

> *All Suppliers' drivers must be made aware of the City of Copenhagen's idling regulation, which stipulates that the engine of a stationary motor vehicle must not be running longer than is necessary and not more than 1 minute.*
>
> *Food suppliers shall be exempt from the provisions of the Regulation referred to in paragraph 2 if, for the purposes of its use after its operation, it is necessary to use the engine's traction for loading and unloading, but the engine shall be switched off if deemed possible, for example at the last usage, to minimize the discharge of harmful substances.*

Follow-up during the contract period

Discussion at contract follow-up meetings with the supplier on whether it is possible to have engines switched off. Will it be registered electronically by the vehicle when the engine is turned off?

1.15.4 Tire specifications

The use of microplastics can be minimized during driving by setting requirements for the types of tires used.

Requirement outlined in the technical specification

> *Tires that are replaced must meet the highest EU class in force at any given time for labelling the types of tires used, with wet grip class as the first priority, and then rolling resistance and noise level (the latter two are assimilated).*
>
> *Winter tires replaced on vehicles shall have the 3 PMSF symbol on the tire side. When changing tires at over 3500 km the supplier shall, as far as possible, use retreaded tires which must meet the minimum requirements described in the DS 2168 standard at any given time.*

Follow-up during the contract period: written in the technical specification

> *Follow-up to contract follow-up meetings will be done by the Supplier having to document that the replacement of tires under the agreement meets the requirements. The Municipality may require seeing documentation of this work. See more about the EU tire labelling scheme here: https://www.daeklabel.dk/ and https://eurlex.europa.eu/legal-content/DA/TXT/PDF/?uri=CELEX:32009R1222&from=DA.*

Follow-up during the contract period

Discussions at contract follow-up meetings with the supplier can outline what kind of documentation can be presented and how often it is relevant.

1.15.5 Continuous education for delivery drivers: green driving

It is beneficial for everyone to train drivers in environmentally friendly driving and optimization of fuel consumption, so that drivers can help to reduce environmental impact when driving; in addition, it is beneficial if safety driving and accident prevention are taught.

Requirement outlined in the technical specification

> *"It must be documented that all drivers used for Deliveries in connection with this contract have completed a driving-green course within six months of the conclusion of the contract. "*
>
> *The driver must carry visible identification.*

Follow-up during the contract period

Discussions at contract follow-up meetings with the supplier about who the drivers are and whether they can provide evidence that they have been on the green driving course.

1.15.6 Delivery optimization and coordination

The institutions in the City of Copenhagen have a long tradition of demanding their own preferred delivery days and times, and this leads to a lot of unnecessary driving across the city, according to several competing suppliers. When preparing the tender documents, it was estimated by the suppliers that if they could determine their own delivery times, the carbon dioxide emissions associated with deliveries could be reduced by 25%, along with the cost of deliveries themselves.

Requirement outlined in the technical specification

> *80% of the Contracting Entity's kitchens generally have one to two fixed delivery days per week. Deliveries are as follows:*

Number of deliveries per week	Number of units created (institutions/ kitchens)
6	*4*
5	*126*
4	*9*
3	*79*
2	*471*
1	*341*

> *How deliveries are distributed among the individual institutions can be seen in the annex: Delivery addresses including delivery days.*
>
> *As a rule, the institutions must have delivered their goods on the same day(s) of the week and*

time(s) as they are currently receiving. For those institutions that are not on the current agreement, the starting point is that they must have delivered a maximum of 2 times a week if more deliveries are needed, it must be agreed with the contracting entity.

At the start of the contract, the Contracting Entity, together with the Supplier, will start a collaboration to optimize driving in Copenhagen. The aim is to be able to reduce CO_2 emissions and local air pollution in Copenhagen within the first year of the contract to achieve significant environmental benefits. Any financial gains shall be shared equally between the Supplier and the Contracting Entity.

Follow-up during the contract period

Discussion at contract follow-up meetings with the supplier can examine what is needed to achieve better, more direct routes; planning should involve the affected kitchens. Inclusion is one of the key words, and incredibly important for the success of the initiative.

The supplier should provide driving records with the number of kilometres driven per route, as well as an estimate of the cost of driving a kilometre. In this way, the effect of changes to delivery routing can be continually monitored.

1.15.7 No aviation policy

There is no doubt that the mode of transport that pollutes the most is aviation. Therefore, it is advantageous to put as a minimum requirement in the tender documents that goods will not be accepted if transported by air. This can be written in the technical specification under the chapter dealing with transport.

Market dialogue

Before the requirement is written in as a minimum requirement in the tender documents, it may be useful to discuss in a market dialogue whether this is a requirement that will be challenging for suppliers to meet and, if so, which products or product types this affects.

Requirement outlined in the technical specification

- *The City of Copenhagen will not receive goods transported by air.*

Follow-up during the contract period

The supplier will deliver a list of goods that are flown to the wholesaler.

1.16 Incorporation of the SDGs in a tender

The SDGs can be seen as a common language and can, therefore, provide the umbrella that can help all parties to put sustainable procurement on the agenda, expressly referred to in 12.7.

1.16.1 Odense municipality

Odense municipality already uses the SDGs in connection with market dialogue to hear how far suppliers are in their work on the SDGs. This is used as a tool for contracting entities to be aware of the requirements that can be imposed in future tenders.

1.16.2 Example from the City of Copenhagen wholesaler tender for the purchase and delivery of food to production kitchens, 2020

The City of Copenhagen have also included the SDGs in their food supply material. A document has been prepared that focuses on the parts of the contract where the bidders must be able to support the Municipality's

responsibility and ambitions in relation to the Municipality's climate plan and action plan for the SDGs. The document is intended to be a living document, which will be actively used in contract follow-up meetings and further developed during the contract period *(FN)*.

The upper part is filled in by the contracting entity, and the requirements and criteria set out in the tender documents are listed and linked to the different SDGs. At the bottom of the document, bidders are asked to bid for stakes and provide answers concerning all the SDGs they work towards in their company and in connection with which they want to be involved in the cooperation. At the very least, answers must be completed to requirements regarding palm oil, sustainable soy, packaging and sustainable fishing as mentioned in the technical specification.

The idea is that the prepared SDG form should be used in connection with supplier interviews to follow up on the contract's sustainability commitments, and to report to the political system on progress in agreed sustainability objectives.

1.16.3 Inspiration for incorporation into the tender documents and subsequent follow-up during the contract period

Technical specification

> ***In the course of this tender, the Contracting Entity wishes to obtain tenders for the supply of food to the City of Copenhagen's production kitchens. The City of Copenhagen also expects the winning supplier to cooperate with the Municipality to achieve the Municipality's environmental objectives and goals linked to the contract matter in other areas of action within the food sector, including the UN's 17 SDGs, as described in this material.***

Framework agreement

> ***The supplier is obliged to describe and document his work with environmental management once a year and indicate how the Supplier has worked to reduce its environmental impacts in the past year in connection with the fulfilment of the Agreement. In addition, the Supplier must describe its stated targets for reducing environmental impacts when fulfilling the Agreement in the coming year. The supplier shall submit documentation once a year to the Contracting Entity.***

Requirement outlined in the technical specification

> ***It is a requirement that the Supplier has a strategy for reducing plastic packaging and that it should be up against the Recommendations of circular plastic packaging. This strategy is described in Annex 2.2 UN Sustainable Development Goals. At status meetings, the Contracting Entity will follow up on how much packaging of fresh food is made from at least 90% "post-consumer" recycled plastic and packaging, which is not composed of several different types of plastics. The possibilities for sustainable packaging in general will also be discussed at the contract follow-up meetings between the Supplier and the Municipality.***
>
> ***As part of the offer, the supplier shall draw up an action plan for phasing out uncertified palm oil used in food or intended for use in the preparation of food in Annex 2.2 – THE UN Sustainable Development Goals as benchmarks, which will be followed up at the status meetings.***
>
> ***As part of the offer in "Annex 2.2 – UN Sustainable Development Goals as a benchmark", the supplier must draw up an action plan for phasing out non-certified soya used in food or intended for use in food preparation. The action plan will include a section on what the Supplier will do to encourage its suppliers of meat, eggs, dairy products, and farmed fish to purchase only responsibly produced soya. The action plan will be followed up at the progress meetings.***

Further to the City of Copenhagen's work on the UN Sustainable Development Goals, the Municipality wishes to prioritize fair-trade certified goods and search how many of the requested goods are available in this form. Fair trade means documented measures that ensure and consider farmers and producers' conditions on the world market. This is documented, for example, through Fairtrade International's labelling scheme or other compatible third-party or NGO certification organizations.

Also, in connection with the work on the UN Sustainable Development Goals, the City of Copenhagen wants to ensure biodiversity in marine and coastal areas, which today are overfished by around 30 percent, which is well above the level at which fish stocks can reproduce sustainably. Therefore, the City of Copenhagen wants to search how many of the requested goods are available in MSC/ASC certified quality. The categories "Fish, Processed and Canned" and "Fish, Frost" indicate a column asking the tenderer to indicate which products have an MSC/ASC certification.

Follow-up during the contract period

Quarterly follow-up meetings are held with the Supplier following up on the requirements listed in the SDG document. The results are recorded, and new verifiable targets are set for the coming period.

Annex 2. Additional reading

Bosselmann AS. Dansk import af afskovningsfri soja fra Sydamerika: Notat vedrørende oplysninger til besvarelse af spørgsmål stillet til ministeren for fødevarer, fiskeri og ligestilling [Danish imports of deforestation-free soy from South America: information note in response to questions to the Minister for Food, Fisheries and Equality]. Copenhagen: University of Copenhagen; 2020 (https://research.ku.dk/search/result/?pure=en%2Fpublications%2Fdansk-import-af-afskovningsfri-soja-fra-sydamerika(fce98493-a925-4d80-bfd1-821b913e50d9).html).

Minutes for the Citizens' Representation meeting on 26.11.2009, 17:30. Copenhagen: Copenhagen Municipality; 2009 (https://www.kk.dk/dagsordener-og-referater/Borgerrepr%C3%A6sentationen/m%C3%B8de-26112009/referat).

The Danish Veterinary and Food Administration's Register of Danish Fish Farms. Copenhagen: Ministry of Food, Agriculture and Fisheries of Denmarl; 2021 (https://www.foedevarestyrelsen.dk/english/Animal/AnimalHealth/Aquaculture/Pages/default.aspx).

Fairtrade-mærket [Fair trade]. Copenhagen: Etiskhandel; 2022 (https://etisk-handel.dk/maerkninger/fairtrade/).

Organic production and trade. Copenhagen: Statistics Denmark; 2021 (https://www.dst.dk/en/Statistik/emner/miljoe-og-energi/oekologi).

Certification of Donau Soja and Europe Soya. Vienna: Donau Soja; 2022 (https://www.donausoja.org/certification-inspection/donau-soja-standard/certification/).

Food and nutrient recommendations. Kongens Lyngby: Technical University of Denmark; 20189 (https://www.food.dtu.dk/english/topics/nutrition-and-dietary-habits/food-and-nutrient-recommendations).

Forest Stewardship Council International: Forest for all forever. Bonn: Forest Stewardship Council International; 2022 (https://fsc.org/en).

Kommuner kan købe Fairtrade-mærkede vare [Municipalities can buy Fairtrade-marked goods]. Copenhagen: Ministry of the Interior and Housing; 2013 (https://im.dk/nyheder/nyhedsarkiv/2013/maj/kommuner-kan-koebe-fairtrade-maerkede-varer).

IFOAM Standard to Certify. Bonn: IFOAM Organics International; 2022 (https://www.ifoam.bio/our-work/how/standards-certification/organic-guarantee-system/ifoam-standard).

PEFC: find certified. Geneva: PEFC; 2022 (https://www.pefc.org/find-certified).

Round Table on Responsible Soy Association [website]. Zurich: Round Table on Responsible Soy; 2022 (https://responsiblesoy.org/about-rtrs?lang=en#que-es).

The ProTerra Foundation [website]. Bilthoven: The ProTerra Foundation; 2022 (https://www.proterrafoundation.org/).

The Sustainable Development Goals. Brussels: United Nations Regional Information Centre for Western Europe ; 2021 (https://unric.org/en/united-nations-sustainable-development-goals/).

Who we are: World Fair Trade Organizations and Home of Fair Trade Enterprises. Culemborg: World Fair Trade Organization; 2022 (https://wfto.com/who-we-are).

THE WHO REGIONAL OFFICE FOR EUROPE

The World Health Organization (WHO) is a specialized agency of the United Nations created in 1948 with the primary responsibility for international health matters and public health. The WHO Regional Office for Europe is one of six regional offices throughout the world, each with its own programme geared to the particular health conditions of the countries it serves.

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