



REQUEST FOR QUOTATION

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (PMOB-BAC), will undertake procurement of **various office supplies and equipment not available in the DBM-PS** through Shopping in accordance with Section 52.1(b) of the 2016 Revised IRR of RA 9184. The details of the project are the following:

- a. Name of Project : **Supply/Delivery of Various Office Supplies and Equipment not Available in the DBM-PS for use of PMO Batangas and COA**
- b. Reference No. : **BAC-BGS-001H-2022**
- c. Delivery Site : **PPA Administration Building, Port Access Road, Calicanto, Batangas City**
- d. Item Description/ Specification : **Please see attached Technical Specifications for Paper (Item No. 55) and Record Book (Item No. 58)**

Item No.	Description and Specification	Qty.	Unit	COST	
				Unit Cost	Total
1	Arch Lever File (Legal), H-35 cm; W-28.5 cm; Thickness – 8 cm (Vertical) (Red-30 , Blue-45)	75	pcs	117.50	8,812.50
2	Arch Lever File (Legal), H-24 cm; W-39.5 cm; Thickness – 8.5 cm (Horizontal) (Red)	15	pcs	114.00	1,710.00
3	Ballpen, Black, retractable (12 pcs per box)	27	boxes	74.00	1,998.00
4	Ballpen, Blue, retractable (12 pcs per box)	17	boxes	74.00	1,258.00
5	Ballpen, Red, retractable (12 pcs per box)	2	boxes	74.00	148.00
6	Battery, AAA, 2 pcs. Per blister pack	22	packs	57.00	1,254.00
7	Battery, AA, 2 pcs. Per blister pack	26	packs	47.00	1,222.00
8	Paper, Specialty Board Color: White, Size: 8 ½ x 13, 220 GSM	10	packs	48.00	480.00
9	Box, Data File, Horizontal, Legal (Double) with divider (Color: Navy Blue) Dimension: 24cm x 24cm x 40 cm Box	23	pcs	212.00	4,876.00
10	Box, Data File, Horizontal, Legal (Double) with divider (Color: Red) Dimension: 24cm x 24cm x 40 cm Box	4	pcs	212.00	848.00
11	Box, Peerless (Original) 24"x15"x11"	200	pcs	165.00	33,000.00
12	Clip, Backfold, 19 mm (3/4") 12 pieces per box	6	boxes	17.00	102.00
13	Clip, Backfold, 25 mm, (1") 12 pieces per box	14	boxes	27.50	385.00
14	Clip, Backfold, 32 mm (1 ¼") 12 pieces per box	12	boxes	36.00	432.00
15	Clip, Backfold, 50 mm (2") 12 pieces per box	9	boxes	81.00	729.00
16	Continuous Form 4 Ply , 280 mm X 241mm, carbonless, 55 GSM (500 sets per box) (colored)	150	boxes	1,870.00	280,500.00
17	DVD, Recordable 700mb/80min with case	24	pcs	57.50	1,380.00
18	Drum Cartridge, HP Laserjet Imaging Drum 19A CF219A (Original)	5	pcs.	3,887.50	19,437.50
19	Drum DR 2355 (for Brother DCP L2540DW) (Original)	5	pcs.	3,257.50	16,287.50
20	Envelope, documentary, legal size (100 pcs. Per box)	5	boxes	368.00	1,840.00
21	Envelope, documentary, A4 size (100 pcs. Per box)	3	boxes	360.00	1,080.00
22	Fastener, Plastic 70 mm between prongs, 50 sets per box	20	boxes	43.00	860.00

PORT MANAGEMENT OFFICE - BATANGAS

Administration Building, Port Access Road,
Calicanto, Batangas City 4200 Philippines

Tel. No.: (043) 722.2429 / (043) 723.0164 Fax No.: (043) 723.0164
Email: ppa_batangas@yahoo.com

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23	Fastener, Metal Long	5	boxes	145.00	725.00
24	Folder, Tagboard for Legal Size documents, 100 pcs /pack	6	pack	608.00	3,648.00
25	Folder, Tagboard for A4 size documents, 100 pcs /pack	2	pack	562.00	1,124.00
26	Glue, 130g. Multi purpose glue	20	btl's	79.00	1,580.00
27	Hi-Techpoint V10 Grip Roller Ball 12's Black	1	boxes	1075.00	1,075.00
28	ID Clip Metal	800	pcs	4.00	3,200.00
29	Imaging Drum HP 104A (Original)	4	pcs.	5045.00	20,180.00
30	Ink Cartridge, Brother MFC-J3930DW, LC3619XL (Black) (Original)	14	cart.	2008.00	28,112.00
31	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-C (Cyan) (Original)	13	cart.	1608.00	20,904.00
32	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-M (Magenta) (Original)	13	cart.	1608.00	20,904.00
33	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-Y (Yellow) (Original)	13	cart.	1608.00	20,904.00
34	Ink Cartridge, HP 680 Black (Original)	1	cart.	702.00	702.00
35	Ink Cartridge, HP 680 (Colored) (Original)	1	cart.	702.00	702.00
36	Ink Cartridge, HP C285A (HP 85A) (Original)	8	cart.	3933.00	31,464.00
37	Ink Cartridge, Epson 6644 Yellow (Original)	8	cart.	325.00	2,600.00
38	Ink Cartridge, Epson 6642 Cyan (Original)	10	cart.	325.00	3,250.00
39	Ink Cartridge, Epson 6643 Magenta (Original)	10	cart.	325.00	3,250.00
40	Ink Cartridge, Epson 6641 Black (Original)	16	cart.	308.00	4,928.00
41	Ink, Epson 008 (Cyan) (Original)	1	cart.	1028.00	1,028.00
42	Ink, Epson 003 Black (Original)	8	cart.	325.00	2,600.00
43	Ink, Epson 003 Cyan (Original)	8	cart.	332.00	2,656.00
44	Ink, Epson 003 Magenta (Original)	8	cart.	332.00	2,656.00
45	Ink, Epson 003 Yellow (Original)	8	cart.	332.00	2,656.00
46	Inked Ribbon Cartridge (Single Color), CE-315150 (for Time Machine)	5	pc.	1400.00	7,000.00
47	Laminating film 250microns (100mm x 100m)	3	rolls	785.00	2,355.00
48	Marker, permanent, bullet type, point: medium, black	42	pcs.	44.00	1,848.00
49	Marker, permanent, alcohol-based liquid ink, for thin & precise marking on narrow surfaces, marks on most surface such as glass, plastic, metal and wood, etc.; Nib/Tip type: X-fine; Point: 0.5mm; Ink color: Black	2	boxes	1440.00	2,880.00
50	Marker, Whiteboard Black	12	pcs.	34.00	408.00
51	Note Pad Stick On 2 x 3, 100 sheets per pad	20	pads	22.00	440.00
52	Note Pad Stick On 3 x4, 100 sheets per pad	35	pads	45.00	1,575.00
53	Paper Clip, 33 mm, 100 pieces per box or 52 grams	28	boxes	13.00	364.00
54	Paper Clip, 50 mm, 100 pieces per box or 120 grams	26	boxes	25.50	663.00
55	Paper, A3 size subs. 24 80gsm imported materials superwhite zero paper dust, long grain quality (please see attached Green Procurement technical specifications)	4	reams	538.00	2,152.00
56	Pencil # 2 (12's)	13	boxes	90.00	1,170.00
57	Push Pins	5	packs	32.00	160.00
58	Record Book , 500 pages, size: 214mm X 278mm min. (please see attached Green Procurement technical specifications)	44	pcs	220.00	9,680.00
59	Ribbon Cartridge, for Epson LX-310 (Original)	25	pcs.	197.00	4,925.00
60	Ribbon Cartridge, for Epson LQ-310 (Original)	75	pcs	223.00	16,725.00
61	Ribbon Cartridge, for Oki Microline Dotmatrix 5721/5791	8	pcs	3130.00	25,040.00
62	Roller Ball Pen, Black, Retractable Gel Ink, Rollerball 0.7mm (12 pcs per box)	3	boxes	1162.50	3,487.50
63	Roller Ball Pen, Blue, Retractable Gel Ink, Rollerball 0.7mm (12 pcs per box)	3	boxes	1162.50	3,487.50
64	Rubber Band, 70mm, min lay flat length (#18), 350 grams	24	boxes	185.00	4,440.00
65	Rubber Band, Small # 16, 350 grams	22	boxes	242.50	5,335.00

66	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip (12 pcs per box)	22	boxes	329.00	7,238.00
67	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip (12 pcs per box)	13	boxes	329.00	4,277.00
68	Sign Pen, Blue, liquid/gel ink, 0.7mm needle tip (12 pcs per box)	12	boxes	329.00	3,948.00
69	Stamp Pad, Felt bed dimension: 60 mm x 100 mm	12	pcs	56.00	672.00
70	Staple Wire, Standard (leg length 6mm) 5000 staples per box	75	boxes	42.00	3,150.00
71	Sticker Paper A4 Matt (1 x 10)	21	packs	46.00	966.00
72	Tape, Double Sided , 1/2 inch x 25 yards, transparent	20	rolls	19.00	380.00
73	Tape, Masking, Width: 48mm, Usable Length: 50 meters	37	rolls	101.00	3,737.00
74	Tape, Packaging, Width: 48mm, Usable Length: 50 meters	53	rolls	33.00	1,749.00
75	Tape, Transparent, Width: 24mm, Usable Length: 50 meters	81	rolls	21.00	1,701.00
76	Tape, Transparent, Width: 48mm, Usable Length: 50 meters	30	rolls	33.00	990.00
77	Toner Cartridge, HP 103AD (Original)	4	cart	3142.50	12,570.00
78	Toner Cartridge TN 2380 Brother (Original)	8	pcs	2920.00	23,360.00
79	Toner Cartridge, HP 49A (Original)	1	pcs	4765.00	4,765.00
80	Toner Cartridge, Pantum P2500W-(PC-210) (Original)	18	pcs	4357.50	78,435.00
Total Amount (in Php)					801,560.50

Interested suppliers may quote on any or all of the items enumerated above. Quotations shall not exceed the Approved Budget for the Contract (ABC) per item. Quotations received in excess of the ABC shall be automatically rejected.

d. Delivery Period : Within **FIFTEEN (15)** calendar days upon receipt of a written Notice or Purchase Order (P.O.), whichever is applicable. Administrative penalties pursuant to Sec. 69 of the Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.

e. Approved Budget for : **Php 801,560.50**
the Contract (ABC)

f. Source of Fund : **PPA Corporate Funds**

2. The duly accomplished **Price Quotation Form (Annex "A")**, together with **CERTIFIED TRUE COPY** of the following documents shall be placed in a sealed envelope and submitted in accordance with Item No. 4 hereof:

- a. Valid Mayor's Permit
- b. Valid PhilGEPS Registration / Registration Number;

Non-submission of any of the above required documents shall be a ground for disqualification.

3. Addition to the above-mentioned required documents, interested supplier must submit a Certificate of Green Procurement for Item Nos. 55 and 58. Non-submission shall be a ground for disqualification for Item Nos. 55 and 58.
4. All quotations shall be submitted in an envelope by mail, courier or hand carried on or before **09:00 a.m., 07 September 2022** at the **Engineering Services Division Office, 5/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

COMPANY: (Indicate the name of the Company)
NAME OF PROJECT: (Indicate the name of the Project)

JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC
Philippine Ports Authority
Port Management Office of Batangas
PPA Administration Building,
Port Access Road, Calicanto,
Batangas City 4200

4. All quotations shall be inclusive of the applicable Value Added Tax (VAT) and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations.

5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative/s.
6. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. The PPA may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
7. A warranty security shall be required from the winning bidder for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring entity of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period. Provided, however, that the supplies delivered are free from patent and latent defects.
8. PPA-PMOB reserves the right to reject any or all quotations at any time prior to award of the project without thereby incurring any liability to the affected proponents and to waive any minor defects therein and to accept quotation as may be considered advantageous to the government.
9. The contractor/service provider must have a functional OSH policy and program as provided in pertinent rules and regulations.
10. For the information, you may contact **Mr. Crisanto L. Rabina**, Head, BAC Secretariat at Telephone No. (043) 723-8706.



JEFFREN P. RANGANIBAN
Chairperson, PMOB-BAC

Price Quotation Form

Date: _____

JEFREN P. PANGANIBAN

Chairperson, PMOB-BAC
 Philippine Ports Authority
 Port Management Office of Batangas
 PPA Administration Building
 Port Access Road, Calicanto
 Batangas City

Dear Mr. Panganiban,

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ) for the procurement of the project, entitled **"Supply/Delivery of Various Office Supplies and Equipment not Available in the DBM-PS for use of PMO Batangas and COA"** posted by your office, we hereby submit our quotation corresponding to your requirements.

Item No.	Description and Specification	Qty.	Unit	COST	
				Unit Cost	Total
1	Arch Lever File (Legal), H-35 cm; W-28.5 cm; Thickness – 8 cm (Vertical) (Red-30 , Blue-45)	75	pcs		
2	Arch Lever File (Legal), H-24 cm; W-39.5 cm; Thickness – 8.5 cm (Horizontal) (Red)	15	pcs		
3	Ballpen, Black, retractable (12 pcs per box)	27	boxes		
4	Ballpen, Blue, retractable (12 pcs per box)	17	boxes		
5	Ballpen, Red, retractable (12 pcs per box)	2	boxes		
6	Battery, AAA, 2 pcs. Per blister pack	22	packs		
7	Battery, AA, 2 pcs. Per blister pack	26	packs		
8	Paper, Specialty Board Color: White, Size: 8 ½ x 13, 220 GSM	10	packs		
9	Box, Data File, Horizontal, Legal (Double) with divider (Color: Navy Blue) Dimension: 24cm x 24cm x 40 cm Box	23	pcs		
10	Box, Data File, Horizontal, Legal (Double) with divider (Color: Red) Dimension: 24cm x 24cm x 40 cm Box	4	pcs		
11	Box, Peerless (Original) 24"x15"x11"	200	pcs		
12	Clip, Backfold, 19 mm (3/4") 12 pieces per box	6	boxes		
13	Clip, Backfold, 25 mm, (1") 12 pieces per box	14	boxes		
14	Clip, Backfold, 32 mm (1 ¼") 12 pieces per box	12	boxes		
15	Clip, Backfold, 50 mm (2") 12 pieces per box	9	boxes		
16	Continuous Form 4 Ply , 280 mm X 241mm, carbonless, 55 GSM (500 sets per box) (colored)	150	boxes		
17	DVD, Recordable 700mb/80min with case	24	pcs		
18	Drum Cartridge, HP Laserjet Imaging Drum 19A CF219A (Original)	5	pcs.		
19	Drum DR 2355 (for Brother DCP L2540DW) (Original)	5	pcs.		
20	Envelope, documentary, legal size (100 pcs. Per box)	5	boxes		
21	Envelope, documentary, A4 size (100 pcs. Per box)	3	boxes		
22	Fastener, Plastic 70 mm between prongs, 50 sets per box	20	boxes		
23	Fastener, Metal Long	5	boxes		
24	Folder, Tagboard for Legal Size documents, 100 pcs /pack	6	pack		
25	Folder, Tagboard for A4 size Size documents, 100 pcs /pack	2	pack		
26	Glue, 130g. Multi purpose glue	20	btls		

27	Hi-Techpoint V10 Grip Roller Ball 12's Black	1	boxes		
28	ID Clip Metal	800	pcs		
29	Imaging Drum HP 104A (Original)	4	pcs.		
30	Ink Cartridge, Brother MFC-J3930DW, LC3619XL (Black) (Original)	14	cart.		
31	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-C (Cyan) (Original)	13	cart.		
32	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-M (Magenta) (Original)	13	cart.		
33	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-Y (Yellow) (Original)	13	cart.		
34	Ink Cartridge, HP 680 Black (Original)	1	cart.		
35	Ink Cartridge, HP 680 (Colored) (Original)	1	cart.		
36	Ink Cartridge, HP C285A (HP 85A) (Original)	8	cart.		
37	Ink Cartridge, Epson 6644 Yellow (Original)	8	cart.		
38	Ink Cartridge, Epson 6642 Cyan (Original)	10	cart.		
39	Ink Cartridge, Epson 6643 Magenta (Original)	10	cart.		
40	Ink Cartridge, Epson 6641 Black (Original)	16	cart.		
41	Ink, Epson 008 (Cyan) (Original)	1	cart.		
42	Ink, Epson 003 Black (Original)	8	cart.		
43	Ink, Epson 003 Cyan (Original)	8	cart.		
44	Ink, Epson 003 Magenta (Original)	8	cart.		
45	Ink, Epson 003 Yellow (Original)	8	cart.		
46	Inked Ribbon Cartridge (Single Color), CE-315150 (for Time Machine)	5	pc.		
47	Laminating film 250microns (100mm x 100m)	3	rolls		
48	Marker, permanent, bullet type, point: medium, black	42	pcs.		
49	Marker, permanent, alcohol-based liquid ink, for thin & precise marking on narrow surfaces, marks on most surface such as glass, plastic, metal and wood, etc.; Nib/Tip type: X-fine; Point: 0.5mm; Ink color: Black	2	boxes		
50	Marker, Whiteboard Black	12	pcs.		
51	Note Pad Stick On 2 x 3, 100 sheets per pad	20	pads		
52	Note Pad Stick On 3 x4, 100 sheets per pad	35	pads		
53	Paper Clip, 33 mm, 100 pieces per box or 52 grams	28	boxes		
54	Paper Clip, 50 mm, 100 pieces per box or 120 grams	26	boxes		
55	Paper, A3 size subs. 24 80gsm imported materials superwhite zero paper dust, long grain quality (please see attached Green Procurement technical specifications)	4	reams		
56	Pencil # 2 (12's)	13	boxes		
57	Push Pins	5	packs		
58	Record Book , 500 pages, size: 214mm X 278mm min. (please see attached Green Procurement technical specifications)	44	pcs		
59	Ribbon Cartridge, for Epson LX-310 (Original)	25	pcs.		
60	Ribbon Cartridge, for Epson LQ-310 (Original)	75	pcs		
61	Ribbon Cartridge, for Oki Microline Dotmatrix 5721/5791	8	pcs		
62	Roller Ball Pen, Black, Retractable Gel Ink, Rollerball 0.7mm (12 pcs per box)	3	boxes		
63	Roller Ball Pen, Blue, Retractable Gel Ink, Rollerball 0.7mm (12 pcs per box)	3	boxes		
64	Rubber Band, 70mm, min lay flat length (#18), 350 grams	24	boxes		
65	Rubber Band, Small # 16, 350 grams	22	boxes		
66	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip (12 pcs per box)	22	boxes		
67	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip (12 pcs per box)	13	boxes		
68	Sign Pen, Blue, liquid/gel ink, 0.7mm needle tip (12 pcs per box)	12	boxes		

69	Stamp Pad, Felt bed dimension: 60 mm x 100 mm	12	pcs		
70	Staple Wire, Standard (leg length 6mm) 5000 staples per box	75	boxes		
71	Sticker Paper A4 Matt (1 x 10)	21	packs		
72	Tape, Double Sided , 1/2 inch x 25 yards, transparent	20	rolls		
73	Tape, Masking, Width: 48mm, Usable Length: 50 meters	37	rolls		
74	Tape, Packaging, Width: 48mm, Usable Length: 50 meters	53	rolls		
75	Tape, Transparent, Width: 24mm, Usable Length: 50 meters	81	rolls		
76	Tape, Transparent, Width: 48mm, Usable Length: 50 meters	30	rolls		
77	Toner Cartridge, HP 103AD (Original)	4	cart		
78	Toner Cartridge TN 2380 Brother (Original)	8	pcs		
79	Toner Cartridge, HP 49A (Original)	1	pcs		
80	Toner Cartridge, Pantum P2500W-(PC-210) (Original)	18	pcs		
Total Amount (in Php)					

The above quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

Name / Position / Signature of Authorized Representative Over Printed Name

Name of Company

Company Address

Contact Number

Email Address

SCOPE

Record books as stationery paper products.

THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH

The key environmental impacts of record books are:

- Forest destruction and potential loss of biodiversity related to the pulp production;
- Energy and water consumption during production of toilet paper;
- Harmful emissions to air and water during pulp and paper production;
- Chemical consumption during production;
- Waste generation and packaging.

The GPP approach should cover therefore:

- Purchase products with a low energy and resource use during processing;
- Purchase products which avoid harmful substances in paper production and bleaching;
- Purchase products with high recycled content;
- Purchase products from legally and sustainably harvested wood.

PRODUCT SPECIFICATIONS

- The supplier shall supply products which are made out of raw materials from at least 50% recycled fibre.
- The supplier shall supply paper which is at least Elementary Chlorine Free (ECF).
- Any paper wrapping and carton box packing must be made from 100% recycled fibre.

Future criteria (1.1.2019):

- Recycled fibre must contain not less than 10 % post-consumer fibre.
- The supplier shall supply paper which is Totally Chlorine Free (TCF).

Post-consumer recycled fibres may come from consumers, offices, printing houses, bookbinders or similar. Fibres from paper mill broke shall not be considered recycled fibres.

Recycled paper fibres include both post-consumer recycled fibres and pre-consumer recycled fibres from paper mills, also known as broke.

Justification:

Paper production from recycled paper is far less environmentally damaging. It avoids destruction of natural forests, reduces water consumption, energy consumption (between 40% and 64%) as well as emissions of chemical substances to the air (74%) and to the water (35%).

Recycling quotas adapted to local market.

Conventional bleaching using elemental chlorine produces and releases into the environment large amounts of chlorinated organic compounds, including chlorinated dioxins. Dioxins are highly toxic, and health effects on humans include reproductive, developmental, immune and hormonal problems. The use of elemental chlorine in the delignification process has been substantially reduced and replaced

with ECF (Elemental Chlorine Free) and TCF (Totally Chlorine Free) bleaching processes. ECF bleaching can substantially reduce but not fully eliminate chlorinated organic compounds, including dioxins, from effluent.

EVIDENCE

The supplier must provide evidence that these specifications are met. Especially concerning the origin of raw materials certification schemes or evidence of recycled materials must be provided. Any other appropriate means of proof demonstrating that the criteria are met will be accepted, such as a technical dossier from the manufacturer or a test report from a recognised body showing compliance.

VERIFICATION

High quality recycled paper may look identical to conventional paper. Be aware that especially on the Philippine market you are likely to encounter paper made from recycled fibre which neither has an official label nor a product mark indicating the recycled content.

Independent testing can be carried out by the Forest Product Research and Development Institute (c/o DOST). No tests for post-consumer content or TCF available so far. [Testing on ECF has yet to be clarified.]

REFERENCES

New Zealand Ecolabelling Trust. 2015. License Criteria for Office Paper and Stationery. <http://www.environmentalchoice.org.nz/assets/Specifications/ec-26-15-office-paper-and-stationery-specification.pdf>

UNEP. 2010. Sustainable Procurement Guidelines. Stationery. Paper (general office use). Product Sheet. http://www.unep.org/resourceefficiency/Portals/24147/scp/sun/facility/reduce/procurement/PDFs/UNSP_Product%20Sheet_Stationery_Paper%20consumables_basic%20and%20advanced_all%20regions.pdf



SCOPE

Copying paper for multi-purpose use. This encompasses unprinted paper for writing, printing and copying purposes sold in sheets or reels.

THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH

The key environmental impacts of multicopy paper are:

- Forest destruction and potential loss of biodiversity related to the pulp production;
- Energy and water consumption during production of multicopy paper;
- Harmful emissions to air and water during pulp and paper production;
- Chemical consumption during production;
- Waste generation and packaging.

The GPP approach should cover therefore:

- Purchase products with a low energy and resource use during processing;
- Purchase products which avoid harmful substances in paper production and bleaching;
- Purchase products with high recycled content;
- Purchase products from legally and sustainably harvested wood.

PRODUCT SPECIFICATIONS

- The supplier shall supply products which are made out of raw materials from at least 50% recycled fibre.
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Future criteria (1.1.2019):

- Recycled fibre must contain not less than 10% post-consumer fibre.
- The supplier shall supply paper which is Totally Chlorine Free (TCF).

Post-consumer recycled fibres may come from consumers, offices, printing houses, bookbinders or similar. Fibres from paper mill broke shall not be considered recycled fibres.

Recycled paper fibres include both post-consumer recycled fibres and pre-consumer recycled fibres from paper mills, also known as broke.

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use of elemental chlorine in the delignification process has been substantially reduced and replaced with ECF (Elemental Chlorine Free) and TCF (Totally Chlorine Free) bleaching processes. ECF bleaching can substantially reduce but not fully eliminate chlorinated organic compounds, including dioxins, from effluent.

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REFERENCES

New Zealand Ecolabelling Trust. 2015. License Criteria for Office Paper and Stationery.
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