

# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO

# TEXTILE PRODUCTS



BARCELONA  
AJUNTAMENT  
+SOSTENIBLE

## AREAS OF APPLICATION AND SCOPE



SUPPLYING UNIFORMS OR WORK CLOTHES



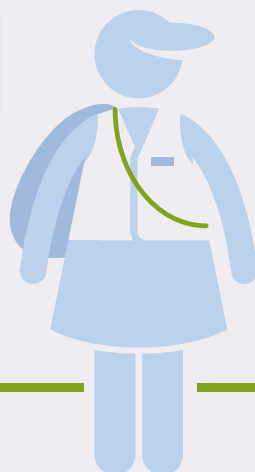
PROCUREMENT OF OTHER TEXTILE PRODUCTS (MERCHANDISING)



SERVICES THAT REQUIRE UNIFORMS BEARING THE CITY COUNCIL'S CORPORATE IMAGE

## SUSTAINABILITY ASPECTS

Limited presence of toxic substances in the main fabrics and end-product certificates. Ethical commitment from the company and its suppliers



Recycled synthetic-fibre items



Organic or fairtrade natural fibres



Environmental management of unused items of clothing and packaging reduction



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO TEXTILE PRODUCTS

Following the lines of action established in the 2012-2022 Citizen Commitment to Sustainability and Barcelona City Council's 2002 Institutional Declaration on Fair Trade, Barcelona City Council is working towards improving information about ethical aspects and environmental characteristics of products and suppliers, and to generate a demand for more ecological products and services.

These technical instructions are a response to the 2013 Government Measure for Responsible Public Procurement using Social and Environmental Criteria and the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria of 20 November 2013, which provides for the publication of technical instructions that define specific environmental criteria that must be applied in the purchasing and contracting of groups of products and services that have been defined as priorities, which includes textiles (work clothes).



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## 1 SUBJECT MATTER

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, these technical instructions aim to define the criteria for environmental, ethical and fair-trade clauses employed for the acquisition of work clothes for municipal services, along with work clothes for staff assigned to contracts, who wear items of clothing bearing the City Council's corporate image, and for acquiring other textile products.

To achieve this objective, these instructions:

- a. Classify the main types of contracts that include textiles.
- b. Define the priorities that must be taken into account when acquiring textile products.
- c. Define the environmental, ethical and fair-trade criteria that must be applied to the acquisition of work clothes and uniforms, and in contracting services involving the use of uniforms bearing Barcelona City Council's corporate image.
- d. Define the environmental, ethical and fair-trade criteria for the acquisition of other textile products.
- e. Establish the monitoring system.

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## 2 AREA OF APPLICATION

### 2.1 Subject area

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, these instructions must be complied with in any public sector contract signed by Barcelona City Council and dependent organisations with the power to adjudicate (contracting authorities), whose contractual subject matter is outlined in Section 3, "Scope".

### 2.2 Inclusion in procurement documents

All contracting bodies must comply with these instructions, and must ensure that, in all cases and according to the type of contract, the corresponding environmental, ethical and fair-trade criteria are applied, adapting them where necessary to the characteristics of the contract.

In the case of other service contracts related to wardrobe, the contracting bodies must apply and adapt the basic criteria in accordance with the characteristics of the contract, so that their inclusion and compliance does not have any negative repercussion on the performance of the contracted service.

### 2.3 Exception and justification report

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, the competent contracting bodies or those responsible for contracting may consider that the contract's characteristics are unsuitable for including some or all of the environmental clauses set out in these instructions. In these cases, the competent contracting body must duly justify this in the procurement report, in accordance with the points set out in Section 4.2.



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## 3 SCOPE

These instructions establish specific criteria for the following types of contract:

- Supply of wardrobe
- Acquisition of other textile products

These instructions are also applied to contracts for other services whose execution requires wardrobe or work clothes bearing Barcelona City Council's corporate image (such as cleaning and waste-collection in the city, lighting and other similar contracts).

These instructions also offer criteria to be followed in the management of discarded corporate clothing, both for City Council clothing and clothing forming part of a service contract.

In the case of other contracts relating to clothing (such as wardrobe maintenance or service contracts that include the provision and replacement of work clothes without Barcelona City Council's corporate image or other contracts) no specific criteria are established, but the priorities and lines of action indicated in these instructions should inform their procurement.

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## 4 PRIORITIES FOR WORK CLOTHES

### 4.1 Priorities for the type of clothes to be acquired

In accordance with the various environmental protection and social responsibility commitments acquired by Barcelona City Council and with the differences in terms of the environmental impact and associated risks concerning the manufacture and distribution of work clothes, the order of priorities when acquiring textile products are as follows:

- It will be obligatory to acquire and order textiles originating from production processes that respect basic labour rights, good environmental management and the prevention of occupational hazards.
- It will be obligatory to comply with the requirements for limiting the presence of chemical substances in the main fabrics used in making the items of clothing, and the certification of the main end items.
- The percentage content of recycled fibres or elements in the main polyester fabrics will be evaluated.
- Textiles manufactured from organic or fair-trade fibres are encouraged for certain uses, such as T-shirts, or textile merchandising items (bags, headscarfs and similar products).

Other environmental priorities to be considered include:

- Guaranteeing good environmental management for discarded clothing items and the reduction of packaging in the distribution chain.

In the case of contracting certain features included in previous contracts with social and workplace insertion companies and special work centres, the social reservation measures and procedures described in the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria of 20 November 2013 will be applied.

In addition to the previous criteria, textile products and work clothes may be acquired using other sustainability criteria, such as the production process having a lower environmental impact, among others.

### 4.2 Justification report

Should the service's management or the competent contracting body consider these priorities, specific specifications or environmental criteria to be inapplicable, or where the contract itself is considered inappropriate for the application of these instructions, they must indicate and detail their reasons for this in a justification report, stating as a minimum:





- The special requirements and characteristics of the textiles or work wear being contracted.
- A reasoned justification explaining the infeasibility of balancing these special requirements with the environmental criteria established in these instructions.

This report will be made available to those responsible for monitoring these instructions, when required.

## 5 ENVIRONMENTAL, ETHICAL AND FAIR-TRADE CRITERIA FOR PROCURING TEXTILES

The following table shows the different sustainability factors for each of the indicated contract types..

<b>Work clothes procurement</b>	Ethical commitment of the company and its suppliers
	Limited presence of chemical substances
	Reduced use of toxic substances in the manufacturing processes of the main fabrics
	Certification of the main items
	Recycled-fibre content in synthetic fibres
	Organic cotton
Packaging management	

<b>Other textile products</b>	Ethical commitment of the company and its suppliers
	Limited presence of chemical substances
	Organic or fair-trade cotton
	Packaging management

The environmental, ethical and fair-trade criteria described above that must be included in the procurement documents are detailed below. The following articles indicate when it is necessary to include these criteria as technical specifications and when they can be included as award criteria.

In the case of obligatory criteria, the contracting body may decide if it demands accreditation from all bidders as part of the offer that must be presented or if it accepts a responsible declaration, with presentation only being required from the successful tenderer<sup>1</sup>. In the latter case, when the company is informed of the adjudication and before the contract is signed, it will be required to present the corresponding documentation within the established time limits. Where this company does not comply with the requirement under the terms established in the procurement documents, it will be understood to have withdrawn its bid and the documentation will be demanded from the next bidder on the list, according to the order in which the bids have been classified.

Regarding the award criteria, the contracting body must determine, in accordance with the criteria it has chosen from those proposed and from the rest of the criteria, the score attributed to compliance with each of the award criteria and the corresponding evaluation formula.

Where the acquisition of various types of fabrics or items of clothing are included in a single tender, the criteria for each type must be included for each lot. In many cases, it

<sup>1</sup>In accordance with the modification of Article 146 of the TRLCSP introduced by Act 14/2013, supporting entrepreneurs and their internationalisation.



is convenient to divide tenders into lots, in order to facilitate the inclusion of environmental, ethical and fair-trade criteria. For example, having a lot for T-shirts allows the inclusion of specific criteria for organic cotton and fair-trade in that lot, which would not be appropriate for other articles made from technical fabrics.

### 5.1 Obligatory compliance criteria for all clothing acquisitions

The contracting body will establish the following requirements relating to the basic characteristics of the fabrics:

#### I- Criteria related to the ethical commitment of the company and its suppliers

It must be accredited that the company is able to guarantee that the fabrics and other specific materials used in the production of the article subject matter of the contract, made directly or by subcontracting, have been manufactured respecting basic labour rights, as set out in the International Labour Organisation's Declaration on basic rights and principles.

In Appendix I there is a declaration template that contains the minimum information needed for the accreditation of these criteria.

#### II- Criteria related to the limited presence of chemical substances

In order to reduce environmental impact and health risks, the contracting body must always establish that the main fabrics used in manufacturing the clothing items have to comply with the requirements for limiting the presence of chemical substances in the final product, as defined in Oeko-Tex 100 or, Made in Green standard or equivalent.

In Appendix II there is a template verification form for summarising the information corresponding to the criterion.

### 5.2 Optional criteria for the procurement of clothing and other textile products

The contracting body may optionally include additional environmental criteria, as obligations or as environmental improvements to the bids, depending on the market situation. Some examples are given below:

In Appendix II there is a template verification form for entering information concerning the criteria related to fibres (I, II and III).

#### I- Criteria related to a reduction in the use of substances that are toxic or have a negative environmental impact during the manufacturing process

The contracting body may establish criteria relating to the use of toxic substances and reducing environmental impact during the manufacturing process, according to the criteria concerning types of fibre, chemical substances and value limits established in the main ecolabels for textile products, such as the EU ecolabel, the Nordic Swan or equivalent.

#### II- Criteria related to recycled content in articles made of synthetic fibres

The contracting body may evaluate that articles have been made using recycled synthetic fibres or that they contain a percentage of them, as well as including recycled items in their finishing.

Recycled fibres are understood as being those coming from manufacturing waste, cuttings from the textile industry and post-consumer textile waste.

#### III - Criteria related to cotton and other natural-fibre products

The contracting body may evaluate that the articles have been made using natural fibres originating from organic sources, in accordance with the criteria established in European Regulation CE 834/2007, or of organic origin according to the Global Organic Textile Standard (GOTS) or equivalent standards.





#### IV - Criteria related to the certification of the main items of clothing

The contracting body may establish as a contract performance clause that the contractor attains the Oeko-Tex 100 label or equivalent for the main final clothing items, and that it takes responsibility for the costs derived from its attainment, including the costs associated with analysis, reports, and the licence from Aitex or the corresponding equivalent body.

#### V - Packaging management

The contracting body may request the implementation of a reusable packaging system for transporting the clothing to an agreed location. In cases where the City Council reaches an agreement with the company concerning the management of secondary packaging, the contracting body may determine that it will be the successful tenderer's responsibility to dispose of the different types of waste materials (cardboard, plastic or others) according to the agreed protocol.

### 5.3 Specific criteria for other textile products

The contracting body may determine that some of the textile products, such as T-shirts or textile merchandising articles (bags, headscarfs and similar products), meet the established fair-trade criteria (in accordance with the Communication from the European Commission of 29 November 1999, relating to fair trade COM (99) 619 final) or the cotton items have been manufactured from natural fibres originating from organic agriculture, in accordance with the criteria established in European Regulation CE 834/2007 or of organic origin according to the Global Organic Textile Standard (GOTS) or equivalent standards.

### 5.4 Management of discarded clothing

Municipal services must take care that work clothes bearing Barcelona City Council's

corporate image are not used improperly once the contract or the clothing's useful life has finished. The corresponding body will establish an internal procedure for the simultaneous return of selected items of clothing when new items are delivered<sup>2</sup>, and in all cases where the clothing bears the corporate image.

The wardrobe manager will establish, in agreement with the Services management, what is to be done with the recovered items, according to their condition and the needs of the service, following this order of priorities:

- Direct internal reuse: for activities they are fit to be used for, such as temporary contracts of very short duration, various activities such as fairs, exhibitions, short courses, etc.
- External reutilisation or exploitation: by supplying them to organisations that have an agreement or the City Council's own social services.
- Textile recycling of non-reusable, non-servicable pieces: through the establishment of agreements or tenders, especially with third-sector companies.

In the last two cases, the person responsible for supply must guarantee the deinstitutionalisation of the pieces (elimination of corporate identity items), either by using own-means before delivering them to third parties, or as a performance clause of the agreement or contract. To that effect, the contracting body will require the corresponding guarantees from the receiving organisation.

<sup>2</sup>The Services Department may establish exceptional situations, when it is decided that explicitly selected items should be given to or left in the possession of the person who has used them, in recognition of services provided, in the case of retirement, etc.



## 6 SERVICE CONTRACTS THAT INCLUDE CORPORATE CLOTHING

In service contracts whose execution requires wardrobe or work clothes bearing Barcelona City Council's corporate image, the contracting body must consider the inclusion of the following environmental criteria:

### I- Wardrobe manufactured respecting basic labour rights

The contracting body may demand that the clothing of the personnel carrying out the service has been manufactured respecting basic labour rights, as set out in the International Labour Organisation's Declaration on basic rights and principles.

Accreditation of this will be carried out in accordance with the accreditation systems established in Appendix I.

### II- Clothing with chemical substance limitation requirements

The contracting body may evaluate that the main items of clothing comply with requirements for limiting the presence of chemical substances in the end product, as defined by the Oeko-Tex 100 or Made in Green standard or equivalent.

### III- Other criteria for work clothes

The contracting body may determine that some items of clothing should comply with other sustainability criteria:

- For synthetic-fibre items: manufactured using recycled fibres.
- For natural-fibre items: produced using natural organic fibres, in accordance with the criteria established in European Regulation CE 834/2007, or of organic origin, according to the Global Organic Textile Standard (GOTS) or equivalent standards, or from fair trade, in accordance with the Communication from the European Commission of 29 November 1999, relating to fair trade COM (99) 619 final.

## IV- Management of discarded clothing

In order to ensure that work clothes bearing Barcelona City Council's corporate image are not misused once the contract or its useful life comes to an end, the contracting body must establish, as a contract performance clause, that at the end of the contract, the successful tenderer must:

- 1 Guarantee the deinstitutionalisation of the items (elimination of corporate identity items)
- 2 Guarantee the correct management through any of the variants indicated in point 5.4 for own-wardrobe items.

To that effect, the successful tenderer must present the legal information pertaining to the company receiving the clothing, and the certificates showing that the clothing has been handled correctly, to the municipal personnel responsible for monitoring the contract within the agreed period.

Alternatively, the contracting body may always establish as a contract performance clause that the service company must deliver the clothing to the City Council once the contract has finished. In this case, the management procedure will follow that which is established in point 5.4.

## 7 MONITORING SYSTEM

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, the person responsible for the contract will ensure that the awarded company complies with and executes the environmental, ethical and fairtrade clauses set out in the contract. While Those managing the + Sustainable City Council Programme do not have an automated system to monitor the environmental aspects of contracts, the person responsible for the contract will supply the following information via the email address [ajuntamentsostenible@bcn.cat](mailto:ajuntamentsostenible@bcn.cat):







- Procurement documents.
- A copy of the adjudication report, detailing the evaluation of environmental criteria contained in the bids.

Those managing the + Sustainable City Council Programme may request additional information from the contracting body, including the justification reports mentioned in section 4.2.

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## 8 TEMPORARY PROVISIONS

So that habitual suppliers, along with potential tenderers, can adapt to the compliance of these instructions, the contracting body may accept in successive contracts the following forms of accreditation of ethical commitment specified in section 5.1:

- Self-declaration by the tenderer
- A commitment to providing certification in the case of adjudication
- Presentation of certificates

If this option is chosen, the contracting body must state this specifically in the procurement documents, indicating their temporary nature and stating the need for presenting the certificates in future tenders.

These instructions are not applicable to call for tenders that are already open or concluded, nor to approved procurement documents or to call for tenders pending resolution that are dated prior to these instructions coming into force.

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## 9 FINAL PROVISION

These instructions will come into force 6 months after their publication.





## APPENDIX I TEMPLATE CERTIFICATE FOR THE COMPANY'S ETHICAL COMMITMENT

*(Note: the company's legal representative must sign this document and it must be printed on company paper. This document is only a template. The bidding company and each supply company must present this certificate and indicate the measures they have applied to ensure compliance with their ethical commitment).*

The undersigned .....  
with ID number.....

the name of and representing the company .....  
with their registered office at .....

under their own responsibility, CERTIFIES:

That the suppliers of the main fabrics are: (an address, number, city, municipality, telephone number, contact person and country must be indicated for each company)

- a) .....
- b) .....
- c) .....
- ...

That the manufacturers of the end product are: (an address, number, city, municipality, telephone number, contact person and country must be indicated for each company)

- a) .....
- b) .....
- c) .....

We guarantee that the production, carried out either directly or through subcontracting, and the textiles and other specific materials used, have been made respecting basic labour rights, as set out in the International Labour Organisation's Declaration on basic rights and principles.

The following documentation is attached in order to certify this point (select according to the presented certification):

- 1) Code of conduct certificate (SGE 21, SA 8000, Fair Wear Foundation, Made in Green or equivalent), or
- 2) External audit certification (attach the name, address, telephone number and contact details of the certifying company).

The company will be exempted from presenting these certificates when the entire production chain is carried out in own or third-party centres located in European Union Member States. This includes the company's own work centres, those of the companies supplying the main fabrics and other companies manufacturing the product.

In this case, the company must tick the following box:

All the production chain is carried out in centres located in European Union Member States.

In cases where some of the indicated centres are located outside the EU, the company must present its accrediting certificate, or as a minimum, the certificate corresponding to the centre in question.

Signature of the representative and the company stamp





## APPENDIX II EXAMPLE OF VERIFICATION FORM

### For obligatory environmental criteria

A form must be filled out containing the information concerning the various constituent fabrics of each article mentioned in the technical specifications. The corresponding accrediting documentation will be attached as a guarantee.

The checklist indicates the required type of guarantee with a number, corresponding to the following documentation:

- 1 – Official ecolabels: EU ecolabel, Nordic Swan...
- 2 – Standards: Oeko-Tex 100, Made in Green
- 3 – Laboratory tests or reports
- 4 – Description
- 5 – Technical data
- 6 – Manufacturer's declaration
- 7 - EU organic agriculture or organic cotton certification (GOTS or equivalent)

### Type of article and reference to technical specifications:

**Fabric 1:** Weight: \_\_\_\_\_  
 Composition: \_\_\_\_\_  
 Fabric supplier: \_\_\_\_\_

Obligatory environmental criteria	Yes	No	Type of guarantee provided
Compliance with Oeko-Tex 100, Made in Green or equivalent			(1, 2, 3)

**Fabric 2:** Weight: \_\_\_\_\_  
 Composition: \_\_\_\_\_  
 Fabric supplier: \_\_\_\_\_

Obligatory environmental criteria	Yes	No	Type of guarantee provided
Compliance with Oeko-Tex 100, Made in Green or equivalent			(1, 2, 3)

**Fabric 3:** Pes: \_\_\_\_\_  
 Composició: \_\_\_\_\_  
 Proveïdor del teixit: \_\_\_\_\_

Criteris ambientals obligatoris	Sí	No	Type of guarantee provided
Compliance with Oeko-Tex 100, Made in Green or equivalent			(1, 2, 3)





### For environmental award criteria

A form must be filled out containing the information concerning the various constituent fabrics of each article mentioned in the procurement documents. The corresponding accrediting documentation will be attached as a guarantee.

### Type of article and reference of the technical procurement documents:

**Fabric 1:** Weight: \_\_\_\_\_

Composition: \_\_\_\_\_

Fabric supplier: \_\_\_\_\_

Environmental evaluation criteria	Yes	No	Type of guarantee provided
Compliance with chemical product and textile fibre criteria for the EU ecolabel, Nordic Swan or equivalent			(1, 6)
Contains recycled fibres (% by weight)			(4, 5, 6)
Contains organic natural fibres (% by weight)			(3, 5, 7)

**Fabric 2:** Weight: \_\_\_\_\_

Composition: \_\_\_\_\_

Fabric supplier: \_\_\_\_\_

Environmental evaluation criteria	Yes	No	Type of guarantee provided
Compliance with chemical product and textile fibre criteria for the EU ecolabel, Nordic Swan or equivalent			(1, 6)
Contains recycled fibres (% by weight)			(4, 5, 6)
Contains organic natural fibres (% by weight)			(3, 5, 7)

**Fabric 3:** Weight: \_\_\_\_\_

Composition: \_\_\_\_\_

Fabric supplier: \_\_\_\_\_

Environmental evaluation criteria	Yes	No	Type of guarantee provided
Compliance with chemical product and textile fibre criteria for the EU ecolabel, Nordic Swan or equivalent			(1, 6)
Contains recycled fibres (% by weight)			(4, 5, 6)
Contains organic natural fibres (% by weight)			(3, 5, 7)

