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Guideline on «Paper Products»

(valid from 01.12.2022)

1. Introduction

The product-specific guideline on «Paper Products» supplements Swiss Olympic's «Sustainable procurement» strategy and is compulsory for the purchase of the relevant products. It defines the aims and the terms of reference (specifications for tenders) of Swiss Olympic for the procurement of paper and paper products. The guideline is, as a rule, updated annually and can be consulted by the public. For a better overview, the customary abbreviations are used for standards and certificates. Explanations of the standards and certificates can be found on the Websites of «Labelinfo Schweiz» (label info Switzerland) and «Kompass Nachhaltigkeit» (sustainability compass)¹.

2. Aims

Swiss Olympic uses only paper which has been produced under strict ecological and social welfare² conditions. In doing so, Swiss Olympic is guided by independent labels and certificates which enjoy a high degree of credibility among State, industry and civil society stakeholders.

3. Terms of reference (specifications for tenders)

When submitting an offer or bid, a supplier of Swiss Olympic must complete this document. Furthermore, the document is an integral part of any contract between Swiss Olympic and a supplier in respect to the procurement of paper or paper products. **A necessary condition of acceptance of a bid is that all criteria marked with an «M» («must» or mandatory) are fulfilled.** Criteria marked with an «S» («should» or ideal) do not necessarily have to be applied. However, in the case of economically equal bids, these criteria are the decisive factor for the conclusion of a contract.

Swiss Olympic may accept alternatives to the required criteria if they can be shown to be of equal value to these criteria.

4. Affected products

The guideline on paper products applies to paper for printing and copying, printing orders and office stationery made of paper.

Firm	
Products	

Quality criteria		Met?	M/S ³
A: Duplex suitability	Paper is suitable for duplex printing	<input type="checkbox"/>	M
B: Bleach	Unbleached or process totally chlorine-free bleached (TCF)	<input type="checkbox"/>	M
C: Environmental certificates	100% recycled paper, certified by: <input type="checkbox"/> Blue Angel RAL-UZ 14⁴ – priority! or <input type="checkbox"/> FSC recycling and EU Ecolabel	<input type="checkbox"/>	M ⁵
Other criteria related to sustainable development for the supplier / printers			
D: Transparency	At the request of Swiss Olympic, the bidder supplies legally valid proof for all quality criteria.	<input type="checkbox"/>	M
E: Sustainable printing	The printing works carries out CO ₂ offsetting for the printing order.	<input type="checkbox"/>	M
F: Environmental management	The printing works is ISO 14001 -certified.	<input type="checkbox"/>	S

Confirmation

I hereby confirm that all the details provided herein are complete and truthful.

Date:

Name:

Signature

5. Endnotes

¹ Information in German/French: <http://labelinfo.ch> and in English: <http://www.kompass-nachhaltigkeit.ch>.

² Social welfare criteria are particularly relevant in the case of virgin fibre paper.

³ M = <must> (mandatory), S = <should> (ideal or target)

⁴ Paper according to Blue Angel RAL-UZ 14 meets criteria A-C automatically.

⁵ As a rule, recycled paper bearing the Blue Angel should be used. For every instance of paper procurement, the priority of the certificates must be taken into consideration.