

## Downloads

Here you can find procurement tools for following products:

- Building Components
- Green Electricity
- Household Appliances
- Lighting
- Office Equipment
- Vehicles

Download informative flyers in English language to receive basic information on the project and green procurement or request your a copy in your own language from your local project contact point.

[Flyer for private purchasers \(pdf\)](#)

[Flyer for public purchasers \(pdf\)](#)

**The materials are available for each product group separately. Please choose the product group on the left side.**

### Guidelines

The guidelines "Procurement and Climate Protection" are meant for public and private procurement bodies and offer support in taking in ecological aspects in buying decisions. The general guideline gives an introduction to competition and tendering procedures. In the modules for different product groups the technical and energy related background is given as well as specific criteria. Furthermore the procurement procedure is described.

[Download general guideline](#)

### Performance Sheets

The performance sheets support the purchaser by integrating energy relevant criteria in the procurement process. They can be used directly for the procurement and are provided as word documents. Recognised energy and environmental labels provide the technical base for them.

### Calculation Tools

The calculation tools support the purchaser in calculating life cycle costs and evaluating the most economical offer under consideration of energy relevant criteria. They are provided as excel documents.

[Download calculation tool for life cycle costs](#)

### Training Modules

The training modules offer a short overview over the different product groups and help to carry out

trainings. They are provided as pdf documents.

[Download training presentation \(pdf\)](#)

### **Purchasing Policies**

By implementing the provided energy efficiency criteria into the purchasing policies of an institution a long lasting effect of energy efficient procurement can be achieved. These purchasing policies include minimum standards for the procurement of office equipment, household appliances, lighting, vehicles as well as green power. The new regulations can easily be integrated into already existing purchasing policies. An alternative with even higher environmental standards is also provided. The criteria used refer to environmental labels which are revaluated regularly. A word version of the document is available, thus you can modify it individually.

[Download Purchasing Policies](#)