STELLENBOSCH UNIVERSITY

SUSTAINABLE PROCUREMENT PLAN

ES/SPP/1/ucr01

1. Purpose

Stellenbosch University established this Sustainable Procurement Plan to encourage procurement and purchasing practices which considers goods, products and services that are environmentally preferable. The building management team is involved in developing and ensuring implementation of this Plan within the operations and maintenance of the facility.

2. Scope

This Sustainable Procurement Plan applies to Stellenbosch University and has been developed in accordance with the Green Star SA (GSSA) Existing Building Performance (EBP) MAT-1 credit – Plan and Programme Model, and applies to the sustainable procurement activities of all operational consumables, construction materials and movable equipment.

These activities address the following:

- Life Cycle Assessment (LCA) process of products.
- Methods for selecting environmentally preferable products.

This Plan applies to best-practice sustainable procurement and purchasing considerations for the following types of products and materials used within the fit-out works, as shown below:

Table 1: Sustainability Installation Considerations

Focus Area	Sustainability Installation Considerations
Construction Materials: Building Refurbishment, Alteration and Extension	
Paints, Carpets, Sealants, Solvents	'Low-VOC'** products to be applied wherever possible. This reduces the toxin-emission of the product in the tenancy For flooring, products with high recycled content to be considered
Lighting	LED or other highly efficient lighting. Energy efficient luminaires with electronic ballasts. Task Lighting utilised when required. Occupancy sensing-switching. Automatic shut off in all spaces after hours. Motion sensors. All interior luminaries satisfy a minimum lamp luminous efficacy of 70 lumens/Watt. Lighting levels should not exceed 300 lux for screen-based work or 500 lux for mixed or mainly paper-based tasks, as per CIBSE Lighting Guide 7 (2005). Additional recommendations are detailed in Table 2 below.

Operational Consumables	
General	Products which carry an independent 'Eco-label' should be considered. Examples include 'Eco Standard SA' and 'Green Tag' certified products.
Paper	Toilet paper and paper towels should carry either • 100% recycled content, or • FSC certification where possible Paperless fax system software should be installed and utilised
Plastic	Plastic consumables should have recycled/reusable content
Batteries	Rechargeable batteries should be purchased and utilised for power storage
Cartridges	Printer/copier cartridges should be recycled/ re-filled
Cleaning consumables	For cleaning consumables, the Green Cleaning Plan for the building includes recommendations of eco-labels for each product type. These labels include 'Environmental Choice' and 'Green Seal' certifications. Toiletry soap products should have materials processed within 500 km of the building
Furniture and Movable Equipment	
Equipment	Installed equipment must have an energy efficient Energy Labelled or A rated: · Refrigerators and freezers · Dishwashers · Washing machines · Clothes dryers · Stoves/hobs · Ovens and microwaves · Copiers and printers · Monitors
Timber Furniture	Timber from sustainable sources should be used where possible. FSC or PEFC Certified Timber should be considered. Locally farmed timber (e.g. SA pine) is preferable to tropical hardwood timber For composite timber (plywood, MDF, particleboard, OSB, etc), 'Low Formaldehyde' products should be considered such as class 'E0' or 'E1' boards. This will reduce the toxin-emissions in the tenancy
Sanware	Basin Taps – 5l/min Toilets – 3.6l dual flush Urinals – 1 l/flush or waterless Showers – 6l/min

** A list of recommended VOC limits for paints are provided below.

Max recommended VOC limit (ppm) for various applications:

Ceilings – interior flat (14)
Walls and ceilings – low sheen, semi-gloss (16)
Walls and ceilings – interior gloss (75)
Trim – gloss, varnishes and wood stains (75)
Timber and binding primers (30)
Latex primer for galvanised iron (60)
Interior latex undercoat (65)
Interior sealer and general wall and ceiling primer (65)
Any solvent-based coatings whose purpose is not covered above (200)

Table 2. Lighting recommendations for functional area for educational premises.

Room Type	**Minimum maintained illuminance (lux)**
Classroom, lecture hall	300
Classroom used for adult education	500
IT room / Arts room	300
Science laboratory	500
Seminar room	300
Library	300
Assembly hall	300
Drama studio / Music room	300
Offices (Mainly screen-based work)	300
Offices (Mainly paper-based work)	500

3. Goals and Rules

The primary goal of this Sustainable Procurement Plan to ensure implementation of sustainable procurement and purchasing practices that are based on the following fundamental objectives:

1. Avoiding unnecessary consumption and managing demand.
2. Minimising environmental impact.
3. Seeking value for money.
4. Enforcing supplier's social and ethical responsibility.

The table below provides recommendations for materials minimisation which should also be considered wherever possible for the building:

Waste Minimisation	Strategies
Durability vs Obsolescence	Favouring products that are designed for longer life and extending that life span through repair and reconditioning.
Disposables vs. long life products	Avoiding products, which are designed for single or short life usage, including items such as non-refillable ball-point pens, marker pens, plastic cups and cutlery and replacing these with longer life products.
Procurement Preferences	Contractor take-back scheme for packaging Products with high recycled content and refillable/reusable Products with little or no packaging Concentrated product vs diluted products where feasible Bulk purchasing
Operational Choices	Double-sided printing, minimising printing and reusing scrap paper

4. Standards and Performance Metrics

Stellenbosch University will aim to achieve the following targets for sustainable procurement of environmentally preferable products:

Year 1:

- More than 10% of each of the categories: procured operational consumables, construction materials, and furniture and movable equipment, by cost is to align with the sustainable procurement criteria above

Year 2:

- More than 20% of each of the categories: procured operational consumables, construction materials, and furniture and movable equipment, by cost is to align with the sustainable procurement criteria above

Year 3:

- More than 30% of each of the categories: procured operational consumables, construction materials, and furniture and movable equipment, by cost is to align with the sustainable procurement criteria above

Stellenbosch University acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort.

Stellenbosch University requests that vendor(s) notify them of recycled content and reduced packaging options or alternative products that would comply with the above specifications. Nothing contained in this Plan will be construed as requiring Stellenbosch University to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

Sustainability criteria of procured products and services should take into account the following:

- Entire life cycle cost of the product
- Quality required by the specification
- Availability of the product
- Functionality of the product in the environment to which it is to be applied
- Effect the product will have on the environment when in service
- Labour conditions of the producer and the human rights of the workforce
- Use of sustainable or recycled materials and/or products
- Reduction of waste

5. Procedures and Strategies

The procedures and strategies below have been adopted at Stellenbosch University to ensure the effective implementation of the Sustainable Procurement Plan. Stellenbosch University's responsible personnel may use any qualifying vendors to procure sustainable products for the building and are encouraged to also consider the following areas of interest:

5.1. Packaging

Stellenbosch University desires to reduce waste generated through daily operations and recognises that such reduction begins with the material that enters each facility/site. Stellenbosch University will request that all items purchased be packaged and delivered with minimal packaging material.

5.2. Recycled Content

Stellenbosch University requests that all vendors provide recycled content options for goods when available. If a product is available with recycled content, but Stellenbosch University does not specifically request as such, the vendor will default to order the product with recycled content, unless it exceeds the cost of the conventional product by 10% or greater. 10%

5.3. Life Cycle Assessment (LCA)

A life cycle assessment considers the entire life cycle of a product, from raw material extraction to acquisition, through energy and material production and manufacturing, to use and end of life treatment and final disposal. A life cycle assessment process shall be implemented to evaluate procurement decisions made in respect of furniture, building finishes, movable and fixed equipment, with the aim of deriving maximum benefit out of an asset, within optimal cost levels and whilst minimising any potential negative impact to the environment.

The life cycle assessment process shall assess products based on the following:

- Environmental footprint (carbon footprint, energy) and methodology for reducing impact to the environment
- Supplier's environmental performance plan
- Total life cycle costs examination throughout life cycle where two or more products are compared. This may be a cash flow assessment over a 15 to 20 year period where the total cost (including replacements, refurbishment and maintenance activities) are indicated over the

period. Decisions shall be based on Net Present Value (NPV) calculation and total cost over the period

The intention of a life cycle assessment is to:

- Aim for the lowest building energy consumption over the operational life span of the building
- Reduce maintenance requirement/frequency
- Prolong replacement intervals of services infrastructure/systems or building fabric
- Encourage dismantling and recycling or reuse of building components

Stellenbosch University can make use of LCA standards or guidelines where available and/or software.

5.4. Selection of Environmentally Preferable Products

One of the following methods can be used to declare selected products as environmentally preferable:

Method 1: Selecting products based on their Eco-label accreditation status.

Eco Standard SA is an independent certification body which sets environmental standards of excellence that are used to measure and rate a product, manufacturer and/or service provider. Certified products can be found at: https://ecostandard.co.za/wp/certified-products/

ECO STANDARD SOUTH AFRICA

Global GreenTag is a trusted and recognised ecolabel that independently assures every product is fitness tested and certified under one of the leading certifications programs. GreenTag products can be found at: https://www.globalgreentag.co.za/products.html

GLOBAL GREEN TAG

Method 2: Products that demonstrate adherence to any credible method, system or tool that considers the product's environmental impact of the following factors:

- Product material sourcing
- Product manufacture
- Product disposal
- Recycled content
- Recyclability
- Impact to human health

Method 3: Products that do not subscribe to any of the certification programmes mentioned above can use the *Procurement Scoring Card* as a framework/guideline for product selection. Specific product comparison and review can be done on the basis of this scorecard accompanied by signed statements from manufacturers. The *Procurement Scoring Card* can be accessed via the link below:
https://docs.google.com/spreadsheets/d/1Sbb8KqrAHPPL-W5sVvt17yV159b66HoLmBBncJG1pQg/edit?usp=sharing

5.5. Vulnerable Building Occupants

The needs of vulnerable building occupants, such as occupants with asthma, pregnant women, other respiratory conditions, etc. will be addressed to ensure that adequate and suitable precautionary measures are taken in relation to the Sustainable Procurement Plan. Product selection and use may vary on a case-by-case basis, as needed, depending on the building occupants at that time.

6. Quality Assurance Control Process

Assessment of the ongoing performance of the Sustainable Procurement Plan at Stellenbosch University shall be conducted by the following processes:

1. Tracking procurement-related performance to ensure compliance with set targets per individual product categories.

Firstly, Stellenbosch University will rethink the need for a purchase to help avoid unnecessary consumption. If and when a purchase is necessary, Stellenbosch University will adhere to the sustainability goals identified in this Plan for their purchases, and develop a pre-tender questionnaire such as the above checklist that will help lead discussion with suppliers.

2. Departments will be provided with recommendations for sustainable materials procurement within the Green Building Guide or Green Lease Addendum and encouraged to implement these.
3. Tracking of cost records and compilation of cost reports or any other records indicating the quantum of environmentally preferable products purchased per year.

Stellenbosch University will record and track purchases on a monthly basis. Stellenbosch University's personnel and/or vendors responsible for purchasing will report their purchases to the appropriate representative. Records of LCA, certifications, and/or product checklists will also be retained.

4. Regular meetings shall be set up with the responsible parties to discuss the objectives and performance of this Plan.

The purchases for the year will be compiled in an annual report to see whether Stellenbosch University has achieved the annual targets outlined in this Procurement Plan. Stellenbosch University will review the information gathered to determine if the goals of this Plan are being met on an ongoing basis and to identify areas of improvement.

This Sustainable Procurement Plan is to be reviewed and revised where necessary and will remain in place from the date of inception.

7. Responsibilities and Accountability

The facilities manager, and any other appropriate contracted personnel are responsible for developing and managing the implementation of the Sustainable Procurement Plan document.

Title	Contact Person	Email Address
Facilities Manager	T. Hoeben	th2@sun.ac.za
Faculty Manager	M. Freeborough	mfree@sun.ac.za
Director of Procurement	Riaan Basson	pcb@sun.ac.za

Maintenance personnel involved with the various elements of the procurement must carry out their tasks in accordance with the Sustainable Procurement Plan Document and report all procurement activities to the aforementioned parties. To ensure an effective and coordinated effort, those appointed with governance shall be responsible for overseeing this Plan document and shall review all proposed procurement activities before any purchasing of products.

8. Time Period

This Sustainable Procurement Plan shall remain in effect going forward from inception date, as stated below, and is applicable to Stellenbosch University indefinitely or until replaced by an updated version.

9. Implementation Sign Off

Sign Off:

Name	Position	Date	Signature
Nicolette van den Eijkel	Chief Director Facilities Management	15 August 2022	
Riaan Basson	Director of Procurement	15 August 2022	