



"Be Responsible" SWEATSHIRTS FROM NATURAL MATERIALS FOR MASARYK UNIVERSITY



Contracting Authority:

Masaryk University

Name of procurement:

"Be Responsible" Sweatshirts from Natural Materials for MU

EXAMPLE OF GOOD PRACTICE (June 2017)

Masaryk University (MU) decided to make use of a framework contract to purchase promotional items—sweatshirts—aimed at the presentation of the university, and increasing its visibility. Simultaneously, these items will be used as part of the "Be Responsible" campaign organized to support responsible consumer behaviour. Masaryk University considers the impact made by its public procurement in general. It takes a strategic approach to the concept of responsible public procurement and therefore strives to fully implement it within its structure.

Public procurement preparation matters!

- ⌋ During the preparatory phase for the tender dossier, MU made use of the information collected at www.sovz.cz, as well as criteria defined by the EU for green public procurement available at http://ec.europa.eu/environment/gpp/eu_gpp_criteria-en.htm.
- ⌋ The Contracting Authority initiated collaboration with a forensic expert in textile fabrics already during this phase to help it define the necessary requirements for quality and aesthetic properties of the desired products (subjective requirements) and ensure feasibility of such requirements.

The preparatory phase also saw MU significantly streamline the public procurement administration by making use of the so-called bid form, which maximally supports the participation of small and medium-sized enterprises in the tender. It is, in fact, a sample bid provided by the Contracting Authority along with the tender dossier to contractors to be filled in. The bid form is to minimize the difficulties related to contractors' bid preparation. This is appreciated by small-scale suppliers with no independent procurement department, as well as any other entity preparing its bid. The bid form is also to minimize any potential administrative mistakes which consequently prolong the tender procedure, or those that cannot be remedied and result in applicants' disqualification. Another significant advantage they bring lies in the fact that the process of checking applicants' bids by the Contracting Authority's Public Procurement Department is made easier and speedier.

Tender Dossier

In the tender dossier, MU requested that the sweatshirts be made from 95 % organic cotton. The volume of the order was specified as 300 - 600

PUBLIC PROCUREMENT

⌋ Wider societal interests:

Ethical purchasing and environment-friendly solutions, support for small and medium-sized enterprises

⌋ Evaluation:

Specification of textile fabric being organic cotton was designated as the minimum standard.

In addition, the evaluation focused on the bid price which was weighted with 45%, quality of the goods weighted with 40%, and the manufacturing process (fulfilling requirements of ethical purchasing) weighted with 15%.

⌋ Anticipated value of the public procurement contract:

CZK 287,600 excluding VAT

⌋ Legal regulation:

Small-scale public contract

sweatshirts. To ensure what MU understands by 'organic cotton', the tender dossier included a list of properties required by MU for the fabric used. The bid form formulated the requirements and the manner in which it is to be demonstrated as follows:

TECHNICAL QUALIFICATION - a document demonstrating the conformity of the product required with the technology norm or technical sheet.	
<p>Applicants must provide an affidavit stating that they fulfil the following requirements: The cotton used in the manufacture of the subject of the public procurement performance must be produced in accordance with the following conditions:</p> <ul style="list-style-type: none"> · no use of genetically modified cotton, · environment-friendly production, · controlled use of pesticides and other agrochemicals, · respect for conventions of the International Labour Organization (ILO) indicated in Annex X to Directive 2014/24/EU <p>Along with the bid form, applicants must provide the documents below as an independent annex*: (Note: Applicants must check at least one of the strategies indicated below by which they demonstrate that they fulfil the requirements concerning cotton and fill in the corresponding column on the right).</p>	
<p>☺ products must feature the blue-green Fairtrade registered certification label</p>	Name of certification annexed to the bid
<p>☺ products must bear a certification label evidencing organic production (e.g., GOTS)</p>	Name of certification annexed to the bid
<p>☺ other evidence (e.g., other certifications or confirmations)</p>	Name of the document annexed to the bid

* The document must be annexed to the bid form (a simple copy) as an independent annex

In the tender dossier, Masaryk University further designated quality criteria which served as the basis to assess the economic benefit of individual bids. In the bid form, the quality criteria were formulated as follows:

The applicant declares that it considers the following information to be decisive for evaluation.

BID PRICE		
	Weight	Applicant's bid
Bid price	45 %	CZK 0000 excluding VAT per sweatshirt
MANUFACTURING QUALITY OF GOODS OFFERED		
	Weight	Applicant's bid
Manufacturing quality of the goods offered	40 %	Sample of the goods offered in accordance with conditions designated in the Tender Dossier, Par. 5.6.
MANUFACTURING PROCESS		
	Weight	Applicant's bid
<p>The following criteria must be met while manufacturing the product: transparent supplier chain; fair wages; safe working conditions (maintaining relevant norms); prohibition of forced and child labour; maintaining working hours (overtime does not exceed the maximum limits stipulated by law); valid employment contracts.</p>	15 %	☺ membership of the manufacturer in Fair Wear Foundation
		☺ products imported and distributed by a membership organization of the World Fair Trade Organization
		☺ evidenced by other trustworthy sources, e. g. other certifications and confirmations.

Along with the figures indicated above, applicants must submit the following as independent annexes to the bid form:

- C Sample of the goods offered in accordance with the Tender Dossier (Par.5.6.) may be sent to Contracting Authority either as an annex to the bid or separately in keeping with the conditions designated in the Tender Dossier in Par. No. 6.
- C A scan confirming that the criterion C. Manufacturing process is in accordance with the manner demonstrated in the table above.

The manner in which the Manufacturing Processing of the goods offered is evaluated was detailed in the Tender Dossier:

C	<p>The Manufacturing Quality of the goods offered will be evaluated based upon a sample. Requirements concerning the sample are designated in Art. 5.6 of the Tender Dossier. Applicants submit their samples knowing that their quality, technical properties, functionality, and the degree of manufacturing quality must correspond to the goods the Applicants are going to provide under the framework agreement.</p>	
	<p>Manufacturing Quality of the goods offered will be assessed as follows:</p>	
	<p>1. Properties related to Usability and the Materials used</p> <ul style="list-style-type: none"> - colour fastness - flexibility and elasticity - pleasant to the touch - shape stability - crease resistant - overall aesthetic look 	
	<p>2. Manufacturing method</p> <ul style="list-style-type: none"> - cut and cut symmetry - overall quality of sawing and garment production - structure of the knitwear - surface treatment 	
C	<p>Best evaluation will be given to the manufacturing quality of the goods offered which will maximally comply with or correspond to the purpose of the framework contract in accordance with Subparagraph 1 of this Letter in all the aspects indicated above.</p>	
C	<p>The evaluation will be carried out using the scale below:</p>	
	<p>Verbal evaluation of the degree, to which the sample complies with or corresponds to the purpose of the framework agreement</p>	<p>POINTS</p>
	<p>maximally complies with or corresponds to the purpose of the framework agreement</p>	<p>100</p>
	<p>complies with or corresponds to the purpose of the framework agreement very well</p>	<p>99 - 75</p>
	<p>complies with or corresponds to the purpose of the framework agreement well</p>	<p>74 - 50</p>
	<p>sufficiently complies with or corresponds to the purpose of the framework agreement</p>	<p>49 - 25</p>
	<p>minimally complies with or corresponds to the purpose of the framework agreement</p>	<p>24 - 1</p>
	<p>cannot be assessed</p>	<p>0</p>

Inspection and Sanction Mechanisms

The framework agreement includes standard provisions concerning the hand-over of the subject of the performance and checks for defects, as well as provisions concerning the rights following from defected performance, and quality guarantee. The framework agreement also includes a contractual fine should the deadline for satisfaction of customer's (Contracting Authority's) rights following from defected performance during the warranty period failed to be met.

Procurement Procedure

Within the deadline for bid submission, the Contracting Authority received 2 bids, neither of which fulfilled the requirement to use material containing **minimally 95% of organic cotton**. After the tender procedure was cancelled, the Contracting Authority tried to determine why contractors were unable to fulfil the requirements stated in its public procurement contract. The Contracting Authority contacted the bidders in the cancelled procurement procedure and learned that it was possible to provide goods with such a high content of organic cotton. However, because such material is manufactured only abroad, the companies need enough time (approximately 2 months) to conclude contracts with foreign manufactures and prepare their bids. Because the Contracting Authority was under time pressure, it preferred to modify its requirements concerning the percentage of the organic cotton used. Masaryk University then published a new call, in which it requested the use of such a material which included **at least 80 %** of organic cotton; other requirements remained unchanged.

Two bids were submitted in the new tender procedure. A bid evaluation (sample assessment) was carried out in the presence of a textile forensic expert. Because both the offers were almost identical in terms of fulfilling the requirements for the goods to be provided, the bid price was the decisive factor. The contractor selected offered CZK 389 per sweatshirt, excluding VAT, i.e., a price quite comparable to that of regular sweatshirts (whose purchasing does not comply with the aspects of socially responsible public procurement).

Masaryk University intends to continue in this trend when purchasing promotional textile items and, in future, it would like to purchase products containing **at least 95 % of organic cotton** or those **made from other natural fabrics in addition to cotton (which might expand the circle of potential bidders)**. MU also acknowledges that the use of preliminary market consultations prior to its first call for tender might have provided it with information on a realistic deadline for the performance required, which, in turn, might have prevented the cancellation of the first call for tender.