

EASTERN SHIRES PURCHASING ORGANISATIONCONTRACT: ENVIRONMENTALLY FRIENDLY CLEANING PRODUCTSPERIOD: 1<sup>ST</sup> NOVEMBER 2005 – 31<sup>ST</sup> OCTOBER 2008**FOREWORD**

This Invitation to Tender is part of the pan-European “LEAP” (Local Authority EMAS and Procurement) Project.

**The LEAP Project**

Green purchasing has been practised by some pioneers throughout Europe for more than 10 years, but still change does not come easily. It is a management task. For example in food procurement, action needs to be co-ordinated between a multitude of people: Chefs, guests, procurers, suppliers, etc. In general, not enough is done, but also in many cases a great deal of effort is invested in making only minor improvements. Therefore more systematic and efficient action is needed. Furthermore although prices for green products may be high for authorities buying on their own, combining the purchasing actions of several authorities could change this. In the light of these facts a group of 12 cities throughout Europe have started the LEAP project with the aim of:

- Examining how the management and implementation of green purchasing can be improved through integration with environmental management systems
- Developing practical approaches aimed at realising the environmental and financial benefits of joint procurement

Further information on the project can be found behind the following links on [www.iclei-europe.org/?leap](http://www.iclei-europe.org/?leap).

- Overview on the project, introductory leaflet ([pdf-file 500 kB](#) or [pdf-file 4 MB](#))
- [Environmental management systems and procurement](#)
- [Joint procurement](#) to bring down prices on the European Market
- [Project partners](#): 12 cities and three think tanks
- Overview of Tasks and timetable of the project
- The [full technical description](#) of the project

Greener Public Purchasing has already contributed a great deal towards European environmental improvement – but a huge potential still remains to be exploited.

Recent research has shown that European public authorities buy huge amounts of goods, for example 125 billion kg of milk products and 2,8 million computers year by year. If food in public canteens, hospitals, schools, etc. was purely from organic agriculture, this would prevent environmental damage equivalent to the average emissions of more than two million EU citizens.

In the light of these facts a group of 12 municipalities throughout Europe have started the LEAP project.

**Aims of the LEAP project**

- Examining how the management and implementation of green purchasing can be improved through integration with environmental management systems
- Developing practical approaches aimed at realising the environmental and financial benefits of joint procurement.

Date: ..... Signed: .....

**Why link green procurement with EMAS, ISO 14000 and co?**

In most European public authorities procurement is a relatively decentralised process involving many individuals in different departments. Even where central purchasing units exist, some procurement responsibility will still rest with staff in other units. In such situations ensuring the implementation of green procurement requires effective communication between and within departments, and also the setting of clear priorities.

In an increasing number of authorities environmental management systems are being put in place to provide a useful framework for co-ordinating environmental improvements. As public procurement is an activity with substantial consequences in terms of environmental impact, it clearly makes sense to Promote the integration of green procurement actions into such management systems.

The LEAP project will develop a set of concrete tools to enable this integration, taking into account the various management systems in operation today (EMAS, ISO 14000, *eco*BUDGET, Göteborg Environmental Diploma), such as EMS management procedures for organising procurement in the most environmentally responsible way.

**How joint procurement could cut green prices**

It is simple economics that the higher the demand for a product the lower the price will be. Any new product being introduced to the market needs to quickly increase demand in order to achieve a return on developmental costs and realise economies of scale. The combined purchasing power of several public authorities working together can effectively provide this demand, and give new, "greener" products the helping hand they need on the market.

The impact of public authorities acting in unison to drive the market is perfectly illustrated by the impressive success achieved in the US, where a Federal obligation for all computers purchased by federal departments to be Energy Star compliant, led to a situation now in which virtually all PCs sold on the market are compliant without price increases. In another example, the eight European cities involved in the ZEUS project used their combined purchasing power to put into operation more than 1000 zero and low emission vehicles and a wide range of alternative fuels, and thereby enjoy substantial economies of scale.

Furthermore, despite the internal market, the price of many products still varies considerably between different European countries, as does product availability. Joining procurement actions across national borders can both ensure that the lowest price is available to all, and that a wider range of products is offered.

The LEAP project will develop contract arrangements and on this basis invite European public authorities wishing to access the benefits of joint procurement.

**Steps in the LEAP Project Procura+, ICLEI's Sustainable Procurement Campaign**

The three-year LEAP project, which started in November 2003, consists of 9 steps. First the partners will survey current practice in integrating EMS with procurement. In parallel they will assess the current procurement processes in the partner cities for selected products. From there, a set of tools – including a model joint procurement scheme – will be developed. The year 2005 will see an extensive testing phase, both of the EMS procurement tools and joint procurement. Here, other public authorities will have the opportunity to participate. Building on this experience a second round of joint procurement calls will be launched and all tools developed will be reviewed by late 2006. Results will be presented at a final conference.

**LEAP Project Timetable**

Survey of present green proc. Program	11/03 – 05/04
Review of EMAS use	11/03 – 05/04
Development EMS/ Procurement Tools	05/04 – 11/04
Joint Proc. Network and contract module	05/04 – 11/04
1 <sup>st</sup> Joint Procurement	11/04 – 09/05
Testing Tools	11/04 – 11/05
2 <sup>nd</sup> Joint Procurement	09/05 – 05/06
Revise Tools	11/05 – 10/06
Final Conference	◆

Date: ..... Signed: .....

**INTRODUCTION AND BACKGROUND****1.1 Introduction**

- 1.1 The Eastern Shires Purchasing Organisation (ESPO) is a Local Authority Consortium and Central Purchasing Body jointly owned by Leicester City Council, Peterborough City Council and by the County Councils of Cambridgeshire, Leicestershire, Lincolnshire, Norfolk and Warwickshire.
- 1.2 ESPO was established by the Member Authorities to provide a comprehensive procurement and supply service to their spending departments and other eligible customers. ESPO also provides procurement agency services under the terms of the Local Authorities (Goods and Services) Act 1970 with councils, single service authorities and other public and charitable bodies outside of the geographical consortium area (being organisations classified under the Local Authorities (Goods and Services) Public Bodies orders) that may also participate in this contract.
- 1.3 There are approximately 23,000 ESPO customers located at 15,000 individual sites. ESPO customers range from local authority departments to individual schools.
- 1.4 The LEAP (Local Authority EMAS and Procurement) project is a joint initiative by a number of local authorities in Europe, one of the aims of which is to facilitate the procurement of environmentally friendly cleaning products through joint public procurement arrangements. LEAP partner authorities comprise the following: Almada (Portugal), City of Barcelona (Spain), ESPO (UK), Goteburg-Torslanda (Sweden), Kalithea-Rhodes (Greece), Leicester City Council (UK), London Borough of Sutton (UK), Municipal Enterprise of Holargos (Greece), Municipality of Amaroussion DEADA (Greece) and Sandwell Metropolitan Council (UK).
- 1.5 All requests for clarification and questions regarding this Invitation to Tender (ITT) must be submitted in writing by letter, fax or e-mail to:

**Name:** Gary Ford, Senior Buyer

**Address:** Eastern Shires Purchasing Organisation  
Leicester Road  
Glenfield  
Leicester  
LE3 8RT

**Tel:** +44 (0)116 265 7896

**Fax:** +44 (0)116 231 8913

**E-mail:** [g.ford@espo.org](mailto:g.ford@espo.org)

- 1.6 Queries received after Thursday 18<sup>th</sup> August 2005 may not be answered.
- 1.7 In the event of an award (or awards) pursuant to this Invitation to Tender, the successful organisation(s) will be required to enter into a framework contract with ESPO that will enable subsequent orders to be placed directly by ESPO and the named public sector stores organisations for delivery direct to their central stores at the addresses specified. Other public sector bodies and charitable bodies as specified under the Local Authority (Goods and Services) Act 1970 will also be entitled to participate in this contract.

Date: ..... Signed: .....

EASTERN SHIRES PURCHASING ORGANISATION

CONTRACT: ENVIRONMENTALLY FRIENDLY CLEANING PRODUCTS

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**SPECIAL CONDITIONS OF CONTRACT**

For the avoidance of doubt in the event of any inconsistency between the ESPO Standard Conditions of Contract and these Special Conditions of Contract then the Special Conditions shall prevail.

**BASIS AND SCOPE**

This Tender document has been issued by ESPO to assist in a joint pan-European procurement initiative for environmentally friendly cleaning products. For the benefit of Tenderers, the product requirements detailed in Schedule A relate to four separate public sector central stores organisations within the UK:

1. Eastern Shires Purchasing Organisation (ESPO)  
Leicester Road  
Glenfield  
Leicester  
LE3 8RT
2. Hertfordshire Business Services  
Mount Pleasant Lane  
Hatfield  
Hertfordshire  
AL9 5NR
3. Kent County Supplies  
Commercial Services  
Gibson Drive  
West Malling  
Kent  
ME19 4QG
4. North Eastern Purchasing Organisation (NEPO)  
Stonehills  
Shields Road  
Pelaw  
Gateshead  
NE10 0HW
5. Tenderers should note that other public sector bodies within the UK that conform to the Goods and Services Act (1970) may also participate in this contract.
6. Tenderers should also note that separate but simultaneous tenders are being invited by other LEAP partners, namely Kalithea-Rhodes (Greece) and Municipal Enterprise of Halargos (Greece).

**ESTIMATED QUANTITIES**

The estimated annual quantities provided are for the tenderer's guidance only. The stated requirements in Schedule A represent the current quantities purchased by the four participating central stores organisations; current products purchased are not, in many cases, typically environmentally friendly. The actual quantities contracted for will be the actual quantities ordered.

Date: ..... Signed: .....

**DELIVERY SITES**

- Eastern Shires Purchasing Organisation (ESPO)  
Leicester Road  
Glenfield  
Leicester  
LE3 8RT
- Hertfordshire Business Services  
Mount Pleasant Lane  
Hatfield  
Hertfordshire  
AL9 5NR
- Kent County Supplies  
Commercial Services  
Gibson Drive  
West Malling  
Kent  
ME19 4QG
- North Eastern Purchasing Organisation (NEPO)  
Stonehills  
Shields Road  
Pelaw  
Gateshead  
NE10 0HW

Note: *From approx February 2006 ESPO will move to new premises, and deliveries will be required to:  
Grove Park  
Enderby  
Leicester*

**PRICES**

Tendered prices are to include all delivery charges to: 1. ESPO, 2. Hertfordshire Business Services, 3. Kent County Supplies, 4. NEPO.

**COST IN USE**

Where asked for, tenderers must show the cost in use of the products you are offering. In addition, you must show in Schedule Q or on separate sheet(s) how this figure has been calculated by quoting dosage amounts or dilution rates for most common applications.

**PERIOD OF CONTRACT**

This contract will commence on 1<sup>st</sup> November 2005 for three years with an option to extend for up to a further 12 months.

**PACKAGING**

- a) All containers are to be free, recyclable and/or non-returnable and must be suitably labelled with details of contents and instructions for use where applicable. All 5 litre containers to be packed in crush resistant recyclable cardboard outers containing 2 units, where possible, cut with lifting handles, and cartons must be suitable for palletisation.
- b) Wherever possible all containers to have childproof caps fitted at no extra cost. Please indicate on your reply products which do not comply with this requirement.
- c) All cartons should include two hand grips, to facilitate effective lifting of each outer.

**PALLETISED DELIVERIES**

Deliveries for items on the tender forms should be made on full perimeter base pallets of timber construction, 48" x 40" (1220 x 1000mm) with two-way entry on the 40" sides( if two way entry pallets are not available without a cost penalty, then four-way entry will be acceptable). Pallets must conform to BS EN 13698-2:2003.

Loaded pallets, inclusive of pallet, goods, topboard, and banding must not exceed 4ft in height nor 800kgs in weight and the load must not overhang the pallet sides in any direction. Palletised loads must be securely banded in both directions and topboards provided where necessary to stabilise the load. Shrink wrapping may be an acceptable alternative to banding.

Goods incorrectly palletised will not be accepted.

Pallets are to be free and non-returnable.

Date: ..... Signed: .....

**PRICE VARIATION**

Prices must remain firm for the first twelve months of the contract period. Application(s) for variation in prices should be made in writing to the Director of ESPO at least six weeks in advance of any proposed date of variation.

All applications for price variation must be accompanied by supporting documentary evidence substantiating the reasons for price changes.

**TENDER EVALUATION**

Tenders will be evaluated and the award based on most economically advantageous tender. The criteria to be applied will include, but not be limited to:

- Compliance with the environmentally friendly cleaning products specification sheet detailed on page 8. (400 points). Because of the very nature of this pan-European procurement, this is a critical success factor of the exercise.
- Pricing, including the 'cost in use' (where relevant) formulae for products offered. (400 points)
- Delivery to any of the four detailed sites within a period of 10 working days from receipt of order. (100 points)
- Recyclable/recycled packaging as per packaging clause on page 5. (100 points)

Scoring for compliance to the non-price criteria will be as follows:	
Non compliant	0%
Some compliance	25%
Nearly compliant	50%
Full compliance	100%

**SAMPLES**

Samples should not be sent with the tender forms but should be available free of charge for immediate delivery to ESPO at Leicester if subsequently required.

**USE OF BRAND OR TRADE NAMES**

- i) Where specific brand names are mentioned within item descriptions and specifications, this should not be taken to imply that other brands or makes of product would be unacceptable. It is simply an indication of the brands being purchased prior to the start of the contract, which have proved to be acceptable to our customers. Tenderers may offer other brands which meet our requirements.
- ii) Tenderers submitting offers do so on the understanding that, if awarded the contract, permission is granted for the use by ESPO of the brand or trade names of products supplied or to be supplied in the communication of information about the contract to its member authorities and/or other eligible users of the contract. Such communication may include, inter alia, the catalogues and other documents published periodically by ESPO.
- iii) In the event that the Contractor ceases for any reason to supply the said products within the terms of the contract (for example if the Contractor applies to make an unacceptable variation to the contract), or fails on expiry of the contract to secure any new contract, the Contractor accepts that ESPO gives no guarantee that brand or trade names previously publicised in the manner described in sub-clause i) will be withdrawn or deleted except in the course of the normal publication and distribution procedures carried out by ESPO.
- iv) The provisions of sub-clauses i) and ii) will prevail whether or not the Contractor is the owner of the brand(s) or trade name(s) concerned. Where the Contractor is not the owner of the brand(s) or trade name(s) concerned then the Contractor warrants that he has secured the owner's agreement to their use as described in sub-clauses (i) and (ii) above and agrees to indemnify ESPO against any expense, liability, loss, claim or proceedings whatsoever arising from the use by ESPO of such brand(s) or trade name(s) for general information purposes as described in sub-clauses (i) and (ii).

**DELIVERY DISCREPANCIES**

Any delivery discrepancy will be notified to the contractor within 48 hours by letter/fax/email. The buyer must be notified in writing immediately if the balance will be delayed. All delivery notes will be signed but endorsed 'UNCHECKED'.

Date: ..... Signed: .....

**E-PROCUREMENT**

Electronic ordering, reporting and invoicing may be introduced or required by some authorities during the contract. Tenderers must indicate in Schedule 'X' E-PROCUREMENT QUESTIONNAIRE what facilities they have (see page 12).

**FREEDOM OF INFORMATION ACT**

Information in relation to this tender may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.

Tenderers should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Tenderers should state why they consider the information to be confidential or commercially sensitive.

This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

It is important to note that information may be commercially sensitive for a time (e.g. during a tender process) but afterwards it may not be. The timing of any request for information may be extremely important in determining whether or not information is exempt. However Tenderers should note that no information is likely to be regarded as exempt forever.

**COMPLETION OF TENDERS**

Tenders may be completed using an electronic version of our document, but in preparing a tender using an electronic copy, you must not make any changes to the text of the document as supplied to you – we shall evaluate your tender (and may award a contract) on the basis that no such changes have been made.

Please note that we cannot receive such completed tenders by e mail or by fax, **only** in hard copy form, using the envelope provided to:-

The Chief Executive  
Leicestershire County Council  
County Hall  
Glenfield  
Leicester  
LE3 8RA

Envelopes should be marked 'Tender contract 23LEAP' and state the closing date of 25<sup>th</sup> August 2005.

Date: ..... Signed: .....

EASTERN SHIRES PURCHASING ORGANISATION

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**SPECIFICATION SHEET**

**All cleaning products offered should comply with the following Technical Specification**

1. Surfactants are readily biodegradable according to OECD's guidelines 301 A-F, i.e. biodegradable more than 60% (measured as CO<sub>2</sub>/BOD) or 70% (measured as DOC).
2. Actively added substances and known impurities and metabolites are not bioaccumulative according to the EC Directive 67/548/EEG with amendments.  
Readily biodegradable surfactants, according to OECD's guidelines 301 A-F, are excluded from the requirement, provided that known impurities and metabolites are not bioaccumulative.
3. Added substances and known impurities and metabolites are not classified as very toxic, toxic, carcinogenic, mutagenic or toxic for reproduction with the indication of danger toxic (risk phrases R23, R24, R25, R26, R27, R28, R39, R45, R46, R48, R49, R60, R61) according to the EC Directive 67/548/EEG with amendments.  
Preservatives that are classified as toxic with the risk phrases 23, 24, or 25 in concentrations lower than the labelling limit for damage to health or sensitising are excluded from the requirement.
4. The product is not classified as dangerous to the environment according to the EC Directive 1999/45/EC with amendments.
5. The product is not classified as sensitising in accordance with the rules and criteria's in the EC Directive 1999/45/EC with amendments.
6. Synthetic perfumes or colours are not part of the product formulation
7. Compounds with active chlorine are not a part of the product formulation
8. EDTA above 0,1% b.w. is not a part of the product formulation.
9. Aromatic solvents are not a part of the product formulation. Dearomatized naphtha with <1% aromatic hydrocarbons and <0,1% benzene are excluded from the requirements.
10. Alkylphenoletoxylates are not a part of the product formulation.
11. Volatile organic compounds (VOCs) in concentrations that exceed 10% of the weight of the product (or 20% in the case of floor care products) are not part of the product formulation. The following solvents are allowed up to 30%: ethanol, isopropanol, n-propanol and acetone.
12. Formaldehyde and compounds splitting off formaldehyde are not part of the product formulation
13. Halogenated organic compounds are not part of the product formulation
14. Phthalates are not part of the product formulation
15. All product packaging is recyclable or returnable.

**Proof of compliance for specification items 1-14:**

Tenderers are to provide a signed declaration that all of the products to be supplied will meet the above specifications. You must also provide, for each product, full product data sheets giving the composition and material content.

Date: ..... Signed: .....

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SCHEDULE A

Item No	Product Description	Estimated Annual Quantity in Units				Unit	Products offered			Supplier Item Code
		ESPO	NEPO	KENT	HERTS		Brand	Nett delivered price per unit excl.VAT	Qty per case	
1	<p><b>Washroom/Bathroom Cleaner</b></p> <p>Non-abrasive multi-surface cleaner recommended for Washrooms, Bathrooms and Toilet areas for use on plastics, enamel, laminate, ceramic, stainless steel chrome, glass and paintwork.</p> <p>Viscous with good vertical adhesion for cleaning large and small areas. Suitable for dissolving body fats, soaps, etc.</p> <p><i>Tenderers to provide full product data sheets giving the composition and material content of the product.</i></p>	6,500	300	5,500	5,800	750 ml				
2	<p><b>Multi-purpose Alkaline Cleaner</b></p> <p>For non-sanitary cleaning of hard floor surfaces and plastic, laminate, ceramic, glass, metal, stainless steel and painted surfaces.</p> <p>Versatile for removing oils and greases from large and small tasks.</p> <p>Cost in use (per 5 litre at recommended dilution)</p> <p>£.....</p> <p><i>Tenderers to provide full product data sheets giving the composition and material content of the product.</i></p>	4,500	850	3,500	3,750	5 litre				

Date: .....

Signed: .....

Item No	Product Description	Estimated Annual Quantity in Units				Unit	Products offered			Supplier Item Code
		ESPO	NEPO	KENT	HERTS		Brand	Nett delivered price per unit excl.VAT	Qty per case	
3.	<p><b>Multi-Surface Cream Cleanser</b></p> <p>Non-abrasive Liquid Cream Cleaner for removing dirt and stains.</p> <p>For use on all plastics, laminates, vinyls, ceramic, stainless steel and enamel.</p> <p><i>Tenderers to provide full product data sheets giving the composition and material content of the product.</i></p>	25,000	2,200	6,900	7,200	500 ml				
4.	<p><b>Toilet Cleaner</b></p> <p>Daily maintainer and deodoriser for cleaning toilets and urinals.</p> <p>Viscous formulation.</p> <p><i>Tenderers to provide full product data sheets giving the composition and material content of the product.</i></p>	50,000	22,400	30,000	34,000	750 ml				
		15,000	7,500	11,000	12,000	1 litre				
5.	<p><b>Window/Glass Cleaner</b></p> <p>Non-smearing trigger action spray for use on windows, glass and mirrors.</p> <p><i>Tenderers to provide full product data sheets giving the composition and material content of the product.</i></p>	12,000	1,400	8,000	7,400	750 ml				

Date: .....

Signed: .....

Item No	Product Description	Estimated Annual Quantity in Units				Unit	Products offered			Supplier Item Code
		ESPO	NEPO	KENT	HERTS		Brand	Nett delivered price per unit excl.VAT	Qty per case	
6.	<p><b>Non-Biological Washing Powder</b></p> <p>A low foaming bio-degradable detergent powder formulated for cleaning clothes and textiles in Washing Machines.</p> <p>Effective in hard and soft water to efficiently remove dirt and stains.</p> <p>Cost in use (per wash at recommended dilution)</p> <p>£.....</p> <p><i>Tenderers to provide full product data sheets giving the composition and material content of the product.</i></p>	1,500	420	1,400	1,600	7.37 kg				
7.	<p><b>Dishwasher Detergent</b></p> <p>(a) Liquid Autodose</p> <p>Cost in use (per wash at recommended dilution)</p> <p>£.....</p> <p>(b) Liquid manual dose</p> <p>Cost in use (per wash at recommended dilution)</p> <p>£.....</p> <p>(c) tablets</p> <p>Cost in use (per wash at recommended dilution)</p> <p>£.....</p> <p><i>Tenderers to provide full product data sheets giving the composition and material content of the products.</i></p>	900	290	300	-	5 litre				
		-	-	-	350	20 litres				
		1,500	-	-	-	5 litre				
		1,200	-	-	2,918	Pack 100				

Date: .....

Signed: .....

Item No	Product Description	Estimated Annual Quantity in Units				Unit	Products offered			Supplier Item Code
		ESPO	NEPO	KENT	HERTS		Brand	Nett delivered price per unit excl.VAT	Qty per case	
8.	<p><b>Washing-up Liquid Detergent</b></p> <p>For hand dishwashing. A viscous blend of multi-purpose neutral detergents for rapidly removing grease etc.</p> <p>(a) 10% Active Detergent</p> <p>Cost in use (per 50 litre sink at recommended dosage)</p> <p>£.....</p> <p>(b) 20% Active Detergent</p> <p>Cost in use (per 50 litre sink at recommended dosage)</p> <p>£.....</p> <p><i>Tenderers to provide full product data sheets giving the composition and material content of the products.</i></p>	22,000	9,600	12,000	12,000	5 litre				
		7,000	-	8,000	9,700	1 litre				

Date: .....

Signed: .....

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**SCHEDULE 'X' E-PROCUREMENT**

Please note, it is a requirement of this contract that the successful supplier(s) will populate the Midlands and East of England Marketplace with the appropriate electronic product offering such that customers are able to order via the market place portal.

In addition to this requirement, please complete the following points and continue on a separate sheet if necessary:-

i) Can your company receive orders electronically? If so, state the various formats e.g. XML.

.....  
.....

ii) Does your company provide on-line catalogues?

.....  
.....

iii) Are there comprehensive internet search facilities for your products?

.....  
.....

iv) Will the on-line system you have adopted, enable ESPO authorised customers to place web orders for contracted products at agreed prices/terms/conditions in a secure web ordering system?

.....  
.....

v) Can customers download COSHH sheets and product data sheets?

.....  
.....

vi) Are transactions conducted securely? To what security level?

.....  
.....

vii) Do you offer electronic billing/invoicing arrangements?

.....  
.....

viii) What other facilities are available electronically?

.....  
.....

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Settlement Terms from receipt of invoice: ..... % 14 days  
..... % M/A

Delivery from receipt of order: ..... working days

Minimum order quantity: ..... \* one product/mixed product (e.g. cases)  
\* delete as applicable

Person to contact regarding contract: .....

Address to which orders should be sent: .....  
.....  
.....  
Tel: .....  
Fax: .....  
Email:.....

Person to contact for ordering purposes: .....

Person to contact for accounts purposes: .....

Date: ..... Signed: .....  
On behalf of: .....  
Address: .....  
.....  
.....  
Tel: .....  
Fax: .....  
Email:.....

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**SCHEDULE 'Q' - QUALIFICATION OF OFFER**

Tenderer to set out below any qualification of his offer.

Date: ..... Signed: .....