



GREEN PUBLIC PROCUREMENT CASE STUDY

Contracting Authority: An Post Procurement of Catering and Hospitality Services

Background

An Post is Ireland's leading national postal, parcel logistics and retail business.

An Post made the decision to relocate to a new premises and following a comprehensive scoping of the property market and subsequent due diligence, the EXO building in Dublin was deemed the most suitable location. The EXO building has been LEED (Leadership in Energy and Environmental Design) Platinum certified and is an NZEB (Nearly Zero Energy Building) building.

An Post seeks to promote sustainability by how and what it procures and to strive for collaborative action and promote innovation to realise its sustainability objectives. Sustainability is one of An Post's core values and has become a central consideration as part of pre-procurement planning, to ensure it is included in the tender process as appropriate and where relevant.

An Post's sustainability objectives for this tender included the embedding of environmental considerations into the procurement process, promoting sustainability, and reducing environmental and ecological footprints.

Procurement Objective

The objective of this procurement was to procure Catering and Hospitality Services from an experienced supplier to provide innovative and varied menus for up to 650 staff, while demonstrating commitment to sustainability, inclusion, and positive environmental impacts.

Sustainability considerations for this tender included:

- climate change
- decent work
- responsible consumption and production
- approach to sustainability and provenance
- waste prevention methodology
- communications plan for sustainability.

Procurement Approach

The [National GPP Guidance](#) and [National GPP Criteria for Food and Catering Services](#) were consulted, and the questions suggested in these documents were used to identify key sustainability focus areas. Some of the GPP criteria were adapted to fit the style of An Post's tender documentation and were applied in appropriate sections. The An Post procurement sustainability champion and An Post sustainability team were also consulted in relation to the various sustainability areas covered.

The [GPP Criteria Search](#) tool was not yet available to use at the time of conducting the tender.

Green criteria were incorporated in collaboration with subject matter experts, i.e. the An Post sustainability team, and included specifications, selection and award criteria and contract obligations as deemed appropriate throughout the procurement process. The evaluation team then assessed environmental impacts associated with the delivery of the contract.



Criteria Used

At the **specification stage**, An Post's vision for Catering Services was created based on four pillars, one of which was sustainability.

Some of the focus areas in the specification included:

- prioritising green, ethically and sustainably sourced options
- environmental initiatives (e.g. waste management)
- disposables and packaging used
- decent work
- energy and water consumption
- waste removal
- fats, oils and grease disposal
- reducing food waste and potential for redistributing excess food
- reporting systems.

The **selection criteria** covered the following areas:

- environmental management systems in place
- energy management systems in place
- approach to decent work.

The **award criteria** covered the following areas:

- measurable environmental improvements under the contract e.g. waste, energy or water consumption, emissions
- decent work
- ethical sourcing
- responsible consumption and production
- approach to sustainability and provenance of food
- waste prevention methodology
- communications plan for sustainability (e.g. reporting on sustainability initiatives).

The **contract stage** incorporated:

- a quarterly report to include a sustainability performance update.

Award Criteria Marks Assigned to Green Criteria

Pre-qualification Questionnaire: 15%

Invitation to Tender: 15%

Year Contract Signed

2023



Outcome

By using the [National GPP Guidance and Criteria](#), An Post was able to select relevant questions and tailor them to its requirements. Overall, An Post received good responses from the tenderers, and in some cases they were able to provide excellent sustainability responses/information and reports showing their initiatives and sustainability considerations.

As a result of the sustainable procurement measures, An Post appointed a supplier who is contributing to key sustainability targets including waste reduction which is closely managed (e.g. no single use plastics in use in the EXO building) and improved waste segregation (e.g. food waste for composting). There is also an emphasis on communication in relation to sustainability, including any new sustainability initiatives and improvements which are reviewed at quarterly meetings.

Lessons Learned/Challenges/Success Factors

- Utilise new and/or updated GPP support resources from the OGP and the EPA
- pre-procurement planning helped to ensure the focus on sustainability prior to issuing the tender, and during the tender process
- look to others for best practice and knowledge sharing.

Contact Details

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