

Swiss Olympic  
PO Box 606  
CH-3000 Berne 22

Telephone +41 31 359 71 11  
Fax +41 31 359 71 71  
info@swissolympic.ch  
www.swissolympic.ch

**Domicile**  
House of Sports  
Talgutzentrum 27  
CH-3063 Ittigen near Berne

## Guideline on "Paper Products" (Supplier)

(valid from 01.01.2017)

### 1. Introduction

The product-specific guideline on "Paper Products" supplements Swiss Olympic's "Sustainable procurement" strategy and is compulsory for the purchase of the relevant products. It defines the aims and the terms of reference (specifications for tenders) of Swiss Olympic for the procurement of paper and paper products. The guideline is, as a rule, updated annually and can be consulted by the public. For a better overview, the customary abbreviations are used for standards and certificates. Explanations of the standards and certificates can be found on the Websites of "Labelinfo Schweiz" (label info Switzerland) and "Kompass Nachhaltigkeit" (sustainability compass)<sup>1</sup>.

### 2. Aims

Swiss Olympic uses only paper which has been produced under strict ecological and social welfare<sup>2</sup> conditions. In doing so, Swiss Olympic is guided by independent labels and certificates which enjoy a high degree of credibility among State, industry and civil society stakeholders.

### 3. Terms of reference (specifications for tenders)

When submitting an offer or bid, a supplier of Swiss Olympic must complete this document. Furthermore, the document is an integral part of any contract between Swiss Olympic and a supplier in respect to the procurement of paper or paper products. **A necessary condition of acceptance of a bid is that all criteria marked with an "M" ('must' or mandatory) are fulfilled.** Criteria marked with an "S" ('should' or ideal) do not necessarily have to be applied. However, in the case of economically equal bids, these criteria are the decisive factor for the conclusion of a contract.

Swiss Olympic may accept alternatives to the required criteria if they can be shown to be of equal value to these criteria.

#### 4. Affected products

The guideline on paper products applies to paper for printing and copying, printing orders and office stationery made of paper.

<b>Firm</b>	
<b>Products</b>	

Quality criteria		Met?	M/S <sup>3</sup>
<b>A: Duplex suitability</b>	Paper is suitable for duplex printing	<input type="checkbox"/>	M
<b>B: Bleach</b>	Unbleached or process totally chlorine-free bleached (TCF)	<input type="checkbox"/>	M
<b>C: Environmental certificates</b>	100% recycled paper, certified by: <input type="checkbox"/> <b>Blue Angel RAL-UZ 14<sup>4</sup> – priority!</b> or <input type="checkbox"/> <b>FSC recycling and EU Ecolabel</b>	<input type="checkbox"/>	M <sup>5</sup>
<b>Other criteria related to sustainable development for the supplier / printers</b>			
<b>D: Transparency</b>	At the request of Swiss Olympic, the bidder supplies legally valid proof for all quality criteria.	<input type="checkbox"/>	M
<b>E: CO<sub>2</sub> offsetting</b>	The printing works carries out CO <sub>2</sub> offsetting for the printing order.	<input type="checkbox"/>	S
<b>F: Environmental management</b>	The printing works is <b>ISO 14001</b> -certified.	<input type="checkbox"/>	S

#### Confirmation

I hereby confirm that all the details provided herein are complete and truthful.

Date:

Name:

\_\_\_\_\_  
Signature

#### 5. End notes

<sup>1</sup> Information in German/French: <http://labelinfo.ch> and in English: <http://www.kompass-nachhaltigkeit.ch>.

<sup>2</sup> Social welfare criteria are particularly relevant in the case of virgin fibre paper.

<sup>3</sup> M='must' (mandatory), S='should' (ideal or target)

<sup>4</sup> Papier nach Blauer Engel RAL-ZU 14 erfüllt automatisch Kriterien A-C.

<sup>5</sup> As a rule, recycled paper bearing the Blue Angel should be used. For every instance of paper procurement, the priority of the certificates must be taken into consideration.