



Strategy and Policy Directorate

POLICY INSTRUCTION

Government Buying Standards (formerly 'Buy Sustainable – Quick Wins')
Number: PI 04/11

Strategy and Policy Directorate Sponsor: Louise Allan, DE StratPol-SD Energy 1d	Date of issue: 25 January 2011
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Who Should Read this: All MOD estate staff and Industry Partners involved in all levels of procurement activity.

When it takes effect: Immediately	When it is due to expire: 26 January 2012
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Sustainable Development

Equality And Diversity Impact Assessment

This policy has been Equality and Diversity Impact Assessed in accordance with the Department's Equality and Diversity Impact Assessment Tool against:

Part 1 Assessment Only (no diversity impact found).

Document Aim: To inform all MOD staff involved in the specification and procurement of estate goods and services of the requirement to adhere to the mandatory 'Government Buying Standards' (formerly 'Buy Sustainable – Quick Wins') which outline minimum product specifications based on sustainability and environmental performance.

This PI replaces the PI 08/08 which is now withdrawn.

INTRODUCTION

1. The Government Buying Standards (formerly named 'Quick Wins' and then 'Buy Sustainable – Quick Wins') were introduced in 2003 with the aim of improving the environmental standard of products and services purchased by Government Departments to achieve sustainable procurement (SP). They are mandated as part of the Flexible Framework¹ and outlined in the [Government SP Action Plan](#).
2. The Government Buying Standards (GBS) set out the sustainability criteria that **must** be applied when buying a range of different products and services. The Standards also ensure products which fulfil the criteria provide better value for money over the whole life of the product. For example energy efficient and water saving products.
3. All MOD staff are required to follow the Government Buying Standards during procurement activity. The Standards also assist MOD in achieving mandatory Government Sustainable Development targets in topics such as energy and water, as well as procurement.
4. Government Buying Standards simplify sustainable procurement by:
 - providing mandatory and best practice standards
 - giving straightforward specifications to insert directly into tenders
 - asking suppliers to prove their compliance with these standards
 - enabling more suppliers to develop products that meet the standards - so increasing competitiveness.
5. **NOTE:** The new coalition Government is currently implementing changes which include relocating the Office of Government Commerce (OGC) into the Cabinet Office. One Government aim is to '*identify a range of items to procure centrally*', this may impact upon the GBS and updates to this PI will be provided in line with any relevant changes.

THE PRODUCT LIST

6. There are currently ten priority groups with around fifty standards covering a range of products with further standards being added on an ongoing basis. The list can be viewed on the [Governments Sustainable Development website](#)².

MOD ROLES & RESPONSIBILITIES

7. **All staff within DE and its contracting partners responsible for procuring products and services on behalf of the Department are required to ensure they meet, and where possible exceed these minimum standards** as specified within the Government Buying Standards.

¹ A self-assessment tool used to monitor progress of SP implementation using a number of levels and themes. It is a Government target to meet Level 3 of the Flexible Framework in all themes by Dec 2012.

² <http://www.defra.gov.uk/sustainable/government/advice/public/buying/products/index.htm>

8. There is also a requirement for new and re-let contracts to specifically incorporate Government Buying Standards. It is the responsibility of Commercial staff to ensure this commitment is met.
9. Exemptions may apply if operational requirements demand a different specification or if the GBS conflict with counter terrorism measures. In these instances please liaise with the DE Strategy & Policy Directorate.
10. The table below outlines some of the key responsibilities of MOD estate staff:

ROLE	Responsibility
Requirements Manager	<ul style="list-style-type: none"> • Ensure Government Buying Standards (GBS) compliance is specified in User Requirement Documents for Core/Minor Works and Services
Commercial /Contract Officer	<ul style="list-style-type: none"> • Ensure the GBS are embedded in all appropriate contracts. • Ensure Performance Indicators are produced to regularly monitor the compliance of GBS. • Ensure a process of audit/assurance is mandated to allow for compliance reviews by the customer.
Project Manager	<ul style="list-style-type: none"> • Ensure that your project uses products/services compliant with GBS. • Discuss the GBS at early supplier engagement meetings. • Review GBS compliance during standard project review meetings.
Estate Manager	<ul style="list-style-type: none"> • Ensure all products/services for site maintenance are compliant with GBS (inc. life-cycle replacements). • Ensure Core Service Projects comply with GBS.
Industry Partner	<ul style="list-style-type: none"> • Only procure products that are GBS compliant. • Inform the Contract Manager/PM/EM if GBS can't be achieved. • Inform supply chain of GBS to ensure ability to deliver.
GPC Holders / Low Value Purchasers	<ul style="list-style-type: none"> • Ensure requesting staff are aware of the GBS. • Ensure products purchased on GPC are compliant with GBS. • Raise any non-compliance issues with relevant commercial/policy staff.

Performance Monitoring and Assurance

11. Customers and procurers should maintain their own assurance that the correct specifications are being delivered. Spot checks are adequate. This PI will be updated if more detailed data and reporting regimes become mandated across Government. Compliance with GBS will also be reviewed by DE Strategy & Policy as part of an annual SD assurance exercise or Department-wide audits led by the MOD SP Team.

Contact

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Further Information

The Government Buying Standards are available on the [Government's Sustainable Development website](#):

Government Documents

[HM Treasury Green Book](#)

[Office of Government Commerce \(OGC\) SP Delivery Plan](#)

[OGC - Buy Green and Make a Difference](#)

[OGC - How to address Social Issues in Public Procurement](#)

[Procuring the Future - SP Taskforce](#)

[UK Government SP Action Plan \(Annex C - Flexible Framework\)](#)

MOD Documents

[MOD SP Strategy](#)

[Acquisition Operating Framework \(AOF\)](#)

[JSP 418 Chapter 17 \(under review\)](#)

[JSP 507 - MOD Guide to Investment Appraisal](#)

[DE SD Portal – Sustainable Procurement Page](#)

[JSP 435 – Defence Estates Management](#)

Government Buying Standards Product Groups	Notes
Cleaning products	
Construction	<ul style="list-style-type: none"> • New Build & Major Refurb • Air conditioning units • Cellar cooling equipment • Central heating systems • CHP • Commercial service cabinets • Condensing units • Efficient showers • Energy control gear for lighting • Gas Boilers • Glazing • Large boiler equipment • Light Bulbs • Lighting systems • Low-flush toilets • Motors and drives • Paints and varnishes • Rainwater harvesting equipment • Sprays & automatic taps • Urinal controls • Vehicle wash water reclaim units • Water efficient industrial cleaning equipment • Wood products
Electrical goods	<ul style="list-style-type: none"> • Covers for refrigerated units • Dishwashers • Electric ovens • Fridges and freezers • Set-top boxes • Televisions • Tumble dryers • Video players (including DVD players) • Video recorders (including DVD recorders) • Washer Dryers • Washing Machines
Food	
Furniture	
Horticulture and Park Services	<ul style="list-style-type: none"> • Hydraulic fluids and chainsaw lubricants • Soil products
Office ICT equipment	Including computers, printers, scanners etc
Paper and paper products	
Textiles	
Transport	