

## SUBMISSION TEMPLATE

# MAT-1 Procurement and Purchasing

1. Sustainable Procurement Policy		YES	NO
A	Does the policy comply with the Green Star SA - Policy/Programme Model?		

**Attachments:**

Attach Sustainable Procurement Policy

\*accompanied by completed Green Star SA - 'Policy/Plan Model Checklist'

Item	Document Title	Description

2. Sustainable Procurement of Operational Consumables		YES	NO
A	Does the quantum of operational consumables (by cost) purchased during the performance period, meet the criteria stipulated under the Compliance section of the credit?		
B	Please stipulate what portion of operational consumables meet the prescribed criteria:-		
	- 20-39%		
	- 40-59%		
	- More than 60%		

**Attachments:**

- Attach cost records / calculator used to establish compliance with the sustainable procurement thresholds
- Attach signed statement of product selection criteria (for option 2 under 'sustainable procurement criteria') for each product accompanied by completed Mat-1.1 checklist for product.
- Attach proof of certification for compliant products.

Item	Document Title	Description

3. Sustainable Procurement of Construction Materials		YES	NO
A	Does the quantum of construction materials (by cost) purchased during the performance period, meet the criteria stipulated under the Compliance section of the credit?		
B	Please stipulate what portion of operational consumables meet the prescribed thresholds:-		
	- 20-39%		
	- 40-59%		
	- More than 60%		

**Attachments:**

- a. Attach cost records / calculator used to establish compliance with the sustainable procurement thresholds
- b. Attach signed statement of product selection criteria (for option 2 under ‘sustainable procurement criteria’) for each product accompanied by completed Mat-1.1 checklist for product.
- c. Attach proof of certification of compliant products

Item	Document Title	Description

4. Sustainable Procurement of Furniture and Moveable Equipment		YES	NO
A	Does the quantum of movable equipment (by cost) purchased during the performance period, meet the criteria stipulated under the Compliance section of the credit?		
B	Please stipulate what portion of operational consumables meet the prescribed thresholds:-		
	- 50- 69%		
	- More than 75%		

**Attachments:**

- a. Attach cost records / calculator used to establish compliance with the sustainable procurement thresholds
- b. Attach signed statement of product selection criteria (for option 2 under ‘sustainable procurement criteria’) for each product accompanied by completed Mat-1.1 checklist for product.
- c. attach proof of certification of compliant products

Item	Document Title	Description

5. Life Cycle Assessment		YES	NO
A	Is there a process to assess the impact of life cycle assessment		
B	What percentage of procurement decisions made incorporate life cycle analysis?		
	- 50%		
	- Less than 50%		

**Attachments:**

- a. Attach proof of process or evidence of life cycle assessment.
- b. Attach **Life Cycle Based Procurement Strategy** for furniture and movable equipment clearly demonstrating how products are assessed based on total life cycle costs examination throughout life cycle.

Item	Document Title	Description

## Statement of Authenticity

I, \_\_\_\_\_, hereby declare that the values/information listed in this submission template are indeed the true values of the applicant building, and additionally, that evidence either proving or rationalising said values can be supplied within 14 days of notification by either GBCSA, or any GBCSA approved third party.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_