

# 環保採購

## 最新消息

政府各政策局及部門一直帶頭落實環保採購，並持續更新環保採購清單及相關環保規格。最新的環保採購清單已擴充至24類共183種常規採購產品和服務項目，當中的109個項目制定了適用於小額採購的簡易小貼士。

新版環保採購清單增加了包括27種產品和6種服務的33個全新項目、及新增了73個簡易小貼士。是次更新將能進一步協助採購人員視實際情況挑選環保的產品或服務。

## 新版環保採購清單 涵蓋24類共183種產品/服務項目

農藝及園藝 (5項)	建築材料 (27項)	清潔物料 (10項)	電腦設備及產品 (11項)	飲水機及配件 (2項)
電器用品 (27項)	氣體用具 (4項)	照明設備 (3項)	燃油及磁氣潤滑劑 (3項)	家具 (9項)
廢物/回收物容器及收集箱 (3項)	個人裝備 (4項)	辦公室器材 (4項)	包裝物料 (4項)	印刷及影印用紙 (8項)
非印刷及影印用紙產品 (6項)	塑膠及橡膠產品 (5項)	印刷及出版設備及器材 (1項)	文儀用品 (19項)	電訊設備及備件 (5項)
紡織品及服裝 (4項)	車輛及備件 (4項)	用水設備 (5項)	服務 (10項)	

## 環保規格例子

### 003 再造印刷紙

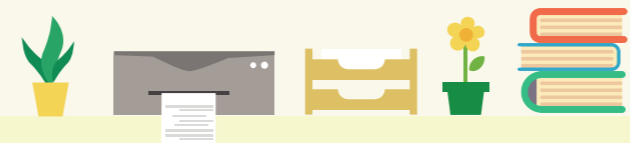
例子	環保益處
產品應含再造紙纖維。	減少固體廢物並鼓勵回收再造；及 與原木紙相比，製作過程排放較少溫室氣體。

### V01 私家車

例子	環保益處
車輛應為混能或電動車輛。	改善路邊空氣質量；及 減少溫室氣體排放。

### X06 旅行/酒店服務

例子	環保益處
服務提供者向旅行者提供有用的公共交通資訊；及 盡量避免供應塑膠樽裝水。	降低旅行中的燃油使用與溫室氣體排放；及 減少塑膠廢物的產生。



## 小額採購的簡易小貼士

### 何謂小額採購？

- 💡 小額採購指採購金額不超過五萬港元的單一訂單。
- 💡 簡易小貼士旨在協助採購人員在進行小額採購或因緊急情況無法實施標準公開招標時，選擇環保產品/服務。
- 💡 在183種已訂定環保規格的政府採購產品中，其中109種亦制訂了適用於小額採購的簡易小貼士。

### 小額採購物品小貼士例子

水龍頭

留意是否有香港水務署根據「自願參與水效益標籤計劃」發出的第一級用水效益標籤。

木製家具

留意是否有森林管理委員會(FSC)或森林認證體系認可計劃(PEFC)頒發的標籤或證書。

發光二極管燈

留意是否有香港機電工程署根據「能效標籤計劃」發出的第一級能源標籤；或能源之星標籤。

## 何謂環保採購？

環保採購是指儘量購買對環境及人類健康造成最少負面影響的產品及服務。具體來說，在符合經濟原則及不影響產品功能下，買家進行環保採購時應考慮以下因素：

- 更適合循環再用、採用更多再造物料製造、附有較少包裝和更持久耐用；
- 更高能源效益及用水效益；
- 採用環保技術及/或低污染燃料；及
- 在安裝、使用及棄置時排放較少刺激性或有毒物質。

## 環保採購的好處

- 降低營運成本
- 對環境作出貢獻
- 支持環保工業發展
- 減少企業危機
- 建立品牌
- 改善員工健康和 safety

## 實踐環保採購的五部曲

- 按實際需要制訂環保採購政策，訂明環保採購目的及相關採購機制。
- 在制訂產品採購規格時加入環保元素，可參考類似產品的環保規格（不同地方的環保標籤計劃和環保署的環保採購資訊網站）。
- 在市場上採購符合環保規格的產品或服務：
  - 💡 向供應商查詢能否提供符合環保規格的物品；或
  - 💡 尋找具有相關環保標籤或產品申報的物品。
- 定期檢討環保採購的實施情況和成效。
- 完善環保採購機制並持續邁向綠色企業運作。

## 推廣環保採購

為進一步推動環保採購，環保署設立了專門資訊網站，除了上載有政府採用的環保規格外，還提供環保採購的良好作業守則、不同國家及地區的環保標籤計劃以及其他相關指引及資源。

資訊網站同時附有簡單易用的搜尋器，以方便家尋找合適的環保產品規格。歡迎公眾瀏覽資訊網站，支持環保採購。

環保採購資訊網站  
[www.epd.gov.hk/green\\_procurement](http://www.epd.gov.hk/green_procurement)





# Green Procurement

## What's New

The Government has been taking the lead in adopting green procurement in bureaux / departments and continued to update the green procurement list and relevant green specifications. The green procurement list has been expanded to 183 commonly procured product and service items in 24 categories, as well as 109 easy tips for small amount purchase. The new green procurement list has been updated with additional 33 new items including 27 product items and 6 service items, as well as 73 new easy tips. This updates will further facilitate procurement staff to select environment-friendly products or services whenever practicable.

## 183 Product / Service Items in 24 Categories under the New Green Procurement List

Agriculture and horticulture (5 items)	Building and construction supplies (27 items)	Cleansing products (10 items)	Computer equipment and products (11 items)	Water dispenser & accessories (2 items)
Electrical appliances (27 items)	Gas appliances (4 items)	Light fittings (3 items)	Fuel oils and hydrocarbon lubricants (3 items)	Furniture (9 items)
Containers and collection bins for waste / recyclables (3 items)	Wearables (4 items)	Office equipment (4 items)	Packaging materials (4 items)	Paper for printing and photocopying (8 items)
Paper products other than for printing and photocopying (6 items)	Plastic and rubber products (5 items)	Printing and publishing equipment and supplies (1 item)	Stationery and office supplies (19 items)	Telecommunication equipment and spares (5 items)
Textile materials and garment (4 items)	Vehicles and spare parts (4 items)	Water using equipment (5 items)	Services (10 items)	

## Examples of Green Specifications

**003 Recycled paper for printing**

Example	Environmental Gains
The product should contain recycled paper fibre.	Reducing solid waste and promoting recycling; and Generating less greenhouse gases compared to virgin paper during manufacturing processes.

**V01 Private cars**

Example	Environmental Gains
The vehicle should be hybrid or electric vehicle.	Improving roadside air quality; and Reducing greenhouse gas emissions.

**X06 Travel / Hotel services**

Example	Environmental Gains
The service provider should provide information of public transportation available to travellers; and Provision of plastic bottled water shall be avoided.	Minimising fuel consumption and greenhouse gas emissions associated with travelling; and Generating less plastic waste.



## Easy Tips for Small Amount Purchase Items

### What is small amount purchase?

- Small amount purchase refers to a single purchase order not exceeding HK\$50,000 regardless of the quantity of items purchased.
- Easy tips aim to facilitate procurement frontline staff to select environment-friendly products / services for small amount purchase or for urgent situations when it is not practicable to adopt standard open tendering procedures.
- Among the 183 government procurement items with green specifications, a total of 109 items with easy tips have been developed for small amount purchase.

### Examples of tips for small amount purchase items

**Water Taps**

Look for Grade 1 Water Efficiency Label under the Voluntary Water Efficiency Labelling Scheme of Water Supplies Department (WSD).

**Wooden Furniture**

Look for label(s) or certification(s) of Forest Stewardship Council (FSC) or Programme for the Endorsement of Forestry Certification (PEFC).

**LED Lamp**

Look for Grade 1 Energy Label under the Energy Efficiency Labelling Scheme of Electrical and Mechanical Services Department (EMSD); or Energy Star Label.

## What is Green Procurement ?

Green procurement means purchasing products and services that cause minimal adverse environment and human health impacts. Buyers should consider the following principles when carrying out green procurement, whenever economically rational and technically feasible:

- with improved recyclability, high recycled content, reduced packing and greater durability;
- with greater energy and water efficiency;
- utilizing clean technology and/or clean fuels; and
- which emit fewer irritating or toxic substances during installation, use and upon disposal.

## Benefits of Green Procurement

- Reduce operating costs
- Contribute to the environment
- Support growth of environmental industry
- Reduce corporate risks
- Brand building
- Improve staff health and safety

## How to Practise Green Procurement ?

- Develop a Green Procurement Policy to specify green procurement objectives and the associated mechanism according to actual needs.
- Incorporate environment-friendly features when formulating procurement specifications of purchase items. Make reference to green specifications of products and services of similar categories, requirements of overseas or local environmental labelling schemes or other relevant information on EPD's green procurement information portal.
- Find and purchase market products or services that meet the green specification(s):
  - communicate with the suppliers on whether they can provide items that meet the green specification(s); or
  - look for items with relevant environmental labels or product declaration.
- Regularly review implementation status and effectiveness of green procurement.
- Enhance green procurement mechanism and continually progress towards green business operations.

## Promotion on Green Procurement

The Environmental Protection Department (EPD) has set up a dedicated information portal for promoting green procurement. In addition to the green specifications adopted by the Government, examples of good practices, information on overseas and local environmental labelling schemes and other relevant guidelines and resources are provided.

A user-friendly search engine is provided to assist users to identify appropriate green specification(s). The information portal is publicly accessible to facilitate active participation of the community in green procurement.

Green Procurement Information Portal  
[www.epd.gov.hk/green\\_procurement](http://www.epd.gov.hk/green_procurement)

