**Guidelines for Topten Public Procurers**

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| Notebooks and TabletsSteffen Hepp, June 2021 | Beschreibung: http://www.topten.eu/uploads/icons/detail/products/houshold/dishwasher/sn26.jpg |

# Why follow Topten criteria?

* Topten.eu/pro ([www.topten.eu/pro](http://www.topten.eu/pro)) is a European web portal helping buyers, professionals, public procurers and large buyers to find the most energy efficient products available in Europe. The products are selected and updated continuously, according to their high energy and environmental performances, independently from the manufacturers.
* The Topten criteria below can be inserted directly into tendering documents.
* All notebooks and tablets displayed on [www.topten.eu](http://www.topten.eu) meet the criteria contained in these guidelines. Procurers can therefore use the website to check the availability and assortment of products currently on the market, which meet the [Topten selection criteria for Notebooks & Tablets](https://www.topten.eu/private/selection-criteria/notebooks-tablets).
* Topten.eu/pro links to national partners Topten Pro websites and was developed under the Topten Act project, supported by the European Union through Horizon 2020 programme.

# How much can you save?

The category Notebooks & Tablets, listed on [www.topten.eu](http://www.topten.eu), includes notebooks, also ‘laptops’, and tablets.

A purely energetic assessment of this product category is difficult. With the TCO label as requirement for offers, it is ensured that the devices have high standards for efficiencies. For one, certified products need to meet the energy efficiency requirements of Energy Star or equivalent. Also, they enable prolonged product lifetime through replaceable batteries and availability of spare parts. Both are essential elements in the life-cycle assessment and have the potential for overall cost savings.

In times where remote-work and working from home has become ubiquitous notebook computers have proven more advantageous than stationary desktop computers. The use of notebooks ensures flexibility for employers and employees. Therefore, the system of choice for a workplace today consists of a notebook in combination with a monitor, a separate keyboard and mouse. This way, IT departments can save the acquisition of secondary devices next to the desktop computer.

# Procurement criteria

The following criteria can be inserted directly into tendering documents. The Topten selection criteria and the product lists are updated regularly. The newest versions are always available at [**www.topten.eu/pro**](https://www.topten.eu/private/page/pro)**.**

**Subject: Highly energy-efficient Notebooks and Tablets**

Technical Specifications

1. **“TCO 08 Notebooks” Certification**

Products are required to have the TCO 08 Notebooks certification that guarantees that the products respect the highest criteria for resource and energy efficiency.

***Verification***

Products bearing the TCO label will be deemed to comply.

Additional Remarks

To increase savings and reduce environmental impact, procurers should evaluate life cycle costs when tendering for notebooks & tablets. Thus, it is advisable to include in the tender a costing exercise - even if simple - for the product life cycle costs.

Table 1: Example of a breakdown costs table, to be filled in by bidders

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|  | **Information details** | **Different unit costs in € (excluding tax)** | **Total cost in € (excluding tax)** |
| **Delivery** |  |  |  |
| **Installation** |  |  |  |
| **Use\*** | Annual energy consumption, in kWh/year, x nº units | Electricity cost\*\*: 0,20 €/kWh |  |
| **Maintenance** |  |  |  |
| **Recycling and disposal** |  |  |  |

\* Example of how use costs can be determined.

\*\* This figure is just an example. The procurer can use the average electricity price paid during the last 2 or 3 years, and also include subscription fee and taxes.

# Advice and support

If you would like further assistance in using the information presented here in your own procurement actions or more information on [Topten Pro](http://www.topten.eu/pro) contact your national Topten team (find it on Topten.eu).

The European Commission’s [Green Public Procurement](http://ec.europa.eu/environment/gpp/index_en.htm) website contains valuable legal and practical guidance together with procurement criteria for a range of commonly procured products and services.

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| Ein Bild, das ClipArt enthält.  Automatisch generierte Beschreibung | Topten ACT has received funding from the [European Union's Horizon 2020 research and innovation programme](https://ec.europa.eu/programmes/horizon2020) under grant agreement nº649647. The sole responsibility for the content of the Topten Pro procurement guidelines lies with the authors. It does not necessarily reflect the opinion of the European Union. Neither EASME, nor European Commission and project partners are responsible for any use that may be made of the information contained therein. |