

Guidelines for Topten Public Procurers

Notebooks and Tablets

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Why follow Topten criteria?

- Topten.eu/pro (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 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](#).
- 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, 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.

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

	Information details	Different unit costs in € (excluding tax)	Total cost in € (excluding tax)
Delivery			
Installation			
Use*	Annual energy consumption, in kWh/year, x n° 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](#) contact your national Topten team (find it on [Topten.eu](#)).

The European Commission's [Green Public Procurement](#) website contains valuable legal and practical guidance together with procurement criteria for a range of commonly procured products and services.



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