

Annex II: GPP Module on ePPS

Simplification Measure

The Green Public Procurement (GPP) Module on the ePPS shall mandatorily be filled in by the Authority responsible for the procurement process, based on the relevant information as detailed on the Procurement Originators Form (PoF). For ease of compilation, a guided step-by-step process to be undertaken on the ePPS is being provided.

(i) When the user is creating the 'CfT Workspace', the below question shall commence the GPP Module; this information shall be visible in the 'Core Information' Section of the ePPS.

*Does this Call fall under the scope of GPP?:

☐ Yes ☐ No

The user shall choose '**Yes**' to the above question for each Procurement Call (Estimated Procurement Value \geq €5,000 excl VAT) which falls under the set GPP Criteria for any of the relevant Product and Service Groups, as corroborated by the Ministry GPP Coordinator.

The user shall only choose '**No**' to the above question for instances wherein the Procurement Call has been cleared through the Ministry GPP Coordinator and declared that it does not fall under any of the set GPP Criteria. Accordingly, the ePPS system will proceed normally and no further input in relation to Green Public Procurement shall be required.

(ii) Further to a 'Yes' reply in the previous question, the user will be tasked to define the 'GPP Criteria', which may also be accessed from the 'Show CfT Menu'. Accordingly, from the drop-down menu, the user shall select all the relevant (Mandatory and / or Non-Mandatory) GPP Product / Service Groups in relation to the specific Procurement Call.

GPP criteria

My CfT role is: PO/TC

▼ CfT: Test GPP (Status: Draft)

Show CfT Menu

In case of assistance please call the GPP office on +356 20953712 or [email](mailto:gpp@gov.mt) us on gpp@gov.mt. For further reference on the latest technical specifications to be used please [click here](#).

Please indicate which criteria are relevant to this Call:

Criterion:

Copying and Graphic Paper

+

Please indicate which criteria have been included in this Call:

Cancel

Save Changes

(iii) The user shall proceed to indicate which GPP Product / Service Groups (GPP Criteria Specifications) have specifically been included in the Procurement Call. Contracting Authorities are reminded that all the selected Mandatory GPP Product / Service Groups must be included.

For each GPP Product / Service Group chosen, the Estimated Procurement Value¹ of that GPP Criterion must also be included. Once completed, it is important to 'Save Changes'.

GPP criteria

My CFT role is: PO/TC

▼ Cft:Test GPP (Status: Draft)

Show CFT Menu

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Please indicate which criteria are relevant to this Call:

Criterion: Gardening products and services +

Please indicate which criteria have been included in this Call:

	Criterion	Included	Estimated value
-	* Copying and Graphic Paper	<input checked="" type="checkbox"/>	<input type="text" value="12000.00"/>
-	* Cleaning products and services	<input type="checkbox"/>	
-	Road design, construction and maintenance	<input type="checkbox"/>	

Cancel

Save Changes

(iv) If not all the applicable GPP Product / Service Groups are included, the user shall be directed to select a 'GPP Justification' to validate the exclusion of the specific GPP Criterion / Criteria.

GPP justification

My CFT role is: PO/TC

▼ Cft:Test GPP (Status: Draft)

Show CFT Menu

* Please provide a justification for not including GPP:

☐ 1. Market research by the CA has shown that the procurement process would be severely limited upon inclusion of the GPP criteria due to specificities in the works/supplies/services to be procured.

☐ 2. Budgetary constraints limit the uptake of **some** of the relevant GPP product and service groups within the procurement process.

☐ 3. Budgetary constraints limit the uptake of **all** the relevant GPP product and service groups within the procurement process.

Cancel

Save Changes

The GPP Module Information may be amended at any time until the Procurement Call is published.

¹ The Estimated Procurement Value refers to the Basic Estimate for each specific Product or Service Group, namely the amount of money the GPP element is predicted to cost, based on research.