

# GUFTOOL QUICK START GUIDE



The development of this project has been co-funded with the support of the LIFE financial instrument of the European Union [LIFE14 ENV/ES/000703]



# GUF Tool

## Quick Start Guide

<b>Grant Agreement N.</b>	LIFE14 ENV/ES/000703	<b>Acronym</b>	LIFE FUTURE
<b>Full Title</b>	Sustainable Urban FURniTURE: Tool design to perform environmental assessments in the green procurement framework		
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	PU	Public	X
	PP	Restricted to other programme participants (including the Commission Services)	
	RE	Restricted to a group specified by the Consortium (including the Commission Services)	

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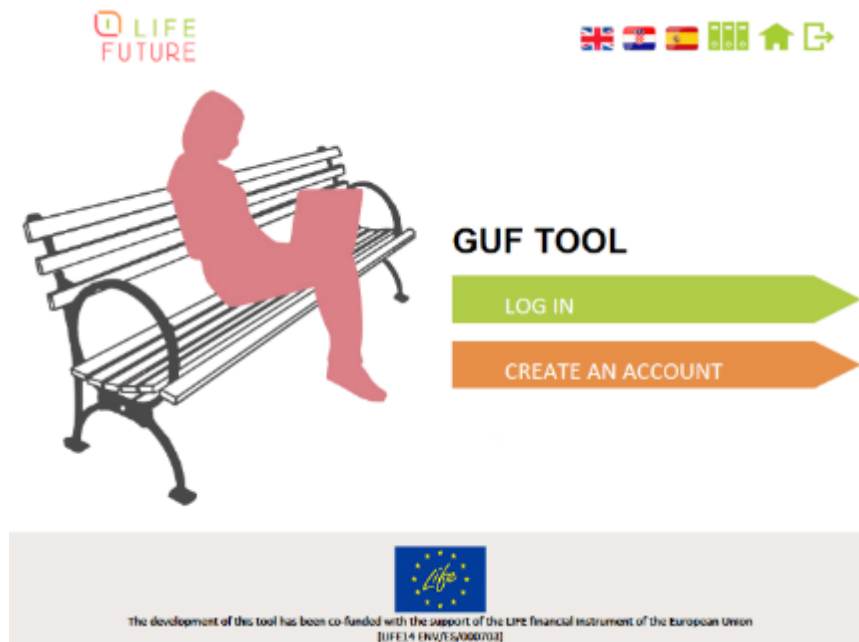
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## 2. FRAMEWORK

### Discover the LIFE FUTURE project and its GUF Tool

- Do you want to promote urban furniture with a reduced environmental impact?
- Are you aware of efficient tools to assess the environmental impact of urban furniture?
- Are you a public authority willing to create markets for products that respect the environment?
- Do you want to understand and better use environmental criteria in public procurement?
- Are you an urban furniture manufacturer willing to develop green products?

We have a tool for you, ready to be tested!



Homepage for the online GUF Tool developed within the LIFE FUTURE project

LIFE FUTURE is a European project that involves the development and validation of the GUF Tool, which is an online tool to support public bodies on the decision making related to the purchase of more sustainable urban furniture, i.e., dedicated to **Green Urban Furniture**.

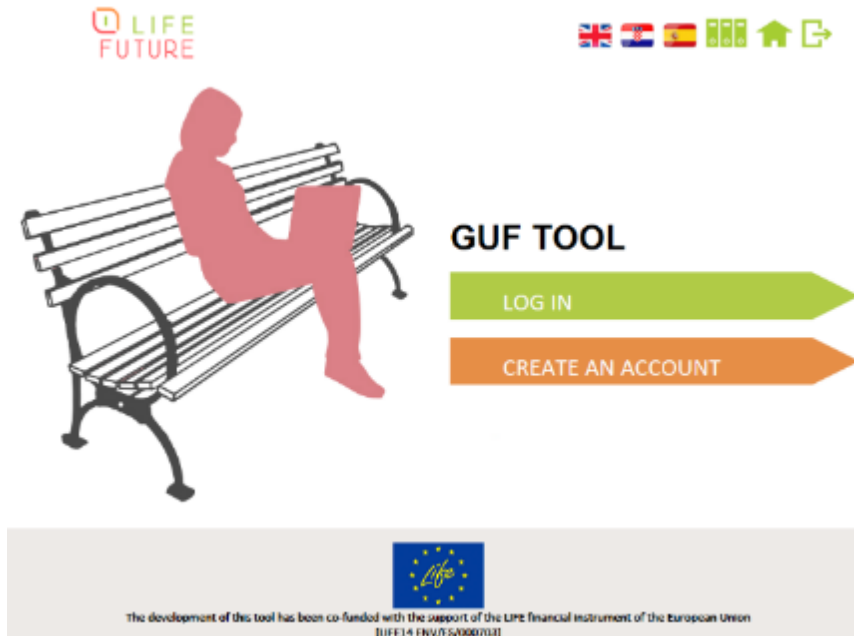
LIFE FUTURE aims to promote green public procurement, focusing on the urban furniture sector. The project will allow to overcome the difficulties encountered by persons in charge of public procurement procedures when they have to include environmental clauses in call for tenders and assess the offers received, due to their limited knowledge on environmental matters.

This online tool is intended to help you and your organisation to boost the environmental benefits of urban furniture products through an easy implementation of environmental criteria for the urban furniture products you purchase or provide.

- If you are an organisation planned to purchase a product for Urban Furniture, by means of the GUF Tool you easily select the environmental criteria you wish to include in your tender, then create a document to be attached to it and generate a checklist for easily check the specifications bidders provide for their products:
- If you are a provider or manufacturer, intended to apply for a tender on urban furniture with environmental criteria, the GUF Tool provides you the check list you shall satisfy for your bidding to be accepted

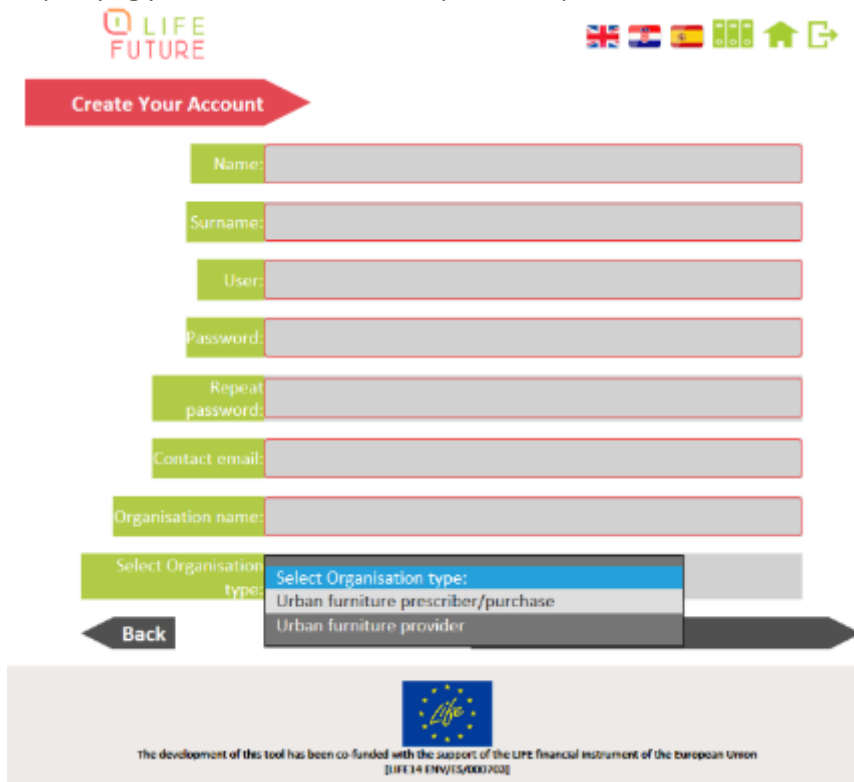
### 3. I'M A PRESCRIBER FOR URBAN FURNITURE AND I WISH TO INCLUDE ENVIRONMENTAL CRITERIA ON THE PROCUREMENT TENDER

Go through the URL for the online GUF Tool <http://lifefuture.uji.es/>  
Please register as new user by Creating a new account.



Homepage for the online GUF Tool developed within the LIFE FUTURE project

Fill in all the fields specifying you are a “Urban furniture prescriber/purchaser”



Please be sure you select you are a prescriber/purchaser for Urban Furniture products

Continue filling in all required data

The image shows two screenshots of the 'Create your Account' form. The left screenshot shows the initial form with fields for City, Country, Size of the organisation, Annual budget for urban furniture (€), and a section for environmental certifications. The right screenshot shows the continuation of the form with a question about environmental certifications and a 'No sign in yet' button.

Few more data required for the creation of the account (they are mandatory)

Please be exhaustive: we use this data for statistics. YOUR DATA ARE SECURE and only be used for this purpose. Once you get the confirmation e-mail, you can start using the GUF Tool after log-in in it. Please note this is a DEMO VERSION, and some pages are not active: we are developing the full manual and the rest of the tool features.

The image shows the main page for the online GUF Tool. It features the LIFE FUTURE logo, a silhouette of a person sitting on a bench reading a laptop, and three arrows pointing right labeled 'ENVIRONMENTAL CRITERIA', 'USER MANUAL', and 'CURRENT BIDDINGS'. The footer includes the LIFE logo and text about the tool's development.

Main page for the online GUF Tool once you log-in

You can now select which environmental criteria you wish to check to be included: criteria depending on the materials you are interested in or products you are planning to purchase.

Environmental Criteria



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You can search by material or by product

Once you select one (or more) material(s) or just one product, you visualise the potentially applicable criteria for your selection as an eligible set of criteria.

Environmental Criteria to be added as an annex to Green Procurement

PRODUCT:

**SPECIFICATIONS (mandatory criteria for offering a product in a green purchasing process)**

- WOOD AND WOOD-BASED MATERIALS**

**LEGAL ORIGIN OF WOOD**  
All wood and wood-based materials shall come from legally sourced timber in accordance with Regulation (EU) 995/2010 (the 'EU Timber Regulation'). If not, timber should be either covered by FLEGT licenses, covered by CITES licenses or equivalent.
- HAZARDOUS SUBSTANCES**

**PRESERVATIVES IN WOOD**  
Wood classified with a durability class of 1 or 2 (EN 350) or equivalent must not have been treated with preservatives. Other classes of wood must not have been treated with substances classified according to Regulation (EC) No 1272/2008 of the European Parliament and of the Council as: - Category 1 or 2 carcinogenic, mutagenic or toxic to reproduction. - Acutely Toxic by oral, dermal or inhalation pathways (categories 1 or 2) or to the aquatic environment (category 1). - Category 1 for specific target organ toxicity. And not contain any additives based cadmium, lead, chromium VI, mercury, arsenic or selenium in concentrations exceeding 0.010% by weight.
- FORMALDEHYDE EMISSIONS OF WOOD-BASED PANELS**  
Wood-based panels, which were manufactured using formaldehyde-based resins, shall have equal



Potentially applicable criteria appear automatically: just unselect those you are not interested in to appear on the tender

Check and uncheck as you wish to have the most accurate set of criteria to be included within the Terms of Reference (ToR) of your tender.

Use the “Verification requirements” button to see what shall be asked for the providers to be fulfilled. Finish your selection, generate your documents and download in PDF both the environmental criteria to be attached to the ToR and the Check list that serves for evaluating the offer you have from providers.



Downloading page after you select the criteria you wish to appear on the ToR document of your tender

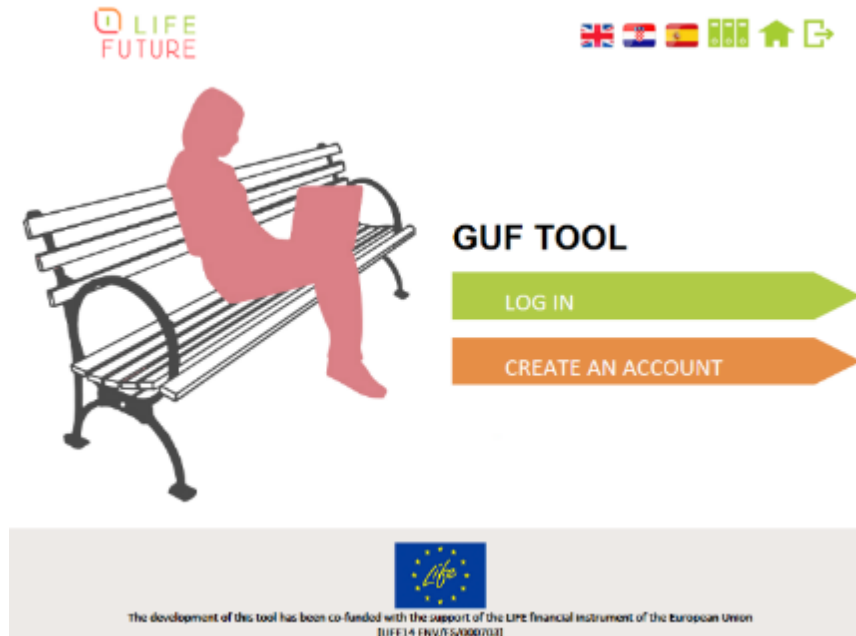
That’s all: so easy, so quick and so detailed!

Please try again by posting new offers and give us feedback to [life-future-project@aimplas.es](mailto:life-future-project@aimplas.es), indicating how usable the Tool is and which grade of applicability it has for the preparation of the documentation for your Urban Furniture tenders.



## 4. I'M A PROVIDER FOR URBAN FURNITURE AND I WISH TO COMPLY WITH THE ENVIRONMENTAL CRITERIA POSTED ON THE PROCUREMENT TENDER

Go through the URL for the online GUF Tool <http://lifefuture.uji.es/>  
Please register as new user by Creating a new account.



Homepage for the online GUF Tool developed within the LIFE FUTURE project

Fill in all the fields specifying you are a “Urban furniture provider”

Please be sure you select you are a provider for Urban Furniture products

Continue filling in all required data

Few more data required for the creation of the account (they are mandatory)

Please be exhaustive: we use this data for statistics. YOUR DATA ARE SECURE and only be used for this purpose. Once you get the confirmation e-mail, you can start using the GUF Tool after log-in in it. Please note this is a DEMO VERSION, and some pages are not active: we are developing the full manual and the rest of the tool features.

Main page for the online GUF Tool once you log-in

You can now select which environmental criteria you wish to check you need to comply: criteria depending on the materials you are using or products you are planning to offer.

Environmental Criteria



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- FORMALDEHYDE EMISSIONS OF WOOD-BASED PANELS**  
Wood-based panels, which were manufactured using formaldehyde-based resins, shall have equal



Potentially applicable criteria appear automatically: just unselect those not included on the tender

Check and uncheck as you wish to have the most accurate set off criteria as described within the Terms of Reference (ToR) of the published tender.

Use the “Verification requirements” button to see what shall be asked for you to be fulfilled.

Finish your selection, generate your documents and download in PDF both the environmental criteria asked to be complied and the Check list that serves you for evaluating the offer you provide.



Downloading page after you select the criteria you need to fulfil and the check list for your evaluation

That’s all: so easy, so quick and so detailed!

Please try again posting new offers and give us feedback: [life-future-project@aimplas.es](mailto:life-future-project@aimplas.es), indicating how usable the Tool is and which grade of compliance you can achieve with regards to your Urban Furniture products.

## 5. CONTACTS

[life-future-project@aimplas.es](mailto:life-future-project@aimplas.es)

[www.life-future-project.eu](http://www.life-future-project.eu)

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