



**Requirements for the
Procurement of Goods and
Services**

1. Objective

To define the Quality, Environmental, Occupational Safety, and Road Safety main requirements that must be observed when acquiring goods or contracting services, based on the general principles of the circular economy, in accordance with the five general objectives of the Action Plan for the Circular Economy 2023–2027, namely:

- GO1 - Avoid overexploitation of non-renewable resources, by preserving natural capital
- GO2 - Reduce waste production
- GO3 - Prevent pollution and regenerate ecosystems
- GO4 - Create opportunities and socio-economic benefits
- GO5 - Communicate and raise awareness

2. Scope

All Procurement Areas of the organisation.

3. Responsibility

Quality, environment, occupational health and safety, and road safety, through the identification and definition of requirements;

Procurement and Fleet Management Service (SCGF) and all Procurement Areas, for compliance with the defined requirements;

Department / Office / Service – for reception and processing before making them available for use.

4. Requirements

4.1 For the purchase

Life cycle analysis must be considered when purchasing products, as it allows for the assessment of their environmental impacts, safeguarding the protection of the environment associated with the optimised choice of materials and energy, in an approach in which technology, the economy and the environment have equal priorities.

Example 1: when choosing products for the same purpose where the commercial value is identical, the choice must be made for the supplier of the product that is closest to the premises / place where it will be used, in order to minimise the ecological footprint;

Example 2: purchasing for stock must be considered, thus avoiding several trips to the supplier.

Preferably, low-consumption equipment should be chosen.

Promote, whenever feasible, the integration of carbon emissions accounting throughout the life cycle in the procurement processes of products, services and works contracts.

The fleet used for delivery must be kept in good condition (in order to guarantee good performance in terms of gas emissions into the atmosphere).

All materials used in the manufacture of parts and equipment must comply with the safety rules on restricted, toxic or hazardous materials, as well as the electrical and electromagnetic standards applicable in the country of manufacture and sale.

Preference must also be given to companies that have Quality, Environment and Safety (QAS) Management Systems when purchasing products and services.

4.2 For General for suppliers

The supplier must comply with all legal and contractual requirements regarding quality, environment, occupational safety and road safety that are applicable, and adhere to the legislation in force, particularly that which is relevant to Ascendi's activities. The Supplier must provide all the necessary information regarding the product or equipment it is supplying.

Whenever possible, the products supplied should be recyclable or incorporate recycled materials in their composition and should not contain dangerous substances or preparations. When aspects are raised that are not covered by these purchasing requirements will be subject to the legal provisions in force in Portugal and the European Union.

If the Supplier is also the Transporter, and if the product is classified as dangerous goods in accordance with the applicable legislation, the Supplier must demonstrate compliance with the provisions of the ADR (Agreement concerning the International Carriage of Dangerous Goods by Road), which also applies to national transport through the transposition of European directives, namely by providing a copy of the ADR driver training certificate, the vehicle approval certificate, where applicable, and the written instructions in accordance with the ADR, except for the exemptions provided for by law.

If applicable to the Product or Equipment, all EC Conformity Documentation (e.g. declaration of performance and certificates), in Portuguese, as well as the User Manual, also in Portuguese, must always accompany the delivery. If the Product or Equipment, due to its specific nature, so requires, a training session must be scheduled for the date of delivery.

4.3 Specific to the supply of goods

Legislation regulating the flow of packaging and packaging waste must be taken into account.

4.3.1 Chemical Products

The supplier must demonstrate compliance with current legislation, specifically regarding:

- Classification, packaging and labelling (CLP Regulation);
- Delivery of Safety Data Sheets (in accordance with the REACH Regulation).

The Safety Data Sheets (written in Portuguese) must be delivered as follows:

- Prior to delivery of the first supply of the product;
- As soon as any changes have been made to the Safety Data Sheet, and provided that the batch of the product supplied is still valid;
- Every two years, following the provision of the Safety Data Sheets or any amendment.

4.3.2. Chemical Products – Specification

4.3.2.1. Oils

The Supplier must provide evidence of membership of an integrated or individual Waste Oil Management System.

4.3.2.2. Paints

The supplier must ensure compliance with the restrictions on organotin compounds, cadmium, and volatile organic compounds (VOCs).

4.3.2.3. Maintenance / Cleaning Products

The Supplier must preferably present biodegradable substances and solutions, showing evidence of compliance with legal restrictions, particularly those relating to the following compounds:

- Nonylphenol,
- Trichlorobenzene and Chlorinated Solvents (Chloroform);
- Carbon tetrachloride,
- 1,1,2 Trichloroethane,
- 1,1,1 Trichloroethane;
- Tetrachloroethane;
- Pentachloroethane;
- Dichloroethylene.

4.3.2.4. Plant Protection Products

The Supplier must be licensed in accordance with the legislation in force, namely the Law 26/2013 of 11 April in its current wording for the sale of plant protection products, providing evidence of the licence whenever necessary. The product must be validated by a Forest Management Entity (EGF) via email:

- The choice of plant protection products should focus on substances and solutions with less impact on the environment;
- Valor Fito partner sites should be listed or indicated for the disposal of empty packaging.

4.3.2.5. Work equipment

The supplier must provide information regarding the scope of the equipment, which, if applicable, must be certified in accordance with the relevant provisions. The covered equipment must bear the markings required by current legislation, notably regarding the sound power level.

The documentation to be provided must consist of the following as a minimum:

- EC marking (affixed to the equipment);
- EC declaration of conformity, written in Portuguese;
- Instruction manual written in Portuguese (with detailed information on the risks relevant to safety at work)
- Nameplate, where applicable (affixed to the equipment);
- Sound power level warnings and danger signs, where applicable (affixed to the equipment).

4.3.2.6. Air Conditioning, Refrigeration and Fire Extinguishing Equipment

The Supplier must prove that the equipment, manufactured after 30 June 2002, to be purchased or rented by ASCENDI, does not contain the following regulated substances:

- Chlorofluorocarbons (CFCs - e.g. R11, R12, R113, R114, R115);
- Halons – e.g., Halon 1211, 1301, 2402;
- Carbon Tetrachloride;
- 1,1,1-Trichloroethane (Methyl Chloroform);
- Hydrobromofluorocarbons (HBFCs);
- Hydrochlorofluorocarbons (HCFCs) – e.g., R22, R123;
- Hydrofluorocarbons (HFCs) – e.g., R134a, R143a, R125, R32;
- Perfluorocarbons (PFCs) – e.g., CF₄, C₂F₆;
- Sulphur Hexafluoride (SF₆);
- Nitrogen Trifluoride (NF₃);
- Mixtures containing any of the above substances;
- Fluorinated gases with high Global Warming Potential (GWP), as listed in Annex I of Regulation (EU) 2024/573;
- Regulated substances used in non-confined direct evaporation systems containing refrigerants;
- Prohibited substances used in fire protection systems and fire extinguishers.

4.3.2.7. Batteries and Accumulators

The Supplier must guarantee that the products and equipment do not contain mercury and must accept, by take-back, used vehicle and industrial accumulators of the type and brand they market and free of charge. It must also send the Safety Data Sheet for battery electrolytes and ensure the selective collection, treatment, recycling and disposal of waste batteries and accumulators, either through an individual system or an integrated system.

4.3.2.8. Electrical and Electronic Equipment

The Supplier should provide information on the scope of the equipment and, if so, guarantee compliance with the applicable legislation.

The equipment must consist of the following:

- EC marking and EC declaration of conformity, written in Portuguese (only for radio equipment);
- Identification of the type of equipment, batch number or serial number;
- safety instructions and information, written in Portuguese;
- information on frequency ranges and maximum transmitted power;
- manufacturer and importer details (name, trade name or registered trademark, and postal address);

- Information on the existence of restrictions on use and the possibility of putting it into service on national territory.

The Supplier must prove that the equipment to be purchased does not contain the following heavy metals: Pb, Hg, Cd, Cr6+ and Brominated Flame Retardants (PBB and PBDE), with the exceptions provided for, namely in terms of the Mercury content of Fluorescent Lamps.

The supplier must also show that it is a member of one of the waste management entities authorised for this purpose or take back the waste on its own behalf.

4.3.2.9. Drinking Water Bottle Machines

The Supplier must show the correct labelling, provide proof of the quality of the batches of water it sends and ensure that the equipment, including the cooling system, is properly maintained.

4.3.2.10. Computer consumables (ink and toner cartridges)

The supplier of the product must undertake its management as waste, which is currently governed by the provisions set out in the applicable legislation, namely of Decree-Law 102-D/2022 of 10 December.

4.3.2.11. Wood and derivatives

Suppliers should demonstrate to Ascendi that wood products are certified as to their legal and sustainable origin by the Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification Schemes (PEFC).

Whenever possible, Ascendi will give preference to the use of wood and wood products of local origin.

4.4 Purchase of Services:

When purchasing services, the particularities of the services in question must be considered, as there are specific requirements for each type of service.

4.4.1 Equipment containing fluorinated greenhouse gases

At the level of maintenance of equipment containing fluorinated greenhouse gases, the provisions established in the relevant legal framework must be observed.

Examples of equipment covered by this regime:

- Cooling circuits for stationary refrigeration equipment, stationary air conditioning systems, stationary heat pumps and reversible air conditioning / heat pump systems;
- Cooling circuits for refrigerated lorry and trailer refrigeration units;
- Fire protection equipment;
- Electrical switches;
- Air conditioning equipment installed in motor vehicles;
- Aerosol dispensers containing fluorinated greenhouse gases, except for metered-dose inhalers for administering pharmaceutical substances;
- All containers of fluorinated greenhouse gases;
- Solvents based on fluorinated greenhouse gases;
- Organic Rankine cycles.

Suppliers must show that the company and its technicians are certified and carry out technical interventions in accordance with current legislation.

4.4.2 Maintenance of fire extinguishers and water extinguishing systems

The Supplier must ensure compliance with the applicable Standards (namely NP 4413), which defines in its Annex F the certification requirements for the Fire Extinguisher Maintenance service, which must be carried out by IPAC-accredited companies, and for the Technicians responsible for maintaining the fire extinguishers.

4.4.3 Waste disposal

The Supplier must ensure compliance with the general waste management regime defined in the applicable legislation, namely Decree-Law 102-D/2020 of 10 December, which includes, among other operations, the collection, transport and treatment of waste produced in any activity, and provide evidence of this management. It is important to present all the authorisations / licences for the waste management operation the Supplier is going to carry out, as well as, in terms of transport, the permit for the transport of goods on behalf of others and evidence of compliance with the regulations on the transport of dangerous goods, where applicable.

4.4.4 Monitoring Services

Service providers must present evidence of Accreditation and the preparation of Monitoring Reports, in accordance with the recommended standards / legislation.

4.4.5 SR / Fleet Requirements

In the selection process of operational vehicles, several aspects related to road safety are considered, such as:

- Ergonomics;
- Habitability;
- Active and passive safety devices;
- Dimensions and load capacity;
- Type and characteristics of the tyres;
- Type of drive.

To ensure the performance of their function, operational vehicles are subsequently adapted in a transformation process that includes the application of high-visibility markings and the installation of safety and lighting signalling devices.

In terms of maintenance, Ascendi vehicles comply with the maintenance plans recommended by the brands at authorised dealerships.

Periodically, at our operational centres, the vehicles undergo checks of fluid levels, tyre condition, battery charge and lighting function.

The replacement of tyres and associated services is ensured through a supply contract established directly with the manufacturer, supported by a network of service providers with national coverage.

Users of the vehicles receive training in defensive and efficient driving.

5. Receipt and availability

The goods purchased must be received and the existence of the necessary markings checked, as well as the availability of the necessary documentation (manuals and safety data sheets).

For chemical products, the labelling must be checked for compliance with the existing Safety Data Sheet.

The labels needed to identify the equipment (inventory number) must be requested. Goods must not be made available until the existence and conformity of the markings and documentation has been verified.

6. Table of identification of responsibilities

Task	Responsibility
Identify the mandatory documentation* and marking on the equipment: - EC declaration of conformity and operating manual* (pt)	DGC - AMB+ OSD - SR
Identify chemical product and assess its compatibility with the Safety Data Sheet	DGC - AMB+ OSD - SR
Define any other necessary documentation for the purchase / maintenance of the equipment	Department / Office / Service (Responsible)
Purchase required equipment or product (with the mandatory documentation and any other requested)	SCGF and all other Procurement Areas
Choice of plant protection product	GF

* Original + translation into Portuguese (when applicable)

DGC – AMB: Environment

OSD: Occupational Safety Department

GF: Forestry Management

SCGF: Procurement and Fleet Management Service

SR: Road Safety