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Tool 7.3 Circular Procurement Supplier & Assessment Tool



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Circular Solutions for Furniture
A Horizon Europe Initiative

7.3 CIRCULAR PROCUREMENT SUPPLIER & MATERIAL ASSESSMENT TOOL

Phase 7 – Implementation and Operation

Objective of the Tool

This assessment tool supports organisations in evaluating suppliers and materials against circular economy principles, sustainable sourcing criteria, and emerging regulatory expectations, particularly the Ecodesign for Sustainable Products Regulation (ESPR) and the Digital Product Passport (DPP).

The tool enables procurement and sustainability teams to:

- o Assess supplier readiness for circular value chains
- o Evaluate the circularity potential of materials and component
- o Identify compliance and transparency risk
- o Detect data gaps related to DPP requirements

What the Tool Is

This tool takes the form of a simple questionnaire to support you assessing existing or potential suppliers of circular materials

When to Use the Tool

This tool is designed for use in the furniture sector, applicable to:

- o Raw material sourcing
- o Component procurement
- o Supplier pre-qualification
- o Tender/RFI/RFP evaluation
- o Supplier audits
- o Circular procurement strategy

How to Use the Tool

Step 1 – Define Assessment Focus

Identify whether the evaluation concerns:

- ☐ Supplier qualification
- ☐ Specific material/component selection
- ☐ Tender evaluation
- ☐ Supplier audit
- ☐ Circular compliance screening

Step 2 – Complete the Questionnaire

Suppliers (or internal evaluators) respond using:

- ☐ Yes
- ☐ Partially
- ☐ No

Where relevant, quantitative details are provided.

Step 3 – Analyse Results

Use outcomes to:

- o Compare suppliers
- o Rank material options
- o Identify risks
- o Detect missing data
- o Inform contracting decisions



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