

Green Measures

The following measures are to be used in the preparation of documents related to the Tender/Contract:

- A) All documents and reports are to be printed on both sides and on recycled paper with no less than 50% recycled materials. The logo of recycled paper should be printed in a prominent area of the documents.
- B) Documents or supplementary documents should preferably be printed on recycled paper.
- C) Bleached papers should not be used if possible. Papers exceeding 80 gsm are not recommended as a general rule.
- D) Unnecessary or excessive use of plastic laminates, glossy covers or double covers should be avoided as far as possible. Use of recyclable non-glossy art board paper as document covers should be encouraged.
- E) The documents and report should be single line spacing and using both sides of the paper.
- F) Excessive white space around the borders and in between the paragraphs of all documents should be avoided. A margin of 2 cm should be sufficient.
- G) Excessive use of blank papers should be avoided as far as possible.
- H) Number of pages can be reduced by reducing the size of typeface (font). For example, “Times New Roman” or “CG Times” of a font size not larger than point 12 or 10 characters per inch (cpi) should be used in balancing legibility and clarity against our waste reduction objective. The appearance and readability of the document can be improved by using two columns where the font size used is 12 points.