

## Steps for public buyers

### 1 Identifying needs

for purchasing timber and wood derived products and having a timber procurement policy

### 2 Specifying requirements

in terms of performance, not specifying a specific species (if possible)

### 3 Selecting suppliers for tender and invitation to tender (ITT)

potential suppliers need to be informed that their potential to provide legal and sustainable timber, or FLEGT licensed timber will be assessed in the process of selection of suppliers who will be invited to tender

### 4 Selecting suppliers

based on their capacity to provide legal and sustainable or FLEGT-licensed timber as a requirement. Final selection should be made on value for money and other criteria.

### 5 Putting a contract into place

### 6 Managing the contract / Checking evidence

## CPET tools and support

### CPET support

Visit the CPET website ([www.cpet.org.uk](http://www.cpet.org.uk)) or call the helpline.

### Model Specification

model specification text which can be copied into your specifications can be downloaded from the CPET website. Follow the link below.

### Model ITT letter

A model paragraph for inclusion in the Invitation To Tender cover letter can be downloaded from the CPET website. Follow the link below.

### Model contract clauses

model contract clauses which can be copied into your contracts can be downloaded from the CPET website. Follow the link below.

### CPET guidance and support

CPET can help you evaluate the evidence of legality and sustainability of your products that your supplier provides you with. Call the helpline or email us for more information.