Republic of the Philippines
BATANGAS STATE UNIVERSITY
The National Engineering University
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EXCERPT FROM THE MINUTES OF THE SEVENTY FOURTH (74TH) REGULAR MEETING OF THE BATANGAS STATE UNIVERSITY BOARD OF REGENTS HELD AT TWIN LAKES HOTEL, TAGAYTAY-NASUGBU HWY, LAUREL, BATANGAS ON 07 DECEMBER 2022

PRESENT:

Dr. MARITA R. CANAPI CHED Commissioner	-	Chairperson
Dr. TIRSO A. RONQUILLO University President	-	Co-Chairperson
Cong. MARIO VITTORIO A. MARIÑO Representative of Cong. Mark O. Go	-	Member
Mr. JOHN BRYAN D. DIAMANTE Representative of Sen. FRANCIS "CHIZ" G. ESCUDERO	-	Member
Dir. LUIS G. BANUA Director, NEDA – Region IV-A Representative of Dr. ARSENIO M. BALISACAN	-	Member
Dir. EMELITA P. BAGSIT Director, DOST – Region IV-A Representative of Dr. RENATO U. SOLIDUM, Jr.	-	Member
Engr. LADISLAO L. ANDAL Private Sector Representative	-	Member
Engr. AMANDO A. PLATA Alumni Regent	-	Member
Dr. KRISTOFFER CONRAD M. TEJADA Faculty Regent	-	Member
Ms. DONNA KRISTEL B. VERANA Student Regent	-	Member
Prof. ENRICO M. DALANGIN Board and University Secretary	-	Head Secretariat

OTHERS PRESENT:

Dr. FREDDIE BULAUAN	-	OIC-Director, CHED Regional Office IV-A
Ms. MARICEL B. BERDAN	-	Staff, Office of Comm. Canapi
Ms. BLAISEDELE C. REGACHO	-	Staff, Office of Comm. Canapi
Atty. LUZVIMINDA C. ROSALES	-	Vice President for Administration and Finance
Ms. SHAIRA MAE J. DE JOYA	-	Technical Staff
Ms. APRIL B. FLORENDO	-	Technical Staff

Res. No. 136-1F, S. 2022

Resolution Approving the Policy for Green Procurement

WHEREAS, to support the attainment of the 17 Sustainable Development Goals (SDGs), the University has undertaken programs, projects and activities supportive of the SDGs since 2014 as articulated in its Strategic Plan 2019-2029 and has reinforced its commitment to sustainability in human, financial, and environmental context with the approval of the establishment of the Center for Sustainable Development its Logo and Sustainability Plan through Board Resolution No. 4, s. 2022;

WHEREAS, the Board through Resolution No. 136, s. 2022 approved the University Policy Guidelines for the attainment of Sustainable Development Goals;

Certified True Copy of the Original
ENRICO M. DALANGIN
Secretary of the University
and of the Board of Regents
Date: 4/23

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WHEREAS, to ensure the attainment of the goals, the University shall be guided by internal policies designed to assure balance between social, economic and environmental sustainability;

WHEREAS, the Chapter 1 of the approved policy guidelines for is about environmental sustainability supporting SDGs 6, 7, 11, 12, 13, 14, and 15 which covers land resource management, water usage and care, wildlife protection, green buildings, energy conservation, green procurement, minimization of use of plastic and disposable items, and solid waste management;

WHEREAS, an individual policy is provided in every chapter which prescribes the specific action or step to be undertaken by the University to achieve the SDGs;

WHEREAS, this policy for green procurement provides the environmental considerations that shall be adopted in screening possible suppliers in relation to the procurement activities of the University;

WHEREAS, as provided in the policy, the performance criteria to which the supplier will be screened are based on the product attributes, waste management, labelling or certification, packaging or reverse logistics, compliance to government regulations, environmental programs at the facilities of the supplier;

WHEREAS, the proposal was presented to the Administrative Council of the University, and after thorough discussion and deliberation, it was endorsed for approval of the Board through Resolution No. 1128-01, s. 2022;

WHEREAS, the same proposal was deliberated upon by the Finance Committee and after thorough discussion and deliberation, it was endorsed for approval of the Board through Resolution No. 120, s. 2022;

WHEREAS, the matter was presented to the Board of Regents for deliberation and approval during its regular meeting on 07 December 2022;

NOW, THEREFORE:

BE IT RESOLVED, AS IT IS HEREBY RESOLVED that the Board of Regents after thorough discussion and deliberation approved the Policy for Green Procurement.

APPROVED.

Certified Correct:

ENRICO M. DALANGIN
Secretary

Certified True Copy of the Original

ENRICO M. DALANGIN
Secretary of the University
and of the Board of Regents
Date: 1423

TITLE

Green Procurement Policy and Guidelines
(Screening of Suppliers Considering Environmental Criteria)

The purpose of the Green Procurement Guidelines is to contribute to the development of a sustainable society in partnership with companies that are taking proactive steps toward the conservation of the environment by prioritizing procurement of goods, services, infrastructure works and consulting services with low environmental impact. This policy is intended to minimize the environmental impact from the source or input on the University operation prior to its utilization on the respective activities of the same.

RATIONALE

Global environmental issues, including global warming, are becoming increasingly severe. Therefore, governments, industry, and consumers must work together to preserve the global environment and develop a recycling-oriented society. This may be done by the adoption of "green procurement" standards and guidelines as suggested by the government and other cost-efficient methods that are considered as best practices of other relevant institutions. This policy may contribute to the attainment of SDG 7: Affordable and Clean Energy, SDG9: Industry, Innovation and Infrastructure, SDG 11: Sustainable Cities and Communities, SDG 12: Responsible Consumption and Production, SDG 13: Climate Action, SDG 15: Life on Land, and SDG 17: Partnerships for the Goals.

Batangas State University - The National Engineering University is committed to delivering sustainability in human, financial, and environmental contexts. The University has made a commitment within its Vision and Strategy 2019-2029 to deliver its sustainable targets. The University is committed to upholding the highest standards of governance and ethics, and fully subscribes to the key principles of sustainable development, namely, inclusivity, integrity, stewardship, and transparency. In addition to complying with applicable legal requirements, we will strive to continually improve our sustainability performance. To achieve sustainable operating practices, the university will continue to build a strong and sustainable university operation, high quality infrastructure, and a healthy environment. It will adopt sustainable practices involving all our faculty, employees, and students in the continuous improvement of our sustainability performance.

As one of the leading universities in the country, BatStateU works to preserve the environment through its sustainability policy and has published the Green Procurement Policy. There is a need to monitor procurement procedures and material acquisitions, and promote by ensuring that the suppliers may contribute in providing the greatest reduction of energy, water, and materials; and may reduce employee exposure to toxic substances and harm to the environment. The University shall reduce the consumption of materials, energy and water used in the normal course of business and minimize exposure to potential environmental hazards. Materials for purchase, procedures in the procurement process, and equipment for purchase shall be evaluated to improve the condition of the built and natural environment and improve employee health; and reduce environmental harm and minimize employee and environmental exposure to toxic substances.

This policy and guidelines will contribute to the attainment of the following performance indicators of the sustainability attainment of the University:

Environment

- Reduced energy consumption across all campuses. Reduced waste to landfill and increased haul of recyclable materials.
- Coordinated solid waste, recycling and reuse program within university facilities and service areas.
- Reduced amount of solid waste.
- Minimized use of products requiring specialized waste handling, hazardous or biological waste handled in accordance with existing regulations.

Procurement

- Reduction in university-wide paper usage.
- Sustainable procurement practices consistently observed.
- Increased awareness on sustainable procurement practices.

Infrastructure

- New and refurbished buildings that incorporate the principles of sustainability.
- Sustainability standards for new build and other facilities.
- Availability of safe, functional, and sustainable facilities.

The strategies for implementation relative to green procurement as recommended in the Sustainability Plan of the university are as follows:

- Fully implement the e-procurement guidelines for efficient electronic procurement processes, with the goal of eliminating hardcopy generation of forms and files.
- Purchase products with a lower environmental impact.
- Purchase products made with recycled paper, like paper towels, toilet paper, printer paper, and others.
- Use of technology to reduce paper usage.
- Implement state-of-the-art electronic document management technologies, using electronic forms processing, and promoting electronic capture and maintenance of records resulting in the reduction of paper consumption and storage requirements.
- Educate and monitor university staff in the use of sustainable purchasing/procurement procedures.
- Ensure that University procurement policies and procedures incorporate an assessment of environmental impact of purchases throughout their life cycle and encourage the use of producers and suppliers who follow environmentally responsible practices.
- Assess, wherever possible through all life cycle phases, the sustainable impact of all purchases, in terms of raw materials, manufacture, distribution, use and disposal, and to assess suppliers in several areas.
- Write procurement specifications and contract language ensuring contractors, suppliers and university departments use resources in the most sustainable manner.
- Deal with producers and suppliers who follow environmentally responsible practices.

- Develop a list of institutions/offices eligible to receive University surplus property. Send notification to this list prior to any other dispensation of surplus property.
- Develop and implement a sustainable procurement awareness program.
- Provide employees with information, at least annually, regarding all the options available to dispense with surplus property.

Therefore, this policy and guidelines are enforced to have a collaborative implementation of sustainability goals on the environment by knowing the principles and seeking the cooperation of our suppliers.

LEGAL BASES

To ensure the attainment of the vision, mission and goals of the university, the BatStateU Pablo Borbon offers a variety of activities and operates multiple facilities on a daily basis to support the needs of both students and faculties. With this, there is no doubt that there is a large procurement of products and services needed especially for academic use. As a result of product usage is the generation of solid and hazardous waste. Hence, the university must implement stricter and effective procurement guidelines and waste management policies. The following are the basis of this guidelines:

1. **Philippine Development Plan (PDP) 2017-2022**

   The Philippine Government is now at the forefront of buying green through the implementation of the Green Public Procurement (GPP) Regime. It is an initiative that is part of the Philippine Development Plan (PDP) 2017-2022's Strategic Framework to Ensure Ecological Integrity, Clean and Health Environment. It bears on the country's commitment to the Sustainable Development Goals put forth by the UN, contributing to the development of high-priority national policies on clean air and water, health and quality of life, waste reduction, security of energy supply and development of local economies. Through this GPP Program, supplies, equipment and services secured by government agencies are subject to specifications that ensure reduced environmental impact throughout their life cycle.

2. **The Philippine Green Public Procurement Roadmap - Advancing GPP until 2022 and beyond**

   Green Public Procurement (GPP) is the policy of many governments as prominent market stakeholders focus on sustainable consumption that will influence the patterns of production. GPP is contributing to sustainable development as a process of meeting human development goals while sustaining the ability of natural systems to continue to provide the natural resources and ecosystem services upon which the economy and society depends.

3. **GPPB Resolution No. 25-2017 Recognizing the Green Public Procurement (GPP) Roadmap and Adopting the Technical specifications for the Ten Common-Use Supplies and Equipment (CSE) and Ten (10) NonCommon-use Supplies and Equipment (Non-CSE).**

   On 23 September 20 I6, the GPPB approved the GPP List of Prioritized CSE and Non-CSE products, as follows:

Prioritized CSE Products

a) Multi-Copy Paper;
b) Toilet Paper;
c) Record Books;
d) Cleaner;
e) Trash Bag;
f) Disinfectant Spray;
g) Chairs;
h) Detergent Powder;
i) Liquid Hand Soap; and
j) LED Lights/Bulbs

Prioritized Non-CSE Products

a) Computer Monitors, Desktop; Computers and Laptops;
b) Air Conditioners;
c) Vehicles;
d) Fridges and Freezers;
e) Copiers;
f) Paints and Varnishes;
g) Food and Catering Services;
h) Training Facilities/Hotels Venues;
i) Toilets and Urinals;
j) Textiles/Uniforms and Work Clothes

4. Executive Order No. 301, s. 2004 - Establishing a Green Procurement Program for all Departments, Bureaus, Offices and Agencies of the Executive Branch of Government (March 29, 2004)

As per this executive order, all Government Agencies shall establish a Green Procurement Program. All government departments, offices, and agencies are hereby ordered to establish their perspective "Green Procurement Program". The purpose of the program are as follows:

- To promote the culture of making environmentally-informed decisions in government, especially in the purchases and use of different products.
- To include environmental criteria in public tenders, whenever possible and practicable.
- To establish the specifications and requirements for products of services to be considered environmentally advantageous.
- To develop incentive programs for suppliers of environmentally sound products and services.

5. Sustainable Development Goals (SDGs)

The Sustainable Development Goals are a collection of 17 interlinked global goals designed to be a "blueprint to achieve a better and more sustainable future for all". The SDGs were set up in 20I 5 by the United Nations General Assembly and are intended to be achieved by the year 2030.

They are included in a UN Resolution called the 2030 Agenda or what is colloquially known as Agenda 2030. The SDGs were developed in the Post-20 I 5 Development Agenda as the future global development framework to succeed the Millennium Development Goals which ended in 2015.

Sustainable growth and development requires minimizing the natural resources and toxic materials used, and the waste and pollutants generated, throughout the entire production and consumption process. Sustainable Development Goal 12 encourages more sustainable consumption and production patterns through various measures, including specific policies and international agreements on the management of materials that are toxic to the environment.

6. **RA 9003 otherwise known as Ecological Solid Waste Management Act of 2000**

This act ensures the protection of public health and environment An act providing for an ecological solid waste management program, creating the necessary institutional mechanisms and incentives, declaring certain acts prohibited and providing penalties, appropriating funds therefore, and for other purposes. The National Solid Waste Management Commission shall oversee the implementation of solid waste management plans and prescribe policies to achieve the objectives of this Act; promote national research and development programs for improved solid waste management and resource conservation techniques, more effective institutional arrangement and indigenous and improved methods of waste reduction, collection, separation and recovery; ensure the proper segregation, collection, transport, storage, treatment and disposal of solid waste through the formulation and adoption of the best environmental practices in ecological waste management excluding incineration.

ARTICLE I. POLICY STATEMENT

Batangas State University aims for sustainable procurement of goods, services, and works that will provide the need of the University, deliver long term value, provide social and economic benefits, and minimize the environmental impact. This may be done by capacity building to end user and supplier; qualifying properly the suppliers complying to the standards and guidelines set by the University; and evaluating the specification of goods, services, infrastructure works, and consulting services with consideration of the existing green procurement policy of the government, and standards.

This policy is part of the commitment for the sustainability vision that will help minimize the risk by providing a safe and healthy environment for faculty, staff, and students in accordance with the University's policies, and collaborative approach to sustainable management of university resources. To attain environmental sustainability the participation of both the end user and the suppliers in providing information during their environmental sustainability assessment.

This policy will be integrated to the existing procurement policy framework and will apply the policy and guidelines indicated in the Philippine Green Public Procurement Roadmap (2017).

ARTICLE II. SCOPE AND COVERAGE

This policy and guidelines apply to all members of the University including faculty, staff, and students, as well as contractors and service providers and to all areas of the University that support teaching, learning, research, and extension services. This will contribute to the attainment of the goals for environment,

reduction of greenhouse gas emissions of the campuses of the university to 25% below based on the level of emission in 2022 attained by 2029. This policy will ensure the integration of the principles of sustainability in the procurement process by progressively identifying and prioritizing the expenditure on goods, services, and infrastructure that may demonstrate improved sustainability outcomes; and adoption of "green procurement" standards and other cost-efficient measures as set by the government and other relevant institutions.

This is a multi-campus policy and is therefore applicable to all BatStateU campuses. It consists of four main sections: Research towards a Sustainable Future, Teaching and Learning for Sustainability, Sustainable Operating Practices, and Partnership and Community Engagement for Sustainability. Each section describes the appropriate direction constituent campuses, colleges, divisions, and units should take as well as some practical steps for meeting the goals of this policy. Creating a sustainable university requires the cooperation and dedication of faculty, staff, students, partners, and the wider community working collaboratively with each other. The university maintains partnerships that advance shared aims and aspirations on attaining sustainability. This may be done by engaging with other institutions and the wider community to share environmental best practices and to demonstrate environmental responsibility; and carry out the university operation that is sensitive to our neighbors and interested parties.

The sustainable operating practices that will be covered and relevant to the green procurement policy specifically on screening of suppliers are:

- Sustainability goals that inform administrative policies and procedures in the areas of execution, assessment, reporting, and alignment based on the implementation of the green procurement policy with environmental criteria considerations for screening of suppliers.
- Managing the risks and opportunities associated with the activities of procurement, bidding, and other relevant financial transactions for acquiring goods, infrastructure development, and rendering of services that will prevent harm to people, assets, and most especially the environment.
- Optimize the use of University's financial resources in support of the activities of the University goals through responsible and accountable economic management.
- Ensuring compliance with current legal requirements, environmental standards, and other guidelines relevant to sustainable procurement to which the university is committed to.
- Establishing targets to help achieve those established in the Sustainable Development Goals.
- Develop a culture of sustainability and transfer such culture to the entire value chain: clients, partners, suppliers, and other stakeholders emanating from the implementation of this policy.

ARTICLE III. DEFINITION OF TERMS

As used in this Policy Guidelines, the following terms are defined as follows:

(a) **Analytical Hierarchy Process (AHP).** It is a technique used for decision-making on identifying the best alternative from many feasible options. This is the process considered on the implementation of Green Procurement Policy of Batangas State University.

(b) **Common-use Supplies and Equipment (CSE).** The identified most common products and equipment as identified in the Green Public Procurement as set by the government. These are enumerated in Green Public Procurement technical specifications of priority product groups and

are centrally purchased through the Department of Budget and Management – Procurement System (DBM-PS).

(c) **Employee**. It refers to both faculty and staff.

(d) **End user.** It is the person, or a group that will use the goods, infrastructure and services as provided by the supplier.

(e) **Environmental Impact.** This refers to the major negative impact on the ecosystem or environment of the process and product.

(f) **Green Building**. An integrated framework of design, construction, and operations practices that encompasses the environmental, economic, and social impacts of buildings. Green building practices recognize the interdependence of the natural and built environments and seek to minimize the use of energy, water, and other natural resources and provide a healthy, productive indoor environment.

(g) **Green Procurement.** Also known as Green Purchasing, this is the procurement of goods, infrastructure and services that is considered with a reduced environmental impact, in general.

(h) **Green Public Procurement (GPP)**. It is a process whereby public authorities seek to procure goods, services and works with a reduced environmental impact throughout their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured. It is the concept adopted by the government to convert the market to a greener one with substantial benefits for the environment and improve the socio-economy status of the nation. It is the policy of many governments as prominent market stakeholders to focus on sustainable consumption that will influence the patterns of production.

(i) **Green Technical Specifications.** Criteria of technical specifications that considers less negative environmental impact.

(j) **Philippine Bidding Documents.** The documents to be submitted for the Bidding and Awards Committee of the project intended for the procurement of goods, infrastructure, and services.

(k) **Philippine Green Public Procurement Roadmap.** The strategy of the Philippine government that describes a circumspect approach that reflects issues and concerns such as value for money, suppliers' readiness, capacity, and awareness.

(l) **Non-Common-Use Supplies and Equipment (non-CSE).** These are supplies and equipment that are not included in the list of Common-Use Supplies and Equipment (CSE) that may be directly purchased by the various government stakeholders.

(m) **Recycling.** Any process by which solid waste materials are transformed into new products in such a manner that the original products may lose their identity.

(n) **Recycled - Content Products**. Products made from materials that would otherwise have been discarded. Items in this category are made totally or partially from material destined for disposal or recovered from industrial activities.

(o) **Supplier.** It is the person or organization that provides the goods, infrastructures or services needed by the university.

(p) **Sustainability.** A holistic approach that considers ecological, social, and economic dimensions, recognizing that all must be considered together to find lasting prosperity. Sustainability as used here is how the university operates within the limits of available human, financial, physical, and natural resources in ways that allow the University to thrive in perpetuity.

(q) **Sustainable Development.** It is the overarching paradigm of the United Nations. The concept of sustainable development was described by the 1987 Brundtland Commission Report as "development that meets the needs of the present without compromising the ability of future generations to meet their own needs."

(r) **Sustainable Development Goals (SDGs)**. It is a universal call to action set by the United Nations in 2015 with the goal of ending poverty, protecting the planet, and ensuring all people enjoy peace and prosperity, where government, private sector, civil society, and citizens are enjoined in the localization of the 17 goals.

(s) **Technical Specifications.** The requirements that provide details and specifics that set out the engineering requirements of the goods, infrastructure, and services to be purchased (E.g., functional, mechanical, operational, quality and performance requirements).

(t) **University.** It means Batangas State University and all its constituent and extension campuses.

ARTICLE IV. GENERAL GUIDELINES

Section 1. Performance Criteria

The framework for environmental performance criteria based on Analytical Hierarchy Process to which this policy is based upon can be seen in Figure 1. The performance criteria to which the supplier will be screened are based on the following:

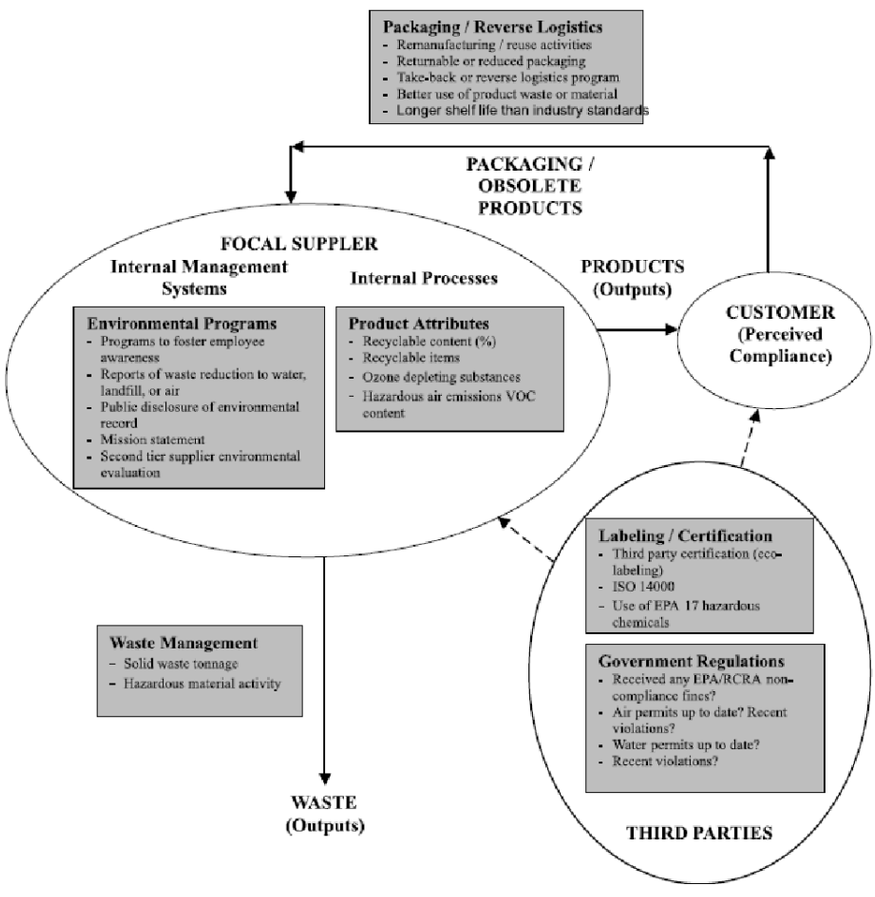

Figure 1. Analytical Hierarchy Process

1. **Product Attributes**. This is in relation to technical specifications provided by the supplier on the goods, services and infrastructure that will be provided by the supplier.

2. **Waste Management.** This concerns the existing policy in place on environmental and waste management practices of the supplier.

3. **Labeling or Certification.** This pertains to the processes of the supplier that have been certified by third parties (government or non-government) most especially in its environmental systems or activities (ISO 14000). The supplier participates in voluntary eco-labeling systems.

4. **Packaging or Reverse Logistics**. This assesses the presence of activities such as remanufacturing or reuse, returnable or reduced packaging, and reverse logistic systems (responsibility on pickup and disposal of packaging materials from the customer).

5. **Compliance with Government Regulations**. This assesses the extent of the activities of the supplier in compliance with existing and appropriate regulations of the government.

6. **Environmental Programs at the Facilities of Suppliers.** This assesses the presence of environmental systems available in the facilities of the supplier or management system. This may include training programs, internal reporting structures, public disclosure statements, internal mission statements relating to the environment, and supplier evaluation systems.

Section 2. Screening of Supplier

The implementation of green procurement in the university will still require the end user and most specially the suppliers to provide materials and abide the process of procurement in accordance to implementing rules and regulations for green public procurement, the Generic Procurement Manual (GPM), submission of Philippine Bidding Documents (PBD), and a clear report on the green technical specifications that presents a clear statement of the required standard of materials, workmanship and performance of goods, infrastructures and services to be procured. The following are the steps that may be included in the procurement process to properly screen suppliers that will consider environmental sustainability based on requirements and criteria of evaluation.

1. Submission of purchase request by the end user with the inclusion of green technical specifications that will contribute to the environmental sustainability actions of the University. The end user shall provide a minimum of three sets of purchase options with technical specification ranked based on the compliance to environmental criteria with justification on how environmental sustainability may be attained through the purchase of the goods, infrastructure, and services of the University. A market survey shall be included which comprised of the study of the available products and the determination if there are sufficient suppliers for the goods the end user shall procure, industry developments or standards, product standards specified by the authorized government entity such as the Bureau of Product Standards with high regard on the Philippine Standards, the International Standard Organization (ISO) or similar local or international bodies. For products where there are no specified Philippine standards, the standards of the country of origin, or other international body may be considered.

2. The green technical specifications of the goods, infrastructure, and services as provided by the end user with the highest consideration for environmental sustainability will be given priority and will be

considered by the Procurement and Property Office or the Bidding and Awards Committee for purchase request to the University.

3. Submission of documents by the supplier as requested by the Procurement and Property Office, or the Bidding and Awards Committee which will include the Green Technical Specifications that highly considers the environmental sustainability and General Checklist of Environmental Criteria Evaluation (See Annex A). The standards required by the end user for the qualification of green technical specifications will also be required also from the supplier. The green technical specifications express both the functionality and the green attributes.

4. The green technical specifications of the goods, infrastructure, and services provided by the supplier with the highest consideration for environmental sustainability will be given high priority.

5. If item no. 4 is satisfied by multiple suppliers, the results based on the General Checklist of Environmental Criteria Evaluation will be considered. The supplier that can attain 60% of the performance indicators for each of the performance criteria will be considered as compliant with that performance criteria. The supplier that can attain compliance to 50% of the performance criteria items will be given priority for consideration as to the potential supplier.

6. The documents needed for procurement as mandated by the Procurement and Property Office or the Bidding and Awards Committee shall be submitted after complying with the Environmental Criteria Evaluations. Under the GPP regime, contracts for goods and infrastructure projects shall be awarded to the bidder with the LCRB in compliance with the required specifications which are subject to validation during the preliminary evaluation of bids and to verification during the post-qualification.

Section 3. Green Procurement Awareness

The University will provide the awareness seminar annually for the purpose of providing awareness to end users and suppliers on this policy and guidelines. This policy and guidelines will be available on the University website for the purpose of disseminating it to all stakeholders concerned. This policy and guidelines will be oriented during the start of the procurement process prior to submission of documents for procurement.

The University has the right to get what it needs, this includes value for money in terms of source, quantity, quality, price, time, and delivery. There shall be a balance between the cost and providing goods, infrastructure and services that can lead to environmentally sustainability.

Section 4. Guidelines for Evaluation

Green technical specifications must fit the purpose of identifying the Lowest Calculated and Responsive Bid (LCRB). Specifications must be formulated so that a transparent evaluation of the price level is possible. This requires that the technical specifications express both the requested functionality and the green attributes. Aspects that refer to Life Cycle Costing (LCC) or Total Cost of Ownership (TCO) considerations have to be expressed as technical specifications that have to be met by the supplier. Green technical specifications will not spoil the value-for-money pledge. Usually, green criteria will even provide an added value, either directly due to improved product functionality or indirectly due to the contribution to realize the policy goals in environment protection and sustainable development.

Both the direct and indirect environmental impact of the supplier relative to the goods, infrastructures and services provided shall be assessed. Verification of the compliance of the supplier shall be done by ensuring submission of evidence of compliance to specific environmental criteria identified on the General Checklist

which may include technical dossiers from the manufacturers, test reports from a recognized body accredited by the Philippine Accreditation Bureau or a trusted declaration from the manufacturer. For imported products, recognized labels could be accepted, if a dossier on the reliability and the meaning of the label are provided in the product specific context; it would just serve in lieu of a test report.

The following are the guidelines of implementation on screening of suppliers that will consider environmental criteria for evaluation prior to the purchase of goods, services and works, approval of project contracts under bidding, and other services that may be available.

4.1 Aspect for Consideration

4.1.1 Climate Change

- Undertake climate change measures within the company on mitigating and adapting to climate risks and impacts.
- Reduction of energy consumption over the whole life cycle (manufacturing, transportation, etc.) of supplied goods.
- Improvement of the energy consumption efficiency for supplied goods themselves.
- Active utilization of recyclable energy.

4.1.2 Resource Recycling

- Resource Saving
- Reduction of natural resource consumption.
- Reduction of packing materials.
- Reduction of resources input and industrial emissions at the manufacturing stage and reduction of waste materials.
- Recyclability/Reusability
- Have a clear 3R policy to reduce, reuse and recycle materials and products in its entire life cycle.
- Consideration for easiness of treatment/disposal (simplification of disassembly and crushing disposal, and others).
- Water saving activity to minimize the amount of water intake and utilization of water recycling technology.
- Understanding of the water risk by location and taking action according to the risk.

4.1.3 Biodiversity

- Understanding of the impact of our business activities on biodiversity and making efforts to minimize it.
- Promotion of activities to preserve and nurture nature with consideration for the global environment.

4.1.4 Establishment of an Environmental Management System

- Establishment of an Environmental Management System through ISO14001 certification and registration

4.1.5 Control of Environmentally Hazardous Substances

- Do not use substances prohibited or banned by law in laboratory activities.
- Where necessary, respond to an information request or survey of chemical substances contained in a purchased material, part, or product.

- Implement energy conservation efforts to reduce energy use, run manufacturing processes efficiently, and save energy, such efforts should include increased use of renewable energy sources such as solar, wind, hydro, or bioenergy.
- Carry out life-cycle environmental impact assessments of material extraction, manufacturing processes sale, use, and disposal of products (including air, water, ground, and noise pollution).

4.1.6 Supplier's Responsibility

- Ensure that companies and their suppliers are legally compliant with a country's environmental laws and regulations.
- Institute proper procedures for information disclosure, particularly to consumers and suppliers.
- BatStateU and its suppliers carry out environmental audits, assessments, or surveys to understand their extended impacts on the environment throughout the lifecycle of the products they produce.

4.2 Technical Specifications of Goods, Infrastructure and Services

The technical specification of goods, infrastructure and services will be provided by both the end user and the supplier to assure matching of the quality and performance of goods, infrastructure and services that will be utilized in the activities of the university. The qualification of the goods, infrastructure and services categorized as CSE and non-CSE will be evaluated based on the specification set in the Green Public Procurement technical specifications for priority product groups. The evidence indicated in the Green Public Procurement is required to be provided and the means of verification as recommended in the Green Public Procurement may be considered to provide necessary evidence.

4.3 General Checklist of Environmental Criteria Evaluation

The environmental criteria evaluation shall include the performance criteria with performance indicators included for each. The performance indicators are those requirements that may provide evidence of compliance that can provide less negative environmental impact that may support the attainment of sustainability based on the environment.

ARTICLE V. RESPONSIBLE OFFICIALS AND PERSONNEL

The following shall be the responsible official and personnel in the implementation of this policy guidelines.

A. **Center for Sustainable Development.** The CSD shall ensure the implementation of this policy guidelines, with the following responsibilities:

1. Implement comprehensive green procurement policies in alignment with sustainable development goals and environmental standards.
2. Ensure that all procurement activities adhere to established green procurement guidelines.
3. Organize training programs and workshops for procurement staff to enhance their understanding of green procurement practices.

4. Develop monitoring mechanisms to assess the compliance of procurement activities with green procurement policies.
5. Conduct regular audits and evaluations to measure the environmental impact of procurement decisions and identify areas for improvement.
6. Establish criteria for evaluating suppliers based on their environmental performance, commitment to sustainability, and adherence to ethical practices.
7. Work closely with procurement teams to evaluate the environmental impact of products and services before making procurement decisions.
8. Regularly review and update green procurement policies and procedures to incorporate emerging best practices and technological advancements.

B. End User. The end user shall ensure the implementation of this policy guidelines, with the following responsibilities:

1. Adhere to the established green procurement policies and guidelines when making purchasing decisions.
2. Collaborate with the procurement department to ensure that all purchases align with the organization's sustainability goals.
3. Prioritize the selection of products and services that have minimal environmental impact, considering factors such as energy efficiency, recyclability, and eco-friendly certifications.
4. Explore and support suppliers and vendors who demonstrate a commitment to sustainable and ethical practices.
5. Consider the disposal and end-of-life implications of products and choose items that contribute to waste reduction and recycling efforts.
6. Communicate with suppliers and vendors to express the organization's commitment to green procurement and inquire about the sustainability practices of the products or services being considered.
7. Provide feedback to the procurement department regarding the success and challenges of implementing green procurement practices.
8. Stay updated on new developments and best practices in green procurement by participating in training programs and workshops offered by the university.
9. Support and participate in initiatives that promote sustainability and environmental responsibility within the university.
10. Report any challenges or opportunities for improvement in implementing green procurement policies to the appropriate channels within the institution.

C. Procurement Office. The Procurement Office shall ensure the implementation of this policy guidelines, with the following responsibilities:

1. Ensure that policies are communicated effectively to all relevant stakeholders within the university.
2. Monitor and enforce adherence to green procurement policies throughout the procurement process.
3. Establish criteria for evaluating suppliers based on their environmental performance, commitment to sustainability, and adherence to ethical practices.
4. Collaborate with suppliers to encourage the adoption of green practices and assess their sustainability efforts.

5. Conduct regular market research to identify sustainable alternatives and innovative solutions that align with green procurement goals.
6. Collaborate with end-users to understand their specific needs and preferences regarding green procurement.
7. Maintain documentation of procurement activities, ensuring that it aligns with green procurement policies and is accessible for audits.
8. Assess and manage the risks associated with green procurement, including potential disruptions in the supply chain and changes in environmental regulations.
9. Develop contingency plans to address any challenges that may arise in implementing sustainable procurement practices.

D. Bids and Award Committee. The BAC shall ensure the implementation of this policy guidelines, with the following responsibilities:

1. Ensure that green procurement policies are integrated into the overall procurement framework of the university.
2. Collaborate with the procurement office to align bidding and awarding processes with sustainability goals.
3. Verify and ensure that all procurement activities comply with the established green procurement policies and guidelines.
4. Conduct thorough reviews of bid documents and award criteria to include environmental considerations.
5. Develop and incorporate environmental criteria into the evaluation process for bids and proposals.
6. Evaluate the environmental management systems and practices of potential suppliers during the pre-qualification process.
7. Address any conflicts or disputes related to green procurement issues that may arise during the bidding and awarding processes.
8. Communicate the institution's commitment to green procurement to all bidders and stakeholders.
9. Regularly monitor and report on the implementation of green procurement policies within the bidding and awarding processes.
10. Assess and manage risks associated with green procurement, particularly those related to the bidding and awarding processes.

E. Property and Supply. The Property and Supply shall ensure the implementation of this policy guidelines, with the following responsibilities:

1. Ensure the integration and implementation of green procurement policies within the property and supply management functions of the university.
2. Integrate eco-friendly criteria into the selection process for property and supply items, considering factors such as energy efficiency, recyclability, and overall sustainability.
3. Implement strategies to reduce waste generation in the procurement and supply processes, promoting recycling and responsible disposal practices.
4. Implement effective inventory management practices to minimize overstocking and reduce excess inventory that may lead to waste.
5. Monitor and control the stock levels of environmentally sensitive items to align with organizational needs and sustainability goals.

6. Establish systems to track and report on the environmental performance of procured items.
7. Provide regular reports on the institution's progress in implementing green procurement practices within the property and supply functions.
8. Collaborate with other departments, such as procurement, facilities management, and environmental health and safety, to align green procurement practices across the organization.

ARTICLE VI. MONITORING AND EVALUATION

The Center for Sustainable Development shall monitor compliance with the Policy, with advice and/or observations provided by the Sustainable Development Committee based on the periodic report of its implementation. Reporting will be included in the annual reporting on the University's sustainability-related plans and activities.

Section 1. Annual Report
The Sustainability Development Officer working with the University Sustainable Development Committee shall prepare an annual report that shall be provided to the Presidential Advisory Council for review. The final report will then be presented to the President of the University for information by the Board of Regents. The number of purchase items and specific technical specifications with consideration on environmental sustainability provided by the end user relative to the total purchase requests, and the number of suppliers, technical specifications provided with considered on environmental sustainability, and the number of compliance to the General Checklist of Environmental Criteria Evaluation of suppliers relative to all suppliers who submitted documents for procurement shall be accounted by the officer.

Section 2. Accountability
As established by the Office of the President, the Sustainability Development Officer shall report to, and coordinate with the University Sustainable Development Committee. The Sustainability Development Office in each constituent campuses shall work closely with the Center for Sustainable Development-Central for coordination and compliance. The Sustainability Development Officer shall consult with the University Sustainable Development Committee to develop indicators and measures of success in the implementation of this policy in consultation with appropriate faculty, staff, students, and experts in the broader community.

ARTICLE VIII. EFFECTIVITY

This policy guideline shall take effect immediately upon the approval of the Administrative Council and shall be effective unless otherwise repealed or amended.

REFERENCES

- Academic Plan
- BatStateU Strategic Plan 2019-2029
- BatStateU Sustainability Plan
- BatStateU Sustainability Policy

- Campus Master Plan /LUDIP
- Government Procurement Policy Board – Technical Support Office (2017). ***The Philippine Green Public Procurement Roadmap***. Raffles Corporate Center, Ortigas Center, Pasig City, Metro Manila, Philippines.
- Government Procurement Policy Board – Technical Support Office (2017). ***Green Public Procurement Technical Specifications for Priority Product Groups***. Raffles Corporate Center, Ortigas Center, Pasig City, Metro Manila, Philippines.
- Handfield, Robert; Walton, Steven V.; Sroufe, Robert; and Melnyk, Steven A. (2002). ***Applying Environmental Criteria to Supplier Assessment: A Study in the Application of the Analytical Hierarchy Process***. European Journal of Operational Research, 141, pp. 70-87, © 2002 Elsevier Science B.V. DOI: 10.1016/S0377-2217(01)00261-2.
- Revised Organizational Structure Management Processes and Procedures (ROSMPP)
- Values, Vision, Mission, and Guiding Principles