

DE LA SALLE PHILIPPINES

MODERN CONDUCT OF SCHOOLS

Facilities and Environment Program Management (FEPM) MANUAL GUIDE

Green Procurement

[34] The Lasallian institutions shall recognize their role in protecting the environment and preserving the country's natural resources.

[34.1] All Lasallian institutions must promote the culture of making environmentally-informed decisions, especially in the purchase and use of different products.

[35] The Institutions shall establish an integrated program of green procurement that will bring about the recognition and rewarding of efforts of the industry sector in producing environmentally-sound products.

[35.1] The Institutions must include environmental criteria in public tender, whenever possible and practicable.

[35.2] The Institutions must establish specifications and requirements for products to be considered environmentally advantageous.

[35.3] The Institutions must develop incentive programs for suppliers of environmentally sound products and services.

[36] All Lasallian institutions shall formulate basic policies for promoting comprehensive and planned procurement of materials, components, products and services with low environmental impact goods, in order to comprehensively and systematically promote the procurement of these goods.

[36.1] All institutions shall encourage the purchase of and conversion to eco-friendly goods, by providing information on eco-friendly goods, and promoting a shift in demand towards eco-friendly goods.

DE LA SALLE LIPA:

Strategic Direction: CREATING SUSTAINABLE FUTURES (SD-C)

Policy, Guidelines, & Procedures:

De La Salle Lipa ensures that whenever there are items to be acquired or service to be transacted with, the SUSTAINABILITY CLAUSE or SUSTAINABILITY PROVISIONS should be integrated from issuance of Terms of Reference (ToR) to Contracts of Engagement to prospective and accredited vendors.

SUSTAINABILITY PROVISIONS

DLSL advocates sustainable practices in all its operations. This includes activities that are performed for DLSL by external partners, among others, vendors, contractors and related third party concessionaires. In so doing, *DLSL seeks to ensure that services and activities of these partners apply the same sustainable practices advocated in an approach to reduce the impact on human health and the natural environment.*

Throughout the term of this CONTRACT, the **VENDOR/CONTRACTOR/CONCESSIONAIRE** agrees to support the initiatives of DLSL pertaining to sustainability, such as but not limited to, the following:

1. Sourcing of Products & Services

The **VENDOR/CONTRACTOR/CONCESSIONAIRE** agrees to take reasonable steps to ensure that environmentally preferable products, to the maximum extent possible, are used in the performance of the scope of services and activities without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. All materials, supplies, and food products to be used in the performance of work shall include, among others, the following environmental attributes:

- 1.1 Exercise buying and producing eco-friendly items and locally produced products.
- 1.2 Products and Services that are produced in a way that promotes livelihood opportunities for the local community.
- 1.3 Products that are packaged using recycled materials.
- 1.4 Products that are compliant with the implementing rules and regulations of the Food and Nutrition Council of DLSL.

2. Decent Work and Economic Growth

The **VENDOR/CONTRACTOR/CONCESSIONAIRE**, as third-party partners, shall manage their activities and personnel within campus in compliance with their commitments with social and economic accountability and agrees to:

- 2.1 Comply with applicable laws and industry standards on working hours and to ensure that wages shall be sufficient to meet the basic needs of their personnel;

- 2.2 Not to use or support the use of child labor and forced labor and oppose the use of corporal punishment, mental or physical coercion or verbal abuse;
- 2.3 Ensure equal opportunities, freedom of association and promotion of the development of their personnel;
- 2.4 Not to tolerate corruption in any way, shape or form in any jurisdiction, even if such activities are allowed, tolerated or non-prosecutable.

3. Operating Conditions

The **VENDOR/CONTRACTOR/CONCESSIONAIRE** shall take responsibility to support the energy conservation & mitigation and green initiatives, such as, but not limited to:

- 3.1 Lights shall only be used in areas where necessary and practical.
- 3.2 Water faucets or valves shall be turned off after the required usage has been accomplished.
- 3.3 Defective or malfunctioning faucets, electrical switches, convenience outlets are to be identified by location and to be promptly reported to DLSL as soon as they are found.
- 3.4 Is prohibited from using plastic bags, balloons, SINGLE-USE plastics (e.g. disposable plastic utensils, food wraps, stirrers, straws and other non-sustainable packaging materials) unless there are no reasonable substitutes for items mentioned.

4. Disposal of Residual Waste

The **VENDOR/CONTRACTOR/CONCESSIONAIRE**, in the performance of the required services/operations, agrees to take reasonable means to collect and transport empty, recyclable materials and properly dispose residual waste within their related working areas. This includes the following:

- 2.1 Packaging materials made of Polystyrene or Styrofoam;
- 2.2 Defective equipment considered non-serviceable or other electronic waste;
- 2.3 Dead dry and wet cell batteries, including dead rechargeable batteries used on professional and consumer equipment.

5. Stop P.E.T. Campaign

The **VENDOR/CONTRACTOR/CONCESSIONAIRE** shall adhere with the memo on Stop P.E.T. Campaign issued as stipulated in "Annex A".
