

**[DOST ADMINISTRATIVE ORDER NO. 007, S.
2004, December 22, 2004]**

**DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST) GREEN
PROCUREMENT POLICY**

I. PURPOSE

The "DOST Green Procurement Policy," supports the requirements of Sections 1 and 2 of Executive Order No. 301, the "Establishment of a Green Procurement Program in all Government Agencies," The policy objectives are:

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

II. DEFINITIONS

Agricultural Bio-Based Products means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials.

Buyer means anyone authorized to purchase or contract for purchases on behalf of the agency.

Contractor means any person, group of persons, business, consultant, association, partnership, corporation, supplier, vendor or other entity that has a contract with agency.

Ecolabelling or Environmental Labeling is an international practices of identifying products that reduce environmental impacts compared to other similar products, based on life cycle considerations - from production through packaging, to disposal or recycling.

Environmentally-preferable shall refer to products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product of service.

Green Procurement is the selection of environmentally-preferred products and services that minimize negative environmental impacts. These products or services have a lesser or reduced negative effect on human health and the environment when compared with competing products or services that serve the same purpose.

Green Products are generally produced in a manner that consumes less natural resources. They may involve less energy in their manufacture and may consume less energy when being used, and they generally contain fewer hazardous or toxic materials.

Practicable means sufficient in performance and available at a reasonable price within a reasonable time period and in accordance with generally accepted rules and regulations.

Recyclable Product means a product which, after its intended end use, can demonstrably be diverted from solid waste stream for use as a raw material in the manufacture of another product.

Recycled Product means a product containing recycled material.

Recovered Material shall refer to material and by-products that have been recovered or diverted from solid waste for the purpose of being collected, processed and used as a raw material in the manufacture of a recycled product.

Post-consumer recovered materials means a finished material or product that has served its intended use and would normally be disposed of as solid waste. Examples of post-consumer recovered materials include, but are not limited to; old newspaper, office paper, yard waste, steel, glass, aluminum cans, plastic bottles, oil, asphalt, concrete and tires.

Pre-consumer recovered materials means a material or products generated after manufacturing of a product is completed, but before the product reaches the end use consumer. Examples of pre-consumer recovered materials include, but are not limited to; obsolete inventories of finished goods, rejected unused stock and paper wastes generated during printing, cutting and other converting operations.

Re-use shall refer to the process of recovering materials intended for the same or different purpose without the alteration of physical and chemical characteristics.

Re-used Product means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting, or minor repairs.

Remanufactured Product means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change in its original form.

III. ENVIRONMENTAL CRITERIA IN THE SELECTION OF PRODUCTS FOR PUBLIC TENDERS

All DOST agencies shall identify and purchase the most environmentally-preferred products and services that are available for the intended purpose and that meet performance requirements. The following are the environmental criteria that should be considered when determining the environmentally-preferable goods and services:

1. Recyclability

- Preference to products and packaging that can be reused, reconditioned for use, or recycled through existing recycled collection programs.

2. Performance and Durability

- Preference to products that are durable and long lasting
 - Preference to products with performance standards that are reasonable and related to function and shall not be designed to exclude the purchase of recycled-content products
 - Preference to products that considers repairability and maintenance requirements
 - Preference to products that reduce energy and water consumption

3. Toxicity Reduction or Elimination

- Preference to products reducing or eliminating toxicity, air and water emissions.
- Preference to products and packaging designed to minimize waste and toxic by-products in their manufacture, use, recycling, and disposal method.

4. Biodegradability

- Preference to products that are compostable and biodegradable, where applicable.

5. Life cycle/energy/natural resource use

- Preference to product alternatives that considers short-term and long-term costs and environmental impacts over the lifetime of a product or service (raw material extraction, manufacturing, packaging, transport, energy consumption, maintenance, disposal)
 - Preference to products that maximize service life cycle.

V. SPECIFICATIONS AND REQUIREMENTS FOR PRODUCTS AND SERVICES

Each DOST agency shall consider purchase of:

1. Recycled-Content Products (RCPs) rather than non-recycled-content products. Quality and availability being comparable, will consider only:

- White copy/xerographic paper with at least 30 percent post-consumer recycled content

- Product with the greater recycled content when faced with a choice between two recycled products

- The highest percentage of recycled post-consumer recovered material, available in the marketplace; and
 - The highest percentage of pre-consumer recovered material available in the marketplace.

2. Products that prevent waste

- Purchasing high-quality, durable products
 - Purchasing photocopies with a fast, reliable duplex function designed for heavy loads
 - Purchasing refillable pens

3. Used or reused products

- Purchasing reused diskettes
 - Purchasing remanufactured toner cartridges for printers and copiers
 - Reusing disks from software purchases

4. Products with no packaging, less packaging, or reusable packaging

- Purchasing products in bulk

5. Products with energy and water saving features

- Purchasing energy-efficient equipment with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high space cooling equipment
 - Purchasing energy-efficient products whenever practicable
 - Purchasing water-saving products whenever practicable

6. Products with reduced toxic and pollution effects

- Cleaning or disinfecting products (i.e. for janitorial and automotive use) shall not contain ingredients that are carcinogens, mutagens, or teratogens. These include chemicals listed by the DENR under Implementing Rules and Regulations of RA 6969- Toxic and Hazardous Waste
 - Phasing-out of chlorofluorocarbon-containing refrigerants and other