



SEC OFFICE ORDER

No. 417, series of 2023

**TO : ALL END-USER DEPARTMENTS, SPECIAL OFFICES, AND
EXTENSION OFFICES**

SUBJECT : SEC Green Public Procurement

The Government Procurement Policy Board (GPPB) issued a Resolution 15-2013 supporting the implementation of Sustainable Public Procurement in Government acquisition system. Its Technical Support Office (GPPB-TSO) issued in 2017 the Philippine Green Public Procurement Roadmap which focuses on reducing environmental impacts of procured goods, services and works.

GREEN PUBLIC PROCUREMENT (GPP)

GPP follows the same procedures and principles like conventional public procurement, but it adds more value to sustainable development and the benefit of an inclusive business and consumer society and environment protection.

The main avenue for the integration of green attributes in the public procurement process is in the formulation of technical specifications in the bidding process. The bidding process becomes a green process by adding new or alternative technical specifications which refer to the potential environmental impacts of an item regarding its material composition and in its use and its disposal phase. Green technical specifications must fit the purpose to identify the most responsive offer.

The End-Users are instructed to integrate green attributes in the crafting of Technical Specifications and Terms of References. The following must be considered for common-used supplies and equipment (CSE):

1. The origin of the materials contained in a product. Items from renewable, recycled or from limited sources are preferred;
2. The absence of hazardous substances;
3. Attributes would make a product more environment-friendly in its use phase through reduced energy and water consumption, lesser carbon emissions or extended durability; and
4. Disposal options, i.e., recycling or re-use opportunity.

Further, the following must generally be considered for non-common-use supplies and equipment (NCSE):

1. For office IT equipment, the requirement of energy star rating would suffice;
2. For other energy consuming devices and for which, the DOE DC 2016-04-0005 applies, the highest Minimum Energy Performance Standards (MEPS) shall be the requirements to be met; and
3. For all electric and electronic devices, safe disposal at the end of life through recycling and take-back options have to be provided; products which contribute to ozone depletion shall be excluded.

Below are the specifications provided by the GPPB-TSO:

COMMON-USE SUPPLIES AND EQUIPMENT

Toilet Paper

1. The supplier shall supply products which are made out of raw materials from 100% recycled fibre.
2. The supplier shall supply paper which is at least Elementary Chlorine Free (ECF).
3. The core as well as any paper wrapping and carton box packing must be made from 100% recycled fibre and the cartons must be strong enough for storage and transit.

Record Books

1. The supplier shall supply products which are made out of raw materials from at least 50% recycled fibre.
2. The supplier shall supply paper which is at least Elementary Chlorine Free (ECF).
3. Any paper wrapping and carton box packing must be made from 100% recycled fibre.

Multicopy Paper

1. The supplier shall supply products which are made out of raw materials from at least 50% recycled fibre.
2. The supplier shall supply paper which is at least Elementary Chlorine Free (ECF).
3. Any paper wrapping and carton box packing must be made from 100% recycled fibre.

Plastic Trash Bag

1. The supplier shall supply products which is made of polyethylene (PE).
2. The PE should contain a minimum of 30% postconsumer material.

Chairs

1. The supplier shall supply products made of plastic materials which do not contain lead, chromium, cadmium, mercury, phthalates, and halogenated organic substances.
2. The chairs shall be marked for recycling according to ISO 11469 or equivalent and must not contain additions of other materials that may hinder their recycling.
3. The supplier shall supply products which are packaged in recyclable material.

LEDs

1. The supplier shall supply LEDs which fulfill the specifications according to PNS IEC 62612 (latest version, currently 2014).
2. The supplier shall supply products which are packaged in recyclable material.

Cleaning Agent

1. The supplier shall provide a cleaner which is not chlorine based and does not contain inorganic acids.
2. The supplier shall supply products with adequate instructions for proper use and disposal.

Detergent Powder

1. The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO).
2. The supplier shall supply products with adequate instructions for proper use and disposal.

Liquid Hand Soap

1. The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO).
2. The supplier shall supply products with adequate instructions for proper use and disposal.

Disinfectant Spray

1. The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO).
2. The supplier shall supply products with detailed instructions on maximizing product performance and indications for the proper waste disposal and the recyclability of the container.

NON-COMMON-USE SUPPLIES AND EQUIPMENT

Computers, Monitors, and Laptops

1. The suppliers shall supply ICT equipment which fulfils at least ENERGY STAR 6.1 for computers and 7.0 for monitors criteria.
2. The supplier shall supply products with a visible On/Off switch.
3. In case of desktop computers: The supplier shall supply products which are designed so that the memory, hard disk and CD drive are readily accessible and can be changed easily for upgrades.

4. The supplier shall supply notebooks and desktop computers where the availability of replacement batteries and power supplies is guaranteed for at least 5 years after end of production.
5. The supplier shall supply the products in recyclable packages and shall provide a packaging take-back service.

Copiers

1. The supplier shall supply products which comply with the latest version of the International ENERGY STAR requirements (currently version 2.0 for Imaging Equipment).
2. The supplier shall supply products which contain user instructions for green performance management.
3. The supplier shall supply products which must be capable of using recycled content paper without voiding the manufacturer's warranty.

Refrigerators and Freezers

1. The suppliers shall supply refrigerators and freezers which fulfils at least ENERGY STAR 5.0.
2. The supplier shall ensure that the products do not contain "controlled refrigerants" as defined under the Ozone Layer Protection Regulation.
3. The supplier shall ensure that the products are repairable and that replacement parts are available (for minimum of 10 years after end of production).
4. The supplier shall supply the products in recyclable packages.

Air conditioners

1. The suppliers shall supply air conditioners which fulfils at least ENERGY STAR 4.0.
2. The supplier shall ensure that the products do not contain "controlled refrigerants" as defined under the Ozone Layer Protection Regulation.
3. The supplier shall ensure that the products are repairable and that replacement parts are available (for minimum of 10 years after end of production).
4. The supplier shall supply the products in recyclable packages and shall provide a packaging take-back service.

Paints and Varnishes

1. The product shall not contain mercury, lead, cadmium, hexa-valent chromium, barium, antimony, as well as tributyltin (TBT) and triphenyltin (TPT). If the above substances exist in the product as impurities or contaminant, their total weight shall be less than 0.1% of the product. The use of Bariumsulfate (Barite) is excluded from this limitation.
2. The packaging shall be accompanied by a brief statement discouraging improper disposal of the material and encouraging consultation with local authorities for disposal requirements or recycling opportunities as specified in RA 9003 under article 4.

Textiles

1. The amount of free and partly hydrolysable formaldehyde in the final product shall not exceed 80 ppm for products that come into direct contact with the skin and 300 ppm for all other products.
2. The supplier shall supply products made of organically produced textiles when possible.
3. The supplier shall supply products which are packaged in recyclable material.

Toilets and Urinals

1. The nominal full flush volume shall not exceed 6.0 l/flush (for urinals 2.0 l/flush).
2. Toilets (toilet suites delivering a full flush volume of more than 4.0 litres and toilet flushing systems shall be equipped with a water -saving device. The reduced flush volume shall not exceed 3.0 l/flush.
3. The supplier shall supply products with a warranty for repair or replacement of minimum four years.
4. The supplier shall supply products which are packaged in materials that should be recyclable.

Vehicles

1. The supplier shall ensure that the vehicle meets the EURO IV Standard.
2. The supplier shall provide a guarantee for the vehicle for a period of at least 3 years or 100,000 km, whichever comes first.

3. The supplier shall demonstrate guarantee the availability of parts for the specific vehicle model for at least 7 years from the time production of the particular model ceases.

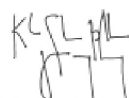
Food and Catering Services

1. The service supplier shall have its own environmental policy. The environmental policy shall cover environmental procurement, the reduction of waste and energy consumption, and water saving.
2. The service supplier shall provide local or regional products or products which are produced in a sustainable way (e.g. produced according to good agriculture practices, organic, avoiding overfishing, no products from threatened species) when offering food and beverages.
3. The service supplier shall provide a vegetarian option.
4. The service supplier shall eliminate the use of non-essential disposable products like plastic bags, single-use utensils, etc. When disposable products are used, the supplier shall use recycled materials where possible.
5. The service supplier shall post its environmental policy in places where employees can easily notice them.

Training Facilities/Hotels/Venue

1. The service supplier shall have its own environmental policy. The environmental policy shall cover the reduction of chemical substances usage, the reduction of waste and energy consumption, and water saving.
2. The service supplier shall provide organic, local or regional products or products which are produced in a sustainable way (esp. avoid overfishing, no products from threatened species) when offering food and beverages.
3. The service supplier shall ensure that indoor lighting is energy efficient.
4. The service supplier shall reduce packaging and usage of disposable containers for food, drink and condiments.
5. The service supplier shall post its environmental policies or targets in places where guests and employees can easily notice them.

Issued on 12 July 2023, in Makati City.


Commissioner Karlo S. Bello
Officer-in-Charge