



ATENEO DE MANILA UNIVERSITY
OFFICE OF THE VICE-PRESIDENT FOR FINANCE AND TREASURER

26 September 2023

TO ALL UNIVERSITY SUPPLIERS

FROM ELOISA D. BALMORIS
Vice-President for Finance and Treasurer

REGIDOR B. MACARAIG
Director, Central Purchasing Office

SUBJECT Alignment with Green Purchasing Memo # U2324-040

Dear University Suppliers:

On September 8, 2023, the Office of the President of Ateneo de Manila University released Memo # U2324-040, also known as "Policy on Green Purchasing," highlighting the University's commitment to sustainability and environmental responsibility.

As per the new directive, the Central Purchasing Office is taking necessary steps to align our procurement practices with the Green Purchasing Policy. Our primary objective is to achieve CO2 neutrality by 2030 and become a Laudato Si University.

To make significant progress towards this objective, it is crucial that we actively promote sustainable consumption and productions.

Sustainable Options for Suppliers:

1. Waste Reduction: We promote We support reusing and recycling products to reduce short-term and long-term waste, procuring items like:

- a. **Recycled products:** We prioritize recycled products made from materials already used by consumers, as this helps reduce the need for new resources and minimizes waste. For example, we look for paper products with more recycled content from consumers.
- b. **Products with a longer life cycle:** We will opt for products that have a long life span, are easy to repair, and can be recycled at the end of their useful life. By selecting durable and repairable items, we reduce waste generation.
- c. **Sustainable packaging:** We will select products with minimal packaging or using packaging materials that can be easily diverted to accredited collectors and treaters. Products will be purchased in bulk whenever feasible to reduce packaging waste and increase cost savings.



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2. Energy Efficiency: We seek energy-saving technologies and appliances to reduce energy consumption, e.g., LED lighting upgrades and energy-efficient appliances. These products will reduce energy costs and decrease greenhouse gas emissions in the long run.

3. Locally sourced/produced goods and services: We will prioritize goods and services that are locally produced. By purchasing products or availing of services that are as near as possible to the University, we minimize the environmental impacts of transportation and promote the local economy.

4. Ethical Sourcing: Ethical practices and adherence to social and environmental standards are crucial considerations in all our procurement decisions. We prioritize suppliers who share our commitment to ethical sourcing, e.g., Fair Trade Coffee: Conflict-Free Electronics.

5. Value-Aligned Partnerships: We aim to establish partnerships with suppliers and manufacturers who share our values and commitment to sustainability. For instance, we collaborate with Sustainable Office Supplies Local and Eco-Conscious Vendors.

Thank you, and we look forward to continuing our partnership and working together towards a better, more sustainable future.

Sincerely,

Handwritten signature of Eloisa D. Balmoris in black ink.

Eloisa D. Balmoris

Vice-President for Finance and Treasurer

Handwritten signature of Regidor B. Macaraig in black ink.

Regidor B. Macaraig

Director, Central Purchasing Office