



Republic of the Philippines  
Department of Environment and Natural Resources  
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929-70-41 to 43

MEMORANDUM ORDER  
No. 2005 - 06

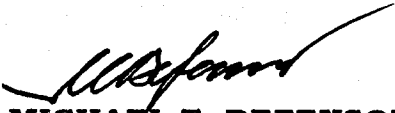
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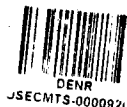
SUBJECT : **GUIDELINES FOR THE PROCUREMENT OF SUPPLIES, EQUIPMENT, MATERIALS, AND SERVICES PURSUANT TO EXECUTIVE ORDER NO. 301, SERIES OF 2004**

In consonance with Executive Order No. 301, series of 2004, directing the establishment of a Green Procurement Program for all Departments, Bureaus, Offices and Agencies of the Executive Branch of Government and in line with the Department's commitment to set a role model in environmental management, guidelines for the procurement of office supplies, equipment, materials and services are hereby adopted:

1. As a general rule, Purchase Requests for commonly used office supplies, materials, and equipment shall be procured from the Procurement Service, Department of Budget and Management (PS-DBM);
2. In selecting office supplies, equipment, materials and services, environment-friendly products shall be given first preference or due consideration;
3. Suppliers, contractors or manufacturers who tender bid proposals that offer environment-friendly products or services shall likewise be given due consideration and preference;
4. Purchase of products and services that are hazardous to health and to the environment, non-recyclable, non-refillable, and non-reusable shall be stopped immediately, except when no such products or services are available in the market; and
5. The General Services Division, Administrative Service and the Bids and Awards Committee are tasked to strictly implement this directive. They shall submit to this office, through the Undersecretary for Management and Technical Services, monthly and quarterly reports of compliance with this Order.

For compliance.

  
**MICHAEL T. DEFENSOR**  
Secretary



Let's Go Green