



ULAB Procurement Policy

I. Green Procurement Policy at ULAB

University of Liberal Arts Bangladesh (ULAB) is committed to environmental stewardship by maintaining purchasing practices that promote and encourage the use and purchase of environmentally and socially responsible products. When making purchasing decisions, ULAB tries to give equal weight to environmental and social considerations as we do to price, availability, and performance.

II. What is the Green Procurement Policy?

We consider environmentally preferable, or “green,” products and services that have a lesser or reduced impact on the environment over their life cycle when compared to competing goods or services.

Environmentally preferable or “green” products and services are those that have a lesser or reduced impact on the environment over their life cycle, as compared to competing goods or services.

III. University of Liberal Arts Bangladesh (ULAB) Procurement policies

In order to further the University’s commitment to sustainability, all individual departments are encouraged to:

- Consider whether the item or service is really necessary.
- Purchase recycled and environmentally preferable products (EPP), when quality, performance, and price are comparable to alternatives.
- When purchasing products give greater preference to products that have reduced packaging
- When purchasing products give greater preference to products that are easy to re-use, refurbish, remanufacture, or recycle at end of life
- When purchasing products give greater preference to products that have lower greenhouse gas emissions and air contaminants
- When purchasing products give greater preference to products that use energy or water more efficiently

- When purchasing products give greater preference to alternative sources of energy or fuels
- When purchasing products give greater preference to products that are made of renewable resources
- Promote practices that support and sustain healthy communities and social structures.
- Encourage local companies/suppliers/vendors with a diverse workforce eg: employees who are differently abled, ethnic minorities, and small SMEs with women in leadership roles to bid for university contracts.
- Select vendors/suppliers with a commitment to environmental protection and well-being.
- Encouraging companies and prefer companies that are involved in socially responsible activities to bid for university contracts.

When procuring/purchasing products for the university the office of procurement is encouraged to calculate

- initial cost
- operating costs
- maintenance costs
- depreciation costs
- upgrade costs
- disposal costs

Benefits

Green Procurement Policy helps ULAB:

- reduce energy and water consumption (which can reduce costs)
- use resources more efficiently
- reduce waste (which can reduce ULAB's waste disposal costs)
- reduce the impact on the environment

IV. How ULAB makes a Green Purchase

ULAB's Procurement office staff and faculty makes a positive impact on the environment each time they make a necessary purchase, and do so without compromising safety, quality or budget by considering products and services that cause minimal or no environmental damage during normal use or maintenance. These process of procurement at ULAB involves the following steps:

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1. Purchase request analysis
2. Request verified by administration
3. Asking quotation
4. Quotation open by committee
5. Quotation analysis and CS making
6. Approval given by the purchase committee.
7. Purchase order giving
8. Goods received by the committee.

V. Current Green procurement policies in place at ULAB

- Cloth banners during events: Biodegradable, durable, as opposed to single-use and/or Non-biodegradable PVC banner
- Food sourced for the cafeterias at the university is sourced from local vendors in Mohammadpur around akm radius with minimal packaging (consistent with care of the product).
- ULAB has aimed to eliminate Single Use Plastic at the campus by 2025.

- The university procures paper cups at all events and all water stations at ULAB in the camps. No Single Use Plastic is used in any of the events organized at university
- ULAB has signed an MOU with Bashundhara Paper Mills Limited (BPML) to recycle all administrative paper produced by the university.
- ULAB has signed an MOU with Bangladesh Petrochemical Company Limited (BPCL) to recycle all PET bottles produced at the university campus.
- ULAB has procured color-coded waste segregated bins all across the campus to separately collect paper, plastic, and organic waste at the campus.
- ULAB has purchased energy-efficient LED lights to be installed all throughout the campus and decrease GHG emissions from electricity use at the campus