

Sustainable Procurement Documentation

Project/Request Title: Office Supplies Annual Procurement

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1. Purpose

This document outlines the sustainable procurement process and criteria applied in the selection of suppliers and products for the Office Supplies Annual Procurement.

2. Scope

Applies to the acquisition of office supplies including paper, stationery, ink cartridges, and other consumables for the financial year 2024/2025.

3. Sustainable Procurement Criteria

- Preference for suppliers who provide **eco-labeled** or **certified sustainable** products (e.g. FSC, ENERGY STAR, recycled content)
- Products must be **recyclable**, **biodegradable**, or designed for minimal environmental impact
- Suppliers encouraged to have **sustainable packaging** and **waste reduction programs**
- Consideration of **social responsibility**: ethical labor, diversity/inclusion, and local sourcing where possible

4. Supplier Evaluation Table

Supplier	Environmental Certifications	Sustainability Initiatives	Score (1-5)
GreenOffice Solutions	FSC, Recycled Content, ISO 14001	Recyclable products, green logistics	5
EcoStationers	FSC, Carbon Neutral	Minimal packaging, local sourcing	4
Generic Supplies Ltd.	None	No notable initiatives	2

5. Supplier Selection Rationale

GreenOffice Solutions was selected due to its comprehensive environmental certifications and proactive sustainability initiatives. The products offered meet the organization’s criteria for recycled content and recyclability.

6. Monitoring & Review

Supplier performance will be reviewed annually based on sustainability KPIs including waste reduction, packaging improvements, and ongoing certification compliance.

Important Notes

- Sustainable Procurement Documents support organizational ESG goals and may be required for

reporting or audits.

- Criteria should be aligned with recognized standards and updated regularly.
- Transparency in supplier evaluation enhances accountability and continual improvement.
- Collaboration with suppliers can drive innovation and better sustainability outcomes.