



12 RESPONSIBLE
CONSUMPTION
AND PRODUCTION



Saint Louis University

**works towards an efficient use of
resources and minimization of waste.**





Saint Louis University

12.2.1. Ethical sourcing policy

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12.2.1 Ethical Sourcing Policy

At Saint Louis University (SLU), through the Finance Office, ensures the timely and complete accreditation of suppliers to maintain a reliable pool for the University's goods and services. This guideline applies to both new suppliers and previously accredited suppliers who were inactive during the preceding academic year, with the Assistant Treasurer in charge of Purchasing responsible for its proper implementation.

All suppliers doing business with the University are required to undergo an accreditation process to verify their compliance with the standards and requirements set by relevant regulatory bodies, such as the Bureau of Internal Revenue (BIR), Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC), Local Government Units (LGUs), and other governing agencies.

At the minimum, a supplier is required to submit the following:

- Business Permit;
- DTI Certificate;
- Company Profile with Key Personnel
- BIR Certificate of Registration;
- Scanned Copies of Official Receipt and/or Sales Invoice;
- SEC Registration (if applicable);
- Company SSS No./ Phil Health No./ DOLE Certification



12.2.1 Ethical Sourcing Policy

Key Guidelines:

1. The Finance Office, through the Purchasing Division, ensures timely provision of goods and services by maintaining at least three accredited suppliers per need.
2. All suppliers must undergo accreditation to verify compliance with regulatory agencies (e.g., BIR, DTI, SEC, LGUs). Required documents include business permits, company profile, BIR and DTI certificates, receipts/invoices, SEC registration (if applicable), and SSS/PhilHealth/DOLE certifications. Service contractors must also submit a PCAB license and audited financial statements with NFCC.
3. Accreditation may arise from Purchasing invitations, direct supplier requests, or inclusion in the Supplier Matrix or Abstract of Quotations.
4. Suppliers with prior transactions are submitted for re-accreditation each academic year's first quarter. Suspended, blacklisted, or non-compliant suppliers must undergo re-accreditation before re-inclusion.
5. No purchase order or contract shall be issued to unaccredited suppliers.
6. The Vice President for Finance, through the Assistant Treasurer, shall periodically review and update the guidelines for continuous improvement.

This policy, which ensures that all University suppliers comply with the requirements of relevant regulatory bodies, was reviewed and officially implemented on February 19, 2021.