**Bidder ‘relevant contract’ Climate Change Plan Template– example: bidder for an office supplies contract**

**Disclaimer: This guidance is provided to support bidders in responding to SPD question 4C7: Environmental Management Measures and the information and examples are provided in good faith. To the extent that this guidance contains any information concerning procurement law such information does not constitute advice to you.**

**The contents of this guidance is not to be construed as legal advice or a substitute for such advice, which you should obtain from your own legal advisers if required. Scottish Government is not and shall not be held responsible for anything done or not done by you as a result of this guidance.**

Supplier name: …Example 1…………….

Date is within one year of contract notice issue

Publication date: ……25 January 2022…

**Background information**

Climate change has been identified as relevant to this procurement exercise. Where climate change is relevant, bidders are required to use this form to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond.

Please use this form to supply information about your organisation’s **carbon emissions sources** and the **actions** that your organisation is taking to reduce their carbon emissions.

Note that in Scottish public sector contracts awarded from 2025, bidders for relevant contracts will be expected to provide additional information on the **volume** of their **Scope 1** and **Scope 2** carbon emissions. Bidders for **priority** contracts will additionally be required to report on the volume of a sub-set of their **scope 3** carbonemissions by 2025.

**What do we mean by scope 1, 2 and scope 3 carbon emissions?**

Scope 1, 2 and 3 emissions are defined in the [Greenhouse Gas Protocol](https://ghgprotocol.org/):

**Scope 1** emissions are direct emissions arising from owned or controlled sources e.g. owned vehicles, combustion of fuel in facilities

**Scope 2** emissions are indirect emissions from purchased energy e.g. electricity, heating, cooling

**Scope 3** emissions are all other indirect emissions that occur in the organisation’s value chain e.g. purchased goods and services, waste, business travel, staff commuting, water

The table below is a list of **emissions source** categories and their scopes. Please indicate any sources that are used by your organisation by marking a tick [✔] next to this source.

|  |  |  |
| --- | --- | --- |
| **Source** | **Scope** |  [✔] |
| Fuels (including gaseous, liquid, solid fuels, biofuels, biomass and biogas) | Scope 1 | ✔ |
| Refrigerants and other gases (i.e. carbon dioxide, methane, nitrous oxide etc.) | Scope 1 |  |
| Business owned passenger vehicles | Scope 1 |  |
| Vans | Scope 1 | ✔ |
| Heavy Goods Vehicles  | Scope 1 |  |
| Refrigerated HGVsEmissions sources ticked are relevant to the supplier type | Scope 1 |  |
| Electricity purchased | Scope 2 | ✔ |
| Electricity transmission and distribution | Scope 3 |  |
| Water supply | Scope 3 | ✔ |
| Water treatment | Scope 3 | ✔ |
| Material use (including construction, compost, electrical items, metal, plastic, paper, books, glass, clothing, food and drink) | Scope 3 | ✔ |
| Waste disposal (including construction, refuse, electrical items, metal, plastic, paper, books, glass, clothing, food and drink, refuse) | Scope 3 | ✔ |
| Business travel | Scope 3 |  |
| Staff commuting | Scope 3 | ✔ |
| Freighting goods | Scope 3 | ✔ |
| Hotel stays | Scope 3 |  |

Please provide the steps your organisation plans to take to reduce your carbon emissions, including any ongoing or completed plans. Include which emissions source(s) from the table above you expect to be reduced during the period of the contract as a consequence of each action in the ‘Sources these will address’ column. This section will be used to assess bidder **capability** in the form of an understanding of the environmental impact, primarily the emissions that their business generates and **capacity and capability** to address these emissions.

Date is within one year of contract issue date

|  |
| --- |
| **REPORTING YEAR: 2022** |
| **YEAR** | **PLANNED AND REALISED ACTIVITY TO REACH TARGET tCO2e** | **SOURCE(S) THESE WILL ADDRESS** |
| **2022** | We will switch to paperless billingAll of our paper products will be made from recycled materialsPlanned and realised activity addresses the target sources identified by the supplierAll materials involved in our production that can be recycled will be recycled | Material useWaste disposal |
| **2023** | Where possible, all of our plastic products will be made from recycled materialsWe will install energy management systems in our offices to monitor and reduce electricity and heating systems usageAt least one future target is identified | Material useFuelsElectricity purchased |
| **2025** | We will install electric vehicle charging points in our staff car parkAll new business owned vehicles will be electric | Staff commutingVans |
| **2030** | We will offer a take-back service for used office supplies (i.e. full notebooks, out of date planners, empty pens etc.) that we will remanufacture into new supplies | Material useWaste disposal |

**DECLARATION AND SIGN OFF**

This Bidder Climate Change Plan Template has been completed in accordance with Scottish Government guidance and reporting standards for Bidder Climate Change Plans.

This Bidder Climate Change Plan Template has been reviewed and signed off by the board of directors (or equivalent management body).

***Signed on behalf of the Supplier:***

…Director’s signature……………….

Date is within one year of contract issue date

Date: ……25 January 2022………