What Do I Need to Do on Climate?

You should expect to see that advertised public sector quick quotes and tenders will include more clauses and questions on how you, as a bidder, have and will reduce your carbon footprint and meet the Net Zero target.

As a result you need to prepare, if you have not already done so, to be ready to bid by looking at:

For example:

Climate literacy and climate awareness across your organisation	• Implement training on climate literacy across your organisation
What practical steps/activities and changes your organisation can make to what you do now	• Use recycled products • remove single use plastics • reduce and use recyclable and/or biodegradable packaging, where appropriate, in manufacturing and supply chain logistics processes • explore energy efficient approaches to contract delivery • explore viability of active travel/low emission vehicles use, invest in efficiency driving training where applicable and minimise carbon (and other greenhouse gases) emissions
The objectives/outcomes expected from your activities	Reduce the use of single use plastics by X %
The timelines involved with these activities	Set milestones for reduction with complete elimination by X

How you will monitor and evidence the changes and impact your organisation can/will make	Review PO’s raised and the number of times used
New opportunities. Perhaps this will open up new opportunities for your organisation.	Consider innovation - you could add new products or services/do something differently whist reducing your organisation’s carbon emissions
How you can contribute to what we buy, making sure that this is low carbon through the supply chain.	You could provide a new way of delivering goods or services, such as ‘product as a service’ to keep or maximise the use of products and keep materials in use for as long as possible
How you can make a difference to our climate change aspirations.	You could provide goods or services that result in carbon emissions reduction in public sector workplaces
Consider minimising any physical risks for contract delivery or supply chains disruptions	Have a risk register in place that includes a plan of actions in case of flooding/ heatwave/ high winds and addresses the health and safety impacts on staff delivering the service.

Please note: all changes will be relevant and proportionate to the contract you are bidding for.

What Information May be Asked For at Selection Stage?

Frameworks and contracts that contain climate change as part of its selection criteria are classified as either “relevant” or “priority” climate change contracts.

This will be determined by the buyer based on their organisation’s rules and on the type of contract. This will be clearly shown in the advertised Contract Notice or within the SPD Module in PCS.

Where future frameworks or contracts have been identified as "relevant" or "priority" buyers may ask you to supply your climate change plan at the selection

stage of the procurement.

Video Guide

Video Guide

Bidder Climate Change Plan

Quickfire Guide

Quickfire Guide

Scope 1, 2 and 3 Carbon Emissions

Carbon emissions are classified as Scope 1, 2 and 3 emissions, as defined in the Greenhouse Gas Protocol:

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

Bidder Climate Change Plan Templates and Template Examples

Different plans are required for Relevant and Priority Contracts. Two templates have been provided to help both buyers and bidders as part of the selection process. One has been designed specifically for Relevant Contracts and the other for Priority Contracts. You can find guidance on how to complete these as well as pre-completed examples of both plans below.

Please note: the example templates provided below are for guidance only and are not legal advice. They should not be used for your bid responses - you should ensure your bid response is specific and relevant to your organisation and to the

procurement exercise you are bidding for.

Bidder Priority Contract Climate Change Plan - Blank Template.docx Download Document

(36.12 KB / file type:docx)

Bidder Relevant Contract Climate Change Plan - Blank Template.docx Download Document

(26.19 KB / file type:docx)

Bidder 'Relevant Contract' Climate Change Plan Template Example - Bidder for an Adult at Home Care Contract.docxDownload Document

(37.71 KB / file type:docx)

Supplier's Guide to Bidder Climate Change Plans.docxDownload Document

(35.38 KB / file type:docx)

Bidder 'Relevant Contract' Climate Change Plan Template Example- Bidder for a Catering Contract.docxDownload Document

(34.88 KB / file type:docx)

Bidder 'Relevant Contract' Climate Change Plan Template Example - Bidder for an Office Supplies Contract (1).docxDownload Document

(48.14 KB / file type:docx)

Bidder 'priority contract' Climate Change Plan Template example- bidder for a works contract.docxDownload Document

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