**Bidder ‘priority contract’ Climate Change Plan Template – example: bidder for a works 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 4………………………………………………….

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**Background**

This procurement exercise has been identified as relating to a ‘priority’ climate change area. We therefore require bidders to use this form to provide evidence that they have an understanding of the climate impacts of their organisation, including:

* their organisation’s carbon emission sources
* their organisation’s Scope 1 and Scope 2 carbon emissions
* Scope 1 and Scope 2 emission reduction targets that align with the Scottish Government target of net zero carbon emissions nationally by 2045
* Planned actions for carbon footprint reduction

Please use this form to supply information about your organisation’s **calculated Scope 1 and Scope 2 carbon emissions,** your **Scope 1 and Scope 2 emission reduction targets** and the **actions** that your organisation is taking to realise emissions reduction. Note that in the future, bidders of Scottish public sector priority contracts will be expected to provide calculations of their **Scope 1,** **Scope 2, and Scope 3** carbon emissions.

**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

**1. Emissions sources**

Please specify the level at which you have set your organisational boundary for reporting (i.e. whole organisation, subsidiary company etc.) in the box below:

|  |
| --- |
| **Reporting boundary:** Reporting at the level of the parent company |

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, and record the total emissions in tonnes of CO2 equivalent (t CO2e) from your current reporting year in the column indicated. You should use the conversion factors prescribed by the Department for Business, Energy and Industrial Strategy [Greenhouse gas reporting standards](https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2021) to calculate your emissions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Scope** | [✔] | **Emissions (t CO2e)** |
| SCOPE 1 EMISSIONS – THIS SECTION IS REQUIRED | | | |
| Gaseous fuels (i.e. natural gas, butane, propane etc.) | Scope 1 | ✔ | 5528 |
| Liquid fuels (i.e. petrol, diesel, aviation spirit, fuel oil, gas oil etc.) | Scope 1 | ✔ | 15,700 |
| Solid fuels (i.e. coal, petroleum coke) | Scope 1 |  |  |
| Biofuels (i.e. biodiesel\*, biomethane, biomass, biogas etc.) \*Note that diesel purchased at petrol stations contains 10 percent biodiesel – this should still be recorded under your liquid fuels category | Scope 1 |  |  |
| Refrigerants and other gases (i.e. carbon dioxide, methane, nitrous oxide etc.) | Scope 1 |  |  |
| **Total scope 1 emissions** | | | 21228 |
| SCOPE 2 EMISSIONS – THIS SECTION IS REQUIRED | | | |
| Electricity purchased | Scope 2 | ✔ | 1231 |
| Heat purchased (e.g. from a district heating network, steam) | Scope 2 |  |  |
| Cooling purchased | Scope 2 |  |  |
| **Total scope 2 emissions** | | | 1231 |
| SCOPE 3 EMISSIONS – EMISSIONS CALCULATIONS ARE NOT CURRENTLY REQUIRED | | | |
| Upstream scope 3 emissions | | | |
| Purchased goods and services | Scope 3 | ✔ |  |
| Capital goods | Scope 3 | ✔ |
| Fuel- and energy-related activities (not included in scope 1 or scope 2) | Scope 3 | ✔ |
| Upstream transportation and distribution | Scope 3 | ✔ |
| Waste generated in operations, including waste water | Scope 3 | ✔ |
| Business travel | Scope 3 | ✔ |
| Employee commuting, including home working | Scope 3 | ✔ |
| Upstream leased assets | Scope 3 | ✔ |
| Downstream scope 3 emissions | | |
| Downstream transportation and distribution | Scope 3 |  |
| Processing of sold products | Scope 3 |  |
| Use of sold products | Scope 3 | ✔ |
| End-of-life treatment of sold products | Scope 3 | ✔ |
| Downstream leased assets | Scope 3 |  |
| Franchises | Scope 3 |  |
| Investments | Scope 3 | ✔ |

**2. Baseline emissions footprint**

Baseline emissions are a record of the greenhouse gases that were produced in a specified year, and are the reference point against which subsequent emission reductions are measured. Strategies and plans to reduce emissions usually set targets in relation to the baseline year.

Please provide details of your organisation’s baseline emissions below. If your organisation has not previously assessed or reported emissions, please detail this below and use your first reporting period as your baseline.

|  |  |
| --- | --- |
| **Baseline Year: 2021** | |
| **Additional Details relating to the Baseline Emissions calculations.** | |
| *There is no previous reporting so our baseline year reflects the current reporting year’s emissions* | |
| **Baseline year emissions:** | |
| **EMISSIONS** | **TOTAL (tCO2e)** |
| **Scope 1** | **21228** |
| **Scope 2** | **1231** |
| **Total Scope 1 and 2 emissions** | **22459** |

**3. Current emissions reporting**

Please record your organisation’s Scope 1, Scope 2 and total emissions for this reporting year in the table below. Your organisation’s total Scope 1 and Scope 2 emissions should be identical to those recorded in section 1.

|  |  |
| --- | --- |
| **Reporting Year: 2021** | |
| **EMISSIONS** | **TOTAL (tCO2e)** |
| **Scope 1** | **21228** |
| **Scope 2** | **1231** |
| **Total Scope 1 and 2 emissions** | **22459** |

**4. Emissions reduction targets**

If existing emissions reduction targets are in place for your organisation, please provide details below. If you have no previous emissions reduction commitment, or if this is your organisation’s first carbon footprint, please provide targets for your organisation. At present, you only need to detail targets to reduce your total emissions calculated from **Scope 1** and **Scope 2** carbon emissions in section 3. Please be aware that in future years the Scottish public sector may also require this section to incorporate calculated **Scope 3** carbon emissions.

|  |  |  |
| --- | --- | --- |
| **TARGET YEAR** | **PROJECTED TOTAL EMISSIONS (tCO2e)** | **REDUCTION FROM BASELINE (%)** |
| **Baseline: 2021** | 22,459 | N/A – baseline year |
| **2023** | 17,967 | 20 |
| **2025** | 15,721 | 30 |
| **2027** | 11230 | 50 |
| **2030** | 8984 | 60 |
| **2035** | 6738 | 70 |

**5. Planned actions to achieve emission reduction targets**

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 as a consequence of each action in the ‘Sources these will address’ column. Planned actions may target **Scope 3** sources in addition to the **Scope 1** and **Scope 2** detailed above. 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.

|  |  |  |
| --- | --- | --- |
| **REPORTING YEAR: 20XX** | | |
| **TARGET YEAR** | **PLANNED AND REALISED ACTIVITY TO REACH TARGET tCO2e** | **SOURCE(S) THESE WILL ADDRESS** |
| **2023** | * We will purchase electricity directly from renewable suppliers for at least 50 percent of our office buildings * We will begin installation of solar panels to self-generate electricity, with a target for 25 percent of our buildings to self-generate electricity by end of 2023 at a minimum * We will install electric vehicle charging points at all of our offices * All new business-owned passenger vehicles will be electric * We will optimise deliveries to reduce HGV usage * We will remove single use plastics from all staff canteens * We will begin working towards PAS2080 accreditation | Electricity purchased  Employee commuting  Fuels  Purchased goods and services |
| **2025** | * All purchased electricity will be from directly renewable suppliers * Solar panels will be installed at 50 percent of our buildings at a minimum to self-generate electricity * We will automate our on-site electronics so that they are switched off automatically when not in use/ at night time to reduce energy usage * All new vans will be electric * Since 2020 we choose virtual meetings as our business standard with business travel only used where necessary. From 2025 we will require public transport (trains and buses) for all business journeys of less than 8 hours * We will use whole-life costing on all new construction projects, choosing low-carbon/ circular materials wherever possible in our designs and choosing materials that prolong usage time * We will seek innovative solutions to repurpose demolished products * We will take a vegetarian-first approach to catering at our staff canteens, meetings and events | Electricity purchased  Business travel  Purchased goods and services  Use of sold products  End-of-life treatment of sold products |
| **2027** | * Solar panels will be installed at 75 percent of our buildings at a minimum to self-generate electricity * Continued de-carbonisation of our fleet (vans and business-owned passenger vehicles) * We will begin de-carbonising our HGV fleet with emerging hydrogen fuel technology (risk: dependent on emerging technologies) * All staff uniforms and PPE will be sourced from low-carbon/ circular economy suppliers | Electricity purchased  Fuels  Purchased goods and services |
| **2030** | * Solar panels will be installed at all of our owned buildings, where feasible * All vans and business-owned passenger vehicles will be electric * Continued de-carbonisation of our HGV fleet will account for most of our emissions reduction | Electricity purchased  Fuels |
| **2035** | * Continued de-carbonisation of our HGV fleet will account for most of our emissions reduction * Continued innovation in construction materials use and disposal will result in reductions to our scope 3 carbon emissions | Fuels  Purchased goods and services  Use of sold products  End-of-life treatment of sold products |

**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………………………………………….

Date: …15 July 2022……….……….