**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 2 carbon emission values
* Scope 1 and 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 **carbon emissions volumes,** your **scope 1 and 2 emission reduction targets** and the **actions** that your organisation is taking to realise these targets.

Note that in the future, bidders of Scottish public sector priority contracts will be expected to provide additional information on the **volume** 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**

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 (kg CO2e) 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 (tCO2e)** |
| SCOPE 1 EMISSIONS – THIS SECTION IS REQUIRED | | | |
| Gaseous fuels (i.e. natural gas, butane, propane etc.) | Scope 1 | ✔ | 220 |
| 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 |  |  |
| Biofuel (i.e. biodiesel, biomethane, etc.) | Scope 1 |  |  |
| Biomass (i.e. wood logs, wood chips, wood pellets etc.) | Scope 1 |  |  |
| Biogas (i.e. biogas and landfill gas) | Scope 1 |  |  |
| Refrigerants and other gases (i.e. carbon dioxide, methane, nitrous oxide etc.) | Scope 1 |  |  |
| Business-owned passenger vehicles | Scope 1 | ✔ | 780 |
| Vans | Scope 1 | ✔ | 528 |
| Heavy Goods Vehicles | Scope 1 | ✔ | 4000 |
| Refrigerated HGVs | Scope 1 |  |  |
| **Total scope 1 emissions** | | | 21228 |
| SCOPE 2 EMISSIONS – THIS SECTION IS REQUIRED | | | |
| Electricity purchased | Scope 2 | ✔ | 1231 |
| **Total scope 2 emissions** | | | 1231 |
| SCOPE 3 EMISSIONS – EMISSIONS CALCULATIONS ARE NOT CURRENTLY REQUIRED | | | |
| Electricity transmission and distribution | Scope 3 |  |  |
| Water supply | Scope 3 | ✔ |
| Water treatment | Scope 3 | ✔ |
| Material use: construction (i.e. wood, bricks, concrete, insulation, tyres, plasterboard etc.) | Scope 3 | ✔ |
| Material use: compost | Scope 3 | ✔ |
| Material use: electrical items (i.e. fridges and freezers, IT, small and large electrical items, batteries) | Scope 3 | ✔ |
| Material use: metal (aluminium cans and foils, mixed cans, scrap metal, steel cans) | Scope 3 | ✔ |
| Material use: plastic | Scope 3 | ✔ |
| Material use: paper | Scope 3 | ✔ |
| Material use: other (books, glass, clothing, food and drink) | Scope 3 | ✔ |
| Waste disposal: construction | Scope 3 | ✔ |
| Waste disposal: refuse (household waste, organic waste, commercial and industrial waste) | Scope 3 | ✔ |
| Waste disposal: electrical items | Scope 3 | ✔ |
| Waste disposal: metal | Scope 3 | ✔ |
| Waste disposal: plastic | Scope 3 | ✔ |
| Waste disposal: paper | Scope 3 | ✔ |
| Waste disposal: other (books, glass, clothing, food and drink) | Scope 3 |  |
| Business travel- air | Scope 3 | ✔ |
| Business travel- sea | Scope 3 |  |
| Business travel- land | Scope 3 | ✔ |
| Staff commuting | Scope 3 | ✔ |
| Freighting goods | Scope 3 | ✔ |
| Hotel stays | Scope 3 |  |

**2. Baseline emissions footprint**

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

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.

|  |  |  |
| --- | --- | --- |
| **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** | | |
| **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  Staff commuting  Business-owned passenger vehicles  Heavy goods vehicles  Material use: plastic |
| **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- air, sea and land  Material use: construction  Waste disposal: construction  Material use: other (food and drink) |
| **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  Business-owned passenger vehicles and vans  Heavy goods vehicles  Material use: other (clothing) |
| **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  Business-owned passenger vehicles and vans  Heavy goods vehicles |
| **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 | Heavy goods vehicles  Material use: construction  Waste disposal: construction |

**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 March 2022……….……….