### **Bidder ‘priority contract’ Climate Change Plan Template**

Supplier name: ………………………………………………………………….

Publication date: …………………………....................................................

**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 **calculated scope 1 and 2 carbon emissions,** your **scope 1 and 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.

**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 |  |  |
| Liquid fuels (i.e. petrol, diesel, aviation spirit, fuel oil, gas oil etc.) | Scope 1 |  |  |
| 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 |  |  |
| Passenger vehicles | Scope 1 |  |  |
| Vans | Scope 1 |  |  |
| Heavy Goods Vehicles | Scope 1 |  |  |
| Refrigerated HGVs | Scope 1 |  |  |
| **Total scope 1 emissions** | | |  |
| SCOPE 2 EMISSIONS – THIS SECTION IS REQUIRED | | | |
| Electricity purchased | Scope 2 |  |  |
| **Total scope 2 emissions** | | |  |
| 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: 20XX** | |
| **Additional Details relating to the Baseline Emissions calculations.** | |
| *[Instructions to Suppliers:*  *Add commentary regarding your Baseline Emissions as required: e.g. where there is no previous reporting and the creation of a new baseline due to substantial organisational change or restructuring]* | |
| **Baseline year emissions:** | |
| **EMISSIONS** | **TOTAL (tCO2e)** |
| **Scope 1** | **XX** |
| **Scope 2** | **XX** |
| **Total Emissions** | **XX** |

**‘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: 20XX** | |
| **EMISSIONS** | **TOTAL (tCO2e)** |
| **Scope 1** | **XX** |
| **Scope 2** | **XX** |
| **Total Emissions** | **XX** |

**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: 20XX** |  | N/A – baseline year |
| **20XX** |  |  |
| **20XX** |  |  |
| **20XX** |  |  |
| **20XX** |  |  |
| **Etc.** |  |  |

**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** |
| **20XX** |  |  |
| **20XX** |  |  |
| **20XX** |  |  |
| **Etc.** |  |  |

**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:**

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Date: ……………………….……….