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

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

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

**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, the threshold for climate priority contracts will be lowered, meaning that a greater number of bidders will be expected to provide **calculations** oftheir **Scope 1** and **Scope 2** carbon emissions.

**What do we mean by scope 1, scope 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 HGVs | 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.

|  |  |  |
| --- | --- | --- |
| **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: ……………………….……….