

APPENDIX 5b**CARBON REDUCTION PLAN - TEMPLATE**

Note to applicants: a completed copy must be published to your website, if you have one, and the link shared in the Qualification Envelope in Jaggaer. For those applicants who do not have a website a PDF copy should be attached to the Qualification Envelope.

**Cabinet Office****CARBON REDUCTION PLAN GUIDANCE****Notes for Completion**

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier¹ and must meet the reporting requirements set out in supporting guidance, and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard² and Guidance³, and all of the following criteria are met:

- The bidding entity is wholly owned by the parent;
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical Standard can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans_2_.pdf

³Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21_Selection_Criteria_3_.pdf

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure under this selection criterion.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

Carbon Reduction Plan Template

Supplier name: Rompa Limited

Publication date: 24th September 2024

Commitment to achieving Net Zero

Rompa Limited is committed to achieving Net Zero emissions by 2050.

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.

Baseline Year: 2024	
Additional Details relating to the Baseline Emissions calculations.	
The emissions as calculated below are roughly split in thirds and comprise in the main: electricity and gas used in the running of the building and some of the plant held within (scope 2), fuel and mileage completed by the company fleet (scope 1) and employee travel overseas, combined with hotel stays whilst overseas (scope 3).	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	27.41
Scope 2	29.89
Scope 3 (Included Sources)	24.61

Total Emissions	81.91
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Current Emissions Reporting

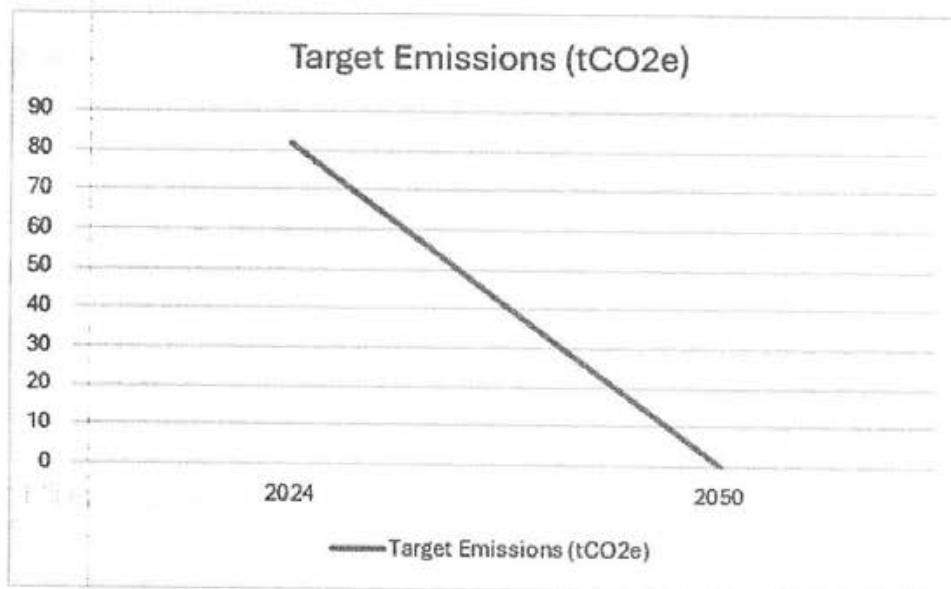
Reporting Year: 2024	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	27.41
Scope 2	29.89
Scope 3 (Included Sources)	24.61
Total Emissions	81.91

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to 70tCO₂e by 2029. This is a reduction of 15%

Progress against these targets can be seen in the graph below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2024 baseline. The carbon emission reduction achieved by these schemes equate to 11.2 tCO₂e, a 13%ge reduction against the 2024 baseline and the measures will be in effect when performing the contract

Working with our waste partners, Biffa, Rompa has saved 11.2 tonnes of carbon emissions by diverting all waste from landfill. This includes: card, paper and general waste, which has all been diverted from landfill.

In the future we hope to implement further measures such as:

Rompa is planning on moving to more energy efficient premises in 2025 and will also be reviewing the make-up vehicle fleet at the next date of lease contract expiry. The use of hybrid vehicles will be assessed from 2027 onward.

Declaration and Sign Off


This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard⁶.

This Carbon Reduction Plan 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: 3/4/2025

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>