

**Winchester City Council**  
**Quotation for the provision of Carbon Audits**  
**and Carbon Reduction Plans**  
**Clarification Questions**  
**30 August 2023**

1. We are looking to submit a proposal for the Carbon Audits and Reduction Plans tender. Could you please clarify for the 15 tourism or creative businesses, how much would this equate to the approximate number of buildings that will be required to audit and an approximate GIA (footprint) of each building? The reason we ask is that the time and cost to audit a big commercial office versus a retail site would vary.

The majority of our tourism and creative businesses are small, medium sized businesses with one single building. It is unlikely that they already have conducted a carbon audit so we cannot give you any idea of their existing carbon footprint.

2. Can the Council confirm if the £15,000 budget is inclusive or exclusive of VAT?

The budget is exclusive of VAT if the consultant or organisation is VAT registered.

3. Can the Council confirm if PAS2035 Retrofit Coordinator is a mandatory requirement?

This is not a mandatory requirement.

4. Can the Council confirm if UK GBS or RICS membership is a mandatory requirement? Our organisation is a member of other professional membership organisations of equal standing in this field.

This is not a mandatory requirement.

5. Can the Council confirm if there is any word counts in relation to the Quality questions?

There is no maximum word count for this section.

6. Can the Council confirm what is meant by awarding businesses with 'the Carbon Footprint standard'? Could the Council confirm which standard is being referred to?

The carbon footprint standard is an internationally recognised for demonstrating low carbon credentials. There is more information here: [www.carbonfootprint.com/cfpstandard.html](http://www.carbonfootprint.com/cfpstandard.html)

7. Can the Council confirm why the example of “awarding business with the Carbon Footprint standard” has been cited as a way to reduce carbon emissions from the contract? A standard is typically applied to an organisation to confirm its carbon emissions have been calculated against an approved methodology, rather than to confirm emissions have been reduced.

We have amended the specification to indicate that this can be awarded where appropriate.

8. Are you expecting the support to be delivered on the ground or could this be done virtually?

The council would like all the support to be delivered face-to-face unless the business particularly requests remote support.