

## **REQUEST FOR QUOTE FOR THE PROVISION OF CARBON AUDITS AND CARBON REDUCTION PLANS FOR WINCHESTER DISTRICT BUSINESSES**

### **Introduction**

Winchester City Council (“the council”) is seeking to appoint a local consultant to work with businesses across the Winchester district to bring about measurable carbon savings. The consultant is required to conduct carbon audits and produce tailored, practical and deliverable carbon reduction action plans, and follow on the measures installed, for each business completing an assessment.

### **Specification**

The council is looking for a consultant to:

- provide direct tailored support for a number of small and medium enterprises across the Winchester district
- calculate the existing carbon footprint for each business engaged
- produce bespoke carbon reduction action plans, which will:
  - a) identify interventions to reduce businesses energy consumption and transport emissions
  - b) provide low carbon or renewable energy generation opportunities
  - c) illustrate measures for carbon sequestration
  - d) outline opportunities to purchase local carbon credits and
  - e) summarise the overall forecasted potential carbon savings along with expected savings per action plan recommendation
- signpost to funding available either through the council or external sources to facilitate the delivery of action plan interventions, for example solar panels, EV charging, retrofit etc
- award businesses with the Carbon Footprint standard (if appropriate)
- provide the council with a written report at the end of the contract including:
  - a) businesses supported and how
  - b) recommendations realised and the subsequent carbon savings made
  - c) follow up evaluation of implementation of recommendations at six and 12 months including the number of measures installed
  - d.) the carbon saving resulting from measures installed.
  - e.) any plans/intentions to install measures and/or apply for funding and timescales for this.
  - d) follow up at six and 12 months, recommendations yet to be realised and additional signposting shared
  - e) a summary of the barrier’s businesses have experienced which have prevented them from adopting certain recommendations

**The initial carbon assessments must be completed by 28 February 2026 with follow up activity at six month and 12 months following the initial assessments with all activity completed by February 2027.**

The maximum budget available is £20,000 to include all fees and follow up activity.

We are expecting the full value of the quotation to be directed towards delivery; therefore, we are not expecting any additional overhead costs. Please provide a full breakdown of costs in your response to include the cost per audit undertaken, the minimum and maximum hours spent on each audit, the cost for production and follow up monitoring and of the final report.

The consultant must have previous experience of carrying out tailored carbon audits and certified as a carbon management auditor through one of the following organisations:

- Member of the Institute of Environmental Management and Assessment, 'Practitioner' or above or
- Accredited with ISO 14001 (environmental management) / ISO 50001 (Energy Management) Auditor

In addition to the above:

- Bidders would find it useful if they were a recognised Retrofit Co-ordinator (PAS2035) albeit this is a domestic retrofit qualification
- Membership of Green Building Council or RICS would also be helpful as this will provide the bidder with guidance on commercial property energy assessments and retrofit including setting targets for and delivering Net Zero buildings and key considerations for commercial retrofits.

The council will be providing some marketing and communications support and signposting businesses to the service through its existing networks and channels. It would be beneficial if the consultant has their own networks to support lead generation. The consultant would be expected to proactively convert leads and enquiries in order to deliver 20 action plans

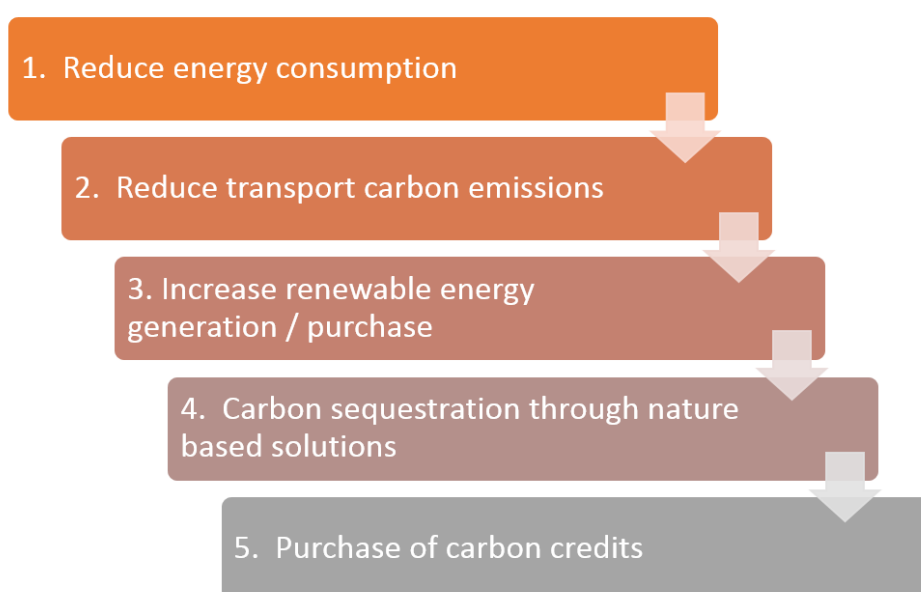
Small, medium enterprises and those located in listed and historic buildings will be targeted in the first instance, but the council is happy for businesses outside these sectors to use the service if there is not sufficient demand from these sectors.

## Climate change

Winchester City Council declared a climate emergency in June 2019. The council is committed to becoming a carbon neutral council and for the wider district to be carbon neutral by 2030. “Tackling the Climate Emergency and creating a greener district” is the overarching priority within the Council Plan and is at the heart of everything the council does.

The latest [Carbon Neutrality Action Plan](#), sets out five pathways for carbon reduction which are shown below:

### FIVE PATHWAYS



These will be achieved through the interventions in the tables below. The bidder is required to respond to these priorities and help achieve carbon savings on each action plan produced.

<b>1. Reduce Energy Consumption</b>		<i>Carbon saving ktCo2e</i>
<i>Commercial</i>	Support installation of energy efficiency measures in offices, retail, and other commercial property types	44
<i>Industrial</i>	Support (and mandate) installation of energy efficiency and heating retrofit measures within industry	60
<i>Total ktCO2e saving by 2030</i>		104

## 2. Reduce Transport Carbon Emissions

Carbon  
saving  
ktCo2e

Reduce vehicle use	Promote hybrid working to reduce carbon emissions from commuting	10
	Improve active travel infrastructure and public transit options	17
	Work with local business and procurement teams to decarbonise freight fleets	34
	Invest in EV charging to decarbonise private cars	600
Total ktCO2e saving by 2030		661

## 3. Increase Renewable Energy Generation

Carbon  
saving  
ktCo2e

Commercial	Low carbon heating systems installed in commercial properties	4
	Install 8MW of rooftop solar PV on commercial properties across Winchester district	7
Industrial	Support and incentivise businesses to install Solar PV on industrial units	3
Land use	50MW of utility scale solar PV installed on poorer quality land	147
Total ktCO2e saving by 2030		161

## 4. Carbon sequestration through nature-based solutions / Waste management

Carbon  
saving  
ktCo2e

Create natural based solution for carbon removal Waste / Circular economy	Land use Plant a minimum of 400 trees per year (enhanced CNAP target of 100 trees)	0.1
	Increase recycling to 65% by 2035	18
Total ktCO2e saving by 2030		18.1

## **Contract management**

The council will work in collaboration with the appointed supplier to maximise opportunities to strive for continuous improvement in service delivery and efficiencies.

We would expect the consultant to attend an inception meeting following appointment then monthly meetings in October, November, December and January to monitor progress.

Evaluation report will be provided for each carbon assessment at six and 12 months to determine carbon savings.

Please refer to the consultancy contract which sets out the terms and conditions of appointment and staged payments.

## **General information for supplies**

### **Contact details for this quotation**

Officer name: Suzanne Dixon

Contact email address: [sdixon@winchester.gov.uk](mailto:sdixon@winchester.gov.uk)

Contact telephone number: (01962) 848280 Ext 2297

### **Submission of quotations**

All quotation response documents must be returned to the contact email address above by **no later than 9am 11 August**. Bids received after this time will not be accepted.

When emailing your completed quotation to the council you are strongly advised to request a "Delivery Receipt" as evidence of safe delivery.

### **Proposed Timetable of Activity**

<b>Activity</b>	<b>Deadline date / time</b>
Issue request for quote	Week commencing 21 July 2025
Deadline for clarification questions from bidders*	1 August 2025 9am
Deadline for quotes	11 August 2025 9am
Quotes reviewed by panel	Week commencing 11 August 2025
Due Diligence Interview	Week commencing 25 August 2025

Activity	Deadline date / time
Project inception meeting	Week commencing 1 September 2025
Contract commencement date	1 September 2025
Carbon assessment activity to be completed by	28 February 2026
Report of all businesses received carbon assessment and recommendations given	14 March 2026
Six-month review of impact of carbon assessment with each business	Six months after completed carbon assessment
Twelve-month review of one full year of carbon savings achieved of business who received carbon assessment	Twelve months after completed carbon assessment
Draft final report received by council for review	7 March 2027
Final report received by council after any feedback given to consultant, including ten case studies	17 March 2027

\* If the council considers a query may have a material effect on quotation responses, all suppliers will be notified without delay via email.

### **Council action on receipt of quotations**

If there appears to be an error or omission in a quotation the council shall invite the supplier to confirm the submitted price. All amendments or confirmation of quotation must be confirmed in writing by the supplier.

The council reserves the right to disregard any quotation where:

- (a) in the opinion of the council, there is sufficient doubt as to the supplier's ability to perform the contract for the submitted price; or
- (b) it does not fulfil a mandatory or pass / fail requirement; or
- (c) it contains qualifications that conflict with the Request for Quotation instructions.

### **Freedom of information**



Freedom of  
Information - RFQ.d

## **Local Government Transparency Code**

We are required to comply with the Local Government Transparency Code, details of which can be found [here](#).

The council will benefit from the copyright of all material which will be used in any way that it chooses.

## **Data Protection and Privacy Policy**

Please refer to the Council's [information](#) on our website to see how the council will use any personal data that you provide us with.

## **The Living Wage**

The real Living Wage is the only UK wage rate that is voluntarily paid by organisations to ensure their staff are paid a wage, which meets everyday needs.

Winchester City Council is an accredited Living Wage employer, certified by the Living Wage Foundation and this applies to both its own employees and its suppliers.

The Living Wage forms part of the council's social value criteria and where relevant:

- (i) Existing contractors should be encouraged to apply the Living Wage Foundation rates of pay.
- (ii) New suppliers should be encouraged to pay the Living Wage Foundation rates of pay and should be required to submit a plan on how they will implement the Living Wage Foundation rates of pay should they be awarded the contracts, when bidding for contracts.

For further information on the Living Wage Foundation, please click [here](#)

## **Evaluation and Award**

### **Stage 1 - Insurance**

#### **Insurance – Pass/fail evaluation**

The council's required insurance levels for this contract are specified below:

	<b>INSURANCE</b>	
You only need to complete this section if you employ staff:		
Does your organisation hold Employer's (Compulsory) Liability Insurance of not less than £5 million:  *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders		Yes/No/NA
Does your organisation hold Public Liability of not less than £2 million:		Yes/No
Does your organisation hold Professional Indemnity Insurance of not less than £2 million:		Yes/No
If the answer is " <b>No</b> " to any of the above, please confirm whether you would be willing to take out the appropriate level of insurance cover as set out above if you are successful in winning the contract? *		Yes/No

This will be assessed on a pass/fail basis. Potential suppliers who self-certify that they meet the mandatory requirements will be required to provide evidence of this if they are successful at contract award stage. If the relevant documentary evidence referred to in the mandatory question is not provided upon request and without delay, we reserve the right to amend the contract award decision and award to the next compliant bidder.



## Stage 2 – Evaluation and award

Any quotation that is accepted will be awarded to the most advantageous offer.

<b>Cost</b> The lowest priced quotation will be awarded maximum points and all other quotations awarded points in proportion.	<b>60%</b>
<b>Quality</b> This will be assessed based upon 'Response to Specification' and allocated as follows: <ul style="list-style-type: none"><li>• Experience and skills - 20</li><li>• Method statement and approach 10</li><li>• Sustainability 10</li></ul>	<b>40%</b>

### Supplier's response to specification

This section carries **40%** of the weighting and will be scored in accordance with the scoring regime described in this evaluation and award section. The quality aspects of your submission will be evaluated on your response to the questions below, each of which is weighted according to its relative importance:

For question 1, Bidders must achieve a minimum score of 3 out of 5 (satisfactory) in accordance with the scoring regime set out below.

<b>Please provide examples of similar consultancy assignments you have undertaken that highlight your knowledge, qualifications and relationships within the sustainability sector.</b>  This should include evidence of the following; <ul style="list-style-type: none"><li>• providing direct tailored support for several small and medium enterprises.</li><li>• calculating the existing carbon footprint for each business engaged</li><li>• producing bespoke carbon reduction action plans to:<ul style="list-style-type: none"><li>a) identify interventions to reduce businesses energy consumption and transport emissions</li><li>b) provide low carbon or renewable energy generation opportunities</li><li>c) illustrate measures for carbon sequestration</li><li>d) outline opportunities to purchase local carbon credits</li></ul></li></ul>	20 out of 40
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<p>and</p> <p>e) summarise the overall forecasted potential carbon savings along with expected savings per action plan recommendation</p> <ul style="list-style-type: none"> <li>• signpost to funding available to facilitate the delivery of action plan interventions, for example solar panels, EV charging and the installation of heat pumps and retrofitting.</li> </ul>	
<p><b>Please provide a method statement, including a sample action plan, on how you propose to carry out the work you have specified, with a clear timeline to completion and further evaluation.</b></p> <p>Provide details in your method statement the minimum and maximum number of hours work per audit and how it is going to be resourced.</p> <p>Provide an action plan. This should include the following;</p> <ul style="list-style-type: none"> <li>• How you would evaluate each business assessment on actions taken at two fixed points.</li> <li>• Outline the methodology to be used.</li> <li>• Outline the relevant software used to complete evaluation.</li> </ul>	10 out of 40
<p><b>Provide details of how your consultancy will contribute to reducing carbon emissions from operation of the contract, over and above meeting the requirements of the specification.</b></p> <p>Include any innovation or aspects you consider unique about your proposals.</p> <p>An example of this would be by awarding businesses with the Carbon Footprint standard.</p>	10 out of 40

<b>Any quotation that is accepted will be awarded to the most advantageous in accordance with the following award criteria:</b>	
<p>The response exceeds the required standard and answers the question entirely.</p> <p>Exceptional demonstration by the Tenderer of the relevant experience and quality measures required to provide the</p>	5 – Excellent

services and robust evidence to support the response is provided, where appropriate.	
The response meets the required standard and answers the question fully. Good demonstration by the Tenderer of the relevant quality measures required to provide the services and good evidence to support the response is provided, where appropriate.	4 – Good
The response meets the minimum required standard in an acceptable level of detail. Satisfactory demonstration by the Tenderer of the relevant quality measures required to provide the services and standard or generic evidence to support the response is provided, where appropriate.	3 – Satisfactory
The response partially meets the minimum required standard and relevance, but with some detail missing. Contains minor shortcomings in the demonstration by the Tenderer of the relevant quality measures required to provide the services. Limited evidence is provided to support the response, where appropriate, which raises concerns.	2 – Minor Reservations
The response fails to meet the minimum required standard. Inadequate detail is provided, or there are significant omissions, resulting in considerable reservations of the Tenderer's relevant quality measures required to provide the services. Little or no evidence to support the response is provided and raises many concerns.	1 – Serious Reservations  Submissions which receive a '1 – serious reservations' will not be considered further
No response or information is provided to allow proper evaluation; ability is not evidenced.	0 – no score – Fail  Submissions that 'Fail' will not be considered further

### **Pricing schedule**

Please complete the following pricing schedule in full (exclusive of VAT):

<b>Activity</b>	<b>Cost</b> (Whole cost fee, inclusive of all expenses and disbursements)
Cost per business carbon assessment and action plan	£
Six-month evaluation of individual projects	£
12-month evaluation of individual projects	£
Final evaluation report of all projects when each has passed the 12-month milestone	£
<b>Whole cost for quotation:</b> This is the figure to be used for evaluation	

Please also indicate your hourly/daily rate for consultancy work:

### **Award process**

Bidders will be notified via email as soon as possible of any decision made by the council during the quotation process, including notifying suppliers of the intended award.

Consultants must not undertake any work until satisfactory completion of the contract. Copies of the draft contract and related documents will be sent to you for final review, prior to execution by the parties and subsequent completion of the contract.

### **Supplier's details**

#### **QUOTATION FOR THE PROVISION OF CARBON AUDITS AND CARBON REDUCTION PLANS FOR WINCHESTER DISTRICT BUSINESSES**

Please complete the following and sign to confirm that your quotation is fully compliant with the specification, and all terms and conditions as stated within this documentation:

Company name:	
Company number:	
Address:	
Telephone number:	
Email:	
Signed:	
Print name:	
Position in company:	
Date:	