



## **London's packaging footprint: An analysis of packaging material flows, emissions and levers for climate action in London**

Reference: 2023/24 – 10

### **Invitation to tender**

#### **1. Overview**

This invitation to tender is issued by ReLondon (the operating name of the London Waste and Recycling Board) for the provision of consultancy services to undertake work to map material flows across the city's packaging supply chain (including a focus on plastics) and link to consumption-based emissions, enabling London policymakers and its stakeholders to understand where carbon hotspots occur and the extent packaging contributes to the city's overall consumption-based emissions.

More specifically, the contractor will quantify the total amount of resources required to fulfil Londoners' consumption of packaging in physical units (tonnes). This includes assessing packaging manufacturing that takes place within the city, from production to retail, redistribution, and end-of-use waste treatment destinations as well as packaging that takes place outside of the city and enters London as an import. To complement the understanding of the flows of packaging, a carbon footprint assessment will also be carried out to assess the greenhouse gas (GHG) emissions (specifically consumption-based emissions) associated with London's packaging supply chain.

Research has been done to map packaging and plastic flows across the UK and other countries. Separately, research has also been conducted to calculate the GHG emissions associated with specific types of packaging alternatives. However, research has not been done that scales these analyses for London, nor do they link packaging flows to consumption-based emissions. Therefore, the objective of this research will be to build upon the work published by others to date and fill the research gap. This will be done by applying the analytical framework developed by ReLondon and consultant's Circle Economy, to assess London's food [footprint](#) in 2021 and then London's fashion [footprint](#) published in 2023 in collaboration with the University College London, to the packaging supply chain.

The project encompasses five project stages. These include:

#### **Stage 1:** Literature and data availability review, including:

- literature review of existing research on packaging and plastic flows, GHG emissions linked to different types of packaging and existing policies and targets linked to packaging in London, the UK and the EU.
- a data gap analysis related to material flows and emission factors and subsequent identification of data to be collected through primary data and development of a plan for collection.
- define the research scope based on data availability (such as packaging use categories or materials of focus – both of which must include plastics – emission areas and supply chain) and from this create initial mapping of the supply chain.
- identify supply chain nodes to incorporate emissions generated.

#### **Stage 2:** Data gathering and packaging material flow analysis:



**Part A:** data gathering from government databases and other open access data platforms. Primary data collection through surveys or collaboration with organisations which have access to non-publicly available data.

**Part B:** map the flows of packaging across London, including the key agreed sub-categories, based upon an agreed supply chain in stage 1.

### Stage 3: Emissions model and links to consumption of packaging:

**Part A:** data gathering from relevant databases.

**Part B:** link tonnages of CO<sub>2</sub>eq to London's consumption of packaging to establish a baseline that will enable any progress towards a low carbon circular economy to be tracked over time.

**Stage 4:** Levers for action across London's packaging supply chain and internal methodology report:

**Part A:** identify and propose levers in London's packaging supply chain (based on emission hotspots identified in stage 3, input from key stakeholders, and relevant targets in London/elsewhere) where there is significant opportunity to reduce consumption-based emissions and support the achievement of London's zero-waste and zero-carbon ambitions.

**Part B:** develop three levers, including two scenarios for each, that provide a quantified estimation of the potential reduction in consumption-based emissions associated with London's packaging supply chain.

**Part C:** development of an internal methodology report which will be used as background for ReLondon staff to support interpretation of the final public-facing report (outlined in stage 5).

**Stage 5:** Final public-facing report and communications.

**Part A:** draft a public-facing report that summarises the methodology behind the research and outlines key research findings.

**Part B:** manage a 3-stage external review process and embed revisions within the report.

**Part C:** publication of report at launch event.

This project will involve liaising with ReLondon's key stakeholders (particularly the Ellen MacArthur Foundation, Greater London Authority and London Councils among others) to agree the scope of the work, to support data collection and explore recommended levers, ensuring levers align with existing packaging research or key targets (particularly any London/UK targets) where possible.

The main outputs of this research project will be a robust public-facing report and internal methodology document which provides the evidence and tools to enable London policymakers and its stakeholders to better understand the relationship between packaging flows and



consumption-based emissions which will inform effective strategies to further reduce London's carbon footprint.

This invitation to tender is issued by ReLondon ('the customer') for the provision of consultancy services by 'the contractor'. The contractor will have:

- An in-depth understanding of the circular economy, relevant datasets, plastics and the packaging landscape in London and the technical skills to produce a piece of research which is recognised by key stakeholders as credible and informative.
- Excellent copywriting skills, with the ability to communicate technical detail in a clear, accessible and concise way.
- The capacity to deliver this project "in-house".

The contractor will be required to work alongside ReLondon's project manager and project team who will be able to provide connections with ReLondon's key stakeholders, support setting up workshops and surveys for information gathering and primary data collection, provide editorial support and collection of photographs for the final public-facing report.

## **2. Background to ReLondon**

ReLondon is a partnership of the Mayor of London and the London boroughs to improve waste and resource management and transform the city into a leading low carbon circular economy. The city's economic and environmental future depends on a transition to a low-carbon circular economy, and ReLondon works to ensure that London's businesses, local government, and communities thrive by helping them make the very best use of resources and materials.

ReLondon has a statutory requirement to act in accordance with the waste provisions of the London Environment Strategy (LES), and the Mayor (or his representative) chairs the London Waste and Recycling Board. ReLondon has worked with London's Boroughs and the Mayor to develop circular economy thinking and practice since 2013.

ReLondon is the operating name of the London Waste and Recycling Board established under the GLA Act revised 2007. More information about ReLondon can be found on our website: [www.relondon.gov.uk](http://www.relondon.gov.uk).

## **3. Background to this tender**

### Context: consumption-based emissions

ReLondon advocates for the focus on consumption-based emissions as a city and, in its business plan for 2020–2025, places the reduction of London's consumption-based emissions of CO<sub>2</sub>eq at its core – aiming to reduce them by identifying levers that will enable an accelerated and just transition to a circular economy.



This is because cities are responsible for driving the generation of greenhouse gas emissions that cause climate change — not through intensive industrial processes but rather as a result of consumption. Cities consume vast amounts of goods and services, but this activity is not fully captured by territorial emissions. However, it is covered by consumption-based emissions which provides a wider view by including the emissions that are embodied in the goods and services imported into a city and consumed there.

To put this into perspective, an estimated 45% of global greenhouse gas emissions come from the food, materials, and products that are made, used, and consumed every day, including the management of land<sup>1</sup>. As a result, looking at the emissions that are ‘embodied’ in goods and services increases the carbon footprint of cities around the world by a staggering 60% on average.<sup>2</sup> Therefore, evaluating the relationship between the consumption of materials, such as packaging, and carbon emissions can provide city decision makers with the knowledge and evidence to support the transition to new modes of production, consumption, and waste management, bringing about the systematic transformation needed to better manage resources and reduce emissions.

ReLondon, the Mayor of London, and London boroughs are leading by example and have worked with the University of Leeds to calculate its consumption-based emissions at both a city and borough level, which will enable progress towards their targets to be measured. However, this data is not granular enough to understand the levers that can be activated at a sector level to lower sector-specific consumption-based emissions, such as packaging. More granular data on specific sectors and emissions along their supply chains is needed for the city to drive effective actions. This evidence has already been developed for food and fashion in ReLondon’s [food](#) and [fashion](#) footprint reports and we will now develop the same for packaging (including plastics), one of the Mayor of London and London boroughs’ priority sectors.

### Focus on packaging

The packaging we use in London is made from a range of materials, each with its own supply chain and corresponding impacts. Packaging is widely used to protect goods moving through the system, however corresponding high levels of consumption and disposal have resulted in the generation of emissions and leakages into the natural environment. Packaging plays a key role in London’s environmental impact and materials such as bottles, cartons, paper and card contribute significantly to London’s waste stream. In total, packaging makes up an estimated 19% of London’s residual waste stream, with plastic film alone constituting 7% (or 1,630,945 tonnes<sup>3</sup>).

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<sup>1</sup> Ellen MacArthur Foundation (2021). Completing the Picture: How the circular economy tackles climate change. Sourced from: Ellen MacArthur Foundation’s website

<sup>2</sup> C40 Cities, Arup, and University of Leeds (2019). The future of Urban Consumption in a 1.5°C World. Sourced from: Arup’s website

<sup>3</sup> Estimates of household waste composition for London, ReLondon 2023.



To support London's transition to a low carbon city, the Mayor of London set waste and resource targets in the London Environment Strategy back in 2018<sup>4</sup>. To achieve this, the strategy outlines how London will look both at how it deals with its waste as well as how products are designed and produced, how Londoners use them, and what happens to them after their original use has ended. This includes a focus and commitment on food waste and single-use packaging, such as coffee cups and plastic bottles. By working with stakeholders to prevent waste through designing out food waste and unnecessary packaging among others, the strategy aims to cut food and associated packaging waste by 50% by 2030 through different schemes and initiatives.

At a London borough level, London Councils (the collective of London local government) established the One World Living programme to significantly reduce consumption-based emissions across London by two-thirds by 2030 for plastics<sup>5</sup>. Through this programme, London boroughs are developing and implementing a plastics action plan which aims to support innovation to ensure plastics are reusable, recyclable or compostable, that all problematic and unnecessary plastic items are eliminated; and plastic items are circulated in the economy rather than being leaked into the environment.

These city-level targets support wider UK targets around packaging and plastics, for example those set in the Department for Environment, Food and Rural Affairs' 25-year environment [plan](#). This plan commits to minimising waste and reusing and managing materials at the end of their life by working to a target of eliminating avoidable plastic waste by the end of 2042. [The UK Plastics Pact](#) was also established by WRAP and enabled by the Ellen MacArthur Foundation's New Plastics Economy initiative, with an aim of transforming the way that the UK makes, uses and disposes of plastic packaging through various 2025 targets. Given plastic packaging accounts for nearly 70% of the UK's plastic waste,<sup>6</sup> addressing plastics specifically has dominated most waste strategies and relevant targets. However, evaluating plastic alongside other packaging material streams will enable a thorough understanding of the impacts arising from London's overall packaging consumption, and allow a valuable comparison to be made between available options. It is clear that packaging is an area that requires the city's focus and the evidence from this project will enable London and its stakeholders to better understand the relationship between packaging flows and consumption-based emissions to inform effective strategies to further reduce London's carbon footprint and support in achieving local, city-wide and UK-wide targets and initiatives linked to packaging.

#### **4. Objective of this work**

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<sup>4</sup> Greater London Authority (2018). London Environment Strategy. Sourced from: Greater London Authority's website

<sup>5</sup> London Councils (2022). One World Living: Sourced from: London Councils' website

<sup>6</sup> WRAP (n.d.). The UK Plastic Pact: Sourced from: WRAP's website

The Mayor of London has committed to making London a zero carbon city by 2030<sup>7</sup> and three-quarters of London boroughs have set targets to reach net zero.<sup>8</sup> However, the evidence base, methodology and decision-making tools needed to support this transition at a sector level currently do not exist. Further evidence is needed to increase the understanding of the relationship between material flows (i.e., packaging volumes), and consumption-based emissions. The objectives of this piece of work, therefore, are to fill this gap and deliver a piece of research which:

1. maps the material flows of packaging throughout London and calculates the associated direct and embodied emissions. This should include the emissions that are produced both within and outside London linked to the packaging that Londoners consume. The study should include all emissions that occur right across the supply chain, from emissions embodied in imports, production, their use at home and out-of-home, through to their disposal, including littering and end-of-use waste treatment for discarded packaging.
2. identifies effective levers that could support the transition towards a low carbon packaging supply chain in London and quantifies their potential impact. These levers will need to be informed through engagement and consultation with industry experts and key stakeholders from across the packaging supply chain.
3. highlights best practice through case studies in support of the identified levers.

This study should adapt the analytical modelling framework that was initially developed for food and published in 2021 within London's food footprint [report](#) and then for fashion published in 2023 within London's fashion footprint [report](#).

## 5. The Specific Requirement

### Proposed project stages

#### Stage 1: Literature and data availability review

- Initial meeting to establish the scope of the project, stages, and timeline.
- Literature review of existing research on packaging flows (i.e., plastics, glass, cardboard, metals, bioplastics etc.), GHG emissions linked to different types of packaging and existing targets linked to packaging in London, the UK and the EU. ReLondon has some relevant internal data as well as a list of some of the external work in this area and targets at a London/UK level but expects bidders to build on this list for review.
- Identification of data gaps related to material flows and emission factors. Draft list of data sources to be used, including data quality (flagging any issues) and how data will be treated, and share list with ReLondon for input. List to be shared ahead of stakeholder workshops and any outreach to external organisations who may have access to additional information.
- Identification of data to be sourced through primary data collection and development of a plan to collect this, outlining how ReLondon can support.

<sup>7</sup> Greater London Authority (2018). London Environment Strategy. Sourced from: Greater London Authority's website.

<sup>8</sup> London Councils (n.d). Climate Change. Sourced from: London Councils' website.



- Propose and agree scope of project, including supply chain nodes, where emissions can be estimated across the supply chain and key categories of packaging to be incorporated in Sankey diagram, based on data availability. These key categories (such as material types or use formats) must enable a comparison of different kinds of packaging relevant to London and must also include a focus on plastics.
- **Note:** The ReLondon team can support with primary data collection through distribution of surveys or engagement with stakeholders. Bidders will be expected to design any surveys, analyse the results and outline feasible options to collect relevant information.
- **Output:** Internal document for sharing with ReLondon outlining the above literature, data and scoping reviews.
- This stage is expected to be delivered within a two-month period. We anticipate a start date in December 2023.

## **Stage 2: Data gathering and packaging material flow analysis**

**Part A:** Data gathering from government databases and other open access data platforms, highlighting how the data will be treated. Primary data collection through surveys or collaboration with organisations which have access to non-publicly available data.

- **Note:** ReLondon can support with primary data collection efforts through connections with stakeholders, however, the bidder will need to provide any questions and details on what information is needed from stakeholders and lead the analysis of any data collected.
- **Outputs:** Excel spreadsheet of data for sharing internally with ReLondon and surveys/interviews for primary data collection.

**Part B:** Map the flows of packaging across London, including the key agreed sub-categories, based on an agreed supply chain scope in stage 1.

- **Stakeholder workshop 1** to share early thinking on the draft packaging supply chain and gather input from stakeholders to fill gaps in understanding and support data collection.
- **Project board 1** to present the material flow analysis results and outcomes from stakeholder workshop.
- **Note:** The ReLondon team will be responsible for all logistical, coordination and secretariat elements of both the workshops and project board meetings. Bidders will be expected to support the design of and present at these workshops and follow up on any actions relevant to the project.
- **Outputs:** Document/diagram/presentation slides of draft supply chain and data for sharing internally with ReLondon.
- This stage is expected to be delivered within a two-month period. We anticipate a start date in February 2024 and the stakeholder workshop to be held during this period.

## **Stage 3: Emissions model and linking to consumption of packaging**

**Part A:** Data gathering from relevant databases. Primary data collection through surveys or collaboration with organisations which have access to non-publicly available data.



**Part B:** Link tonnages of CO<sub>2</sub>eq to London's consumption of packaging to establish a baseline that will enable any progress towards a low carbon circular economy to be tracked over time.

- Results of this stage to be shared with ReLondon project team for review ahead of identifying levers for action.
- This stage is expected to be delivered within a one-month period. We anticipate a start date in April 2024.
- **Outputs:** Updated excel spreadsheet of data for sharing internally with ReLondon and surveys/interviews for primary data collection.

#### **Stage 4: Levers for action across London's packaging supply chain and internal ReLondon methodology report**

**Part A:** Identify and propose levers in London's packaging supply chain (based on emission hotspots assessed in stage 3 and in line with key targets in London/elsewhere as identified in stage 1) where there is significant opportunity to reduce consumption-based emissions and support the achievement of London's zero-waste and zero-carbon ambitions.

- With support from ReLondon's project team, propose levers in London's packaging supply chain, based on emission hotspots identified as part of the material flow analysis and key targets in London/elsewhere.
- With support from ReLondon's project team, propose case study options for each lever to be included in the report.
- **Stakeholder workshop 2** to share proposed levers based on emission hotspots from stage 3 and key targets and gather input from stakeholders on possible alternatives and challenges/barriers to proposed scenarios. Gather input to case study development.
- **Project board 2** to present emission hotspots from stage 3 and proposed levers (including different options and links to key targets) with case study options, including feedback from stakeholder workshop.
- **Outputs:** Document/presentation slides of emission hotspots and levers for sharing internally with ReLondon.

**Part B:** Develop three levers and two scenarios for each lever, that provide a quantified estimation of the potential reduction in the consumption-based emissions associated with London's packaging supply chain.

- Results of this stage to be shared with ReLondon's project team for review ahead of drafting key messages.
- Hold discussion with ReLondon's project and communication's team on key messages of the report, ahead of report drafting and initial skeleton draft.
- **Outputs:** Updated document/presentation slides of emission hotspots and levers and key messages of report for sharing internally with ReLondon.

**Part C:** Development of internal methodology report.

- Drafting of internal methodology report (including an excel spreadsheet with the analysis) which will be used as background for ReLondon staff to support interpretation of report. This should include data sources/units used, processing and treatment of data (including spatial scale, year of data and downscaling methods), description of supply chain nodes

and flows, data evaluation methods including steps to harmonise, and data quality assessment.

- Meeting with ReLondon's project team to explain the methodology and run-through how to use data spreadsheets.
- **Note:** However, ReLondon expects to have been kept up to date with the methodology, data sources used and data quality assessment throughout the project as part of the regular project meetings.
- **Outputs:** Finalised internal methodology report.
- This stage is expected to be delivered within a three-month period. We anticipate a start date in May 2024 with a stakeholder workshop and project board meeting to be held during that period.

## Stage 5: Final public-facing report and communications

**Part A:** Draft a public-facing report that summarises the methodology behind the research and key research findings.

- Drafting of a main public-facing report which follows a similar structure and content to London's [food](#) and [fashion](#) footprint reports, including an executive summary.
- Design of a Sankey diagram which follows a similar design to those in the abovementioned food and fashion reports.
- Work with ReLondon on the provision or collection of photographs from key stakeholders across the project for the report design.
- Initial skeleton draft, laying out structure, headings and key messages of the report, including potential charts and any zoom-ins for review by ReLondon's project team.
- **Note:** Report drafting to be completed by consultants. ReLondon will provide editing and messaging support but would expect to get readable and clear drafts for review.

**Part B:** Manage a 3-stage external review process and embed revisions within the report.

- Production of approximately three complete drafts for review with potential for significant changes by ReLondon's project team throughout, Project Board and key partners. Two weeks will be required for review period during each of the final two draft stages (i.e., a month review time plus any turn-around time).
- **Note:** Sign-off will be required from ReLondon's Project Board on this deliverable and bidders should incorporate some flexibility within their proposed timeline to address any additional drafts required.

**Part C:** Publication of report at launch event.

- Production of presentation slides of key results and methodology for ReLondon-organised launch event.
- Attendance at the report launch during Circular Economy Week 2024, with the possibility of speaking about the report on a ReLondon podcast or webinar.
- **Note:** ReLondon will be responsible for the design of the report and organisation/running of a report launch event during Circular Economy Week 2024.
- **Outputs:** Main report, Sankey diagram design and presentation slides for launch event.



- This stage is expected to be delivered within a three-month period. We anticipate a start date in August 2024. Launch date and promotional activity to be discussed during the project, but we expect this to be mid-to-late October 2024 during Circular Economy Week.

### **Proposed scope**

**Time period:** open to recommendations but likely most recent year available from official government datasets for packaging material flows. Bidders should outline how they will consider any impacts resulting from the COVID-19 pandemic on packaging consumption in this piece of research. Future scenarios likely to take us to 2030 in line with the Mayor of London target.

**Geographical and sector scope:** Focus on pan-London. The scope should cover B2C packaging at least, including plastics packaging, but ReLondon would be keen to explore the bigger picture (i.e. including packaging for business use) if data is available.

**Research type:** Research will include analysis of quantitative and qualitative data such as:

- official government data sources
- desktop research
- surveys/interviews with businesses and stakeholders
- stakeholder workshops

Three main activities will be undertaken by the service provider to deliver this project:

#### **1) Coordination with ReLondon's project manager**

This includes the kick-off meeting and weekly meetings to give an update on progress and discuss research and analysis (including any key decisions made on assumptions impacting the analysis) as well as outputs at each stage, present findings and to plan stakeholder and Project Board meetings. The Project Board structure and composition will be introduced in the kick-off meeting as well as expectations around engagement and reporting.

#### **2) Delivery and preparation of stakeholder workshops**

Two stakeholder workshops (for information gathering, validation of ideas and consultation) are expected to be held over the duration of the project (likely at stages 2 and 4).

Two ReLondon Project Board meetings (including ReLondon's key stakeholders) are expected to be held for scrutiny of work and sign-off, we anticipate these to be held at stages 2 and 4. All papers need to be shared a week in advance of each meeting.

How bidders plan to engage and ensure buy in with stakeholders should be included in their submission. Bidders should also highlight any networks of their own that they can bring to the project and add value to the research.

Consultants will be expected to prepare materials and present at all Project Board meetings and stakeholder workshops and follow up on any actions from these meetings.

### 3) Conducting research (including primary data collection) and delivery of report

This activity constitutes the most significant part of this assignment and should be designed and delivered in a way that will provide ReLondon with a clear mapping of packaging material flows across London's supply chain and identify where the emissions hotspots are to inform effective strategies to further reduce London's carbon footprint.

The end-product will include an internal methodology document for use by ReLondon colleagues (including an excel spreadsheet with the analysis), a final public-facing report (including an executive summary) and slide deck for dissemination of results.

## 6. Project engagement and deliverables

### Project management

- a. A detailed project plan setting out key activities and tasks to be undertaken. This must include a risk plan and avoidance/mitigation measures.
- b. Participating in update meetings with the project team as required:
  - Virtual project kick-off meeting – meet the project manager/director and agree the scope, detailed requirements, methods, and activity to be undertaken. Meeting minutes to be drafted, setting out the key outcomes, conclusions, and action points, including a detailed description of how the work will be delivered, the objectives met and a revised timetable for completion.
  - As a minimum, the bidder will undertake weekly progress reviews and project discussions with ReLondon's project team in virtual meetings. The bidder will communicate transparently the progress of the work, notify ReLondon's project team about any concerns or delays in a timely manner, and communicate the input and tasks required from ReLondon to work together with the bidder.
  - Presentation and design of two workshops with ReLondon's key stakeholders, with support from ReLondon. Two Project Board meetings will be organised by ReLondon, with presentation from bidder on findings.
  - Meeting/training session with project team to run-through how to use methodology/data spreadsheet and explain the methodology.
  - A review meeting of draft research findings/key messages with a presentation to the project team and workshop for refining the final output.
  - Effectively respond to and integrate feedback from the project manager/director, Project Board, and key stakeholders.

**Note:** The ReLondon team will be responsible for all logistical elements of the workshops, the coordination and secretariat. Bidders will be expected to design and present at these workshops and follow up on any actions relevant to the project. It is expected that a lot of this work will be undertaken virtually.

### Deliverables



The project will deliver the following key deliverables:

1. x1 public-facing report, which follows a similar structure and content to London's [food](#) and [fashion](#) footprint reports, including an executive summary.
2. x1 internal methodology report for ReLondon's background use, including details on how to interpret findings.
3. x1 excel spreadsheet detailing the components and findings of the material flow analysis and consumption based-emissions assessment (including data collected in a clear format, scenarios, and an explainer for ReLondon on how to use the spreadsheet).
4. x1 training session/meeting with project team to run-through how to use methodology spreadsheet and explain the methodology.
5. x2 meetings with a Project Board.
6. x2 stakeholder workshops.
7. x1 presentation slides of key results and methodology for ReLondon-organised event.

All the deliverables must be branded with ReLondon logos, and the intellectual property created by the service provider will be owned by ReLondon. These will be provided at the kick-off meeting.

## Key Timelines

The total duration of the project is expected to run over a 10-month period with an indicative timeline as follow:

Project start	December 2023
<b>Stage 1</b>	<b>December to January 2024</b>
Primary data collection plan review	January 2024
<b>Stage 2</b>	<b>February to March 2024</b>
Stakeholder workshop 1	March 2024
Project Board meeting 1	March 2024
<b>Stage 3</b>	<b>April 2024</b>
Mid-point project review	May 2024
<b>Stage 4</b>	<b>May to July 2024</b>
Stakeholder workshop 2	June 2024
Final results review	July 2024
Project Board meeting 2	July 2024
<b>Stage 5</b>	<b>August to October 2024</b>
Report launch	End of October
Hold launch event	CE Week 2024

## Budget

The total budget for this project is capped at **£60,000 including VAT and expenses**. The payment of the contract will be phased in several instalments upon completion of each stage.



## 7. Timetable for procurement

The timetable below gives an indicative timeline for this project. Bidders are advised that, with the exception of the tender submission date, this timetable is not binding and may be changed if necessary.

Bidders are asked to note the timescale for delivery and in their tender submission they should set out how they propose to complete the work within this timescale and identify key dates where they would expect input from ReLondon. Bidders should also incorporate some flexibility within their proposed timeline to address any additional report drafts required, following feedback from ReLondon's Project Board meetings.

This work is expected to be delivered ahead of ReLondon's Circular Economy (CE) Week, with an anticipated start date in December.

<b>Milestone</b>	<b>Date</b>
Invitation to Tender issued	16 <sup>th</sup> October 2023
Deadline for clarification questions	30 <sup>th</sup> October 2023, 5.00pm
Clarification question responses returned by	6 <sup>th</sup> November 2023
Tender return deadline	20 <sup>th</sup> November 2023, 5.00pm
Award of contract	4 <sup>th</sup> December 2023
Inception Meeting	December 2023
Final Report	CE Week, End of October 2024

## 8. Interface/ Contract management

The main point of liaison between the Service Provider and client will be ReLondon's Research Advisor in ReLondon's Business Transformation and Sector Support team. Please see section 11 below for details of how to submit tenders and clarifications.

## 9. Quality of Service

The Service Provider shall provide the services in a competent, timely manner in accordance with recognised industry quality standards. The Service Provider shall ensure an adequate supply of suitably qualified and competent personnel are available to fulfil the requirements of the Contract.

## 10. Delivery Personnel

ReLondon requires Bidders to nominate key personnel with appropriate skills to perform the service for the duration of the contract.

Bidders shall provide a CV for all key personnel as part of their submission. The CV shall demonstrate the individual's experience, competence and capability and their role in the project (including predicted hours) and should be no more than 1 page.



ReLondon requires bidders to specify clearly in the application what is expected from ReLondon staff during the project to allow optimal project delivery.

The Service Provider shall ensure any changes to the key personnel be undertaken with minimal negative impact to the service and at no additional cost to ReLondon.

ReLondon may at its discretion, request that the Service Provider remove and replace any Key Personnel from the service that ReLondon considers in any respect unsatisfactory in the delivery and performance of the contract. ReLondon shall not be liable for the cost of replacing any Key Personnel.

## **11. Submissions**

Bidders are expected to submit a bid with two sections consisting of the technical approach and financial proposal, the bid being a maximum 10 sides of A4 (excluding front/back cover as well as project experience, examples and CVs which can be included as an Appendix). The two sections are expected to include, but not limited to, the following:

### **Technical Approach**

- Describe their approach/methodology in supporting the ReLondon team with respect to the scope of work described above, including:
  - How bidders approach the scope and expectations on what can be included, noting that the scope should cover B2C packaging at least, including plastics packaging, but that ReLondon would be keen to explore the bigger picture (i.e. including packaging for business use) if data is available.
  - How bidders approach data collection, lack of data availability, develop the levers/scenarios should be included in their submission.
  - Bidders should outline how they will consider any impacts resulting from the COVID-19 pandemic on data in this piece of research.
  - How bidders plan to engage and ensure buy-in with stakeholders should be included in their submission. Bidders should also include any networks of their own that they can bring to the project and add value to ReLondon's network.
  - Bidders should outline what is realistic within the timeframe and budget, while ensuring the research is also high quality, replicable, robust, and easy to understand.
- Highlight the key milestones of the proposed approach and turnaround times required for input:
  - Describe the inputs they will require from the ReLondon team prior and during the assignment, including details on time usage, the type of work and experience of the needed individual.
- Detail their suitability to fulfil the contract:
  - How the contract is to be managed and their approach to delivering the required specification within the timeline indicated above.

- Describe how they will measure the impact of final product(s) and any other means by which they will measure effectiveness.
- Details/profile of the personnel comprising the Delivery Team and a description of their role in delivering the contract (CVs should be in the Appendix).
- Demonstrate their company's experience with examples of previous projects. Please provide at least three examples (but no more than five) of previous work carried out by suggested personnel included in the bid, that best demonstrate understanding of the brief and their ability to deliver its requirements. Please keep examples to a maximum of one page each and use a dedicated appendix for any diagrams and other descriptions.

## Financial Proposal

A Pricing Schedule giving day rates and anticipated number of days for nominated personnel and showing the anticipated total amount for the project. All quotes should be submitted in British pounds (£) and should include daily fees, any reimbursable transportation expense and VAT. A template for the outline of the financial proposal is provided below.

Bidders should split out costs for each element of the project as set out in section 5.

	No. of Days	Daily Rate (£)	Nominated Personnel	Total Cost per Activity (£)
<b>Stage 1</b>				
Literature and data availability review				
<b>Stage 2</b>				
Data gathering and packaging material flow analysis				
<b>Stage 3</b>				
Emissions model and linking to consumption of packaging				
<b>Stage 4</b>				
Levers for action across London's packaging supply chain and internal methodology report				
<b>Stage 5</b>				
Final public-facing report and communication				
Total Costs (£) excl VAT:				
VAT (£)				
Total Cost (£) incl VAT:				

Any clarification questions must be submitted by email to [tenders@relondon.gov.uk](mailto:tenders@relondon.gov.uk) by **5pm on 30th October 2023**. Bids must be submitted by email to [tenders@relondon.gov.uk](mailto:tenders@relondon.gov.uk) by **5pm on 20th November 2023**. For both questions and bids, please use the reference “ReLondon tender: 2023/24:10– London's packaging footprint”.

## 12. Contract

The contract will be formally let by ReLondon and ReLondon’s standard terms and conditions will apply (available on request).

### Travel and Expenses

All fees shall be inclusive of any travel and subsistence incurred to locations in Greater London.

## 12. Evaluation

ReLondon must be satisfied that each potential contractor has the appropriate capabilities and resources available to undertake the work to our requirements and provide the necessary services. The process we use to select contractors is a competitive one. Your tender submission will be evaluated by us against the following criteria:

Evaluation criteria	Weighting
Total price as detailed in the Pricing Schedule provided. <sup>9</sup>	20%
Project management approach, including key milestones and timeline that will deliver the project requirements.  Clarity on expected working capacity and tasks from ReLondon employee/s to deliver the results with the provider.	10%
Methodology – a detailed description of how you would conduct the research to achieve the deliverables set out in section 6.  Quality and technical excellence of proposed methodology (including data collection methods, how to approach lack of data and how you would fill gaps (where possible) with primary data collection, how you would engage with stakeholders and how to communicate findings and train ReLondon staff).	45%
Experience and fit of allocated personnel, their skills (including copywriting skills) and technical capability. Examples of previous work done in this area, in particular how technical detail has been communicated in a clear, accessible and concise way. Details of how research will be quality checked.	25%

<sup>9</sup> This will be assessed by deviation from the lowest compliant tender

Scoring	
Outstanding - Cannot be Faulted	100
Excellent	90
Very Good	80
Good	70
Above Average	60
Average	50
Below Average	40
Poor	30
Very Poor	15

### 13. Acceptance of bids

In issuing this invitation to bid, ReLondon is not bound to accept the lowest or any bid and reserves the right to accept the whole or any specified part of the bid unless the bidder expressly stipulates otherwise.

ReLondon will not enter into discussion with non-selected potential suppliers or justify its decision. Potential suppliers are deemed to have accepted these conditions by the act of submitting their quote. The selected preferred supplier cannot assume they have been granted the contract until a formal contract is signed.

### 14. Period for which bids shall remain valid

Unless otherwise stipulated by the bidder, bids shall remain valid for 30 days from the closing date for receipt of tenders.