**SUSTAINABLE PROCUREMENT STRATEGY**

**PROCESS IMPLEMENTATION - QUESTIONS**

The following are example questions that may be asked of bidders at pre-qualification and tender stage. The questions are mapped to the priorities in the University’s Sustainable Procurement Strategy. Only questions which are relevant to the category/project in question (refer to the relevant [category impact analysis](http://www.admin.ox.ac.uk/finance/ppt/purchasing/sustainable/sustainabilityimpactsopportunities/) for guidance) should be asked and questions may need tailoring to ensure fit with the rest of the information issued to bidders.

The question highlighted in yellow may be used in any tender in lieu of more detailed questions.

**1. Pre-Qualification**

| **Strategy Priority** | **Potential ‘Requirement Specific’ Questions**  See Annex 1 of Supplier Questionnaire |
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| 4.1.1 | What non-renewable resources do you rely on in your production processes (e.g. energy, water), and what initiatives do you have in place to reduce consumption of these resources (specifically in relation to the products / services required by the University)? |
| 4.1.2 | What percentage of the product(s) which the University plans to purchase includes unsustainable materials? Please provide details of the materials. |
| What are your organisation’s plans (including timescales) to reduce the use of unsustainable materials in the products? |
| 4.1.3 | What percentage of the product(s) which the University plans to purchase includes virgin materials? Please provide details of the materials. |
| What are your organisation’s plans (including timescales) to reduce the use of virgin materials in the products (or increase the proportion of recycled materials)? |
| 4.2.1 | The supplier should detail any initiatives it pursues to reduce packaging (including using recycled packaging) in respect of the products it delivers. |
| Every company is legally required to manage their waste (see [www.gov.uk/managing-your-waste-an-overview](http://www.gov.uk/managing-your-waste-an-overview)). How do you comply with this duty, and what documentation can you provide to the University to evidence such compliance? |
| Every company is legally required to prevent pollution (see [www.gov.uk/guidance/pollution-prevention-for-businesses](http://www.gov.uk/guidance/pollution-prevention-for-businesses)). How do you manage the pollution risks associated with your operations (both generally, and when on-site at customer premises)? |
| 4.5.1 | What strategies and policies does your organisation maintain in respect of sustainability matters (environmental, social and economic)? |
| Does someone in your organisation have overall responsibility for sustainability matters? |
| Do you operate a documented environmental management system (e.g. ISO14001, EMAS, BS8555)? If yes, please provide details. |
| How do you identify, quantify and manage environmental risks? |
| Do you regularly carry out sustainability reviews, impact assessment or audits? If yes, please provide details. |
| Is your organisation a member of any group or association tackling sustainability issues? |
| 4.5.3 | What targets and reporting are currently established within your organisation to measure and manage the sustainability impacts (environmental, social and economic) of conducting your business? |
| Please describe how you audit the factories in your supply chain to ensure appropriate systems to monitor quality, health and safety, worker welfare and Modern Slavery Act 2015 compliance. |
| 4.6 | How does your organisation implement equal and non-discriminatory treatment of all workers under the Equality Act 2010? |
| **Strategy Priority** | **Potential ‘Requirement Specific’ Questions**  See Annex 1 of Supplier Questionnaire |
| 4.6.1 | Do you currently support a living wage within your organisation? If no, would you be prepared to work with the University to ensure that your staff working to deliver University contracts receive a living wage? See: <http://ousu.org/get-involved/campaigns/livingwage/faqs/> for details. |
| What initiatives or proactive steps has your organisation taken to ensure that those employed within your wider supply chain are paid a living wage? |
| 4.6.2 | **See**: Supplier Questionnaire, Core Questions,Section F. |
| How do you promote and ensure excellent health, safety and welfare practices in your supply chain? |
| 4.6.3 | Do you comply with the Ethical Trading Initiative Base Code (www.ethicaltrade.org/eti-base-code) or a similar code of conduct (please provide details)? |
| Do you promote the Ethical Trading Initiative Base Code (www.ethicaltrade.org/eti-base-code) or a similar code of conduct through your supply chains (please provide details)? |

**2. Specification / Evaluation**

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| **Strategy Priority** | **Potential Tender Questions** |
| 4.1.2 | Do you offer alternative products which may meet the University’s requirement that do not include or use less unsustainable materials? If yes, please provide details. |
| 4.1.3 | Do you offer alternative products which may meet the University’s requirement that do not include or use less virgin materials? If yes, please provide details |
| 4.2.1 | The University has committed to reducing the amount of packaging in relation to the products it purchases. The supplier should detail any specific initiatives it could pursue to reduce the packaging (including increasing the proportion of recycled packaging) in respect of the University’s requirement. |
| 4.2.2 | Do you offer any alternative recycled products which may meet the University’s requirement (or products which are manufactured from a higher proportion of recycled materials)? If yes, please provide details. |
| How capable is the product (or any part of it) of being recycled at its end of life? What arrangements does the supplier have in place to facilitate this? |
| 4.2.3 | What waste (including undesirable by-products) do your products / services generate, and what do you do about managing this waste? |
| Do you offer alternative products / services which may meet the University’s requirement that generate less waste or undesirable by-products (either through their production or use)? If yes, please provide details. |
| Please provide a full method statement for decommissioning and disposal of the goods, including typical timings. |
| 4.3.1 / 4.3.2 | The University has committed to reducing the overall volume of deliveries to the University and working to schedule deliveries to reduce city congestion. The supplier should detail any specific initiatives it could pursue to support these commitments in respect of the University’s requirement. |
| 4.4.1 | Please provide proposals for embedding energy efficiency criteria in the contract with the University, including details regarding how these criteria could be measured and managed. |
| 4.4.2 | Do you offer alternative equipment which may meet the University’s requirement that is more energy efficient? If yes, please provide details. |
| What is the kWh rating of the equipment? |

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| **Strategy Priority** | **Potential Tender Questions** |
| 4.4.3 | The University has committed to reduce its carbon impact. The supplier should detail any specific initiatives it could pursue to reduce the carbon impact in respect of delivering the University’s requirement. |
| In respect of deliveries made to the University, what fuel is used in the delivery vehicles? Is there any alternative vehicle available which your organisation could use to decrease the carbon impact of deliveries? |
| 4.5.1 | Sustainable procurement to the University means routinely considering the environmental, social and economic impacts of purchasing decisions. The supplier should detail the likely sustainability impacts in delivering the University’s requirement and explain how their organisation (and wider supply chain) will work to mitigate any negative impacts (including details of compliance to any relevant legislation) and create/enhance any positive impacts. |
| Do you have a programme or action plan in place to develop the sustainability competence of your organisation and your supply chain? If yes, please describe it. |
| 4.5.3 | Please provide proposals for measuring and managing (including establishing targets) the sustainability impacts (environmental, social and economic) of delivering the University’s requirements during the term of any contract? Can you provide examples of any similar reporting? |
| 4.6 | Please detail any specific initiatives your organisation will undertake during the term of the contract to promote equality & diversity. |
| 4.6 | Please detail how your organisation could deliver additional social value through the life of this contract (e.g. by engaging social enterprises). |
| 4.6.1 | Where your tendered price does not already include a living wage for staff working to deliver the University’s requirements, the supplier is requested to provide additional (optional) pricing to enable the living wage to be paid. |
| 4.6.2 | What are the key health, safety and environmental risks associated with the delivery of the University’s requirements and how will you work to manage these risks? |
| What are the key health, safety and environmental risks associated with the University’s use of the products and/or services and what training/guidance/information is available from the supplier to assist the University in managing these risks? |
| What health, safety and environmental awareness training do you provide for your staff attending University sites? |
| 4.6.3 | Please detail how you ensure any products relevant to this tender are sustainably sourced. Do these products comply with any relevant certifications (e.g. Fairtrade). |