

NWSSP Procurement Services

Sustainable Procurement Code of Practice

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V1	2012	First publication.
V2	23 rd Oct 2015	Consolidation of CSR Policy, Transport Policy, Packaging Policy and Sustainable Procurement Policy. Updated to reference applicable recommendations of Wales Procurement Policy Statement (April 2015) and Well-being of Future Generations (Wales) Act 2015.
V3	16 th Dec 2019	Further alignment with the objectives of Well-being of Future Generations Act, adoption of recent ethical employment directives, additional themes to cover wider sustainability interests, inclusion of NWWSP's own sustainability efforts, example questions and appendices.

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Introduction & Background

The public sector has a vital role to play in furthering sustainable development through the procurement of goods and services. In recognition of this role, NHS Wales Shared Services Partnership (NWSSP) Procurement Services will promote global leadership in Sustainable Procurement, working with suppliers of goods and services to support the Welsh Government's commitments in the area of sustainability, as set out in the Wales Procurement Policy Statement (WPPS) and the Well-being of Future Generations (Wales) Act 2015.

It is a requirement of the WPPS and NHS Wales Health Boards and Trusts' Standing Financial Instructions that a Sustainable Risk Assessment (SRA) be carried out on all procurement exercises with a value in excess of £25K. The SRA will identify those opportunities in the supply chain to address environmental, social and economic impact as a consequence of the goods and services delivered to NHS Wales.

Using the outputs from the SRA, further developed by standard practices and the content of this document, it is our intention to support and stimulate innovation within NHS Wales' supply base. We aim to foster sustainable solutions, and to reduce the consumption of resources, by working with and encouraging our supply chain to address the focus areas and themes set out below.

NWSSP will use whole life costing to inform our purchasing decisions and ensure that the entire life cycle of products and services are considered, as a means of managing sustainability impacts arising from our activities. We will do so in line with guidance from Welsh Government by working with our colleagues across the NHS to ensure that we support local sustainability objectives as well as our own Three Key Objectives.

We will continue to manage the impact of our activities through the use of our Environmental Management System (EMS) which contributes towards our ongoing achievement of International Management Standard ISO 14001:2015. Our staff will continue to receive the necessary training and resources to ensure that we are able to deliver the aims of this policy, and NWSSP Procurement Services' wider ambition of being a world-class procurement service.

Our Three Key Objectives

The Three Key Objectives & Drivers of this policy are as follows:

- **[The Well-being of Future Generations \(Wales\) Act 2015](#)**

The Well-being of Future Generations (Wales) Act 2015 has changed the landscape for public sector activity, and NWSSP acknowledges that the Act must underpin all of its ongoing operations. In recognition of the Act, and Procurement Services' ambition to be a world leader in Sustainable Procurement, the Well-being of Future Generations will be considered paramount throughout all procurement activity.

- **[Sustainability for Patients & Service Users](#)**

Putting patients and service users first is essential for NHS Wales. It is our objective to ensure that the implementation of actions to improve sustainable development and consumption while having no detrimental impact on patient care and service user experience.

- **[Sustainability for NHS Wales](#)**

It is important that NHS Wales maintain its reputation and professional credibility with the public and wider stakeholders. It is our objective to demonstrate genuine commitment to sustainable development and consumption as a high priority for the NHS and the Welsh Government.

Our Focus Areas and Themes

Environmental Sustainability

Energy

Our Aim: *To improve the long-term sustainability of NHS Wales' activities by introducing energy efficiency initiatives at NWSSP Procurement Services' sites and by working with suppliers to improve the energy efficiency in the manufacture and on-going performance of goods and services.*

What We Will Do:

- Continue to procure only green electricity for all sites under the remit of NWSSP Procurement Services.
- Promote conversion from high consumption infrastructure to lower consumption technologies.
- Advocate the use green energy technologies such as photovoltaics (solar panels), wind turbines, energy accumulators (batteries) and LED lighting.
- Continue to use internally developed tools that enable energy managers to identify and take action over wasteful energy consumption. This management of energy consumption will also contribute towards NWSSP continuing to achieve year on year emissions reduction targets.

What We Ask From Our Suppliers:

- Suppliers are encouraged to achieve the ISO14001:2015 standard or equivalent.
- Suppliers are expected to demonstrate compliance with energy and environmental regulations and other commitments.
- Suppliers are expected to complete energy efficiency information requests, implement supplier energy management plans (e.g. linked to service delivery), and provide evidence and updates as required.
- Suppliers should undertake whole life costing when purchasing equipment, including an assessment of energy use.
- Suppliers are also encouraged to do everything within their power to promote energy efficiency in the areas of production, packaging, transport and throughout all areas of operation.
- Suppliers are encouraged to develop more energy efficient products and services – and promote these to the NHS in Wales by working with NWSSP Procurement Services.
- Suppliers are expected to collaborate with NWSSP on efforts to deliver energy efficiency improvements and carbon reduction targets.

Transport

Our Aim: *To reduce the environmental impact of transport associated with Procurement Services' activities, and by working with suppliers reduce the negative impact of any transport used in the delivery of good and services.*

What We Will Do:

- All internal delivery vehicles to be specified with the latest energy efficient engines (currently Euro VI Class) or electric/hybrid technologies.
- Delivery drivers are trained in the use of route optimisation software and in vehicle optimisation i.e. efficient load management and environmentally conscious driving methods.
- Procurement Services will continue to utilise pool cars with electric, hybrid or lower CO2 emission technologies.
- Procurement Services staff are encouraged to utilise video conferencing facilities to reduce unnecessary travel wherever possible.
- NWSSP will continue to hold regular campaigns to promote sustainable travel including walking, cycling, use of public transport and car sharing.

What We Ask From Our Suppliers:

- Work collaboratively with NWSSP to reduce transport emissions arising from the delivery of goods and services to NHS Wales.
- Engage with NWSSP in exploring innovative and good practice approaches to reducing business travel linked to NWSSP supply chain services.
- Work with NWSSP to develop a transport management plan – to reduce travel impacts arising from the delivery of NWSSP contracts.
- Complete supplier information requests, providing evidence and updates as required.
- All external delivery vehicles to be specified with the latest energy efficient engines (currently Euro VI Class) or electric/hybrid technologies.
- Suppliers are encouraged to use video or teleconferencing as an alternative to holding physical meetings.

Waste

Our Aim: *To reduce the amount of waste produced as a result of Procurement Services activities by encouraging the reduction, reuse and recycling of materials wherever possible.*

What We Will Do:

The Welsh Government has set a target for all organisations to recycle at least 70% of waste by 2025. In accordance with NWSSP's Environmental Objectives, set for reporting period 2016-2017, we have committed to reducing the amount of waste sent to landfill by 5% year on year, working towards a Zero Waste Strategy. NWSSP is undertaking the following activities to support the delivery of these targets:

- Waste audits performed across all sites – including site waste management plans to monitor, manage and reduce waste in accordance with the waste hierarchy.
- Waste prevention/reduction – including a ban on the purchase of avoidable and problematic single use plastics, unless for hygiene and/or clinical procedures.
- Reuse – including a policy of reusing and repurpose consumables (e.g. office stationery) and equipment (e.g. furniture, ICT) rather than buying new.
- Recycle – ensuring each site has appropriate waste segregation facilities to maximise recycling rates, with main stores enrolled in packaging take back and recycling schemes.
- Specify recycled content in products and packaging.
- All sites to achieve ISO14001:2015 by 2022.

NWSSP will improve waste monitoring to evidence that NWSSP Procurement Services is achieving or bettering year on year waste reduction targets, in line with Velindre NHS Trust Carbon emissions targets and the Welsh Government "Low Carbon Delivery Plan".

What We Ask From Suppliers:

- Work collaboratively with NWSSP to support the delivery of its Zero Waste Strategy targets and commitments.
- Take steps to prevent waste in products by giving preference to materials and products which are designed for durability, recyclability and include reused or recycled content.
- Ensure that all product packaging complies with the Packaging (Essential Requirements) Regulations – including packaging which is manufactured to permit reuse or recycling.
- Seek to eliminate any plastic packaging or products defined as 'problematic or unnecessary' by the UK Plastics Pact (<http://www.wrap.org.uk/content/eliminating-problem-plastics>).
- Ensure recycled content is specified to the maximum degree that is feasible in plastic (e.g. rPET).
- Ensure cardboard packaging materials includes recycled content specified to the maximum degree feasible and/or is sourced from Forest Stewardship Council (FSC) certified sources.
- Ensure that return transit packaging is used throughout the supply chain wherever feasible.
- Ensure that packaging 'producers' comply with the Producer Responsibility Obligations (Packaging Waste) Regulations.

All waste service providers will be required to:

- Work with NWSSP to deliver the service in a manner which maximises the waste hierarchy principles.
- Provide evidence of appropriate environmental & operational ISO standards.
- Provide accurate waste figures from each site, broken down into waste streams for the purpose of waste monitoring and management. Where this is not practicable, approximations may be used.
- Participate in site visits and audits upon request.
- Demonstrate a 'duty of care' for all waste transfers.

Emissions

Our Aim: *To reduce carbon dioxide and other Greenhouse gas emissions attributable to Procurement Services' contracts and activities.*

What We Will Do:

- NWSSP will contribute to the decarbonisation of the Welsh NHS in line with the targets of Welsh Government's Low Carbon Delivery Plan. The Low Carbon Delivery Plan aims to reduce emissions of greenhouse gases by 80% by the year 2050, with interim targets of a 27% reduction by 2020, 45% by 2030 and 67% by 2040.
- NWSSP will set and meet annual emissions savings in line with the Velindre NHS Trust's carbon reduction targets and Welsh Government's "Low Carbon Delivery Plan".
- Continue to measure and manage CO2 emissions at NWSSP Procurement sites.
- Using the NWSSP Carbon Footprint Survey to identify and take action over wasteful energy consumption.

What We Ask From Suppliers:

- Work collaboratively with NWSSP to support delivery of its carbon reduction targets and commitments attributable to contracts and activities.
- Demonstrate compliance with energy and environmental regulations and commitments.
- Maintain or work towards certified Environmental or Energy Management Systems e.g. ISO14001 or ISO50001.
- Supply GHG emissions and/or product carbon footprints where available and on request.

Natural Resources

Our Aim: *To operate and procure in a manner that focuses on the preservation and effective management of natural resources.*

What We Will Do:

- Use purchasing to manage biodiversity risks and opportunities by selecting environmentally friendly goods, services and works; that make a positive contribution to sustainable consumption and production.
- Ensure biodiversity is fully taken into account during pre-procurement decision-making – for example, via the NWWSP Sustainable Risk Assessment (SRA) process.
- Incorporate biodiversity related sustainability criteria within procurement guidelines and supply contracts – for example: relevant certifications, standards and ecolabels.
- Comply with Section 6 of the Environment (Wales) Act 2016 and NHS Wales Biodiversity Duty, and aim to exceed these obligations wherever possible.
- Closely collaborate with estate grounds keepers to give permission and assist in planning “No Cut” zones to allow the planting of native wild flowers, trees and hedges. Where possible NWWSP will make the most of its estate for the benefit of local wildlife, birds, insects, pollinators and the general biodiversity.
- Where practical we will also retrofit, rainwater collection bowsers and specify rainwater (grey water) collection facilities integrated into new builds.
- Collaboration between catering managers, suppliers and dietitians to formulate menus that will reduce then eradicate unsustainable palm oil from the All Wales Menu Framework.

What We Ask From Suppliers:

- Identify appropriate eco labels/certification schemes where this represents value for money and does not compromise the procurement process.
- Only use virgin packaging material that can either be reused or for which there is local re-cycling infrastructure.
- Move away from virgin packaging and use materials from recycled sources wherever possible.

Social Sustainability

Business Ethics & Corporate Social Responsibility

Our Aim: *To ensure the organisation's activities, and those of its suppliers, are conducted in a fair and ethical basis, while embodying the principles of non-discrimination with regard to gender, age, disability, religion, race and sexual orientation.*

What We Will Do:

- Be open and transparent in terms of our corporate and ethical responsibilities, and welcome feedback and criticism.
- Consider the impact of our decisions on all of our stakeholders – customers, colleagues and the communities we serve.
- Abide by the core principles of equality, diversity and inclusion.
- Undertake Equality Impact Assessments as part of the planning for all procurement activity.
- Adopt and abide by commitments made within the Velindre Equality and Diversity Policy (WF 30).
- Follow NWSSP's Raising Concerns (Whistleblowing) Policy for instances of whistleblowing.

What We Ask From Suppliers:

- Secure supplier commitments against ethical considerations as standard, including those outlined in detail in NHS Wales Conditions of Contract. These Conditions include material commitments in respect of:
 - Bribery & Corruption: Suppliers must not engage in any activity which would constitute an offence under the relevant Sections of the Bribery Act 2010. They must also comply with relevant NHS Trust/Local Health Board anti-bribery and anti-corruption policies, having adequate procedures in place to enforce compliance.
 - Human Rights: Suppliers are expected to ensure that its employees, agents and/or sub-contractors act in line with the Convention Rights of Section 1 of the Human Rights Act 1988.
 - Equality & Diversity: Suppliers and/or their sub-contractors are expected to comply with the Equality Act 2010 and any other applicable equality legislation taking all reasonable steps to promote equality and diversity, including race equality, equality of opportunity for disabled people, gender equality and equality relating to religion and belief, sexual orientation and age in the provision of contracts.
 - Health & Safety: Suppliers are required to comply with the requirements of all relevant Health and Safety legislation, including regulations and codes of practice, including those issued by the appropriate contracting LHB/Trust.
 - Suppliers and/or their sub-contractors must comply with the Equality Act 2010 and any other applicable equality legislation taking all reasonable steps to promote equality and diversity, including gender, age, disability, religion, race and sexual orientation.
- Conduct all business with NHS Wales in an ethically responsible manner, and in line with the principles of Corporate Social Responsibility.
- Work with NWSSP Procurement Services in response to any ethical considerations that may be raised through the course of ongoing business activities, with view to achieving the most ethically appropriate outcomes.

Ethical Employment & Modern Slavery

Our Aim: *To ensure the employment practices of NWSSP Procurement Services, and those of its suppliers, are conducted on a fair and ethical basis in support of Welsh Government's Ethical Employment in Supply Chains' Code of Practice.*

What We Will Do:

- Continue to abide by the principles of Welsh Government's Ethical Employment in Supply Chains Code of Practice.
- The organisation has appointed an Anti-Slavery and Ethical Employment Champion who will continue to review and drive improvement of our Ethical Employment & Modern Slavery related commitments and activities.
- Produce and report progress against our Ethical Employment Statement on an annual basis.
- Publish our annual Ethical Employment Statement on the Transparency In Supply Chains (TISCSupplyChain.org) website.
- Develop a pathway for dealing with reported instances of Modern Slavery within our supply chains.
- Collaborate with other public sector bodies and industry to develop a best practice approach to Ethical Employment & Modern Slavery.

What We Ask From Suppliers:

- All organisations that do business with NHS Wales are encouraged to sign up to Welsh Government's Ethical Employment in Supply Chains Code of Practice.
- All suppliers are encouraged to produce annual Ethical Employment & Modern Slavery Statements regardless of their organisation's size or annual turnover. This will encourage best practice approaches to ethical employment and to addressing modern slavery.
- Suppliers are encouraged to publish their annual Ethical Employment Statements on the Transparency In Supply Chains (TISCSupplyChain.org) website.
- Immediately report any modern slavery concerns related to NHS Wales activities to NWSSP Procurement Services.
- Promptly respond and take action against any feedback related to ethical employment & modern slavery.
- Work with NWSSP Procurement Services to remove modern slavery from the supply chain.

Health & Well-being

Our Aim: *To support our staff and our supply chain in promoting positive well-being, physical and mental health.*

What We Will Do:

- Promote positive well-being, physical and mental health for all employees of NWWSP Procurement Services.
- Continue to assist employees via schemes such as Employee Assistance Programme (EAP).
- Continue providing positive staff benefits such as the Cycle 2 Work Scheme, discounted gym memberships (NHS discount and “Blue Light” discounts), and the ability to purchase additional annual leave.
- Continue providing a policy framework that supports a healthy work-life balance including flexible working hours, working time regulations, substance misuse at work etc.
- Encourage and promote positive well-being through training initiatives – e.g. mindfulness training, stress management, personal resilience etc.
- Investigate and be open to the use of innovative well-being approaches such as standing office spaces and walking meetings.

What We Ask From Suppliers:

- Encourage suppliers to consider their employees’ well-being, physical and mental health as part of their provision of goods and services to NHS Wales.
- Promptly respond and take action against any feedback related to Health & Well-being.
- Achieve the Corporate Health Standard where possible.

Wales & The Welsh Language

Our Aim: *To promote Wales and the Welsh Language within our activities, and to support the people of Wales in their ability to use Welsh as their first language in everyday life.*

What We Will Do:

- Offer core services through the medium of Welsh, and facilitate peoples’ ability to live their lives through speaking Welsh.
- Ensure documents, webpages and Invitations to Tender are available in Welsh wherever possible.
- Hold meetings and deliver presentations in Welsh where requested, and offer translation services as part of regular operations.
- Offer Welsh language training to staff, and abide by the Welsh Language Standards.

What We Ask From Suppliers:

- Honour their obligations in respect of the Welsh language including but not limited to the Government of Wales Act 2006, the Welsh Language Act 1993 or the Welsh Language (Wales) Measure 2011.
- Continue to signpost international suppliers to Welsh Government statute such as the Well-being of Future Generations (Wales) Act 2015 and other domestic legislation.

Economic Sustainability

Community Benefits

Our Aim: *To deliver added value to public sector spend in Wales by including a ‘Community Benefits’ requirement within Procurement activities.*

What We Will Do:

- Apply a community benefit requirement to all procurement activities irrespective of value. This will be used to determine the benefits that can be realistically realised from each activity, and deliver those benefits wherever possible.
- NWSSP will appoint Community Benefits Champions to promote the consideration of community benefits in all procurements.
- NWSSP will continue to ensure the wider social, economic and environmental needs of local communities can benefit from public sector spend.
- Apply the Community Benefits Measurement Tool to contracts with a value exceeding £2M wherever possible and provide justification where this approach has not been used.

What We Ask From Suppliers:

- Consider including apprenticeships, training, educational initiatives and sponsorship of local voluntary groups as part of provisions to NHS Wales.
- Discuss any opportunities for delivery of community benefits with NWSSP so that appropriate consideration can be given as part of future procurement activity.

Circular Economy

Our Aim: *To encourage a holistic approach to the delivery and use of products and services by considering and taking account of the full life journey of activities.*

What We Will Do:

- Embed and align circular economy within NWSSP policy, strategy and purchasing processes to support circular procurement outcomes across future contracts.
- Lead by example by working with suppliers to go beyond Green Public Procurement (GPP) criteria, where possible, for relevant products and services.
- Develop an appropriate action plan for delivering circular outcomes across future procurement and contracts, including relevant targets and KPIs to enable consistent monitoring and reporting of good practice, and shared learning across the wider Welsh public sector.
- Communicate this strategy with our partners and suppliers.
- Engage with our supplier base to identify opportunities for sourcing products and services with the greatest circular economy outcomes.

What We Ask From Suppliers:

- Collaborate with NWSSP to help achieve its goals to source products and services with the greatest circular solutions and benefits.
- Promote opportunities for product eco-design, design for recyclability, waste prevention, sustainable packaging supply, reuse and refurbishment.
- Take all reasonable steps to give preference to materials and products with the greatest reused or recycled content.

SMEs, Third Sector & The Foundational Economy

Our Aim: *To promote the use of SMEs and third sector businesses in Wales, and to encourage subcontracting to these entities as part of Procurement activity.*

What We Will Do:

- Encourage SMEs to tender for business by facilitating accessible procurement frameworks and providing necessary support services and resources.
- Continue engagement with Welsh Government to ensure that Welsh businesses are adequately prepared for forthcoming NWSSP Procurement Services activity.
- Identify contracts or opportunities where the third sector may be able to tender, and ensure appropriate engagement and accessibility.
- Recognise social value as a positive outcome of procurement activity and aim to quantify social benefit as a metric that can be used to analyse tenders and award future contracts.
- In future NWSSP Procurement Services will look to ring-fence expenditure for provision via social enterprise where such provision is feasible and in line with value analysis.
- Support Welsh Government initiatives such as those identified within its Economic Action Plan, including its focus on the Foundational Economy. NWSSP Procurement Services continues to pursue

What We Ask From Suppliers:

- Make all sub-contracting opportunities in relation to NHS Wales supply available via Sell2Wales.
- Consider utilising social enterprise for sub-contracting opportunities to derive additional value.
- Welsh suppliers, including SMEs and third sector suppliers, are encouraged to engage with NWSSP Procurement Services in relation to existing and planned procurement activity. In doing so NWSSP Procurement Services can continue to improve accessibility, and its response to the socio-economic environment and operational landscape.

Appendix 1 – Mapping our Focus Areas to the Well-being Objectives

AW Themes	Future Generations Act	Focus Areas & Considerations
Environment	A Globally Responsible Wales	Energy Transport Waste Emissions Natural Resources
Social	A Resilient Wales	Business Ethics & Corporate Social Responsibility
	A Healthier Wales	Health & Well-being
	A More Equal Wales	Ethical Employment & Modern Slavery
	A Wales of Vibrant Culture & Thriving Welsh Language	Wales & The Welsh Language
Economic	A Prosperous Wales	Community Benefits Circular Economy
	A Wales of Cohesive Communities	SMEs, Third Sector & The Foundational Economy

Appendix 2 – Example Questions for Tenders & Exercises

Bidder Information

Description / Note Details

Are you a Small, Medium or Micro Enterprise (SME)?

Relevant classifications (state whether you fall within one of these, and if so which one)

- a) Voluntary Community Social Enterprise (VCSE)
- b) Sheltered Workshop
- c) Public service mutual

Exclusion - Grounds for Mandatory Exclusion (Inc Social/Economic/Environmental Sustainability)

Description / Note Details

Has the bidder, to its knowledge, breached its obligations in the fields of environmental law?

Has the bidder, to its knowledge, breached its obligations in the fields of social law?

Has the bidder, to its knowledge, breached its obligations in the fields of labour law?

Is the bidder bankrupt?

Is the bidder the subject of insolvency or winding-up proceedings?

Is the bidder in a situation that its assets are being administered by a liquidator or by the court?

Is the bidder in an arrangement with creditors?

Is the bidder in a situation that its business activities are suspended?

Is the bidder in any analogous situation arising from a similar procedure under national laws and regulations?

Is the bidder guilty of grave professional misconduct?

Has the bidder entered into agreements with other economic operators aimed at distorting competition?

Is the bidder aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?

Has the bidder or an undertaking related to it advised the organisation or contracting entity or otherwise been involved in the preparation of the procurement procedure?

Has the bidder shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?

Have you, or has your organisation, been found to have employed the practice of 'blacklisting' in the last three years?

Please answer the following statements:

- 1) The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.
- 2) The organisation has withheld such information.
- 3) The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.
- 4) The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

These details will be used to decide whether the conviction disclosed is one of the types listed in Regulation 57 which requires you to be excluded. If such a conviction exists, your organisation will be automatically excluded unless you can demonstrate evidence of your acceptability despite the existence of these grounds for exclusion. This would include adequate evidence of 'self-cleaning' (see Regulation 57 (13)- (17)).

The measures you have taken will also be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct.

If you answered “yes” to question any of the questions in Grounds for Discretionary Exclusion section please provide details that will enable the buyer to determine whether or not it is required to exclude you under the discretionary grounds for exclusion laid out in Regulation 57 of the Public Contracts Regulations 2015.

Technical and Professional Ability

Description / Note Details

Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.

The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. Consortia bids should provide relevant examples of where the consortium has delivered similar requirements.

If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).

Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.

If you cannot provide examples see question[4B3]

Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)

Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)

If you cannot provide at least one example for questions [4B1], in no more than 500 words please provide an explanation for this. e.g. Your organisation is a new Start-up or you have provided services in the past but not under a contract.

Do you have the necessary numbers of qualified staff to service the requirement? If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.

In the event that your tender is successful, please confirm that you are able to provide training during the implementation process and ongoing support throughout the duration of the contract as requested.

Health & Safety

Description / Note Details

Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management

Do you take steps to ensure that all members of your supply chain have in place appropriate health and safety policies dealing with at least the following:

A signed and dated Policy Statement

How Health and Safety requirements are implemented

Standards and procedures are adopted in practice

This is reviewed at least every 2 years

Do you take steps to ensure that all members of your supply chain provide appropriate health and safety training, particularly for workers carrying out potentially hazardous tasks?

Please provide brief details of the steps that you take to ensure that appropriate health and safety policies are in place and that appropriate training is provided.

Electronic Trading

Description / Note Details

The buyer may not select you to tender if you don't implement e-trading processes within 6 months of the contract award, as per the 'E-trading Specification'

Is your company able to invoice electronically, such as transmission of PDF files or equivalent?

If your company is not able to trade electronically, please advise why your company is unable to adhere to this?

If your company is not able to trade electronically, please confirm that your company will work with NWWSP to enable electronic trading within 6 months of award of contract

Please provide contact details including an email address for the person responsible for E-trading within your organisation and where Purchase Orders need to be sent

Please complete and attach E-trading Specification

Welsh Language

Description / Note Details

The buyer will only select you to tender if you warrant and undertake that you will not perform this Contract in such a way as to render the Authority and/or Beneficiary in breach of its obligations in respect of the Welsh language including but not limited to its obligations under the Government of Wales Act 2006, the Welsh Language Act 1993 or the Welsh Language (Wales) Measure 2011.

Please confirm that you will adhere to the above statement

Modern Slavery Act 2015

Description / Note Details

NWWSP is committed to ensuring that procurement activity conducted on behalf of NHS Wales is done so in an ethical way. To ensure Contractor activities are conducted on a fair basis, the bidder must provide transparency of their supply chains. Taking influence from the Modern Slavery Act 2015, the bidder will be required to provide a slavery and human trafficking statement. Modern Slavery Act - Relevant Commercial Organisation determines whether or not a supplier needs to follow the strict reporting criteria as set out in the Modern Slavery Act, however a statement is required from all bidders regardless of their annual turnover or their response to Modern Slavery Act - Relevant Commercial Organisation.

Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?

Please provide a slavery and human trafficking statement. The statement must include all required information as outlined in Section 54, Part 6 of the Modern Slavery Act 2015 (the Act).

Further information on Section 54, Part 6 of the Modern Slavery Act 2015 (the Act) can be found at the following link:

<http://www.legislation.gov.uk/ukpga/2015/30/section/54/enacted>

NHS Wales plays a pivotal role in furthering Corporate Social Responsibility on both a domestic and an international level. As a core signatory to Welsh Government's Code of Practice for Ethical Employment in Supply Chains, NHS Wales is charged with promoting adherence to the Code throughout its supply chain. The following questions ensure that direct and indirect recipients of funding from Welsh Government adhere to the principles described within the Code of Practice.

Please confirm that you abide by the principles of Welsh Government's Code of Practice. Please visit gov.wales/code-of-practice for full details of the code.

Please confirm that you have signed up via the Transparency in Supply Chains website (tiscreport.org/wales) and that you will upload your Modern Slavery Act statement within 3 months of contract award date.

Zero Hours Contracts

Description / Note Details

What policy and processes do you have in place for moving workers on zero hours contracts on to regularised hours contracts when they are working regularised hours? Do these processes include regular reviews and opportunities for staff to request a change of contract?

Towards Zero Waste

Description / Note Details

The Welsh Assembly Governments' policy on waste "Towards Zero Waste" sets ambitious targets for the reduction of waste to Landfill i.e. by 2025 70% of waste must be recycled with 100% being recycled by 2050. As a result bidders must satisfy the HB that they are working to reduce, re-use or recycle packaging where ever possible.

Please confirm that you have read, understood and will assist NHS Wales in meeting its obligations under the attached document entitled 'Towards Zero Waste'

Please confirm, by stating Yes / No, if the individual box packaging is manufactured from recycled materials.

If the above answer was Yes, please state the % of recycled material used in the individual box packaging.

Please confirm, by stating Yes / No, if the materials you use for individual box packaging can be recycled upon disposal.

General Sustainability

Description / Note Details

Tenderers must demonstrate a commitment to incorporate environmental and sustainability considerations into all elements of the contract and specify how and where these will be achieved. This may include "Green" transport initiatives, packaging, description of how environmental factors are taken into account in respect of manufacturing, material sourcing and ethical trading. Please detail the steps that you will take to support this activity

Please confirm that your organisation has a sustainability policy and or has an accredited Environmental Management system in place.

Please attach a copy of your Sustainability policy and/or evidence of an accredited Environmental Management system as part of your response

Well-being of Future Generations (Wales) Act 2015

Description / Note Details

The Well-being of Future Generations (Wales) Act 2015 requires public bodies in Wales to think about the long-term impact of their decisions, to work better with people, communities and each other, and to prevent persistent problems such as poverty, health inequalities and climate change.

Please provide a statement detailing how you will assist NHS Wales in meeting its obligations under the Well-being of Future Generations (Wales) Act 2015. Your statement should reference the Well-being Goals in Page 3 of the Well-being of Future Generations attachment included in the ITT.

Community Benefits

Description / Note Details

NHS Wales is committed to delivering against the Welsh Government's Community Benefits policy as part of its procurement activity. Please outline any community benefits that will be delivered if you are successful in winning this contract.

Guidance on the Community benefits approach can be found at the following link:

<https://gov.wales/topics/improvingservices/better/vfm/publications/community-benefits-2014/?lang=en>

Packaging Requirements

Description / Note Details

Suppliers will be required to take back used delivery packaging for goods that are supplied as part of this agreement. All duty of care implications in relation to packaging, including certificates (where appropriate) must also be managed by the supplier.

Appendix 3 – Related Policies & Further Reading

Introduction & Background

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NWSSP Sustainability Home Page

<http://www.nwssp.wales.nhs.uk/sustainability>

Wales Procurement Policy (WPPS)

<https://gov.wales/sites/default/files/publications/2019-09/wales-procurement-policy-statement.pdf>

Well Being of Future Generations (Wales) Act 2015

<https://futuregenerations.wales/about-us/future-generations-act/>

Sustainable Risk Assessment (SRA) Support

<http://www.nwssp.wales.nhs.uk/sustainable-risk-assessment-support/>

Emissions

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Low Carbon Delivery Plan : Welsh Government

<https://gov.wales/low-carbon-delivery-plan>

Natural Resources

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Environment Wales Act (2016)

<http://senedd.assembly.wales/mglIssueHistoryHome.aspx?lId=12572>

NHS Wales Biodiversity Duty

https://www.publichealthnetwork.cymru/files/1215/5559/2624/Biodiversity_english.pdf

Business Ethics & Corporate Social Responsibility

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Velindre Equality & Diversity Policy

<http://www.velindre-tr.wales.nhs.uk/equality-diversity-human-rights>

Ethical Employment & Modern Slavery

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Ethical Employment in Supply Chains

<https://gov.wales/ethical-employment-supply-chains-code-practice-guidance-and-training>

Transparency In Supply Chains (TISC)

<https://tiscreport.org/>

Community Benefits

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Community Benefits Guidance : Welsh Government

<https://gov.wales/procurement-community-benefits-guidance>

Community Benefits Measurement Tool

<https://gov.wales/procurement-community-benefits>

Circular Economy

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Towards Zero Waste : Welsh Government Guidance

<https://gov.wales/sites/default/files/publications/2019-05/towards-zero-waste-our-waste-strategy.pdf>

Green Public Procurement Guidance

[http://www.europarl.europa.eu/RegData/etudes/STUD/2017/602065/IPOL_STU\(2017\)602065_EN.pdf](http://www.europarl.europa.eu/RegData/etudes/STUD/2017/602065/IPOL_STU(2017)602065_EN.pdf)

SMEs, Third Sector & The Foundational Economy

(Page 14)

Economic Action Plan : Welsh Government

<https://gov.wales/prosperity-all-economic-action-plan>