



teqex



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CARBON REDUCTION PLAN GUIDANCE

DATE:

05 June 2026

PREPARED BY:

Teqex Ltd (Dean Mason)



Cabinet Office

Carbon Reduction Plan Guidance

Notes for completion

Where an in-scope organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required, as a condition of participation, to submit a CRP which details their organisational carbon footprint and confirms their commitment to achieving net zero by 2050.

CRPs are to be completed by the bidding supplier and must meet the reporting requirements set out in supporting guidance and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve net zero emissions by 2050.¹¹

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a CRP covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard¹² and Guidance, and all of the following criteria are met:

- the bidding entity is wholly owned by the parent
- the commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity
- the environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract
- the CRP is published on the bidding entity's website

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's CRP may only be a temporary measure to satisfy this particular condition of participation.

The CRP should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the objectives of the CRP within their strategic plans.

A template for the CRP is set out below. Please complete and publish your CRP in accordance with the reporting standard published alongside this PPN.

¹¹ 'Bidding supplier' or 'bidding entity' means, for the purpose of this guidance, the organisation with whom the Contracting Authority will enter into a contract if it is successful.

¹² <https://www.gov.uk/government/publications/ppn-006-guidance-on-taking-account-of-carbon-reduction-plans-adopting-and-applying-conditions-of-participation-html>

Carbon Reduction Plan template

Supplier name

Tegex Ltd

Publication date

05/06/2026

Commitment to achieving net zero

Tegex Ltd is committed to achieving net zero emissions by 2040.

Baseline emissions footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline year: 2021 (1/01/2021 – 31/12/2021)

Additional details relating to the baseline emissions calculations:

The baseline year emission calculations were completed in compliance with PPN 06/21. Our carbon emissions in 2021 were measured in line with GHG Protocol and include the greenhouse gases stated in the Kyoto Protocol.

Baseline year emissions:

Emissions	Total (tCO₂e)
Scope 1	4.78
Scope 2	20.80
Scope 3 (included sources)	0.54

Activity	Type	tCO₂e
Waste	General	0.00
Business Travel and employee commuting	Cars, trains and air travel	0.49
Downstream transportation and distribution	Van - Class II	0.04
Upstream transportation and distribution	Van – Class III	0.01
	Total tCO₂e	0.54

Total emissions	26.12
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Current emissions reporting

Reporting year: 2025/2026

Emissions	TOTAL (tCO2e)
Scope 1	0.000

We have eliminated all emissions created by our fleet vehicles by transitioning them to electric models. We do not have any emissions associated with boilers, on-site manufacturing or f-gases.

Scope 2	0.022
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Due to a significant reduction in office size and switching onto a green energy tariff, we have reduced a significant amount of emissions from office energy use.

Scope 3 (included sources)	53.271
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Activity	Type	tCO2e
Waste	General	0.014
Managed Assets	Water Supply	0.016
Managed Assets	Water Treatment	0.020
Business Travel and employee commuting	Cars, trains and air travel	2.497
Downstream transportation and distribution	Van - Class II	29.377
Upstream transportation and distribution	Van – Class III	21.344
	Total tCO2e	53.271

Waste

This figure is generated from the size and disposal schedule of the 660-litre general waste bin onsite, in addition to an estimated 0.5 tonnes of paper, wood and plastic recycling per year. This calculation accounts for the total waste generated in our operations and the associated emissions throughout the waste disposal process.

Managed assets

Based on an occupancy of 7.3 full-time equivalent employees within a 1,100

sq ft office and technology warehouse, annual water consumption has been estimated at approximately 110 m³ per annum.

Business travel and employee commuting

We have no emissions associated with business travel, and therefore the total of the figure provided is comprised of employee commuting. The emissions resulting from employee commuting is calculated on factors including distance travelled, mode of transportation, and vehicle size.

Upstream and downstream transportation and distribution

Where primary transport data was unavailable from mileage tracking, transportation and distribution emissions were estimated using operational activity data. Downstream transportation and distribution were calculated based on an average of 40 customer orders being dispatched per working day via third-party courier services with FedEx and DPD. Deliveries were assumed to originate from Teqex's premises in OL10 1ND and primarily serve destinations across Central and Southern England. An average delivery distance of 150 km per shipment was applied across 260 working days per year.

For upstream transportation and distribution, an average of 2 deliveries received per day in a Class III vehicle from third party courier services was used to calculate estimated emissions.

<i>Total emissions</i>	<i>55.524</i>
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Emissions reduction targets

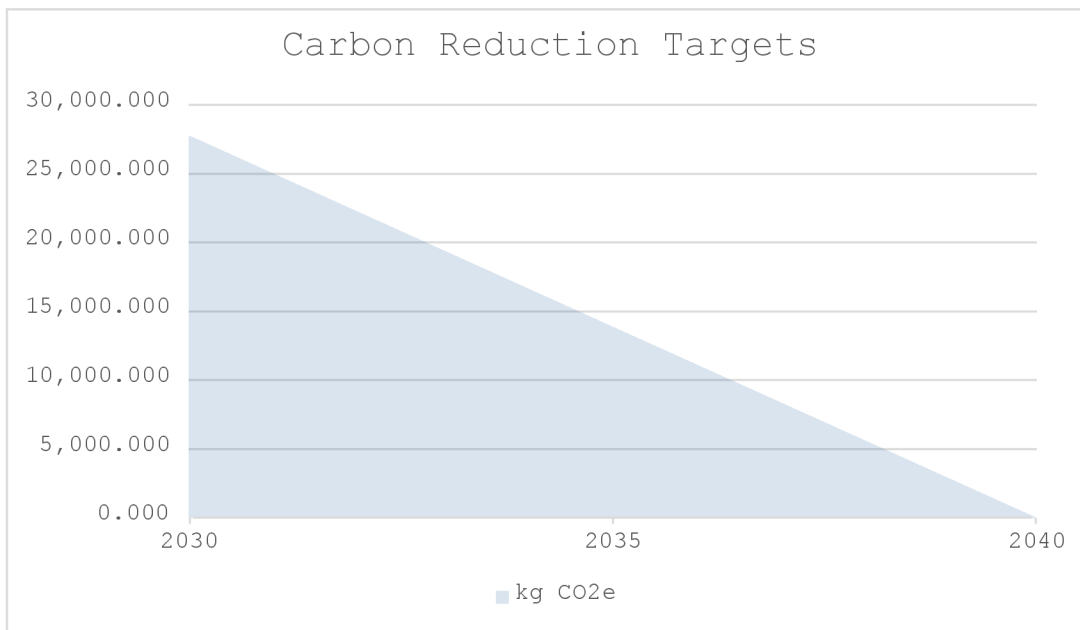
In order to continue our progress to achieving Net Zero by 2040, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next four years to 27.762 tCO₂e by 2030. This is a reduction of 50%.

2030: Target of 50% Carbon reduction to 27.762 tCO₂e

2035: Target of 75% Carbon reduction to 13.881 tCO₂e

2040: Target of 100% Carbon reduction to 0 tCO₂e



Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. The carbon emission reduction achieved by these schemes equate to 0 tCO₂e, a 0% reduction against the 2021 baseline and the measures will be in effect when performing the contract. Although we have made reductions, company growth and a calculation error in waste emissions have resulted in no tangible reduction from the original figures reported.

- All fleet vehicles have been changed to electric models, resulting in eliminating all Scope 1 emissions
- We encourage environmental protection among suppliers and subcontractors
- We have a sustainability policy for reusing all packaging where possible
- We have a Green Office policy which reduces potential waste by ensuring documents are not printed, all appliances are switched off when not in use, and heating is only turned on when required

- Switching to a smaller office space and onto a green energy tariff, significantly lowering our energy-based emissions
- Reducing general waste from 4 x 660L bins emptied weekly to 1 x 660L bin emptied fortnightly
- We recruit within the local area to reduce travel needs – all employees are within a 10-mile radius of the office

Future carbon reduction initiatives

In the future we hope to implement further measures such as:

Scope 2 actions

- Research purchasing equivalent carbon emissions credits from an International Carbon Reduction & Offset Alliance (ICROA) provider to offset residual emissions

Scope 3 actions

- Research purchasing equivalent carbon emissions credits from an International Carbon Reduction & Offset Alliance (ICROA) provider to offset residual emissions

Business travel (including employee commuting)

- We will interrogate our data from employee commuting to better understand if and where carbon reductions can be made, such as maintaining a record of employee vehicle fuel types
- Continue to encourage the use of walking, cycling, public transport and car sharing
- Continue to support and encourage hybrid/homeworking

Managed assets

- Collaborate with office facilities to obtain more accurate data on water usage and treatment

Waste management and reduction

- Complete waste audits with Busy Bins & Wheeldons to more accurately measure waste, maximise recycling and minimise waste production
- For non-recyclable waste we will establish relationships with local energy recovery facilities
- Recycle all packaging waste generated from upstream deliveries

Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹³ and uses the appropriate government emission conversion factors for greenhouse gas company reporting.¹⁴

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.¹⁵

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the supplier:

Dean Mason

Date: 05/06/2026.....

13 <https://ghgprotocol.org/corporate-standard>

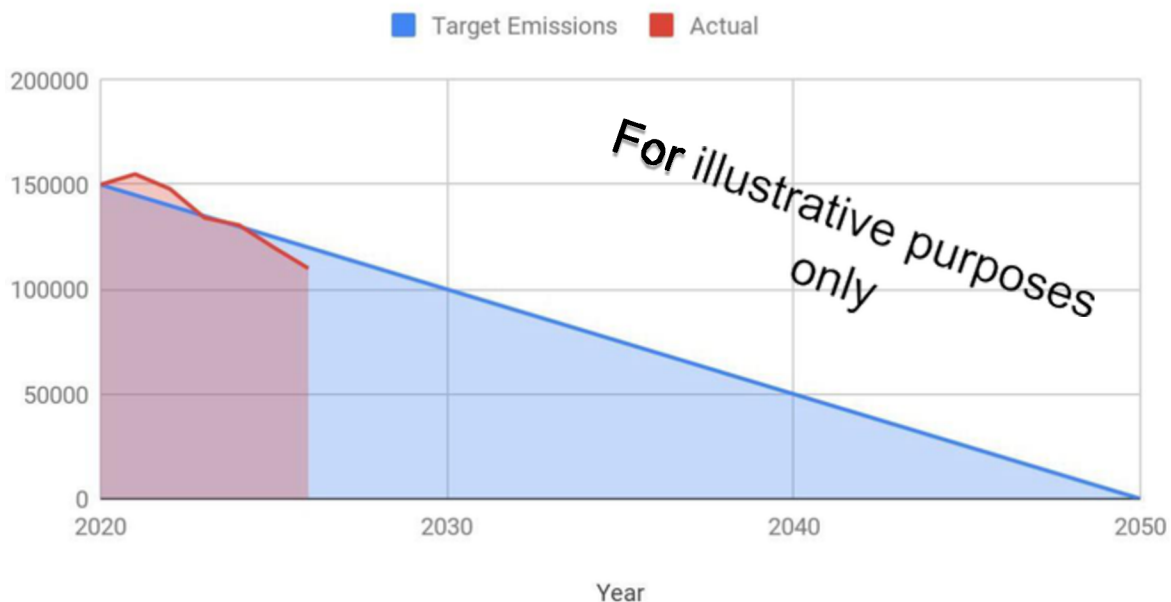
14 www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

15 <https://ghgprotocol.org/standards/scope-3-standard>

Annex – Guidance notes

- Please provide details of your organisation’s baseline emissions. If your organisation has not previously assessed or reported emissions, please state this and use your first reporting period as your baseline.
- Under **Additional details relating to the baseline emissions calculations**, please add details of your baseline emissions as required: for example, that it is a historic baseline which deviates from the requirements under this measure (e.g. no prior Scope 3 emissions reporting); that there had been no previous reporting; or that you have created a new baseline due to substantial organisational change or restructuring.
- Under the heading **Emissions reduction targets**, if your organisation already has emissions reduction targets, please give those targets. If your organisation had no previous emissions reduction commitment, or if this is your organisation’s first carbon footprint, please provide targets for your organisation. You may want to show progress against your targets in a graph, like the one show below:

Carbon Reduction: Projected vs. Actual



- Under the heading **Completed carbon reduction initiatives**, please provide brief details of some of your completed carbon reduction projects. This is for information only. This may include environmental management measures such as certification schemes like ISO14001 or PAS 2060, signing up to SBTi or specific measures you have taken such as: the adoption of LED/PIR lighting controls, changes to policy resulting in a reduction in company travel and flights or the electrification of the company fleet.
- Under the heading **Future carbon reduction initiatives**, please provide brief details of some of your likely/proposed future carbon reduction projects, if any. This is for information only.